

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
August 14, 2018**

Joseph Hasychak
James Diamond
Charles Savannah
Joseph Gray
Lance Calvert

John H. Paul, Executive Director
Kevin Boozel, Butler County Commissioner
Rebecca Black, Lutz & Pawk
Brian Farrington, Lutz & Pawk
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Laura Felton, MV Transportation
Tiffany Fosnaught

Jim Diamond (in Maggie Stock's absence) called the meeting to order at 5:00 pm with a moment of silence followed by the pledge of allegiance.

ROLL CALL: Tiffany Fosnaught called the roll. Joseph Hasychak, James Diamond, Charles Savannah, Joseph Gray and Lance Calvert were present. Maggie Stock was absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the July 2018 Board Meeting as presented. This motion was seconded by Charles Savannah. 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) – None.

NEW BUSINESS

MAHER DUESSEL- AUDIT FY 2017-2018- John had to submit an ICE form for Audit Services for FY 2017-2018. He also spoke with other comparable authorities as to what their audit costs are and the submittal of \$13,300 by Maher Duessel for FY 2017-2018 is reasonable when compared to those costs. Joseph Hasychak made a motion to accept the proposal presented by Maher Duessel for Audit Services for FY 2017-2018 for a total of \$13,300 and this was seconded by Joseph Gray. Roll call indicated all ayes.

RFP AUDIT AWARD- FY 2018-2019 THROUGH FY 2022-2023- MAHER DUESSEL- TOTAL CONTRACT 5 YEARS- \$65,260- John and Tiffany reviewed all submittals and scored as spelled out in the RFP. John shared that one of the submittals did not send their cost proposal separately nor did they supply an electronic version as directed. John and Tiffany still continued to score the RFPs. Maher Duessel scored the highest and offered the best price overall. There was a brief discussion as to why the contract was for five years. Joseph Gray made a motion to approve BTA's Audit 5 Year Contract Award to Maher Duessel for a total of \$ 65,260. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

PERFORMANCE STANDARDS FY 2017-2018- John reviewed the performance standards for the Fourth Quarter for FY 2017-2018 with the Board.

LAP TOP COMPUTER- EXECUTIVE DIRECTOR- John had sent his laptop computer to Cathy Williams a couple of years ago and the other laptop is currently being used in the conference room for overhead displays and/or training purposes. John asked for pricing for a new laptop. The best price listed was \$1,572.90. This would include Office 365. Charles Savannah made a motion to approve the purchase of a new laptop for BTA's Executive Director at a price of \$1,572.90. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the financial reports. Charles Savannah made a motion to approve the July 2018 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated four ayes and Joseph Hasychak abstaining. Tiffany also shared that the financial reports that were included for June 2018 are very close to finalized for FY 2017-2018.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 442 from the project checking account. Charles Savannah made a motion to approve check number 442 from the project checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 23270 through 23358 from the regular checking account. Joseph Hasychak made a motion to approve check numbers 23270 through 23358 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes. There was a brief discussion as to how long the road projects (130 Hollywood Drive and the HOP lane for the new terminal) will take to complete.

NON AGENDA ITEMS- Rebecca Black presented to the Board that a motion to allow BTA to release a RFP for Legal Services is needed. Rebecca discussed that this RFP will be handled similarly to the Audit RFP. It will be a five-year contract as well. Rebecca want the Board to note that there will be a not to an exceed amount in this RFP. John thanked Rebecca for her due diligence in the procurement/FTA and ICE forms issues. Charles Savannah made a motion for BTA to release a RFP for Legal Services for five years. Joseph Gray seconded the motion. Roll call indicated all ayes.

EXECUTIVE DIRECTORS REPORT- John welcomed Commissioner Boozel. John asked Commissioner Boozel if there was anything he would like to share. Commissioner Boozel shared that most recently it has been mentioned that the buses are confusing in the fact that they do not have “Butler” anywhere on them.

John also asked Laura from MV Transportation if she would like to address the Board. Laura agreed with the fact that a lot of the passengers have commented to the fact that “Butler” on the buses would make it easier for them. Commissioner Boozel commented either “Butler” or “Butler Transit” would be helpful. John replied that BTA would take it under advisement.

Evening and day time service trips totaled 16,103 for July 2018. An increase of 1,245 trips from July 2017.

Commuter Ridership averaged 100 trips a day in July 2018.

Both construction projects are under way. The CNG Fueling Station construction is to be completed by the end of the calendar year.

The next regular scheduled board meeting is Tuesday September 18, 2018 at 5:00pm at the Butler Transit Authority facility. John invited anyone who was interested to tour the site where the CNG Fueling Station is currently being built after the meeting.

QUESTIONS FROM MEDIA/VISITORS- Ryan Saeler asked when the construction of the CNG Fueling Station is to begin. John explained that the Station is actually built off site. The pads and roads are currently being built and then the Station is brought in by trailer and set down on the site. Drilling under the road for attachments, running conduit and connecting electricity and plumbing will have to take place. This will help in BTA's lease costs since BTA currently is leasing equipment for temporary CNG fueling. John also briefly discussed Trillium's role once the CNG Fueling Station is in place. Testing will have to take place once the Station is put into place before it is put into full use.

Joseph Hasychak asked Commissioner Boozel if there will be one Commissioner specifically assigned to BTA. Commissioner Boozel shared that this topic had not been discussed and that currently it will remain a group assignment.

Joseph Hasychak also asked John Paul if there had been any further discussions/developments regarding extending the road off of the Pickle Gate Bridge. John explained where the process was and where possibilities could arise.

ADJOURNMENT- Joseph Gray made a motion to adjourn the meeting at 5:44pm. Jim Diamond seconded the motion. Roll call indicated all ayes.