

**CENTRE AREA TRANSPORTATION AUTHORITY
REGULAR BOARD MEETING**

MINUTES

August 22, 2005

4:00 PM

STATE COLLEGE BOROUGH BUILDING

Room 241, 243 S. Allen Street

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

BOARD MEMBER ABSENT: Kathryn Bittner

STAFF PRESENT: Hugh Mose, General Manager
Amanda Jones, Human Resources Manager
Eric Bernier, Service Development Manager
Jacqueline Sheader, Marketing Manager
Terri Quici, Executive Assistant
Joe Gilbert, Director of Transportation

OTHERS PRESENT: Tim Geibel, CRPA, Transportation Planner
Craig Humphrey, State College Liaison

I. CALL TO ORDER

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

II. PUBLIC COMMENT

None.

IV. OLD BUSINESS

- A. *Approval of Minutes of June 27, 2005 Board Meeting*
Chairman Spychalski entertained a motion to approve the minutes. Richard Kipp moved to approve the minutes of the June 27, 2005 Board Meeting as presented. Gary Powers seconded. The motion carried unanimously.
- B. *Approval of Minutes of July 13, 2005 Special Meeting*
Chairman Spychalski entertained a motion to approve the minutes. Gary Powers moved to approve the minutes of the July 13, 2005 Special Meeting as presented. Richard Kipp seconded. The motion carried unanimously.
- C. *June and July Finance Reports*
It was reported that the Finance Reports wouldn't be available until the September Board meeting when the audit will be completed.

Mr. Mose provided an update on the Ridership Report, stating that ridership seems to be trending upward. Mr. Mose stated that this month's Centre Line ridership is up 13.8% in the year-to-year comparison. Mr. Mose referred to the ridership statistics provided on the CATA website. Eric Bernier noted that ridership increases were on the residential routes.

- D. *Advanced Public Transportation Systems (APTS) Update*
Tim Geibel provided the Board with a draft final version of the Mobility for the Future Technology Evaluation and Acquisition Plan, which now focuses on technologies that increase operating efficiency and reduce liability risk. The Executive Summary lists 17 technologies ranked high to low priority and provides a 5-year funding plan. Discussion followed regarding various aspects of the APTS. Chairman Spychalski requested that text be included that would address the need for “fail-safe” operation. Mr. Geibel will prepare a final plan that will include additional text as requested and will bring the revised final version to the next Board meeting for formal adoption.

V. NEW BUSINESS

A. *Policy Review and Schedule*

Amanda Jones provided a revised policy review schedule. She further explained that at this meeting three policies are being presented for review and comment.

Ms. Jones noted that the *Scope of Coverage* and *Drug-Free Workplace Policies* have no changes. There was discussion regarding the comprehensive *Drug and Alcohol Policy* and how this is separate from the *Drug-Free Workplace Policy*. The *Employee Assistance Program Policy* has minor changes to make it more general, stated Ms. Jones, such as removing specific names of providers and phone numbers. Richard Kipp asked if the first paragraph was specific to a provider and Ms. Jones said that this provision could change from contract to contract. Mr. Mose stated that at the next meeting these three policies will be presented in final version for adoption.

B. *Regional Technology Coalition*

Hugh Mose explained that Judi Minor and staff from Centre PC (with whom CATA contracts) have been the sole providers of CATA’s information systems (IS) support to date. However, Mr. Mose said that CATA’s growing IS needs demand more time than can be spared by Ms. Minor. When the Centre Region Technology Coalition (RTC) was formed recently, Mr. Mose met several times with municipal managers, Jim Steff and Tim Grattan, the State College Borough IS Director, about joining the RTC. Anticipating CATA’s joining, funds were included in this year’s budget to support .5 FTE in the RTC. Mr. Mose also said that he wrote a letter to Jim Steff formally requesting consideration of CATA’s joining the RTC. Mr. Mose stated that if CATA were to join, the Board would need to pass a resolution authorizing him as General Manager to execute an amended agreement.

Richard Kipp asked if CATA staff would be included in the interview process or at annual reviews for the RTC personnel assigned to CATA. Mr. Mose stated that it was pretty clear that this person would be an employee of the Borough and would report directly to their IS Director. Mr. Kipp felt that it is important that CATA be involved in this process.

Chairman Spychalski made reference to page 2, item 5 “Strategic Plan”. Chairman Spychalski stated that he hoped there is a mechanism to allow all parties to have a chance for input into this document.

Mr. Mose noted that the document didn’t seem to reference a procedure on how to “get out” or terminate membership in the RTC, and he has asked that such language be included.

Mr. Mose will followup with the RTC regarding the above concerns and comments and report back to the Board with an update.

C. *September 2005 Board Meeting*

Hugh Mose stated that he and several staff plan to attend the APTA Annual Meeting in Texas which will be held at the same time as the scheduled September Board meeting. Mr. Mose asked the Board to consider cancelling the September 26 Regular Board Meeting and hold a Special

Meeting on October 3. Joe Davidson moved to re-schedule the September Board meeting to October 3. Gary Powers seconded. The motion carried unanimously.

D. *Schlow Library Operating Agreement*

Hugh Mose stated that over the past several months, staff has been working on an agreement to cover operating responsibilities for CATA at Schlow Library. Mr. Mose provided a draft to the Board for comments and noted that the final document should be ready for Board consideration at the September meeting.

Chairman Spychalski referenced “pro-rata share” and asked how that was determined. Mr. Mose stated it is based on square footage of floor space and that CATA’s piece is fairly small. Richard Kipp noted the reference to a 30 year agreement and asked if it could be reviewed after one year to either add or change things that have come up over the first year. Mr. Kipp also questioned whether CATA staff could validate parking passes, rather than a customer having to take their ticket to the Library. Mr. Mose explained that this is a sensitive area with the Library staff as they’d like a high level of control on the parking. Joe Davidson suggested that square footage should be clearly defined.

Mr. Mose will relay these concerns and suggestions to the Library staff for consideration when preparing the final document.

VI. OTHER BUSINESS

A. *General Manager’s Report*

Mr. Mose reported on the third annual CATA Golf Outing that took place over the weekend and that Gary Powers tied for first place with an 86. He noted that everyone had a good time. Mr. Mose also noted that Jackie Sheader has prepared an advertising “blitz” that will immediately address alternative commuting opportunities as gas prices rise.

B. *Service Development Report*

Mr. Bernier reported that he, Judi and other staff will be going to the apartment complexes, starting Saturday, to process about 6000 passes over the next couple of weeks.

C. *Other*

Richard Kipp stated that the new Fall/Winter Ride Guide cover is very nice. Jackie Sheader noted that her husband helped her with the design. Eric Bernier stated that in January the Board member biographies will be updated in the Spring/Summer issue with any information the Board would like to provide.

VII. ADJOURNMENT

With no further business to discuss, Richard Kipp moved to adjourn the meeting at 5:15 PM. Joe Davidson seconded. The motion carried unanimously.

VII. EXECUTIVE SESSION

The Board recessed to Executive Session to discuss personnel matters.