

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
April 25, 2023**

Charles Savannah  
Chris Rearick  
Jim Diamond  
Joseph Hasychak  
Tricia Kradel

John H. Paul, Executive Director  
Rebecca Black, Lutz, Pawk & Black  
Eddie Trizzino, Butler Eagle  
Ryan Saeler, Butler Media Group  
Kelly Stewart  
Tiffany Fosnaught

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Charles Savannah called the meeting to order at 5:00 pm with a moment of silence followed by the pledge of allegiance.

**ROLL CALL:** Tiffany called the roll. Charles Savannah, Joseph Hasychak, Chris Rearick, Jim Diamond and Tricia Kradel were present. Lance Calvert was absent.

**MINUTES OF THE MEETING:** Chris Rearick motioned to approve the minutes from the March 2023 Board Meeting as presented. This motion was seconded by Jim Diamond. Roll call indicated all ayes.

**CORRESPONDENCE:** None.

**PUBLIC COMMENT ON AGENDA:** None.

**OLD BUSINESS:** None.

- **Committee Reports (TOE- Terminal, Office and Equipment, Public Relations, Sub-Contractor, Capital Improvements and Expansion)** – Joseph Hasychak shared that the Personnel Committee will be sharing their recommendations in Executive Session.

## **NEW BUSINESS**

**MARKETING/PUBLIC RELATIONS PLAN 2023-24-** Kelly Stewart explained that BTA's proposed 2023-2024 Marketing/Public Relations Plan was mailed out to the Board prior to the meeting for review. Kelly presented the plan and shared the highlights. Kelly explained that BTA's main goal remains ridership growth. Some of the items discussed were: digital ads, digital email blasts, bus window ads, video series (how to ride- answer questions for riders), radio ads, senior direct mails, promotional products, community transportation committee, mobile ticketing sale, food drive, Christmas parade, customer service training (included in conference budget amount) and website alert and detour management integration (included in website budget amount). Kelly also shared that BTA has been utilizing analytics with certain promotions to monitor how they are performing. Joseph Hasychak made a motion to approve BTA's proposed 2023-2024 Marketing/Public Relations Plan as presented for a total of \$50,245. Chris Rearick seconded the motion. Roll call indicated all ayes. Kelly was commended on her efforts regarding BTA's 2023-2024 Marketing/Public Relations Plan.

**2023-2024 BTA OPERATIONAL BUDGET-** John explained that BTA's 2023-2024 Proposed Budget was prepared and mailed out by Tiffany. John reviewed the proposed budget with everyone present. John and Tiffany answered questions regarding how the figures were acquired. The natural gas utility was discussed. A new RFP for gas supply will not go into effect until FY 2024-2025. Funding was also reviewed and discussed- CARES and CRRSSA. John thanked Tiffany for her attentive work regarding BTA's 2023-2024 Proposed Operational Budget. Joseph Hasychak made a motion to approve BTA's 2023-2024 Proposed Operational Budget as presented and Jim Diamond seconded the motion. Roll call indicated all ayes.

**2023-2024 BTA OPERATIONAL LOCAL MATCH RESOLUTION-** John read aloud the Resolution. Joseph Hasychak made a motion to approve the 2023-2024 BTA Operational Local Match Resolution as presented. Tricia Kradel seconded the motion. Roll call indicated all ayes.

**BTA FARE INCREASE TOOL 2023-2024-** John announced that the date of BTA's last fare increase was July 2012. The Fixed Route Local rate was \$1.00 per trip. BTA increase the rate to \$1.25 at that time (25%). The US Inflation Rate from 2012 to current is 31%. Under normal circumstances BTA would be having discussions regarding a fare increase but it is the Executive Director's recommendation based on the current situation and the recovery of the system because of the pandemic that BTA look for a fare increase in FY 2024-2025. This was for informational purposes.

**BTA PERFORMANCE STANDARDS 2023-2024-** John shared BTA's proposed performance standards for 2023-2024. Jim Diamond made a motion to approve BTA's proposed performance standards for 2023-2024 as presented and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

**2023 COMMITTEE ASSIGNMENTS-** John read aloud BTA's 2023 Committee Assignments. Joseph Hasychak made a motion to approve BTA's 2023 Committee Assignments and Tricia Kradel seconded the motion. Roll call indicated all ayes.

**BOARD RESOLUTION FOR EXECUTIVE DIRECTOR-** Rebecca explained that this resolution is required to avoid any confusion going forward with John's ability to execute any documents on behalf of Butler Transit Authority as directed by the Board of Directors. Rebecca shared a most recent problem that BTA incurred and the hassle that everyone went through trying to clear the matter up. Rebecca read the resolution. Rebecca is requesting that all Board Members in attendance execute the resolution to solidify the matter even further. Joseph Hasychak made a motion to adopt the resolution for the Executive Director to execute documents on behalf of the Butler Transit Authority as directed/approved by the Board of Directors as presented. Jim Diamond seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the March 2023 financial reports. Joseph Hasychak made a motion to approve the March 2023 financial report/statements as presented. Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany explained the large amount in the Miscellaneous Expense line- a banking error that happened at the end of the month that will be cleared up at the beginning of next month (a timing issue).

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check number 525 through 525 from the Project checking account. Joseph Hasychak made a motion to approve check number 525 from the Project checking account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 28016 through 28090 from the Regular checking account. Jim Diamond made a motion to approve check numbers 28016 through 28090 from the Regular checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes

**EXECUTIVE DIRECTORS REPORT-** Evening and day-time service trips for March 2023 totaled 13,744. An increase of 927 trips from March 2022.

Commuter service total trips were 1,263 for March 2023. An increase of 169 trips from March 2022.

The sixth MCI CNG Coach Bus has arrived and was put into service yesterday- April 24, 2023. This completes the spare ratio as required according to BTA's current commuter fleet.

Minutes of the Meeting  
April 25, 2023

The American Relief Plan Grant was submitted to FTA for final approval on April 19, 2023 for \$1,382,883 in Operating Assistance for the Commuter Service through 2029.

The next regular scheduled board meeting is Tuesday May 16, 2023 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

**EXECUTIVE SESSION-** Charles Savannah announced at 5:57pm that BTA's Board is adjourning to Executive Session and will be returning for business.

**PERSONNEL COMMITTEE RECOMMENDATIONS FOR FY2023-2024-** The Board returned from Executive Session at 5:52pm. Jim Diamond made a motion to approve the Personnel Committee Recommendations as presented in Executive Session and Chris Rearick seconded the motion. Roll call indicated all ayes.

**QUESTIONS FROM MEDIA/VISITORS-** Ryan asked about the pay increases that were discussed for employees in Executive Session and how many employees this affected. John answered accordingly. Eddie asked for a copy of the Budget Report. The Budget Report was supplied as requested.

Charles Savannah complimented the BTA staff for a job well done regarding all matters that were discussed/presented at the meeting.

**ADJOURNMENT -** Jim Diamond made a motion to adjourn at 5:55pm and Joseph Hasychak seconded the motion. Roll call indicated all ayes.