

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
July 14, 2022**

Joseph Hasychak
Charles Savannah
Jim Diamond
Chris Rearick

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

Charles Savannah called the meeting to order at 12:00 pm with a moment of silence followed by the pledge of allegiance.

ROLL CALL: Tiffany called the roll. Joseph Hasychak, Charles Savannah, Jim Diamond and Chris Rearick were all present. Joseph Gray and Lance Calvert were absent.

MINUTES OF THE MEETING: Jim Diamond motioned to approve the minutes from the June 2022 Board Meeting as presented. This motion was seconded by Charles Savannah. Roll call indicated three ayes and Joseph Hasychak abstaining due to his absence from last month's meeting.

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

PROCUREMENT MANUAL UPDATE- Rebecca shared the proposed changes to BTA's current procurement code. Rebecca explained why the changes needed to be made- in circumstances where specific funding is being expended and the compliances that apply. She read through the sections that were being amended. Joseph Hasychak made a motion to adopt the amended procurement code as of July 14, 2022. The motion was seconded by Jim Diamond. Roll call indicated all ayes.

STAFF FALL LUNCHEON- John reminded the Board that a fall staff luncheon was discussed at last month's meeting. The luncheon will be held on October 23, 2022 at 1:00pm. More details will be forthcoming (menu, RSVP, etc). John is asking for formal approval. Joseph Hasychak made a motion to approve a BTA luncheon for October 23, 2022 at 1:00pm. Jim Diamond seconded the motion. Roll call indicated all ayes

MCI BUS INSPECTION- FIRST TRANSIT- \$9,245- John spoke about the fact that the total of the bus inspections is below BTA's procurement requirements for competitive bidding. John issued the Purchase Order for the sixth MCI bus and the CRRSSA Grant has been approved. BTA needs pre and post Buy American inspections as well as online inspections for this bus. The MCI Bus goes into production next Monday so John received pre-approval via phone vote. Rebecca advised to ask for a formal vote at the meeting. Jim Diamond made a motion to approve bus inspection services by First Transit for BTA's sixth MCI bus purchase in the amount of \$9,245. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the June 2022 financial reports and explained that they are not final for the end of year/audit reasons. She is still receiving invoices that apply to FY 2021-2022. Joseph Hasychak made a motion to approve the June 2022 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 503-504 from the Project checking account. Joseph Hasychak made a motion to approve check numbers 503-504 from the Project checking account and Jim Diamond seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 27290 through 27369 from the Regular checking account. Joseph Hasychak questioned two checks and was provided further information regarding the checks. Jim Diamond made a motion to approve check numbers 27290 through 27369 from the Regular checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips for June 2022 totaled 13,081. An increase of 1,909 trips from June 2021. An increase of 17%.

Commuter service total trips were 1,107 for June 2022. An increase of 382 trips from June 2021. An increase of 52.5%.

Camp Breakthrough contacted BTA needing transportation from Cubs Hall downtown to Alameda Pool- approximately 30 children plus counselors. BTA added another bus for a trip in the morning and in the afternoon twice a week to accommodate. This additional bus runs the entire trip to be compliant with Federal and State law. On the return trip the children and counselors ride back to BTA's bus terminal and walk to Cubs Hall. John wanted to make the Board aware of this temporary change for summer.

John wanted to confirm that Board Members were in agreement with moving the September 13th, 2022 meeting to 10:00am since everyone will be attending the rededication of the building for the new addition and wait area. John reviewed the schedule for September 13th and the festivities.

John shared that Kelly, Tim and Tiffany did a tremendous job in compiling everything needed for the upcoming 5311 Review on August 2, 2022. These reviews are no longer done in smaller components on an annual basis. It is now similar to the FTA Triennial Review in the amount of information requested. This review will be done via teleconference.

The next regular scheduled board meeting is Tuesday August 9, 2022 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

Charles Savannah thanked BTA Staff for their constant daily diligent efforts as well as their effort involved with this upcoming 5311 Review.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked for further clarification regarding the name of the inspection company for the new MCI bus and what all was entailed. John provided the information requested. Ryan wanted to know if BTA had used this company in the past. John shared that BTA had used First Transit in the past. Ryan questioned if BTA had an approximate completion date for the bus. John shared that BTA did not as of yet.

Eddie asked for clarification of the cost of the inspection and how it was being funded. The information was provided.

ADJOURNMENT - Joseph Hasychak made a motion to adjourn at 12:25pm and Jim Diamond seconded the motion. Roll call indicated all ayes.