

**BUTLER TRANSIT AUTHORITY  
MINUTES OF THE MEETING  
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE  
July 9, 2024**

Charles Savannah  
Chris Rearick  
Joseph Hasychak  
Lance Calvert  
David Johnston

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

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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, Joseph Hasychak, Chris Rearick, Lance Calvert and David Johnston were present. Tricia Kradel was absent.

**MINUTES OF THE MEETING:** Joseph Hasychak motioned to approve the minutes from the June 2024 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**

**APPRECIATION LUNCHEON NOV 3<sup>RD</sup>, 1PM-** John explained that BTA's annual appreciation luncheon for BTA staff and Board Members will be held at the Butler Country Club on November 3, 2024 at 1:00pm. Charles Savannah made the motion to approve BTA's annual appreciation luncheon and the gifts for BTA's staff. Dave Johnston seconded the motion. Roll call indicated all ayes.

**CHANGE ORDER FOR ACCOUNTING SOFTWARE- \$13,750-** Tiffany shared that there has been extensive work involving the new software but the building of the financial reports, project closeouts, bank reconciliations and the fixed assets still need to be completed. Approval of a change order is necessary to move forward. The Board was pleased with the aesthetics of the few financial reports that were completed. Charles Savannah made a motion to approve the change order totaling \$13,750 to complete the accounting software project. Dave Johnston seconded the motion. Roll call indicated all ayes.

**RECORD STORAGE-** Tiffany explained that BTA's old accounting software was server based. The firm that is implementing the new accounting software (cloud based) is proposing to move BTA's history into a cloud for storage (Azure) and ultimately be able to compare information from both systems through an application called PopDock. There are fees to store the information as well as to utilize PopDock. BTA would only store the information for as long as their policy states it necessary. These proposed services would also eliminate BTA being charged by the current accounting software company (Dynamics GP) for ongoing storage capability as well as having two different systems. Charles Savannah made a motion to approve the purchase of PopDock at \$3,999/yr, Azure at \$120/yr and Cargas consulting services at approximately \$5,000 (one time setup fee- billed on an hourly basis but only billed for hours used). Chris Rearick seconded the motion. Roll call indicated all ayes.

**ADA POLICY- AMENDMENT-** Rebecca shared that essentially the only change is that a ADA complaint form will be added to the policy. Dave Johnston approved the amendment to BTA's ADA Policy as outlined by the solicitor. Lance Calvert seconded the motion. Roll call indicated all ayes.

**CODE OF ETHICS STATEMENT-** Rebecca explained that each Board Member will be required to sign this statement. Dave Johnston approved BTA's Code of Ethics Statement as presented by the solicitor. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

**STATEMENT OF VALUES & ETHICAL CODE OF CONDUCT-** Rebecca explained that this is a more extensive version of the Code of Ethics Statement and will also be required to be signed by each Board Member. Charles Savannah approved BTA's Statement of Values & Ethical Code of Conduct as presented by the solicitor. Lance Calvert seconded the motion. Roll call indicated all ayes.

**FRAUD WASTE AND ABUSE POLICY-** Rebecca explained that according to this policy BTA's Board monitors and ensures that BTA is not disposing a transit authority asset fraudulently or that funds are not being used improperly and Board Members are obligated to report any such activities if they become aware. Basically- the Board is stating that the funds of the federal and state taxpayers will not be abused. Joseph Hasychak approved BTA's Fraud Waste and Abuse Policy as presented by the solicitor. Dave Johnston seconded the motion. Roll call indicated all ayes.

**FINANCIAL REPORT/STATEMENT-** Tiffany presented the June 2024 financial reports for approval. Joseph Hasychak made a motion to approve the June 2024 financial reports as presented. Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany shared that she continues to work with the implementation firm and will complete the financial reports before the next Board Meeting.

**APPROVAL OF THE CHECKS-** Tiffany asked for approval of check numbers 546 through 547 from the Project Checking Account. Joseph Hasychak made a motion to approve check numbers 546 through 547 from the Project Checking Account and Dave Johnston seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29143 through 29163 (out of Dynamics GP for Payroll) from the Regular Checking Account. Joseph Hasychak made a motion to approve check numbers 29143 through 29163 (out of Dynamics GP for Payroll) from the Regular checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 29503 through 29556 (out of Sage Intacct- new system) from the Regular Checking Account. Charles Savannah made a motion to approve check numbers 29503 through 29556 (out of Sage Intacct- new system) 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 totaled 13,930 for June 2024. A decrease of 78 trips from June 2023. There were two less days of operation in June 2024. Annual trips were 171,625- an increase of 14,413 from 2023 (9.2% increase).

Commuter service total trips totaled 1,421 for June 2024. Annual Commuter trips were 16,730- an increase of 2,214 from 2023 (14.5% increase).

John shared that after the Board approved the Fare Evasion Policy and it was implemented the offenses dropped dramatically. John asked Laura to congratulate the drivers for their role regarding this matter. Charles Savannah spoke on behalf of the Board and asked that Laura commend and thank the drivers from the Board.

The next regular scheduled board meeting is Tuesday August 13, 2024 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

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There was a brief discussion regarding ridership and the recovery of commuter ridership.

**QUESTIONS FROM MEDIA/VISITORS-** Vayda asked for further clarification regarding BTA's Fare Evasion Policy. John obliged. Ryan asked if there will be any action taken following the Executive Session. John explained that the Executive Session is for Informational Purposes only.

**ADJOURNMENT TO EXECUTIVE SESSION (WITHOUT RETURNING) –** Charles Savannah made a motion to adjourn into Executive Session without returning at 5:26pm. Chris Rearick seconded the motion. Roll call indicated all ayes.