

**CENTRE AREA TRANSPORTATION AUTHORITY  
REGULAR BOARD MEETING**

MINUTES  
May 24, 2004  
4:00 PM

**STATE COLLEGE BOROUGH BUILDING**  
Conference Room 241, 243 S. Allen Street

**BOARD MEMBERS PRESENT:** John Spychalski, Chairman  
Don Sherman, Vice-Chairman  
Richard Kipp, Treasurer  
Joe Davidson  
Gary Powers

**STAFF PRESENT:** Hugh Mose, General Manager  
Joseph Gilbert, Director of Transportation  
Judith Minor, Director of Administration  
Eric Bernier, Service Development Manager  
Jacqueline Sheader, Marketing Manager  
Terri Quici, Executive Assistant

**OTHERS PRESENT:** Tim Geibel, CRPA, Transportation Planner  
Phil Wagner, Off Campus Student Union Vice-President  
Larry Shaub, Reinsel and Company

**I. CALL TO ORDER**

Chairman Spychalski called the meeting to order at 4:01 PM.

**II. PUBLIC HEARING TO RECEIVE COMMENTS FOR SERVICE STANDARDS FY 2004/2005**

Chairman Spychalski opened the public hearing. When no members of the public indicated an interest in making comments on the proposed service standards, Chairman Spychalski closed the hearing.

**III. PUBLIC COMMENT**

None

**IV. OLD BUSINESS**

**A. *Approval of Minutes of April 26, 2004 Board Meeting***

Chairman Spychalski entertained a motion to approve the minutes, noting a change of “work session” to “meeting”. Don Sherman moved to approve the minutes of the April 26, 2004 Board Meeting. Joe Davidson seconded. The motion carried unanimously.

**B. *April 2004 Finance Reports***

Chairman Spychalski entertained a motion to receive the April 2004 Finance Reports. Don Sherman moved to receive the April 2004 Finance Reports. Joe Davidson seconded.

There was discussion regarding Ride For Five, Pass Sales, Federal Operating Assistance and Training, with staff answering questions.

Chairman Spychalski called for a vote and the motion carried unanimously.

**C. *Adoption of FY 2004/2005 Final Budget***

Hugh Mose indicated that the 5-page Final Operating Budget that was included in the Board packet is the same as the draft that the Board had reviewed in March. He also noted that there will be no change in the X Route service after all, since the County Commissioners have agreed to fund the local share that Bellefonte Borough was not able to pay.

Mr. Mose also noted the Capital Budget remains unchanged and that he had included a narrative in order to provide additional information on projects.

Discussion ensued regarding the purchase of CNG compressors. Hugh Mose stated that Mack Godfrey, Columbia Gas representative, would be at CATA later in the week and could address those questions.

Chairman Spychalski entertained a motion to accept the FY 2004/2005 Final Budget. Joe Davidson moved to accept the FY 2004/2005 Final Budget. Richard Kipp seconded the motion. The motion carried unanimously.

Hugh Mose further noted that the COG General Forum will meet later today to consider the adoption of the local shares of the Budget.

**V. NEW BUSINESS**

**A. *Service Standards for FY 2004/2005***

Eric Bernier explained that the Board is required to adopt Service Standards for FY 2004/2005 which included the current year's performance and proposed goals. Mr. Bernier stated that staff submitted its proposed goals to PENNDOT and they were accepted.

Gary Powers stated that looking at the overall numbers, operations seem to be working very well.

Chairman Spychalski entertained a motion to adopt the Service Standards for FY 2004/2005 as proposed. Richard Kipp moved that the Board adopt the Service Standards for FY 2004/2005. Gary Powers seconded the motion. The motion carried unanimously.

**B. *Resolution Authorizing the Filing of Application for State Grant as Authorized by the Public Transportation Law (Act 26 of 1991)***

Judi Minor reviewed with the Board that capital projects are eligible for state funding. With approval of a federal earmark to finance construction of the downtown office as part of the new library, state grant funding may be applied to the project.

Don Sherman moved that the Board adopt the Resolution Authorizing the Filing of Application for State Grants. Gary Powers seconded the motion. The motion carried unanimously.

**C. *Presentation Regarding Audit Standards and Fraud***

Hugh Mose introduced Mr. Larry Shaub, partner at Reinsel and Company, CATA's Auditors. Mr. Shaub presented information to the Board entitled "Consideration of Fraud in a Financial Statement Audit". Mr. Shaub outlined how SAS 99 (Statement on Auditing Standards 99) has an impact on auditors and management, and responsibilities and response to any fraud found during the audit.

Mr. Mose asked in what area it is most likely that fraud would occur. Mr. Shaub responded with farebox revenue and grant accounting. Chairman Spychalski asked if the Board is to develop a policy regarding fraud. Mr. Shaub stated that the Board does need to develop and adopt a policy by the end of the 2004 audit.

**D. *Summer Meeting Schedule***

Mr. Mose stated that each summer there is discussion regarding summer Board meetings and whether to cancel or consolidate. He also noted that he and Eric Bernier will be out of town at a transit meeting in Texas on June 28<sup>th</sup>. Mr. Mose is recommending that the June 28<sup>th</sup> meeting be cancelled.

Joe Davidson moved that the June 28, 2004 Board meeting be cancelled. Gary Powers seconded the motion. The motion carried unanimously.

**VI. OTHER BUSINESS**

**A. *General Manager's Report***

Mr. Mose noted that on the federal funding scene, the Senate has appointed its Transportation Reauthorization conferees. The House hasn't yet appointed its conferees. Once this is done, the Conference Committee will begin deliberations.

Mr. Mose reported that CATA participated in Bike to Work Day on May 21<sup>st</sup>. Eric and Jackie spent time downtown with a bus, showing people how to use the bike rack.

Mr. Mose stated that he has been asked by the Downtown State College Improvement District (DSCID) to provide information on replica trolleys. Mr. Mose does not know what they plan to do with the information.

Mr. Mose stated that CATA will soon have two interns, one with Human Resources for a few weeks and one with Marketing/Executive through the summer.

Next, Mr. Mose indicated that the Park and Ride agreement between Potter Township and the American Legion is to be signed within the next few weeks. Tim Geibel confirmed that he hopes to have a signed agreement by mid-June.

Lastly, Mr. Mose asked Eric Bernier to update the Board on any changes in Service Planning for the fall. Mr. Bernier noted three minor changes: there will be no change in the X Route after all, the P Route will be extended by one hour; and the M Route will change to include trips into Premier Theatre.

**B. *Service Development Report***

Mr. Bernier had nothing further to report.

**VII. ADJOURNMENT**

With no further business to transact, Richard Kipp moved to adjourn the Board meeting at 5:12 PM. Joe Davidson seconded the motion. The motion carried unanimously.