

CENTRE AREA TRANSPORTATION AUTHORITY

REGULAR BOARD MEETING
MINUTES

March 24, 2008

4:00 PM

STATE COLLEGE BOROUGH BUILDING
Room 241, 243 S. Allen Street, State College, PA

BOARD MEMBERS PRESENT: John Spychalski, Chairman
Joseph L. Davidson, Vice Chairman
Richard Kipp, Treasurer
Gary Powers
Kathryn Bittner

STAFF PRESENT: Hugh Mose, General Manager
Joe Gilbert, Director of Operations
Judith Minor, Director of Administration
Amanda Jones, Asst. Director, Administration
Eric Bernier, Service Development Manager
Jacqueline Sheader, Marketing Manager
Greg Kausch, CRPA Transportation Planner
Dina Ruggiero, Executive Assistant

OTHERS PRESENT: Theresa Lafer, State College Borough Liaison

I. CALL TO ORDER

Chairman Spychalski called the meeting to order at 4:04 PM. Chairman Spychalski recognized and thanked Amanda Jones for her years of dedication to CATA and wished her well in her new endeavor.

II. PUBLIC COMMENTS

There were no public comments.

III. OLD BUSINESS

A. *Approval of February 25, 2008 Public Hearing & Board Meeting Minutes*

Chairman Spychalski entertained a motion to approve the minutes. Gary Powers moved approval of the minutes of the February 25, 2008 Public Hearing & Board Meeting. Richard Kipp seconded. Richard asked that the record to be corrected under Old Business, Item G. He stated that the sentence should read: "Richard Kipp emphasized the value of the technicians keeping the buses in good running condition," rather than "Richard Kipp expressed his concern for the condition of the buses." With the correction noted, the motion carried unanimously.

B. *Receipt of the February 2008 Financial Report*

Chairman Spychalski entertained a motion to receive the Financial Report. Richard Kipp moved to receive the February 2008 Financial Report. Joe Davidson seconded.

Judi Minor gave a brief explanation regarding the maintenance and transportation

expenses in the vanpool line. She indicated that some major repairs were done recently, causing the maintenance number to increase significantly. On the transportation page, Judi explained that the purchase of the four oldest Penn State vans has been moved to the Operating Budget because it has been determined that these units do not have enough remaining life to be charged to a PTAF capital grant. Judi also explained that we received a credit from SAFTI for Bob Martin's work on the Billie Jo Richards litigation that has been taken over by the insurance pool.

Hugh Mose reported that the sale of OnePasses and Ride for Five passes continues to increase, while token and park and ride sales are down compared to last year. Judi Minor noted that Penn State bought a large number of tokens last year at this time which is why there is a significant decrease in the number of tokens sold. Hugh noted that CENTRE RIDE and CENTRE LINE numbers are up for the month of February and gave a brief summary of the CENTRE COMMUTE report. There was brief discussion regarding token use on the R Route. With no further discussion, the motion carried unanimously.

C. *Policy Review and Adoption*

Amanda Jones identified the policies that had been reviewed at last month's meeting. Chairman Spychalski entertained a motion to adopt the reviewed policies. Gary Powers moved adoption; Kathryn Bittner seconded. Amanda stated that the policies have been updated with the Board's recommendations from the previous meeting. Chairman Spychalski asked for clarification under the Criminal History Record Investigation Policy regarding the sentence that states the employee "may" be terminated. Amanda clarified the use of that terminology. With no further discussion, the motion carried unanimously.

Amanda Jones presented policies and changes for review at this month's meeting, which include: *Modified/Alternative Duty/Return to Work Policy, Political Activity Policy, Procurement Procedures, Sexual Abuse Prevention Policy, Sexual Harassment Policy, Smoke-Free Workplace Policy, Transit Pass Program, Travel Policies, Tuition Assistance Policy, Unlawful Harassment Policy, Weapons Policy and Workers' Compensation Policy.* Kathryn Bittner noted that the language regarding the term Human Resources "Department" or "Office" should be consistent throughout the policy. Joe Davidson questioned how CATA policies apply to the vanpool program. Hugh Mose gave a brief explanation of the process. Chairman Spychalski asked to review the vanpool rules and regulations that are given to participants. Richard Kipp questioned whether, under the Sexual Harassment Policy, complaints need to be signed, and Amanda provided an explanation. Chairman Spychalski suggested that for clarity under the Unlawful Harassment Policy the wording in the section pertaining to an investigator should be changed from "they" to "the representative."

V. NEW BUSINESS

A. *FY 2008/2009 DRAFT Budget*

Judi Minor presented the Board with changes to the DRAFT Budget and gave a brief explanation for each.

Joe Davidson asked if the additional LOOP service had been finalized. Eric explained that conversations with Penn State had indicated that they want CATA to provide the service, but no final decision has been made on the number of hours or the exact routing. Eric noted that there is a meeting scheduled for next Friday to finalize the agreement. Eric stated that the staff believes there is enough of a commitment from Penn State to put the numbers in the budget. There was brief discussion regarding Penn State service.

Judi Minor gave the Board an explanation of carry-forward funding and CATA's operating cost per revenue hour. After brief discussion, Chairman Spychalski entertained a motion to adopt the Fiscal Year 2008/2009 DRAFT Budget and authorize its completion and distribution by staff. Joe Davidson moved and Gary Power seconded. The motion carried unanimously.

B. Reserve Policy

Chairman Spychalski entertained a motion to adopt a policy establishing an operating reserve of \$500,000. Kathryn Bittner moved and Gary Powers seconded. Hugh Mose gave a brief explanation of the reserve policy and after brief discussion, the motion carried unanimously.

C. Long Range Transportation Plan (LRTP) Update

Greg Kausch provided an update to the Board regarding the LRTP. Greg provided many details regarding the projects listed on the transportation plan, which covers a 20+ year horizon. However, he noted that the list will need to be revised and is by no means complete. The information is for the Board's review only. Formal action will be requested at the next Board meeting.

D. Exterior Bus Advertising Policy

Hugh Mose gave a brief overview of the pros and cons of exterior bus advertising and Jackie Sheader provided additional information pertaining to the cost and time involved with the wrapping process. It was noted again that College Township is very interested in CATA selling exterior bus advertising as a means of increasing revenues. After a lengthy discussion of the issues involved in exterior bus advertising, Joe Davidson moved that the Board limit the sale of advertising to the interior of buses, in the Ride Guide and in other incidental means, at least for Fiscal Year 2008/2009, and direct that a letter be sent to the COG Finance Committee outlining the reasons for this decision. Gary Powers seconded and the motion carried unanimously.

E. Service Planning Update

Eric Bernier presented to the Board a memo outlining proposed service changes for Fiscal Year 2008/2009, and described briefly each of the service enhancements. He stated that this item was for the Board's review and consideration, and that formal action will be requested at the April Board meeting. Chairman Spychalski noted that any questions or concerns should be directed to Eric or Hugh.

VI. OTHER BUSINESS

A. General Manager's Report

Hugh Mose noted that the Work Session minutes will be available for approval at the April Board meeting. Hugh also indicated that he will be sending an email to the COG Finance Committee clarifying the background for CATA's recent earmark requests.

Hugh provided an update on the CNG compressor project, and to avoid delaying the project, asked the Board for authorization to award a construction bid to the

lowest responsive, responsible bidder. Chairman Spsychalski entertained such a motion. Joe Davidson moved to authorize the General Manager to award a bid and execute a construction contract for the CNG compressor project. Richard Kipp seconded, and the motion carried unanimously.

Theresa Lafer noted to Hugh Mose and the Board that Congressman Peterson had made comments to her and other Borough Council members confirming the high regard he has for CATA and what the Authority has done with the federal funds that have been made available to it.

Hugh Mose noted that a Request for Proposals will be going out for CENTRE RIDE service. Hugh also noted that Greg Kausch will be meeting with the American Legion this week to discuss the Old Fort Park-and-Ride project and that he anticipates that the project may be abandoned.

B. Service Development Report

Eric Bernier noted that he had provided a written report in the Board packets. Mr. Bernier added that sometime in the upcoming week he would be sending the Board an email with a link to the public interface of the APTS website.

VII. ADJOURNMENT

The meeting was adjourned at 6:05 PM.

VIII. EXECUTIVE SESSION

No Executive Session was held.