

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
January 14, 2025**

Charles Savannah
Dave Johnston
Chris Rearick
Tricia Kradel
Joseph Hasychak
Lance Calvert

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Ryan Saeler, Butler Media Group
Laura Felton, MV Transportation
Tiffany Fosnaught

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

ROLL CALL: Tiffany called the roll. Charles Savannah, Dave Johnston, Chris Rearick, Joseph Hasychak, Lance Calvert and Tricia Kradel were all present.

MINUTES OF THE MEETING: Dave Johnston motioned to approve the minutes from the December 2024 Board Meeting as presented. This motion was seconded by Lance Calvert. Roll call indicated all ayes.

CORRESPONDENCE: Charles Savannah read a thank you card from Tim Boden who retired from BTA on December 31, 2024.

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

ELECTION OF OFFICERS- Chris Rearick made a motion to approve the following BTA Election of Officers for 2025: Joseph Hasychak for Chairperson, Lance Calvert for Vice Chairperson and Charles Savannah for Secretary/Treasurer. Dave Johnston seconded the motion and roll call indicated all ayes. Charles Savannah thanked Chris Rearick for a job well done as BTA's Chairperson for 2024.

2025 COMMITTEE ASSIGNMENTS- Tricia Kradel made a motion to approve the following 2025 BTA Committee Assignments: Personnel- Charles Savannah, Tricia Kradel and Joseph Hasychak; TOE (Terminal, Office, Equipment)- Tricia Kradel, Lance Calvert and Joseph Hasychak; Public Relations- Dave Johnston, Chris Rearick and Charles Savannah; all Board Members serve on the remaining committees (Subcontractor, Capital Improvements and Expansion). Lance Calvert seconded the motion. Roll call indicated all ayes.

TRANSIT WORKER ASSAULT/RISK ANALYSIS- John shared that MV has completed the Transit Worker Assault/Analysis for BTA as requested. Laura Felton was present to confirm and answer any questions if necessary. This is a new requirement by the Federal Government. John had Rebecca review the analysis. Once Rebecca approved John was able to submit to FTA and it was accepted by FTA. Rebecca shared that there were a number of proposed changes by MV based on Federal requirements and regulations. Rebecca added the requests and then provided everything to John for submittal. Dave Johnston made a motion to approved BTA's Transit Worker Assault/Risk Analysis and Charles Savannah seconded the motion. Roll call indicated all ayes. John explained that this was requested nationwide because of the continued risk to transit workers from the public. There are some recommendations that BTA will try to follow and John explained a possible barrier between drivers and the public. BTA will look to adhere to this matter when purchasing new buses. John is looking into a Statewide program for this matter. Rebecca also commented on the benefits of having a subcontractor (MV) to address these issues.

BTA/MV PTASP UPDATE- Charles Savannah made a motion to adopt the BTA/MV Safety Plan as discussed and Lance Calvert seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the December 2024 financial reports for approval. Joseph Hasychak made a motion to approve the December 2024 financial reports as presented. Charles Savannah seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 104 through 114 from the new 5311 Funding Account. Tricia Kradel made a motion to approve check numbers 104 through 114 from the new 5311 Funding Account and Dave Johnston seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 564 through 569 from the Capital Project Checking Account. Charles Savannah made a motion to approve check numbers 564 through 569 from the Capital Project Checking Account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29815 through 29885 and 12/15/24, 12/31/24 and 1/15/25 Payrolls (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Charles Savannah made a motion to approve check numbers 29815 through 29885 and 12/15/24, 12/31/24 and 1/15/25 Payrolls (including Payroll taxes and 403b contributions to Principal) from the Regular Checking Account. Tricia Kradel seconded the motion. Roll call indicated all ayes. Tiffany shared her positive feedback regarding the new accounting software. There was also a brief discussion of how the information from the old system is being handled and why the new system was necessary (the old system will not have any support as of 2025). Charles Savannah asked how BTA is with the Budget. John and Tiffany shared that BTA is currently on budget.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips totaled 13,511 for December 2024. A decrease of 379 trips from December 2023.

Commuter service total trips totaled 966 for December 2024. A decrease of 69 trips from December 2023.

John shared that Tiffany completed the DBE reporting to FTA for BTA's Triennial (the last issues with FTA). It was time-consuming and he thanked Tiffany for her efforts.

John also shared that Kelly and Tiffany completed BTA's FTA National Transit Database Report for 2024 and it was accepted on the initial submittal (which is very rare). He commended both Kelly and Tiffany for a job well done.

John thanked Laura from MV for attending and being available for the discussion involving the Transit Worker Assault/Risk Analysis and the Safety Plan.

The next regular scheduled board meeting is Tuesday February 11, 2025 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Ryan inquired if BTA is expecting delivery of any new buses. John shared that BTA is not currently expecting the delivery of any new buses but is anxiously awaiting the arrival/return of Bus 226 which has been at the shop for repair for quite some time. Ryan asked if BTA has an ETA for Bus 226. John shared that BTA had been told initially to be expecting Bus 226 in November 2024. BTA has reached out on several occasions requesting further updates. BTA has had to use the local buses on the commuter several times because Bus 226 has not returned. John explained the frustrating process it has been. Bus 226 left BTA enroute to the repair shop in July of 2023. John shared even more news- BTA's warranties for Bus 226 (engine and transmission) still continue to run since the warranty cannot be paused. It is based on the date the bus is initially put into service. Ryan also asked if there would be any additional costs associated with the Transit Worker Assault/Risk Analysis or the Safety Plan. John stated that those costs would be addressed in the bids for the purchase of new buses. Ryan asked about the additional buses for BTA as mentioned at prior Board Meetings in 2024. John explained that these buses would probably not come into fruition for another two to three years.

ADJOURNMENT- Charles Savannah made a motion to adjourn at 5:24pm. Dave Johnston seconded the motion. Roll call indicated all ayes.