

CENTRE AREA TRANSPORTATION AUTHORITY

BOARD MEETING
MINUTES

NOVEMBER 23, 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

BOARD MEMBERS ABSENT: 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
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 4:03 PM.

II. **PUBLIC COMMENT**

Hayden Davidson (son of Board Member, Joe Davidson), 116 Outer Drive, State College, PA commented that he thought the words -Not Available- would be a better message to post on head signs than the words - Out of Service.

III. **OLD BUSINESS**

Chairman Spychalski noted that in consideration of the presenter's time, item D under Old Business would be addressed between items A and B.

A. *Approval of Minutes of October 26, 2009 Board Meeting.*

Chairman Spychalski entertained a motion to approve the October 26, 2009 Regular Board Meeting Minutes as presented. Richard Kipp moved and Gary Powers seconded. The motion carried unanimously.

B. *October 2009 Finance Report*

The October 2009 Finance Reports were presented. Judi Minor reported that due to there being three pay periods in October, payroll figures appear to be high, and that paratransit expenses will increase in January under a new contract with Handy Delivery, which has not increased rates in a number of years.

Chairman Spychalski inquired whether the Line of Credit had ever been accessed.
Judi Minor responded that the Line of Credit was never accessed, and that it had been closed.

Hugh Mose commented that the Revenue Fuel and Lubricants line item was looking very favorable. Joe Davidson inquired about the fuel tax credit that expires at the end of December. Hugh responded that in response to his request, Congressman Thompson is supporting the NATGAS Act, which is designed to extend the tax credit, and that he will be making the same request of Senators Specter and Casey.

Hugh Mose further commented that in October paratransit ridership was down ten percent in comparison to the corresponding month a year ago; that One Pass sales for the month were down 21.5%, while there was a large increase in Ride-for-five, and that it is likely that one affected the other. Hugh went on to state that with one more weekday of Full Service this year than last, CATARIDE numbers were up but the LOOP was down marginally.

Joe Davidson inquired whether the Football Shuttle ridership numbers should be reported as part of the Fare Media Report. Judi Minor and Hugh Mose responded that because those figures are included both on the Red/Green Report and the Football Shuttle Ridership Report it was not necessary to add them to this particular internal document. It was agreed that the Football Shuttle report would be shared with the Board in the next Board information mailing.

Hugh Mose further reported that the vanpool deficit was due to major repairs on several vehicles, and that two new vanpool groups have been started, which brought the total to 17 as of November 1. Hugh also reported that use of Guaranteed Ride Home tripled, due to the flu season.

Chairman Spychalski entertained a motion to receive the October 2009 Finance Report as presented. Joe Davidson moved and Richard Kipp seconded. The motion carried unanimously.

C. *Policy Adoption & Review – Personnel Manual*

Revised personnel policies that were selected for Board review at the October 26, 2009 meeting were presented for Board approval.

Richard Kipp questioned whether the wording in section 3.7 regarding Nepotism that states “in situations where relatives are employed by CATA, and a supervisory relationship results, one of the employees must resign” is too cut and dried. Theresa Lafer suggested adding the words “unless another position for which they qualify is available,” to the end of the sentence. The consensus was to add those words as an editorial change.

Chairman Spychalski entertained a motion to approve the revised policies as presented with the editorial change noted. Joe Davidson moved and Richard Kipp seconded. With no further discussion, the motion carried unanimously.

Section 9 through 18 of the Personnel Manual (Medical Benefits, Life Insurance and Retirement, Layoffs and Recalls, Reinstatement, Pay Plan, Compensation Policies and Administration, Other Employment Policies, Corrective Actions, Termination, Grievance Process, Travel Policies and Professional Memberships), was then presented for Board review only, with no recommendations from staff for any revisions and no action required. Chairman Spychalski requested that the Board communicate any suggestions to staff or to bring them to the next meeting.

D. Assessment of Public Transportation in Centre County – Draft Task IV Report

Greg Kausch introduced Walt Cherwony from Abrams-Cherwony Group and George Pierlott of Mundle & Associates, an Abrams-Cherwony Group subcontractor, who presented the report for Task IV of the Assessment of Public Transportation in Centre County. The report specified five basic options for services and compared these alternatives in terms of efficiency

and effectiveness, cost and responsiveness to market needs:

- No change from status quo
- Formal coordination committee
- Consolidation to CATA
- Consolidation to CCOT
- Trip Broker

Joe Davidson inquired if the report was based solely on one day's data. Walt Cherwony responded that it was, because according to CATARIDE subcontractor, Handy Delivery, and Country Transportation personnel, many days are the same therefore, one day would offer a representative sample.

Hugh Mose requested that Walt Cherwony address staffing issues related to the options to consolidate. Walt Cherwony responded that if all operations were consolidated to CATA, an additional two to three positions could be needed, due to the increase in the size of the operation. Chairman Spychalski inquired whether Walt Cherwony had any knowledge of the County Commissioners' position on the Assessment. Walt responded that they were willing to listen to the pros and cons of the various options, but that they had current employees to consider.

Chairman Spychalski stated that he would like to see potential financial models for both consolidation models. Theresa Lafer inquired as to who initiated the study. Hugh Mose responded that the study was initiated by the CATA Board approximately three years ago, in response to a former County Commissioner's desire to see CATA take over all paratransit services within the county, which the CATA Board was not prepared to do at that time.

IV. NEW BUSINESS

A. Resolution of Appreciation for Joe Gilbert

Hugh Mose presented for Board consideration, a Resolution of Appreciation for Joe Gilbert, former CATA Director of Transportation who retired on November 5, 2009 after over 23 years of employment with CATA. Chairman Spychalski, Hugh Mose and others commented on Joe Gilbert's many accomplishments during his years of service.

Chairman Spychalski entertained a motion to adopt the Resolution of Appreciation for Joe Gilbert. Richard Kipp moved and Gary Powers seconded. The motion carried unanimously.

B. December Board Meeting

Hugh Mose proposed to the Board that, due to the proximity of the December 28th Board Meeting to Christmas, and the lack of pressing matters requiring attention before the January meeting, that the Board consider cancelling the December meeting and holding a Work Session the week of December 14th instead. Hugh stated that topics for discussion would include the CATA/CCOT evaluation; projects that might be proposed for the update of the CCMPO Long Range Transportation Plan; revisions to the Pay Plan for Non-represented Employees; N. Atherton Street Transit Signal Priority project; Service Planning priorities and other issues; possible fare increases for **CATABUS** and **CATARIDE**; and Miller Formula alternatives.

Chairman Spychalski entertained a motion to cancel the regular December Board meeting, scheduled for December 28, and set a Work Session for the week of December 14th. Richard Kipp moved and Joe Davidson seconded. The motion carried unanimously.

V. OTHER BUSINESS

A. *General Manager's Report*

Hugh Mose referred to the "For Your Information" Report that Marsha Kyper prepared in his absence while on vacation. Judi Minor stated that Mid-West Bus Rebuilders, the firm that had performed bus refurbishment work two years ago for CATA, had filed a protest regarding the award of the 2009 Bus Refurbishment to another vendor, which CATA's Protest Review Board had denied. Judi went on to state that Mid-West Bus has filed an appeal with the Federal Transportation Administration.

Hugh Mose reported that IndiGo's (Indiana, PA Transportation Authority) Board has agreed to the proposed change to the initial bus swap agreement, and that the process continues. Hugh further stated that an article by Jackie Sheader appeared in the previous week's edition of *Passenger Transport*.

B. *Service Development Report*

Eric Bernier provided a written report for the Board's review.

VI. ADJOURNMENT

Chairman Spychalski entertained a motion to adjourn the meeting. Gary Powers moved and Richard Kipp seconded. The motion carried unanimously. The meeting was adjourned at 6:42 PM.

VII. EXECUTIVE SESSION

The Board reconvened in Executive Session to discuss personnel matters.

