

SOUTH CENTRAL TRANSIT AUTHORITY
MINUTES

DATE: May 17, 2023
TIME: 6:00 PM
PLACE: Hybrid Meeting (Lancaster)
PURPOSE: Regular Monthly Meeting
ATTENDANCE: Members: June Wolf, Jessica Jones, Bonnie Glover, Ineavelle Ruiz,
Jeffrey Ouellet, Joy Ashley, Timothy Snyder and James Schlegel

Solicitor: Jill Nagy, Summers Nagy Law Offices

Staff: Gregory Downing, Jeffrey Glisson, Keith Boatman, Sharon
Stephens and Paola Peguero.

Guest: Patty McKenna with ATU Local 1241, Mike Golembiewski,

ORDER OF BUSINESS

1. Call to Order

Chair Person June Wolf called the meeting to order at 6:00 P.M

2. Changes to Agenda

None

3. Public Comment on Agenda Items

None

4. Approval of the Minutes from the April 19, 2023 Regular Board Meeting

Upon motion by Mr. Ouellet, second by Ms. Glover, the Board approved the April 19, 2023 Regular Board Meeting minutes.

5. Bills and Communications

A. Motion made to rename Marketing Committee to Public Relations and Marketing Committee.

Mr. Downing mentioned the rename of the Marketing Committee is under review, giving all the board members a chance to give their input. This will be reviewed in June or July Board meeting.

6. Reports of Committees

- A. Personnel Committee – No Report
- B. Operations Committee – Monthly performance report included in packet
- C. Finance Committee – No Report
- D. Marketing Committee – Monthly marketing report included in packet

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved Reports of Committees.

7. Old Business

- A. Draft FFY 2023 Program of Projects - A copy of the draft Program of Projects for FFY 2023 was included in the board packet for review. The Program of Projects proposes how SCTA will utilize the federal funding apportioned to both urbanized areas for transit related projects. SCTA scheduled public hearings on the Program of Projects in each of the service areas prior to the May meeting on Monday, May 15th and on Tuesday, May 16th. Staff recommends approval of the FFY 2023-2024 Program of Projects and Capital Budget.

Upon motion by Mr. Schlegel, seconded by Ms. Ashley, the Board approved the 2023-2024 Program of Projects and Capital Budget.

8. New Business

A. Approval of Bids for Vehicle Disposal

Bids for the disposal of 11 shared-ride vans were received. Based on the bids and summary distributed to the Board, staff recommends award to the high bidder for each vehicle listed on the summary for a Total Bid Amount received of \$166,576.00 for the vehicle disposal.

Upon motion by Ms. Glover, seconded by Mr. Schlegel, the Board approved Bids for Vehicle Disposal.

B. Approval of a Six-Month Extension to PFM Asset Management LLC Agreement (RRTA)

In accordance with the contract for Pension Services with PFM Asset Management LLC, the current contract is to expire on May 31, 2023. SCTA on behalf of RRTA has asked for a six-month extension to the contract to expire on November 30, 2023. SCTA has prepared a Contract Modification included, to extend the term of the current contract to November 30, 2023, with no other modifications to the original agreement. Staff recommends approval.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved the Six-Month Extension to PFM Asset Management LLC Agreement (RRTA).

C. Approval of a Six-Month Extension to PFM Asset Management LLC Agreement (SCTA)

In accordance with the contract for Pension Services with PFM Asset Management LLC, the current contract is to expire on May 31, 2023. SCTA has asked for a six-month extension to the contract to expire on November 30, 2023. SCTA has prepared a Contract Modification included, to extend the term of the current contract to November 30, 2023, with no other modifications to the original agreement. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Ms. Ruiz, the Board approved the Six-Month Extension to PFM Asset Management LLC Agreement (SCTA).

D. Approval for Extension of Agreement with Berks County (Berks Heim) for Transportation

Renewal of a yearly agreement with Berks County to provide specialized transportation services effective April 1, 2023 to March 31, 2024. Staff recommends approval.

Upon motion by Mr. Schlegel, seconded by Mr. Ouellet, the Board approved the Extension of Agreement with Berks County (Berks Heim) for Transportation.

E. SCTA Procurement Procedures: SCTA Board Procurement Contract Approval Threshold

SCTA's Procurement Procedures currently require Board approval for all contract awards above \$22,500. Staff requested Board approval to increase the Procurement Threshold for requesting Board approval of contract awards from the current \$22,500 to \$50,000 in an effort to streamline the approval process for small purchases. With this change, the Executive Director will provide a monthly report to the Board in the agenda package listing contract awards he approves between \$22,500 and \$50,000. The attached spreadsheet provided detail regarding the current and revised Procurement Thresholds and the current and revised Procurement Approval Thresholds by FTA Procurement Category. Staff recommends approval of the proposed change in the Procurement Approval Threshold noted in bold and all caps.

Upon motion by Mr. Ouellet, seconded by Ms. Ruiz, the Board approved the increase in the Board Procurement Approval Threshold to \$50,000.

F. Shared Ride Facility: Authorization to Sign Contract for Real Estate Services

SCTA is seeking to purchase land for the construction of a Shared Ride Facility. Staff believes working with a local Real Estate Agent will help in identifying viable parcels. No proposals were received in response to an RFP to supply Real Estate Services in 2020 and 2022. Two firms contacted SCTA about supplying Real Estate

Services after the 2022 solicitation process ended. Staff interviewed both firms and selected Compass Real Estate, LLC, Lancaster, PA to provide the real estate services based on the agent's knowledge and experience with the Lancaster commercial real estate market. Attached is a copy of the standard Commercial Buyer/Tenant Agency Contract. The Broker's Fee is 6% of the purchase price. Staff requests authorization for the Executive Director to sign the Contract.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved Authorization to Sign Contract for Real Estate Services.

G. Ratification of ADA Fare Change

Shared ride ADA fares can be a maximum of double fixed route fares (\$1.80), putting the maximum amount an agency can charge as \$3.60. Board approval was sought and obtained to make all Lancaster ADA fares \$3.40 in alignment with BARTA's ADA fares. Staff is seeking ratification of the vote previously taken.

Upon motion by Mr. Schlegel, seconded by Ms. Ruiz, the Board ratified of the vote previously taken.

H. Resolution 05-2023 Award of Security Services Contract

SCTA received two proposals to provide security services at selected facilities. Proposals were received from Schaad Detective Agency, Inc, York, PA and Allied Universal Security Services, Harrisburg, PA. Schaad Detective Agency submitted a proposal that ranked highest based on the evaluation criteria described in the Request for Proposal. Staff recommends award.

Upon motion by Ms. Jones, seconded by Ms. Ashley, the Board approved Resolution 05-2023 Award of Security Services Contract.

I. Resolution 06-2023 Award of Queen Street Station and the Queen Street Station Parking Garage Renovations Contract

SCTA received three proposals to provide Engineering and Design Services for the Queen Street Station and the Queen Street Station Parking Garage Renovations. Proposals were received from all three on call Services Firms, Larson Design Group, Johnson, Mirmiran & Thompson Inc and KCI Technologies. Johnson, Mirmiran & Thompson Inc, submitted a proposal that ranked highest based on the evaluation criteria described in the Request for Proposal.

Upon motion by Ms. Glover, seconded by Ms. Jones, the Board approved Resolution 06-2023 Award of Queen Street Station and the Queen Street Station Parking Garage Renovations Contract.

J. Resolution 07-2023 Certification of Local Match – Standard and required Resolution certifying that Berks and Lancaster Counties will provide the local match for the state operating grant. The local match has been requested from both Lancaster

and Berks Counties for the upcoming fiscal year and Resolution 07-2023 was provided at the Board meeting.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved Resolution 07-2023 Certification of Local Match.

- K. **Draft FFY 2023-2024 Operating Budget-** A copy of the proposed operating budget for FY 2023-2024 was provided at the meeting for review. No action is required at the May meeting, but the budget will be on the June meeting agenda for approval.

L. **Approval of April Operating Statement**

For the month of April, ridership in Lancaster showed a 9.3% increase with fixed route showing a 10.2% increase and shared ride showing a 4.1% increase. For Reading, ridership showed a 10.0% increase with fixed route showing a 10.3% increase and shared ride showing a 5.6% increase. Total ridership was 265,247 for fixed route and 27,870 for shared ride for a total for the month of April of 293,117 compared to 267,143 rides last April for an increase of 25,974 passengers overall.

Financially for April 2023, Lancaster recorded \$497,113 in operating revenue combined with operating grants of \$841,228 for total revenue of \$1,338,341 against total expenses of \$1,472,318. For Reading, operating revenues of \$505,024 combined with operating grants of \$892,456 for total revenue of \$1,397,480 against expenses of \$1,526,602. For the tenth month of the fiscal year, operating revenue is at 99% of projected budget and operating grants are 98% for total revenue of 99% of the projected budget compared to expenses at 94% of projected budget.

Upon motion by Mr. Schlegel, seconded by Mr. Ouellet, the Board approved the April Operating Statement, subject to audit.

9. Public Comment

None

10. Adjournment

With no further business to discuss, the meeting adjourned at 6:48 p.m., upon motion by Ms. Landis, seconded by Mr. Ouellet.

Respectfully Submitted,



Gail Landis

Secretary