

**CENTRE AREA TRANSPORTATION AUTHORITY  
SPECIAL BOARD MEETING**

MINUTES

October 3, 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  
   Kathryn Bittner

STAFF PRESENT:                    Hugh Mose, General Manager  
   Judi Minor, Director of Business Administration  
   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 4:02 PM and announced that an Executive Session had been held on September 26, 2005 4:00 PM.

**II.       PUBLIC COMMENT**

None.

**IV.      OLD BUSINESS**

A.       *Approval of Minutes of August 22, 2005 Board Meeting*

Chairman Spychalski entertained a motion to approve the minutes. Richard Kipp moved to approve the minutes of the August 22, 2005 Board Meeting as presented. Kathryn Bittner seconded. The motion carried unanimously.

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

Chairman Spychalski entertained a motion to receive the Finance Reports. Gary Powers moved to receive the June, July and August Finance Reports. Kathryn Bittner seconded.

Judi Minor stated that the audits are done and there were no findings or recommendations. Ms. Minor will provide copies of the audit to the Board at the next meeting. Ms. Minor also reported that the numbers reported on the Finance Reports, which are at 98%, are very close to the budget estimates. Ms. Minor noted that Operating Revenue is down slightly due to some advertising sales efforts that were not successful and the vans that are for sale not having been disposed of yet.

Gary Powers asked why Revenue Vehicle Fuel was lower. Ms. Minor explained that there are two sources of billing and one had not yet been received to include in the report.

Hugh Mose noted that the July and August Paratransit Summary Reports reflect the lowest ever number of taxi trips. Mr. Mose also commended staff on a really good job at keeping costs low or right on budget over the entire fiscal year.

With no further discussion, the motion carried unanimously.

C. *Advanced Public Transportation Systems (APTS) Final Draft*

Tim Geibel provided in the Board Packets the APTS Final Draft, which now includes a failsafe plan. Chairman Spychalski entertained a motion to adopt the APTS Final Draft. Joe Davidson moved to adopt the APTS Final Draft with minor changes as needed. Gary Powers seconded the motion.

Joe Davidson asked about the dollar amount of the work to be done by Avail Technologies. Mr. Geibel stated that \$38,000 is budgeted for Avail to write and oversee the plan.

Chairman Spychalski asked if it will be possible to fund a person with capital dollars to maintain the system after Avail leaves. Mr. Geibel indicated that the Avail relationship is ongoing and continuous; however this idea is something to consider.

Chairman Spychalski also asked if the mobile dispatch unit could serve as back-up to Dispatch in the event of a power outage at CATA. Mr. Geibel indicated this is not currently planned, but it is something that he will check into. Richard Kipp asked whether the RTC would be available to support the APTS program. Mr. Mose felt reasonably sure it would be.

With no further discussion, the motion carried unanimously.

D. *Policy Review and Adoption*

Judi Minor noted that the suggested changes to the Equal Employment Practices Policy and the Equal Employment and Title VI Non-Discrimination Complaint Process Policy are to make the list of protected classes match one another. Ms. Minor noted that the Fair Labor Standards Act has no suggested changes.

Chairman Spychalski entertained a motion to adopt the policies that were reviewed at the August meeting. Kathryn Bittner moved to adopt the Drug-Free Workplace Policy and the Employee Assistance Program Policy. Gary Powers seconded the motion.

Joe Davidson asked staff if CATA contractors are included in the Drug-Free Workplace Policy. Joe Gilbert stated that they are covered under the Drug & Alcohol Testing Program. Discussion ensued regarding whether contractors should be included in the Drug Free Workplace Policy.

Gary Powers asked staff if edits could be noted on the policies that are proposed for adoption so that Board members will know what language is being changed.

Ms. Minor suggested the phrase “or any other basis prohibited by law” be added to the list of items for which discrimination should be avoided in the policies being reviewed this month. Board members agreed.

With no further discussion, Chairman Spychalski called for a vote, and the motion passed unanimously.

E. *Occupancy Agreement with Schlow Library*

Judi Minor stated that the draft document is being shared with the FTA, Attorney Bob Martin, CATA staff, Schlow Library Board of Trustees, Attorney Terry Williams, and Schlow Library staff.

Ms. Minor stated that Bob Martin has suggested a dispute resolution process be included in the agreement. Ms. Minor then noted three areas that still need to be resolved: Use and Satisfactory Continuing Control, Insurance, and Maintenance (replacement of broken windows). Ms. Minor further explained that the Schlow Trustees are concerned about repayment of the FTA funding should CATA leave before the 45-year depreciation is completed, naming the Schlow Library as additional insured on CATA's insurance policy, and who will replace windows that may be broken by CATA patrons. Eric Bernier suggested placing benches in front of the windows. Discussion continued regarding Satisfactory Continuing Control by CATA.

Joe Davidson stated that if this is the only document concerning the CATA office in the Schlow Library then he believes it should be recorded as a public record. Mr. Davidson also noted another issue would be transfer taxes. Ms. Minor stated that we don't own the building and she believes there would not be any transfer tax to pay. Chairman Spychalski requested that these issues be referred to Attorney Bob Martin.

Richard Kipp indicated his dissatisfaction with the signage and that he doesn't think it is a community asset. Mr. Mose felt that it was probably safe to say that nobody on staff is happy with the signage and that staff has met with the architects in an attempt to resolve the matter.

V. **NEW BUSINESS**

A. *Service Standards Performance Review 2004/05*

Eric Bernier stated that CATA is required to set and adopt Service Standards each year. Mr. Bernier noted that in the spring the Board adopted the 2005/06 Goals. Mr. Bernier indicated that this report includes the actual performance for 2004/05 and it has been submitted to PENNDOT, as required.

Chairman Spychalski entertained a motion to accept the 2004/05 Service Standards Performance Review. Kathryn Bittner moved to accept the 2004/05 Service Standards Performance Report. Richard Kipp seconded.

Gary Powers asked why the Operating Cost/Passenger was up this year. Mr. Bernier stated that it is a result of total budget divided by ridership, and ridership was slightly lower than last year.

Kathryn Bittner asked for clarification regarding the Mean Distance Between Road Failures and whether we should set the goal lower. Mr. Bernier explained that CATA replaces buses more often than most transit systems and that perhaps the goal should be set lower so it can be met.

With no further discussion, the motion carried unanimously.

B. *Proposal for DBE (Disadvantaged Business Enterprise) Goals 2005/06*

Judi Minor stated that CATA needs to propose a goal each October 1<sup>st</sup>. Ms. Minor explained that the goal means that 5% of CATA's federal operating assistance be spent with women-owned or minority companies.

Kathryn Bittner moved to adopt the DBE goal of 5% for federal fiscal year 2005/06. Gary Powers seconded. The motion carried unanimously.

## **VI. OTHER BUSINESS**

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

Hugh Mose indicated that he had received a phone call from Cary Supalo regarding a problem that his girlfriend had with one of our buses. Ms. Mose stated that she called the office to inquire where the bus was, but the phones were already forwarded to our answering service. Mr. Mose stated that our answering service does not have "real time" information and was not able to help her. Mr. Mose reported that staff would be looking into a better way to cover calls such as this that are received later in the night.

Mr. Mose reported that the Football Shuttle served more riders this past weekend than in a long time and that the upcoming weekend should have even higher ridership. Mr. Mose also noted that Jackie Sheader spoke at the kick-off for "Riding the Bus With My Sister" through the Centre County Reads program. Ms. Sheader indicated that it was a successful event.

Mr. Mose asked Judi Minor to discuss CNG costs. Ms. Minor stated that the budgeted amount is \$7/mcf and the current price is \$14/mcf, and prices have continued to increase since May. Ms. Minor stated that if we continue to buy CNG at this price, the budget will be exceeded by approximately a half-million dollars. Ms. Minor continues to watch prices daily.

### *B. Service Development Report*

In addition to the report provided to the Board in their packets, Eric Bernier reported that total ridership on the Football Shuttle is up 6% over the first four games compared to last year. Mr. Bernier also stated that staff spent a lot of time on this service and it seems to be running pretty well, with the exception of one occurrence at the first game.

## **VII. ADJOURNMENT**

With no further business to discuss, Richard Kipp moved to adjourn the meeting at 5:47 PM. Joe Davidson seconded. The motion carried unanimously.

## **VII. EXECUTIVE SESSION**

The Board recessed to Executive Session to discuss personnel matters.