

CENTRE AREA TRANSPORTATION AUTHORITY

REGULAR BOARD MEETING
MINUTES

April 28, 2008

4:00 PM

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

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

STAFF PRESENT: Hugh Mose, General Manager
Joe Gilbert, Director of Transportation
Sherry Snyder, Asst. Director of Transportation
Judith Minor, Director of Administration
Eric Bernier, Service Development Manager
Melissa Hnatkovich, Human Resource Manager
Dina Ruggiero, Executive Assistant

OTHERS PRESENT: Theresa Lafer, State College Borough Liaison
Trish Meek, CRPA Planner

I. CALL TO ORDER

Chairman Spychalski called the meeting to order at 4:07 PM. Chairman Spychalski noted that Joe Davidson and Richard Kipp would be arriving late. The Chairman also noted that an Executive Session had been held on April 2, 2008 to discuss personnel matters.

II. PUBLIC COMMENTS

There were no public comments.

III. OLD BUSINESS

A. *Approval of March 18, 2008 Board Work Session Minutes*

Chairman Spychalski entertained a motion to approve the March 18, 2008 Board Work Session minutes. Kathryn Bittner moved to approve the minutes and Gary Powers seconded. The motion carried unanimously.

B. *Approval of March 24, 2008 Regular Board Meeting Minutes*

Chairman Spychalski entertained a motion to approve the March 24, 2008 Regular Board Meeting minutes. Gary Powers moved to approve the minutes and Kathryn Bittner seconded. The motion carried unanimously.

C. *Receipt of the March 2008 Financial Reports*

Chairman Spychalski entertained a motion to receive the March 2008 Financial Reports. Gary Powers moved to receive the Financial Reports and Kathryn Bittner seconded.

It was noted that the March Finance Reports are for 75% of the fiscal year rather than 66.67% as shown on the reports. Judi Minor gave a brief explanation regarding the advertising revenue line as requested by Kathryn Bittner. Eric Bernier stated that the revenue line will be under budget because the firm that currently holds the contract is not selling any new interior bus ads. The RFP for a new vendor has been distributed and two companies have responded. A new vendor will be selected in the near future. Judi Minor provided brief explanations on the remaining line items on the March Finance Reports.

Hugh Mose reported that the sale of OnePasses and Ride for Five passes continues to increase. Token and CENTRE RIDE coupon book sales are also up. Hugh noted that CENTRE LINE numbers are up for the month of March, while LOOP numbers are down. The numbers may have been affected by the fact that the Easter holiday fell in the month of March as opposed to April last year. Hugh stated that overall ridership continues to be up across the board which may be a result of the high gas prices. Hugh also gave a brief summary of the CENTRE COMMUTE report. There was brief discussion regarding the expenses involved with the CENTRE COMMUTE program and the current price of CNG. With no further discussion, the motion carried unanimously.

Chairman Spsychalski stated that in the interest of time, he would like to allow Ms. Trish Meek from the Centre Regional Planning Agency to make her presentation on the Long Range Transportation Plan update (Item E under New Business). Minutes are recorded in the appropriate section.

D. Policy Review and Adoption

It was noted that Mr. Richard Kipp had joined the meeting. Chairman Spsychalski stated that under this section there would be two separate items requiring Board action. Those items are: Policy adoption and the Substance Abuse Policy review and adoption.

Missy Hnatkovich identified the policies that had been reviewed at last month's meeting noting that the policies have been updated with the Board's recommendations. Chairman Spsychalski suggested two editorial changes. The first is to change the word "company" to "authority" on page one, paragraph three. The second is to eliminate the redundant phrase "upon completion of the course" on page eight, paragraph six in the Tuition Assistance Policy. Chairman Spsychalski entertained a motion to adopt the reviewed policies with the minor corrections. Richard Kipp moved and Joe Davidson seconded. With no further discussion, the motion carried unanimously.

Missy Hnatkovich then presented the Substance Abuse Policy, noting that changes to the policy have been highlighted in yellow. The changes are result of a recent FTA audit. Kathryn Bittner asked for language clarification under Section 5.0. Joe Gilbert explained how the changes to the policy came about and further explained the language presented. It was noted that there are several minor editorial changes that need to be made. Chairman Spsychalski entertained a motion to adopt the policy with the noted editorial corrections. Gary Powers moved and Richard Kipp seconded. With no further discussion, the motion carried unanimously.

E. Adoption of the FY 2008/2009 Service Plan

Eric Bernier explained the two spreadsheets that the Board received in their Board packets noting that there several changes from the previous spreadsheets on the proposed service enhancements. The most recent spreadsheets provide additional detail on the proposed service changes for FY 2008/2009 discussed at the January Work Session. Eric stated that since the Board Work Session, Penn State has decided not to go through with service to the new Law School. Eric noted that because of this change, the Board may

now want to consider moving up service to the new Geisinger facility and the Grayswoods area on the priority list. Gary Powers asked how the new proposed service would be run. Eric offered several scenarios on how the service could be provided to these areas. Chairman Spychalski suggested that due to the time needed to consider the new service, that Eric should compile further details pertaining to the service for the Geisinger/Grayswoods area. Eric will present the information at the next Board meeting. Chairman Spychalski also suggested that if Board members have any suggestions, ideas or questions regarding the new service, to please contact Eric. Chairman Spychalski entertained a motion to adopt the proposed service changes with the exception of the commuter service to Geisinger/Grayswoods area. Joe Davidson moved and Kathryn Bittner seconded. With no further discussion, the motion carried unanimously.

F. Budget Update

Hugh Mose stated that he and Judi Minor had attended the COG Finance Committee meeting on April 15th. Hugh indicated that he made a brief presentation and answered several questions regarding the budget. The Finance Committee did not suggest any changes; therefore the budget has been forwarded to the General Forum for their consideration.

V. NEW BUSINESS

A. Board Meeting Materials Distribution

Hugh Mose explained the way Board meeting materials are currently distributed. Hugh suggested several changes that would help to streamline the process. Hugh suggested the following changes to the process:

- Confirm that the list of people are still interested in receiving the agenda materials
- Email the Board agenda materials prior to the meeting
- Email the recipient list the same “standard” set of agenda materials
- Encourage the list of recipients to contact CATA staff for copies of any additional attachments they prefer to review
- Email the adopted minutes of the prior meeting(s) following the Board meeting

After brief discussion, there was a consensus from the Board to move forward with the suggested changes.

B. Resolution Appointing an Authorizing Official for E-Grants and Reports

Judi Minor gave a brief explanation regarding the new process of the filing of State E-grants and reports. PennDOT requires there be a person designated as the Authorizing Official (AO) for such documents. Joe Davidson moved to authorize Ms. Judi Minor as the designated Authorizing Official for the filing of the E-grants and reports. Gary Powers seconded. With no further discussion, the motion carried unanimously.

C. Acquisition of Used Buses

Hugh Mose informed the Board of the many considerations involved with the possible purchase of used buses from LYNX in Orlando. After much discussion regarding the possible bus acquisition and its possible implications, it was the Board’s consensus for staff to continue to investigate the purchase, including taking a trip to Orlando if need be. Judi Minor advised the Board that at this time there is no capital money for this purchase, so the purchase costs would need to be taken out of operating funds.

D. *Marketing Plan FY 2008/2009*

Hugh Mose asked that since Jacqueline Sheader was absent from the meeting due to an illness, that the presentation of the FY 2008/2009 Marketing Plan be held at the next Board meeting. Chairman Spsychalski agreed.

E. *Long Range Transportation Plan (LRTP) Update*

Ms. Trish Meek from the Centre Regional Planning Agency made a presentation to the Board on the draft list of transit projects proposed in the 2008 LRTP update. There was brief discussion on the projects. Chairman Spsychalski entertained a motion for the Board to approve the list of transit projects that were proposed for the 2008 LRTP Update as explained by Ms. Meek. Joe Davidson moved to approve and Gary Powers seconded. The motion carried unanimously.

VI. OTHER BUSINESS

A. *General Manager's Report*

Hugh Mose welcomed and congratulated Melissa Hnatkovich as CATA's new Human Resources Manager. Hugh also announced the resignation of Dina Ruggiero indicating her last day will be May 9th. Hugh gave an update on the CNG facility upgrade, noting that the project is on schedule. However, the CNG dispenser was not included in the upgrade, and it will need to be replaced in the near future. Hugh commented that five vendors have been provided the RFP for CENTRE RIDE services, but we are only anticipating a response from Handy Delivery. Hugh also reminded the Board that the first week of October is the APTA Annual Meeting in San Diego. Hugh noted that if any Board members are interested in attending, to please let either Dina or him know so that travel arrangements can be made.

B. *Service Development Report*

Eric Bernier provided a written report in the Board packets. Mr. Bernier had nothing more to report.

VII. ADJOURNMENT

Chairman Spsychalski called for a motion to adjourn the meeting. Joe Davidson moved to adjourn the meeting. Gary Powers seconded. The meeting was adjourned at 5:55 PM.

VIII. EXECUTIVE SESSION

An Executive Session was held to discuss personnel matters and labor negotiations.