

CENTRE AREA TRANSPORTATION AUTHORITY

REGULAR BOARD MEETING
MINUTES

JULY 27, 2009

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
Mark Kutzer, Director of Maintenance
Sherry Snyder, Director of Operations
Eric Bernier, Service Planning Manager
Jackie Sheader, Marketing Manager
Julie Hartley, Human Resource Manager
Marsha Kyper, Assistant to the General Manager

I. CALL TO ORDER

Chairman Spychalski called the meeting to order at 4:03 PM.

II. EXECUTIVE SESSIONS

Chairman Spychalski announced that two Executive Sessions had been held, one on Wednesday, July 15, 2009 and one on Thursday, July 16, 2009 to discuss personnel matters.

III. PUBLIC COMMENT

One quick compliment was received.

IV. OLD BUSINESS

A. Approval of Minutes of June 22, 2009 Regular Board Meeting

Chairman Spychalski entertained a motion to approve the June 22, 2009 Board Meeting Minutes with the following corrections: New Business, Section E, second paragraph, change the number 4 to 3; Other Business, last page of minutes, second full paragraph, change the word *Transit* to *Transport*.

Richard Kipp moved to approve the minutes with the corrections noted and Kathryn Bittner seconded. The motion carried unanimously.

B. Receipt of June 2009 Finance Reports

Chairman Spychalski noted that the June Finance Reports will not be available until the September Board Meeting, when the audit will have been completed.

C. *Assessment of Public Transportation Services in Centre County – Task III Report*

Greg Kausch stated that, in addition to a copy of the Task III Report on the Assessment of Public Transportation Services in Centre County, he had provided each Board member with a copy of a state-wide Human Service Transportation Coordination Study Summary, because he believes that whatever decisions are made locally regarding transit need to be made with consideration given to what is going on at the state level. Greg then introduced Walt Cherwony, of the Abrams-Cherwony Group of Gannett-Fleming, Inc. who presented the report for Task III of the Assessment of Public Transportation Services in Centre County project. The report, built on information learned from the current and recent historical operating conditions of CATA and the CCOT (Centre County Office of Transportation), as well as input received during the public and stakeholder involvement process, documented a selection of operating arrangements that have been deemed by the consultant to be feasible for the two entities to consider.

The Task III report outlines the following alternatives for consideration by both CATA and Centre County: 1) No action 2) The development of a Coordination Committee which would further formalize the existing relationship and could result in joint purchases, technical support, assignment of some standing orders, common forms, uniform eligibility for services, and consolidation of public information and advocacy efforts 3) Partial consolidation, which Walt Cherwony stated already exists 4) Complete consolidation, which Walt defined as either CATA or Centre County going out of the business of providing Human Services Transportation 5) A Broker situation, which Walt defined as a third party that would parcel out all trips between the County and CATA.

After brief comments by various Board members, Walt Cherwony indicated that the next step will be for him to present the same information to the Centre County Commissioners. The Abrams and Cherwony Group will then conduct a thorough evaluation of all five of the options presented in the Task III Report, and return to both CATA and the Centre County Commissioners to present that report.

D. *CATA Rebranding Project*

Jackie Sheader referred to the Rebranding project packet included in the Board information, which provided sample views of the new CATA logo's use on office documents, brochures, newsletters, the office sign and CATACOMMUTE vans. Jackie then stated that a rebranded CATA bus was parked outside for everyone's review. Hugh Mose suggested that the group move outside for a closer look at the bus. Upon returning to the meeting room, Jackie reported that, in response to Gary Powers's suggestion, the wording on the cowling would be changed to read, "Powered 100% By Clean Natural Gas." Jackie also stated that the logo will be centered in the space it occupies on each bus type. It was also the group's consensus that numbers should be placed on both corners of the front of the bus to meet the different vehicle identification needs of Dispatch and Maintenance. Joe Davidson inquired whether the logo could be reflective. Jackie responded that the logo itself could not be, but she will check whether the CATA portion of the logo could be reflective.

Jackie Sheader stated that the rebranding of the vanpool vans will begin with the new Fords. Richard Kipp requested that, based on the pictures in the packet, more border be left around the rear logo on the vans.

Chairman Spychalski expressed, on the Board's behalf, appreciation to the members of the Rebranding Committee for the time and effort put into the project. The Chairman then called for a motion to accept the Rebranding package as presented. Gary Powers moved and Richard Kipp seconded. With no further discussion, the motion passed unanimously.

E. Summer Meeting Schedule

Hugh Mose reported that, due to the possibility of the Board needing to take action on awarding contracts for Bus Refurbishment and Diesel Tank Remediation, it appears that an August meeting will be necessary. Should that turn out not to be the case, the meeting may still be cancelled.

V. NEW BUSINESS

A. Annual Policy Review Schedule and Policy Adoption

Chairman Spychalski opened the floor for discussion of the Annual Policy Review Schedule, and the amendments to the Long Term Disability policy. Gary Powers requested that the items be acted upon separately.

Chairman Spychalski called for a motion to accept the Annual Policy Review Schedule as presented. Gary Powers moved and Kathryn Bittner seconded. The motion carried unanimously.

Julie Hartley explained that the Long Term Disability policy needed to be revised at this time, to provide further clarification as a result of CATA now having someone on Long Term Disability. Hugh Mose further explained that a revision at this time could then be included in the information that will be provided to employees during the upcoming August training.

Chairman Spychalski called for a motion to accept the revisions to the Long Term Disability policy as presented. Joe Davidson moved and Gary Powers seconded. The motion carried unanimously.

B. Resolution to File Consolidated Capital Grant Application (CCA)

As part of the grant application for FY 2009/2010 state capital funds under Act 44, a resolution is required by PennDOT. Gary Powers inquired whether the zero dollar figures in the resolution were correct. Hugh Mose responded that, because the form was a standard document that included more categories than applied to our request, the zero dollar amounts were correct.

Chairman Spychalski called for a motion to adopt the resolution to file the Consolidated Capital Grant application. Richard Kipp moved and Joe Davidson seconded. The motion carried unanimously.

C. Bus Tire Lease

Hugh Mose explained that both Goodyear and Firestone had submitted bids for the CATA tire lease, and that Goodyear was the low bidder. Hugh further stated that there were elements of the Goodyear proposal that were inconsistent with the Request for Proposals, but that those issues had been resolved. Mark Kutzer reported on the closeness of the two bids, with the difference between the Goodyear and Firestone proposals being \$3,080 the first year and \$1,300 the second year, which over a five year lease resulted in a \$7,600 difference on the tires that we use the most.

Gary Powers inquired about the impact on the shop of changing suppliers. Mark Kutzer responded that all tires do not have to be changed to Goodyear on August 1, 2009, but that CATA will have thirty-six months to run out the existing leased tires. Joe Davidson inquired whether CATA would be paying two suppliers. Mark responded, that CATA would be paying two suppliers, and that there will be two reports produced and two checks being cut during the thirty six month run-out period.

Joe Davidson inquired about the proposal inconsistencies. Mark Kutzer responded that one issue was the stipulation by Goodyear that if one tire were to be changed, all six would need to be changed, and another issue was tax language, both of which Judi Minor had addressed and resolved.

Chairman Spychalski called for a motion to authorize the General Manager to execute a contract with the Goodyear Tire and Rubber Company for the lease of bus tires for the three-year period beginning August 1, 2009, with the option for two, one year lease extensions. Joe Davidson moved and Gary Powers seconded. With no further discussion, the motion carried unanimously.

VI. OTHER BUSINESS

A. General Manager's Report

In addition to his written report, Hugh Mose stated that CATA had made a request to State College Borough regarding changes to our College Avenue bus stops, and that the Transportation Commission had agreed to two of three proposed changes, and an alternative to the third change which they rejected. Hugh stated that the Commission agreed to the removal of one meter at the Heister Street stop, which will allow buses to get out of the traffic lane and closer to the curb, and to the relocation of the stop at the University Club, to be closer to the Power Plant and back from the pedestrian island at Atherton Street. In response to the Commission's rejection of a request to remove four meters east of the stop in front of Old Main, Eric Bernier submitted for their consideration, and they gave approval to, changing the time those four meters are out of service to 2-9AM and 3-6PM.

Hugh Mose further reported that the Fullington Bus Company has expressed its intention to provide Football Shuttle service in the South Atherton corridor, as well as its concern for whether CATA's Football Shuttle service should be considered a charter service. Chairman Spychalski stated that CATA's Football Shuttle is an important public relations tool. Joe Davidson inquired whether Fullington would be able to appeal to the Federal Transportation Administration (FTA) regarding our Football Shuttle violating the charter service regulations. Hugh stated that he had re-read the federal regulations regarding charter service, which define a charter service as one being funded by a third party or for which a premium fare is charged, for an intermittent event. Hugh explained that he felt the only question would be whether CATA's two dollar fee would be considered premium, and that if we want to be certain we can ask for an Advisory Opinion.

Joe Davidson inquired whether there is anything to prevent Fullington from running competition. Hugh responded that there was not, and asked that the Board confirm its position on the Football Shuttle service. It was the Board's consensus that the service should be retained.

B. Service Development Report

In addition to his written report, Eric Bernier reported that the Beaver Avenue streetscape work in front of the Downtown office is underway. Eric also stated that we are in the process of placing an LCD version of the realtime bus arrival signage at the Pattee Transit Center in a glass display case at the Downtown Office. Jackie Sheader added that Sekula Signs of Dubois has been awarded the contract to develop and install the marquis lighting and signage at the Downtown Office. Richard Kipp inquired whether a canopy at the College and Allen bus stop was still not an option. Eric Bernier responded that, to his knowledge, Penn State has not changed its position on the addition of a shelter at that bus stop.

Gary Powers inquired about the public discontent with certain aspects of the new G (Stormstown) Route. Eric Bernier explained that there were individuals in the Wilderdest area who did not want the bus running in their neighborhood, and that as a result the route was changed to Meeks Lane.

Sherry Snyder reported that the run-cut was finished, the Union Review Committee had given final approval to it, and that bidding would begin this week. Sherry further reported that she was working on refining the paratransit RFP and the technical specifications for the bus procurement. Joe Davidson inquired whether Operations had enough manpower. Sherry responded that they do.

Mark Kutzer reported that six of the LYNX buses will be in service by Full Service, and that the bus refurbishment Request for Proposals was mailed to as many as twelve interested firms. Mark also stated that the Diesel Tank Remediation Request for Proposals is on hold until we hear back from the Department of Environmental Protection regarding a mandatory pre-proposal meeting, at which they wish to have a representative.

VII. ADJOURNMENT

Chairman Spsychalski called for a motion to adjourn the meeting. Gary Powers moved to adjourn the meeting and Richard Kipp seconded. The meeting was adjourned at 6:02PM.

VIII. EXECUTIVE SESSION

The Board reconvened in Executive Session to discuss personnel matters.