

CENTRE AREA TRANSPORTATION AUTHORITY
REGULAR BOARD MEETING
MINUTES
October 23, 2006
4:00 PM
STATE COLLEGE BOROUGH BUILDING
Room 241, 243 S. Allen Street

BOARD MEMBERS PRESENT: John Spychalski, Chairman
Richard Kipp, Treasurer
Kathryn Bittner

EXCUSED ABSENCE: Gary Powers
Joseph L. Davidson

STAFF PRESENT: Hugh Mose, General Manager
Judith Minor, Director of Administration
Joe Gilbert, Director of Operations
Eric Bernier, Service Development Manager
Amanda Jones, Asst. Director, Administration
Jacqueline Sheader, Marketing Manager
Terri Quici, Executive Assistant

OTHERS PRESENT: Craig Humphrey, State College Borough Liaison
Greg Kausch, CRPA Sr. Transportation Planner

I. CALL TO ORDER

Chairman Spychalski called the meeting to order at 4:08 PM.

II. PUBLIC COMMENT

Craig Humphrey asked what the fate of the bus station and former Post House Tavern will be now that Penn State has acquired the parcel. Hugh Mose stated that Penn State probably has a plan for the land but it hasn't been revealed yet. Mr. Humphrey asked if CATA had any say in determining whether the former Post House Tavern is demolished, and Mr. Mose stated that CATA has no say in it.

III. OLD BUSINESS

- A. *Approval of Minutes of September 25, 2006 Regular Board Meeting*
Chairman Spychalski entertained a motion to approve the minutes. Richard Kipp moved to approve the minutes of the September 25, 2006 Regular Board Meeting as presented. Kathryn Bittner seconded. The motion carried unanimously.
- B. *Receipt of September 2006 Finance Reports*
Chairman Spychalski entertained a motion to accept the September Finance Report. Kathryn Bittner moved to accept the September 2006 Finance Report. Richard Kipp seconded.

Judi Minor noted an error on the Finance Report in which the State Demo Grant Line (Income) is understated by \$10,000 and that Schedule Printing and Design (Expenditures) is lower than it should be by a like amount. (Subsequent monthly finance reports will include the corrected amounts.) This is for the Bike Map Project. Ms. Minor also noted a \$2000 reimbursement for the Hydrogen Bus Project under Misc. Non-Transportation (Revenue). Ms. Minor reported that Misc. Vehicle Maintenance Expense and Misc. Maintenance Supplies are unpredictable and can be higher some months than others.

Hugh Mose stated that Centre Ride Ridership is down about 500 riders/month compared to the same three-month period last year.

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

C. Policy Review and Adoption

Hugh Mose explained that last year the Board reviewed the Policy Manual and this year staff felt it was time to review the Personnel Manual. Amanda Jones explained that the Board is being asked to review the initial set of policies this month and will be asked to adopt them at the next meeting. Ms. Jones stated that the review presents an opportunity to change the format so that it is consistent with the Policy Manual and also review the content for re-wording and clerical edits.

Richard Kipp asked to clarify the disclaimer on Page 2 between “delete, discontinue or suspend”. Mr. Mose stated that he interpreted one as more permanent and the other as temporary or changing. Mr. Jones will look at re-wording for clarity.

Mr. Kipp also asked about clarification on Page 5 under “Nepotism”. Mr. Kipp thought that previous discussions had referred to adding “reassignment to another position if available”. Discussion continued regarding wording to add options that may be available.

Kathryn Bittner asked if the language could be re-worded so that it was clear that there might be options available other than resignation. Mr. Mose stated that staff would bring recommendations to the next Board meeting.

D. CNG Compressor Replacement

Hugh Mose reported on the evaluation of natural gas versus electric compressors that had been done by Basic Systems, Inc. Mr. Mose stated that the report recommends electrically powered units as being both less costly to purchase and more economical to operate. They are also less noisy. Discussion continued regarding what to do if there is a power outage and if electric de-regulation should result in significant cost increases. Joe Gilbert indicated that only two of the three compressors are scheduled for replacement; therefore, one compressor would still be operating on natural gas and available to use if there is a power outage. With

no further discussion, Board members agreed with the staff recommendation to proceed with electrically powered compressor units.

IV. NEW BUSINESS

A. *Receipt of FY 2005/2006 Audited Financial Statements*

Chairman Spychalski entertained a motion to receive the FY 2005/2006 year-end Financial Audit Report and Single Audit Report and authorize their distribution. Richard Kipp moved to receive the FY 2005/2006 Audited Financial Statements. Kathryn Bittner seconded.

Judi Minor stated that the numbers in the Financial Audit are the same as the June Finance Report and that there were no findings or other issues in the Single Audit Report. Dr. Spychalski thanked Ms. Minor and her staff for a good job.

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

B. *Resolution Authorizing Filing of FY 2006/2007 Federal Formula Assistance Grant*

Judi Minor stated that this is the standard resolution the Board sees each year. Ms. Minor stated that CATA's federal formula allocation would probably be received in January.

Richard Kipp moved to adopt the Resolution Authorizing Filing of FY 2006/2007 Federal Formula Assistance Grants. Kathryn Bittner seconded. The motion carried unanimously.

V. OTHER BUSINESS

A. *General Manager's Report*

Hugh Mose complimented Eric Bernier and the Operations staff on the excellent job in creating the PSU Homecoming Parade detour maps and detailed text. Mr. Mose also complimented Operations for the good job they did keeping service on time and getting people to where they needed to be during PSU Homecoming weekend.

Mr. Mose stated that he had attended the APTA Annual Meeting in San Jose, CA and was joined by Greg Kausch and Jackie Sheader. Mr. Mose stated that Greg, formerly employed at the Beaver County Transportation Authority, was on hand as they received the APTA Outstanding Transit System Award. Jackie Sheader received an American Public Transportation Foundation Scholarship award to continue her education. Mr. Mose also noted that he had been elected APTA Vice-Chair for Small Operations. Chairman Spychalski congratulated Hugh, Greg and Jackie in their achievements.

Mr. Mose reported that it doesn't appear as if the issue with state transit funding will get settled before the new year. Mr. Mose stated that the new federal High

Intensity Transit Tier funds will help CATA get through the year. Judi Minor stated that without additional state funding, CATA will have a much lower carry-over at the end of the Fiscal Year.

Mr. Mose stated that the Board had been invited to tour Avail Technology's facilities on October 20th. However, since there were a few members unable to attend, Ms. Mose would schedule a makeup date if any Board member is interested.

Mr. Mose called upon Terri Quici to provide an update on the RideShare Request For Proposals. Ms. Quici stated that four proposals had been received by CATA. Ms. Quici stated that Eric Bernier, Judi Minor and she rated the proposals and selected *Next Insight* to provide an interactive, web-based RideShare program. Ms. Quici stated that *Next Insight* is scheduled to begin work on November 13.

B. *Service Development Report*

Eric Bernier reported that he had been talking with McDonald's about their contracting for bus passes for their employees. Mr. Bernier stated that the downtown McDonald's is closing while they remodel and create a two-story restaurant. McDonald's has decided not to pursue a formal contract, but chose to purchase One-Passes for their employees who will be relocated out to the North Atherton restaurant while the renovations are being done.

Mr. Bernier stated that ridership on the Football Shuttle is slightly higher compared to last year.

VI. ADJOURNMENT

With no further business to discuss, Chairman Spsychalski entertained a motion to adjourn the meeting. Kathryn Bittner moved to adjourn the meeting at 5:06 PM. Richard Kipp seconded. The motion carried unanimously.

VII. EXECUTIVE SESSION

The Board recessed to Executive Session to discuss personnel matters.