

CENTRE AREA TRANSPORTATION AUTHORITY

BOARD MEETING
MINUTES

OCTOBER 26, 2009
4:00PM

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
Judi Minor, Director of Administration
Mark Kutzer, Director of Maintenance
Eric Bernier, Service Development Manager
Jackie Sheader, Marketing Manager
Julie Hartley, Human Resource Manager
Greg Kausch, Transportation Planner
Marsha Kyper, Assistant to the General Manager

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 noted the addition of an item to the agenda, under Old Business, item D, CATA Downtown Office Signage Design.

II. PUBLIC COMMENT

There were no public comments.

III. OLD BUSINESS

A. Approval of Minutes of September 28, 2009 Board Meeting

Chairman Spychalski entertained a motion to approve the September 28, 2009 Regular Board Meeting Minutes as presented. Richard Kipp moved and Gary Powers seconded. The motion carried unanimously.

B. September 2009 Finance Reports

The September 2009 Finance Reports were presented. Judi Minor reported that due to vanpool fares being lowered after the budget was approved, that line item will not be met, and that the CNG Tax Credit program ends in December. Judi went on to report that the Marketing Support figure is high, because payment for the new Streaming Videos could not be spread throughout the year.

Hugh Mose commented that Paratransit ridership remains flat, while the growth trends in One Pass, Token and Ride-for-Five sales continue. Fixed Route Ridership on the A (Park Forest), B (Boalsburg), C (Houserville), F (Pine Grove) and K (Cato Park) has declined, which is opposite of last year, while ridership is up substantially on routes serving the student corridors. Hugh further noted that there are fewer NV trips, due to the increase in trips on the N (Martin St. Aaron Dr.) Route and V (Vairo Blvd.) Routes and that Campus Service ridership is flat. Hugh went on to

report that the \$1,400 **CATACOMMUTE** vanpool expense was for replacement of tires, brakes and rotors on van number 4353.

Chairman Spychalski entertained a motion to approve the September 2009 Finance Reports as presented. Joe Davidson moved and Richard Kipp seconded. With no further discussion, the motion carried unanimously.

C. Policy Review – Personnel Manual

Julie Hartley presented the non-represented Staff Policy Manual *Introduction; Appointment Procedures, Introductory Periods, and Organizational Structure; Performance Review; Promotions; Demotions and Reclassifications; Work Week; and Types of Leave* policies for the Board's review. Julie stated that the recommended changes to the *Time Sheet* policy reflected internal procedural improvements and *Types of Leave* policy changes reflected allowable incremental usage of vacation and personal time.

Hugh Mose stated that these portions of the Staff Policy Manual document were provided for review and comment only, and that final document revisions will be presented at the November meeting for formal approval.

D. Downtown Office Signage Design

Jackie Sheader reported that the first of two Request for Proposals (RFPs) for replacement of the Downtown Pass Sales Office canopy signage resulted in no responses, while the second received one response for a price significantly over the amount budgeted for the project. Jackie further stated that after canvassing local businesses with signage similar to what staff had in mind, she is recommending that Sekula Signs of DuBois, PA be retained as the sign design vendor.

Jackie Sheader referred to handouts of the canopy and plaque designs, and passed around a photocopy of what the canopy sign will look like when back-lit at night. Jackie noted that the final price quote was \$18,000, over double the original \$8,000, due to the decision to expand the sign to encompass the entire canopy and to add the wall plaque. Joe Davidson inquired whether there was money to cover the increase. Judi Minor added that there was money left in the original project grant; if that is not sufficient operating funds can be used to make up the difference. Jackie further reported that the sign design had received the approval of the Beaver Avenue Streetscape Committee, and will be presented to the Downtown Design Review Board for approval and then shared with the Library Board for its affirmation.

Chairman Spychalski entertained a motion to authorize the General Manager to award a contract to Sekula Signs, DuBois, Pennsylvania for Downtown Office Signage Design and Installation, not to exceed \$19,000. Joe Davidson moved and Gary Powers seconded. The motion carried unanimously.

Note: Kathryn Bittner arrived at 4:25 PM.

IV. NEW BUSINESS

A. Receipt of FY 2008/09 Audited Financial Statements

Judi Minor reported that the year-end financial statements and the federally-required single audit reports completed by Reinsel Kuntz Leshner, LLP were included in the Board packets. Judi further stated that the information included in the audit was also reflected in the June Finance Reports distributed at the last Board meeting, and that a copy of the auditor's report to the Board, which replaced the management letter of previous years, was also included in each Board packet.

Judi Minor reported that this year there was one finding included in the single audit report, regarding an over-draw of federal operating assistance, which turned out to be lower than the mid-year estimate on which the operating subsidy requirement was based. Judi stated that the Authority's corrective action response to that finding is included in the report. Judi further

commented that the report to the Board notes two insignificant deficiencies, related to internal accounting controls.

Joe Davidson noted that there was no comment in the documents regarding the farebox theft. Judi Minor responded that the theft was not considered an internal control issue and therefore was not addressed as part of the audit.

Hugh Mose expressed appreciation to Judi Minor and her staff for the excellent work that they had done in preparing for the audit.

Chairman Spychalski entertained a motion that the Board receive the FY 2008/09 year-end financial audit and single audit reports and authorize their distribution to interested parties. Richard Kipp moved and Gary Powers seconded. With no further discussion, the motion carried unanimously.

B. Resolution Authorizing Filing of FY 2009/10 Federal Formula Assistance Grant

Judi Minor stated that each Board packet included a copy of a resolution authorizing the filing for federal operating and/or capital funds under Section 5307 of the Federal Transit Act. Judi noted that adoption of the required resolution at this time would allow staff to prepare and submit the grant as soon as funding levels have been announced.

Chairman Spychalski entertained a motion that the Board adopt the resolution authorizing the filing of CATA's FY 2009/10 federal formula assistance grant. Joe Davidson moved and Gary Powers seconded. The motion carried unanimously.

C. Resolution Authorizing Transfer of Buses

Hugh Mose noted that each Board packet included a copy of a resolution authorizing the transfer of buses between CATA and IndiGO, the transit authority in Indiana, PA. Hugh stated that the transfer of two 35' CATA buses for two IndiGO 40' New Flyer buses was authorized at the June 22, 2009 Board Meeting.

Hugh Mose further stated that, after further discussion among CATA staff and, subsequently, with IndiGO staff, the recommendation has been revised to reflect the exchange of only one of the 35' LYNX buses and the replacement of the second with two Ford CNG cutaway vans. Hugh explained that this recommendation is based on CATA's inability to effectively use the two CNG cutaways, for the following reasons:

1. CATA no longer needs a light-weight bus for the C Route, because it no longer utilizes the Trout Road bridge.
2. The cutaway vans seat only 16 passengers, and are therefore, too small for just about every assignment.
3. With a range of less than 100 miles, the cutaway vans can only be used for part of a day before refueling is needed.
4. Their short range and their use of CNG also make the vans impractical for paratransit service.

Hugh stated that the cutaways have not quite reached the end of their federally-mandated life expectancy, and consequently, each has a remaining federal interest of \$13,705 that will need to be transferred to IndiGo. Judi Minor noted that IndiGo has to pass a resolution of its own before the exchange can be finalized.

Chairman Spychalski entertained a motion that the Board adopt the resolution authorizing the transfer of one 35' New Flyer bus (from LYNX) and two Ford CNG cutaway vans to IndiGO in exchange for two IndiGO 40' New Flyer buses. Kathryn Bittner moved and Gary Powers seconded. The motion carried unanimously.

V. OTHER BUSINESS

A. General Manager's Report

Hugh Mose reported that he will be on vacation from Wednesday, October 28 through Monday, November 16 and referred to his Bi-Weekly Memo from October 16 for details about activities at CATA. Hugh also commented on the challenges facing Operations due to Supervisor and Driver illness leaving them shorthanded.

B. Service Development Report

Eric Bernier provided a written report for the Board's review. Eric reported that as a result of the loss of power to the APTS during the snow storm on Thursday, October 15, 2009 he was checking into a power back-up source.

Hugh Mose asked Greg Kausch to comment on the Assessment of Public Transportation Services in Centre County, Task IV Report that was included in the recent Board mailing. Greg stated that the report compares and evaluates the various paratransit service delivery options outlined in the study and that Walt Cherwony is scheduled to attend the November CATA Board Meeting to make a formal presentation of the report. Greg further commented that the report was being provided at this time so that the Board could review it in preparation for the presentation and subsequent discussion.

Theresa Lafer suggested that the staff provide a list of issues related to each alternative for the Board to consider prior to the presentation. Chairman Spychalski inquired whether there was a consensus to develop a comprehensive list of questions and concerns from Board members and staff to be considered prior to the presentation. It was agreed that there was a consensus. Greg Kausch will develop a list of issues and questions that can be addressed during the November Board Meeting presentation.

Hugh Mose recommended that a Work Session be scheduled in follow-up to the presentation. Chairman Spychalski concurred, and asked that staff identify a Work Session date.

VI. ADJOURNMENT

Chairman Spychalski called for a motion to adjourn the meeting. Richard Kipp moved and Kathryn Bittner seconded. The motion carried unanimously. The meeting was adjourned at 5:17 PM.

VII. EXECUTIVE SESSION

The Board reconvened in Executive Session to discuss personnel matters.