



ATA REGULAR BOARD MEETING AGENDA

August 20, 2014

- I. Opening Prayer
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of May 21, 2014 Annual Board of Directors Meeting Minutes
- V. Treasurer's Report
- VI. Committee Reports
 1. Executive Committee
 2. Personnel Committee
 3. Budget Committee
 4. Policy Committee – August 11, 2014
 5. Joint Executive Committee
 6. Facilities and Equipment Committee – August 11, 2014
- VII. Old Business
- VIII. New Business
 1. Resolution #11-2014: Resolution to File Consolidated Capital Grant Application and to Certify Local Match
 2. Resolution #12-2014: Resolution Authorizing Purchase of Six (6) Body-on-Chassis Vehicles
 3. Adopt Policy #354 – Policy on Fares and the Impact of Inflation
 4. Adopt ATA's Peer Performance Review
- IX. Chief Executive Officer's Report
- X. Adjournment

ATA REGULAR BOARD OF DIRECTORS MEETING MINUTES

August 20, 2014

The Area Transportation Authority Board of Directors Regular meeting was called to order at 10:33 a.m. on August 20, 2014 at the Authority's Regional Transit Facility, 44 Transportation Center, Johnsonburg, Pennsylvania.

The following members and guests were present:

PRESENT:

Ken Wingo, Chairman
Anthony Viglione, Vice Chairman
Rhett Kennedy, Treasurer
Dave Wolfe, Secretary
Dick Stover
John Todd
Harry Whiteman
Kristen Vida
Joan Robinson McMillen
Bill Setree

H. James (Jim) Thomas, Cameron County Commissioner
Daniel Freeburg, Elk County Commissioner
June Sorg, Elk County Commissioner
Janis Kemmer, Elk County Commissioner
James A. Meyer, ATA Solicitor
Thomas Wagner, Meyer and Wagner, Law Offices
Michael Imbrogno, ATA Chief Executive Officer
Coletta Corioso, ATA Chief Financial Officer
Yvonne Wolesslagle, ATA Administrative Secretary
Debbie Addeo, ATA Secretary
Katie Weidenborner, DuBois Courier Express

Chairman Kenneth Wingo called the meeting to order. He then asked Jake Meyer to open the meeting with a prayer, which was then followed by the Pledge of Allegiance.

Yvonne Woleslagle then read roll call. Michael Galluzzi (Cameron County) was not present at the meeting. Notification of Mr. Galluzzi's absence was given prior to the meeting.

The next item on the agenda was the acceptance of the May 21, 2014 Regular Board of Directors meeting minutes. Chairman Wingo asked the Board members if there were any additions or corrections to the meeting minutes as presented. Yvonne Woleslagle stated there is one correction to the meeting minutes that were previously mailed to the Board members. In those meeting minutes it listed Coletta Corioso as attending the meeting and she was not in attendance of the May 21, 2014 Annual Board of Directors meeting.

With no further additions or corrections offered by the members, a motion to accept the May 21, 2014 Regular Board meeting minutes with the noted change was made by Joan Robison McMillen. Tony Viglione seconded the motion, with all Board members in favor.

The next item on the agenda was the Treasurer's report. Rhett Kennedy, Treasurer, gave the Treasurer's Report. As of August 12, 2014, ATA had the following balances:

General Fund	\$1,919,788
Act 26 Account	\$64,026
Act 3 Account	\$354,317
MATP Account	\$798,182
Unrestricted Cash Account	\$561,781
Total	\$3,698,093
Accounts Payable:	\$21,091
Accounts Receivables (Total):	\$96,575
Current:	\$25,105
0-30 days:	\$41,831
31 – 60 days:	\$24,713
61 – 90 days:	\$2,046
> 90 days:	\$2,879

The Statement of Net Position Internal Comparative as of June 30, 2014 was then reviewed.

Joan McMillen asked about the amount of \$29,667.50 owed by Clearfield County. Rhett stated that ATA has not received Clearfield County's first quarter payment for local match. Joan stated that this amount was put in for payment by the County to ATA and that she will check on this payment.

With no further discussion, Kristen Vida made a motion to approve the Treasurer's Report as presented. Harry Whiteman seconded the motion, with all Board members in favor.

The Committee Reports were the next item on the agenda.

Policy Committee – August 11, 2014:

A Policy Committee meeting was conducted on August 11, 2014 to review and recommend the adoption of Policy 354 – Policy on Fares and the Impact of Inflation. Yvonne stated that a correction was made to the minutes that were previously mailed to the Board members. On page 2 there is a correction to the first paragraph on the sixth line. "We had to eliminate the fare increases by" was removed and replaced with, "We had to limit the fare increases to." (*A corrected copy of the meeting minutes is included in the Board packet.*)

With no further discussion, a motion to approve the August 11, 2014 Policy Committee meeting minutes with the noted correction was made by Harry Whiteman. Dick Stover seconded the motion, with all Board members in favor.

Policy 354 will be presented to the Board for adoption under New Business.

Facilities and Equipment – August 11, 2014:

A Facilities and Equipment Committee meeting was conducted on August 11, 2014. (*A copy of the meeting minutes is included in the Board packet.*) Coletta gave an update on the items discussed at the meeting.

- A review of the specific projects that were included in the FY 2014-2015 Consolidated Capital grant application was given to the Committee members. The total value of the projects requested is \$10,179,100. A resolution to file the consolidated capital grant application and to certify local match will need to be adopted today by the Board.
- The Committee members were given an update on the six (6) Body-on-Chassis vehicle procurement. A resolution to approve the BOC procurement will also need to be adopted by the Board.
- Coletta also gave an update on the body reclamation project on the four (4) Gillig Phantom vehicles that the Board approved. Two vehicles were sent to MTB Transit Solutions to be refurbished. When they stripped the vehicles and did an inspection, the vehicles are in worse condition on their structural frames than we had anticipated. An additional \$19,000 will be required to repair the framework on the two Gillig Phantom vehicles that are currently at MTB to be refurbished. We were not aware of the

deteriorated framework on these vehicles when we put the refurbishing procurement out for bid. It is likely that the other two (2) vehicles will have the same issues with deterioration of the framework. The main issue will be getting approval for funding from PennDOT for this additional cost.

With no further discussion, a motion to approve the August 11, 2014 Facilities and Equipment Committee meeting minutes was made by Harry Whiteman. Tony Viglione seconded the motion, with Board members in favor.

No report was given under Old Business.

Chairman Wingo stated asked everyone to mark their calendars for ATA's 32nd Annual Board/Staff Workshop which will be held on October 10, 2014 at the Red Fern and he would like to encourage everyone to attend.

The next item on the agenda was New Business. The following resolutions were put up for adoption by the Board.

Resolution #11– 2014: Resolution to file Consolidated Capital Grant Application and Certify Local Match

Coletta stated that the projects that are being submitted on the capital grant application for funding are listed on the back of the August 11, 2014 Facilities and Equipment Committee meeting minutes. The amount of state Section 1517 funds being requested is \$183,572. We are also requesting Section 1514 state discretionary trust funds is the amount of \$1,380,011 and \$389,982 of State Section 1514 Bond funds to help pay for projected capital costs. Section 1517 does not require any local match. We will match the \$1,380,011 and the \$389,982 amounts. The total local match that is being provided is \$48,214 and \$1,613 respectively.

The following resolution was put up for adoption:

The Board of Directors of the Area Transportation Authority of North Central Pennsylvania resolves and certifies that the requested state amount of **\$183,572** of Section 1517 funds; and/or state amount of **\$1,380,011** of Section 1514 state discretionary trust funds; and/or **\$389,982** of state Section 1514 Bond funds are requested for **Fiscal Year 2014-2015** to help pay for projected capital costs, excluding asset maintenance of less than \$5000, and that these funds will only be used for this purpose since these funds are ineligible to be used for operating costs. Any of these funds not used this Fiscal Year will be used only for capital assistance in a subsequent year.

Further, the Board of Directors of the Area Transportation Authority of North Central Pennsylvania resolves and certifies that in **Fiscal Year 2014-2015** that local, or if applicable private, cash matching funds of no less than **\$48,214** will be provided to match the requested amount of state Section 1514 discretionary trust funds; and/or, that local, or if applicable private, cash matching funds of no less than **\$1,613** will be provided to match the requested amount of state section 1514 bond funds. No local matching funds are required for the requested state Section 1517 funds.

With no further discussion, a motion to approve **Resolution #11-2014** was made by Dave Wolfe. John Todd seconded the resolution, with all Board members in favor.

Resolution #12- 2014: Resolution Authorizing Purchase of Six (6) Body-on-Chassis Vehicles

The following resolution will give authorization to purchase six BOC vehicles.

WHEREAS, six (6) existing Body on Chassis Vehicles have reached end of life and cannot be rehabilitated cost effectively and have been proposed by staff to be replaced due to the poor condition of the vehicles; and

WHEREAS, the State Department of General Services conducted procurement for small transit vehicles (Bid No. 6100018197), and issued Contract No. 4400008420, with Rohrer Enterprises, Inc., DBA Rohrer Bus Sales; and

WHEREAS, the Area Transportation is a member of COSTARS, a cooperative purchasing program administered by the Department of General Services (DGS) and is authorized to purchase goods and services under DGS COSTARS contracts; and

WHEREAS, the Facilities and Equipment Committee of the Board has reviewed the recommendations of the Authority staff and agrees with its recommendations;

NOW THEREFORE, BE IT RESOLVED, by the authority of the Board of Directors of the Area Transportation Authority of North Central Pennsylvania that the staff may purchase six (6) 11-passenger transit vehicles from the Rohrer Bus Sales for a price not to exceed \$385,338; and it is further resolved that the staff may procure and contract for services to paint and detail the buses; and to purchase the camera equipment and ancillary capital asset maintenance inventory items for future maintenance use for a total cost for all vehicles of up to \$62,729. The total project costs shall not exceed \$448,067.

With no further discussion, a motion to approve **Resolution #12-2014** was made by Dave Wolfe. Tony Viglione seconded the resolution, with all Board members in favor.

The next item under New Business was to adopt Policy #354 - Fares and the Impact of Inflation that was reviewed at the August 11, 2014 Policy Committee meeting. This new policy is required by PennDOT as part of Act 89 even though ATA has a policy on fares. PennDOT is requiring a statement of a policy outlining the principles for the adjustment of fare growth to meet the impact of inflation. At the Policy Committee meeting, an explanation was given about the cost of inflation and we are in good shape and would not need to raise fares in the foreseeable future. However, if necessary, the Board can raise fares at any time.

With no further discussion, a motion to adopt Policy #354 – Policy on Fares and the Impact of Inflation was made by Joan Robinson McMillen. Harry Whiteman seconded the resolution, with all Board members in favor.

A copy of the final draft of ATA's Peer Performance Review was sent to all of the Board members for any additional comments/recommendations. Very minor changes were recommended by the Board members and were incorporated in the PPR. A final revision was then sent to PennDOT for final review. PennDOT responded with an email on August 19th stating they were in agreement with the final draft of the PPR and that the Board could adopt it at today's meeting. Michael stated that he will be required to report to the Board on a quarterly basis on the progress to the action plan contained in the PPR. The first report will be given at the November 19th Regular Board of Directors meeting and, if approved by the Board, it will be submitted to PennDOT by December 1st.

With no further discussion, a motion to adopt ATA's Peer Performance Review was made by Kristen Vida. Tony Viglione seconded the resolution, with all Board members in favor.

The last item on the agenda was Chief Executive Officer's Report. Copies of the CEO's report, along with staff director reports, were given to the Board members for their information and review as part of the Board packet. Michael Imbrogno then gave a brief update and highlighted various projects/items that he and the staff have recently completed and/or are still working on.

A review of the Controller's Report was then given. This report is comprised of the following sections:

- Section A – Statement of Overall Operations (excluding Clarion services) for the period of July 1, 2013 through June 30, 2014.
- Section B – Financial Statistical Report for the publicly subsidized services and the shared ride primary, non-public (includes CMS), and Clarion services for the period of July 1, 2013 through June 30, 2014.
- Section C – Financial Statement for the period of July 1, 2013 through June 30, 2014.

The open capital projects report was reviewed for the period through June 30, 2014.

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A Budget Committee meeting will be scheduled prior to the November 19th Board of Directors meeting.

With no further business, at 11:56 a.m., motion to adjourn the meeting was made by John Todd; Joan McMillen seconded the motion.