

**CENTRE AREA TRANSPORTATION AUTHORITY
REGULAR BOARD MEETING**

MINUTES

September 25, 2004

4:00 PM

STATE COLLEGE BOROUGH BUILDING

Conference Room 241, 243 S. Allen Street

BOARD MEMBERS PRESENT: John Spsychalski, Chairman
Don Sherman, Vice-Chairman
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
Craig Humphrey, State College Borough Liaison

ABSENT: Richard Kipp, Treasurer

I. CALL TO ORDER

Chairman Spsychalski called the meeting to order at 4:04 PM and announced that there had been an Executive Session on 8/26/04 regarding personnel matters.

II PUBLIC COMMENT

None

III. OLD BUSINESS

A. *Approval of Minutes of August 23, 2004 Board Meeting*

Chairman Spsychalski entertained a motion to approve the minutes. Don Sherman moved to approve the minutes of the August 23 2004 Board Meeting. Gary Powers seconded. Hugh Mose noted that the date on the minutes should be changed from 8/26/04 to 8/23/04. The motion carried unanimously.

B. *June, July and August 2004 Finance Reports*

Chairman Spsychalski entertained a motion to receive the June, July and August 2004 Finance Reports. Joe Davidson moved to receive the Finance Reports. Gary Powers seconded.

Hugh Mose congratulated staff for completing the fiscal year almost exactly at budget, with revenue reporting at 102% and expenditures at 99%. Judi Minor noted that she expects the June Finance Report to match the final audit.

Hugh noted the updated report, Fare Media (formerly Pass Sales), which will provide a little more information to the Board. Mr. Mose also mentioned that the August 2004 Ridership Report looked as though numbers were up. However, he stated that full service began 2 full weekdays earlier than last year.

With no further discussion, Chairman Spychalski called for a vote. The motion carried unanimously.

C. *Banking Services – Resolutions to Establish Cash Management Services with Citizens Bank*

Chairman Spychalski entertained a motion to approve the resolutions. Don Sherman moved that the Board approve the Resolutions to Establish Cash Management Services with Citizens Bank. Gary Powers seconded.

Judi Minor explained that this is basically to establish who is authorized to make changes to day-to-day business with the bank. Joe Davidson asked what the savings will be for CATA by switching to Citizens Bank. Ms. Minor explained that there is a flat fee of just \$750 per year and no other fees. Ms. Minor stated that CATA could save between \$1500-\$2500 per year on banking fees.

With no further discussion, Chairman Spychalski called for a vote. The motion carried unanimously.

IV. NEW BUSINESS

A. *Federal Capital Grant Resolution*

Tim Geibel stated that this is a resolution authorizing staff to apply for a grant for the purchase and installation of Advanced Public Transportation Systems (APTS) equipment under an approved federal earmark. Don Sherman asked where the 20% funding will come from and Ms. Minor responded that it is included in the local capital funding in the budget. Chairman Spychalski noted the great benefits this will bring as part of the Automatic Vehicle Location (AVL) system. Mr. Geibel explained that this is the base system and that other features can be added on later.

Joe Davidson moved to adopt the resolution authorizing the filing and executing of a Federal Capital grant for the purchase and installation of APTS equipment. Don Sherman seconded. The motion carried unanimously.

B. *Grant Resolution – Service Vehicles, Facility Improvements, and Office & Maintenance Equipment*

Judi Minor explained that several months ago PENNDOT had allotted to CATA \$155,000 in federal funds through its program to transfer a portion of Federal Highway Administration dollars to transit properties. Our application was reviewed by PENNDOT and submitted to the FHWA for final review. The funds have been released and CATA now needs to file a federal grant application. Funds from this grant will be used to replace vehicles and improve the facility.

Gary Powers moved to adopt the resolution authorizing the filing and executing of a federal capital grant for the purchase of service vehicles, facility improvements and office & maintenance equipment. Joe Davidson seconded. The motion carried unanimously.

C. *Service Standards Performance Review 2003/04*

Eric Bernier explained that this report now includes actual information as to how CATA met goals for FY 2003/04. Mr. Bernier stated that CATA's final performance was very close to the projections provided to the Board in the spring and this report is provided as information only.

Joe Davidson moved that the Board accept the FY 2003/04 Service Standards Performance Review and authorize its distribution to interested parties. Gary Powers seconded. The motion carried unanimously.

D. *Upcoming Board Meetings*

Hugh Mose stated that he will be out of the country for the November Board meeting and noted that often the December Board meeting is cancelled. Mr. Mose suggested that the Board consider a special meeting in December. Chairman Spychalski also noted that it would fit well with when action may be taken on the APTS project. The Board discussed possible alternate dates. Mr. Mose suggested December 13, 2004. Chairman Spychalski was in agreement.

Joe Davidson moved to cancel the November 22, 2004 and December 20, 2004 regular Board meetings and replace them with a special meeting on December 13, 2004. Gary Powers seconded. The motion carried unanimously.

E. *Core Values Initiative*

Hugh Mose reported that this is purely an informational item. This is a program that Mr. Mose is pursuing to improve the quality of work life at CATA. Joe Gilbert, Sherry Snyder and Mr. Mose have met with Union leadership and secured their support. Kent Wilson, AFSCME representative, and Mr. Mose have met with Russell Brooks, CEO of the SPE Federal Credit Union, to gather ideas for a plan to improve morale. If things proceed, a facilitator would be hired to begin the process.

Joe Davidson stated that he doesn't think this is a good idea with labor negotiations on the horizon and asked if it could be deferred until after negotiations are complete. Mr. Mose stated that it could take place initially with non-bargaining unit staff and eventually move into working with those who are in the bargaining unit. Joe Gilbert stated that it should not be delayed and that the Union supports it. Mr. Gilbert believes that there is an overwhelming desire to move forward with the initiative. With the concurrence of the Board, Mr. Mose would like to continue working on a proposal and come back to the Board with what may or may not be appropriate to do. Gary Powers supported the opportunity. Chairman Spychalski obtained a consensus from the Board that Mr. Mose move forward with the initiative.

F. *Proposal for DBE (Disadvantaged Business Enterprise) Goals 2004/05*

Chairman Spychalski briefly recapped the proposal and called for a motion. Don Sherman moved that the Board adopt a DBE goal of 5% for FY 2004/05. Gary Power seconded.

Mr. Powers asked how CATA has done with meeting a 5% goal in the past. Ms. Minor stated that we have met and usually exceed the goal. She indicated that there is only a 1% goal required but staff felt CATA could do better.

With no further discussion, Chairman Spychalski called for a vote. The motion carried unanimously.

V. OTHER BUSINESS

A. *General Manager's Report*

Mr. Mose announced that a COG General Forum meeting is being held tonight to discuss whether to use the COG Formula or the Miller Formula with regard to the allocation of local shares. Information from this meeting will be sent to the municipalities. In other meetings, the COG Transportation Committee will discuss transit ridership on campus (stable and growing) versus routes outside of campus (declining). Mr. Mose has also had discussions with the State College Borough Manager and the PSU Director of Campus Planning regarding public transportation in our community. Mr. Mose also reported on the Inter-modal Transportation Center planning committee meeting dealing with the relocating the intercity bus depot.

Mr. Mose then distributed a Legislative Update report to the Board in which Federal Transportation Reauthorization and Appropriations were highlighted.

Joe Davidson asked if there were any further discussions regarding the Strategic Plan. Mr. Mose indicated it is on the COG Transportation Committee agenda tomorrow for discussion and that staff has made themselves available to each municipality to answer questions.

B. *Service Development Report*

Eric Bernier stated that the shelter has now been placed on Shortlidge Road and also noted that Penn State has made quite a few transit improvements. Mr. Bernier is driving a group of elected officials on a bus tour on Saturday as they look at planning challenges in our community.

VI. ADJOURNMENT

With no further business to discuss, Chairman Spychalski adjourned the meeting at 5:08 PM.