

CENTRE AREA TRANSPORTATION AUTHORITY
REGULAR BOARD MEETING

MINUTES

March 26, 2007

4:00 PM

STATE COLLEGE BOROUGH BUILDING
Room 241, 243 S. Allen Street, State College, PA

BOARD MEMBERS PRESENT: John Spsychalski, Chairman
Joseph L. Davidson, Vice Chairman
Richard Kipp, Treasurer
Gary Powers

BOARD MEMBER ABSENT: Kathryn Bittner

STAFF PRESENT: Hugh Mose, General Manager
Judith Minor, Director of Administration
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 Spsychalski called the meeting to order at 4:05 PM.

II. PUBLIC COMMENTS

Craig Humphrey recalled an event at the Public Hearing last month in which the microphone was not able to be removed and lowered for a person in a wheelchair. Mr. Humphrey will make an effort to ensure that the microphone is ADA accessible for future meetings in Council Chambers.

III. OLD BUSINESS

A. *Approval of February 26, 2007 Board Meeting & Public Hearing Minutes*

Chairman Spsychalski entertained a motion to approve the minutes. Richard Kipp moved to approve the minutes of the February 26, 2007 Board Meeting & Public Hearing. Gary Powers seconded. The motion carried unanimously.

B. *Receipt of the February 2007 Financial Report*

Chairman Spsychalski entertained a motion to accept the financial report. Gary Powers moved to receive the February 2007 Financial Report. Richard Kipp seconded.

Judi Minor reported that nothing further has changed with the Draft Budget since the work session. Chairman Spsychalski stated that he had nothing more to add. Hugh Mose reported that OnePass and token sales continue to increase. Mr. Mose stated that total ridership is about the same as last year at this time. Eric Bernier stated that Centre Line ridership is up across the board. Joe Davidson reported that a rider told him that the P Route drivers are not capturing those who are boarding on campus and wondered if staff could investigate. Mr. Mose indicated that he would have someone look into the matter.

With no further discussion, the motion carried unanimously.

C. *Policy Review and Adoption*

Amanda Jones provided edited policies that were reviewed at last month's meeting. Chairman Spychalski entertained a motion to adopt the *Scope of Coverage, Drug Free Workplace, Employee Assistance Program, Equal Employment Opportunity Policy & Complaint Process, Fair Labor Standards and Family Medical Leave Act* policies. Gary Powers moved to adopt these policies. Joe Davidson seconded. The motion carried unanimously.

The Substance Abuse Policy was deferred to the April 23, 2007 meeting since there was no member from Operations staff was available to discuss this policy.

Amanda Jones presented policies for review at this month's meeting (*Code of Conduct Regarding Fraud and Ethical Conduct, Military Leave Policy, Military Reserves/National Guard Leave policy; Political Activity Policy; Procurement Procedures; Smoke-Free Workplace Policy, Sexual Abuse Prevention Policy; Sexual Harassment Policy, and Travel Policies*) and indicated that only minor editorial changes to provide consistency were recommended. The Board was asked to contact Amanda with any recommendations.

D. *CNG Compressor Bid Award*

Hugh Mose reported that Doug Law of Basic Systems had completed a review of bids for CNG Compressor replacement. The bids included alternative compressor packages as well as the base solution. Mr. Law recommended the Ariel Model JGQ2 for \$186,360 each. Mr. Mose asked the Board to accept the bid offered by ANGI International LLC, and authorize the General Manager to execute the contract to purchase two units. Richard Kipp asked who would install the compressors. Mr. Mose stated that Basic Systems is the engineering and design firm, ANGI is the equipment supplier and a local construction firm will do the actual installation.

Joe Davidson asked what the differences were between the base solution and the alternatives. Judi Minor stated that the difference was several hundred thousand dollars. Joe Davidson moved that the Board accept the bid submitted by ANGI and authorize the General Manager to execute the contract to purchase two Ariel Model JGQ2 compressor units for a total cost of \$372,720. Gary Powers seconded. The motion carried unanimously.

V. NEW BUSINESS

A. *FY 2007/2008 DRAFT Budget*

Judi Minor reported that there were no changes since the detailed work session on March 22. Richard Kipp moved that the Board adopt the FY 2007/2008 DRAFT Budget and authorize its completion and distribution by staff. Gary Powers seconded. Mr. Mose said that with the Board concurrence, staff will finish the DRAFT Budget by April 5th for the COG Finance Committee meeting and the April COG General Forum meeting.

There was discussion by the Board members and staff regarding the 4% local share increase. Ms. Minor indicated that the overall adjustment is 4%, even though each municipality's allocation is based on miles and ridership per the formula. Joe Davidson asked if staff could revisit a change to a straight COG Formula, which would make the budgeting process more streamlined. Chairman Spychalski stated that he'd leave it up to staff to determine if it would be valuable to raise this topic again.

With no further discussion, the motion carried unanimously.

- B. *Resolution Authorizing the Filing of State Grant for Capital Bond Funding*
Judi Minor stated that this request for state match on the intermodal transit center was made several years ago, but funds as these are not made available until the project is nearing start-up. This resolution reflects the entire state share originally requested in the application, which is much higher than the amount will actually be used. Gary Powers moved that the Board adopt the resolution authorizing the filing and execution of the FY 2007/2008 State Grant for Capital Bond Funding. Joe Davidson seconded. The motion carried unanimously.

VI. OTHER BUSINESS

- A. *General Manager's Report*
Mr. Mose asked Terri Quici to provide an update on the RideShare program. Mrs. Quici stated that effective March 19 the new web-based RideShare program became active on the CATA website. She reported that Next Insight, the program vendor, had been good to work with, and all existing participants had been rolled into the new program and are able to access their own information and match reports now.

Richard Kipp asked if CATA was still receiving information technology assistance through interns. Judi Minor stated that since the inception of the Regional Technology Consortium (RTC), CATA hasn't had any interns. Gary Powers asked if the RTC will be helping with the APTS startup and Judi indicated they would.

Greg Kausch provided an update on the APTS project and indicated it remains on track for rollout in August. He indicated that until a T-1 line is established, however, the web interface would not be available for public view. He noted that dispatch and office staff would have the ability to answer questions and manage onstreet operations.

- B. *Service Development Report*
Eric Bernier reported that N/V Express ridership up, probably because Vairo Village has rented more apartments this year (since new management took over). Craig Humphrey asked what the streetscape project was about. Mr. Bernier explained that a firm has been retained to provide landscape and general visual improvements to the area in front of the downtown office.

VII. ADJOURNMENT

The meeting was adjourned at 5:04 PM.

VIII. EXECUTIVE SESSION

No Executive Session was held.