

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
March 10, 2020**

Joseph Hasychak
Charles Savannah
Jim Diamond
Lance Calvert

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Charles Parham, MV Transportation
Tiffany Fosnaught

Lance Calvert 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. Joseph Hasychak, Charles Savannah, Lance Calvert and Jim Diamond were present. Joseph Gray was absent.

MINUTES OF THE MEETING: Charles Savannah motioned to approve the minutes from the February 2020 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) – None.

NEW BUSINESS

MOTION TO PARTICIPATE IN JOINT BUS PROCUREMENT- John explained that BTA wishes to participate with Beaver County Transit Authority (the contracting officer), Westmoreland County Transit Authority and Central Pennsylvania Transit Authority in a joint bus procurement for a cooperative purchase for up to thirty-three 40' and 45' over-the-road CNG coaches over the five-year fiscal period beginning July 1, 2020. Under the procurement BTA would be listed for up to and including four of the buses. These buses would be for commuter service. BTA is currently short a spare commuter bus according to ratios but BTA is not allowed to purchase an additional bus during the demonstration project period. The demonstration period ends June 30, 2021. This procurement would also allow for expansion of service(s) if needed. John also shared that better pricing is available when a procurement of this size is performed. Joseph Hasychak questioned the commuter ridership. John answered accordingly. Jim Diamond asked if BTA had pricing. John explained that pricing will not be available until the procurement is complete. Joseph Hasychak made the motion to authorize BTA to participate in a Joint Bus Procurement with Beaver County Transit Authority (the contracting officer), Westmoreland County Transit Authority and Central Pennsylvania Transit Authority for a cooperative purchase for up to thirty-three 40' and 45' over-the-road CNG coaches over the five-year fiscal period beginning July 1, 2020. Under the procurement BTA would be listed for up to and including four of the buses. Jim Diamond seconded the motion. Roll call indicated all ayes.

PPTA SPRING CONFERENCE- LANCASTER APRIL 21-24, 2020- John shared that this is approval for the Executive Director, Kelly, Karl, Tiffany and any Board Member who wishes to attend. John communicated that during a conference call earlier that day Tiffany and Kelly learned that PPTA is considering canceling the event due to the Coronavirus outbreak and the risks involved. Charles Savannah made a motion to approve the attendance of the Executive Director, Kelly, Karl, Tiffany and any Board Member at the annual PPTA Conference in Lancaster, PA April 21-24, 2020 (including registration, hotel, meals, tolls and incidentals) and Jim Diamond seconded the motion. Roll call indicated all ayes.

APTA ANNUAL CONFERENCE- ANAHEIM, CA- OCTOBER 10-14, 2020- John is asking for approval to attend this annual conference. He explained the details. This is the Expo year. This conference may end up being canceled as well due to the Coronavirus outbreak. Charles Savannah made the motion to approve the attendance of the Executive Director at the APTA Annual Conference in Anaheim, CA October 10-14, 2020 (including registration, hotel, airfare, meals and incidentals). Jim Diamond seconded the motion. Roll call indicated all ayes.

MAHER DUESSEL IT CONTRACT- Rebecca explained that BTA is currently attempting to obtain an IT contract on a fiscal year cycle as well as producing a RFP. While in the process BTA has been contracting with Maher Duessel until this is completed. BTA is seeking approval of Maher Duessel's IT Contract for services from July 1, 2019 through June 30, 2020 so that a RFP can be developed and these services can be on a fiscal year cycle as well as a multiple year contract. Charles Savannah made a motion to approve the Maher Duessel IT Contract from July 1, 2019 through June 30, 2020. Jim Diamond seconded the motion. Roll call indicated all ayes. Rebecca informed the Board that the RFP is ready and the new multiple year IT Services Contract will be awarded on a fiscal year basis going forward.

JACOB THOMAS- SUMMER WORKER- 20-30 HRS/WEEK- \$11/HR- Tiffany shared that Jacob Thomas had worked at BTA last summer and had assisted with the surveys and Outreach programs. BTA has already spoken with Jacob and he is very interested in working this summer as well. Kelly has more Outreach work for him. He works very well with the public. Joseph Hasychak asked who would supervise Jacob. Kelly would be Jacob's immediate supervisor. Charles Savannah made the motion to allow Jacob Thomas to work for BTA as summer help at 20 to 30 hrs/week for \$11/hr. Jim Diamond seconded the motion. Roll call indicated all ayes.

JEEP PARADE JUNE 12- REDUCED HOURS OF OPERATION- Tiffany shared that the Jeep Parade is June 12, 2020 and BTA is asking the Board to approve the reduction of hours of service for that day since road closures will hinder service. Staging for the parade will take place and roads will close at 3:00pm. BTA is asking to end service as follows: after Trip 6 for Routes 1, 2/4 and 3; after Trip 5 for Route 5. Commuter Routes 1 and 2 will not service the Terminal (only Pullman) in the afternoon due to road closures and these passengers could possibly be late returning. Lance asked how the Commuter Service maneuvers through festivals and events in downtown. John explained that most of those take place during the weekend and do not affect the Commuter Service since this service does not run on the weekend. Charles Savannah asked the solicitor why the reduced service had to be approved by the Board since it is a temporary change and for only one day. The Board had already given the Executive Director the decision-making power in instances such as these. John had always brought these issues to the Board for approval in the past and the other reason is for public notification. John will make a note that for any similar events that they will be announced in the Executive Director's Report. If an event will cause reduced hours of service for an extended period of time, then the item may be listed as an agenda item and seek Board approval. Lance Calvert made the motion to allow BTA to reduce hours of service on June 12, 2020 due to the Jeep Parade. Charles Savannah seconded the motion. Roll call indicated all ayes.

BTA FINANCIAL POLICY- Tiffany explained to the Board that BTA already has some financial policies in place but needed a more thorough policy for the Triennial Review as well as the annual audit. Tiffany asked another authority who had already been through a Triennial Review to send a copy of their Financial Policies and Procedures. She was able to look through the other authority's policy and revise it to suit what BTA follows. Tiffany had Rebecca review it as well. The proposed BTA Financial Policy was available for review. Charles Savannah made a motion to approve the BTA Financial Policy as presented and Jim Diamond seconded the motion. Roll call indicated all ayes.

VALLEY BUS LINES CNG REDUNCANCY- Rebecca explained that this a proposed agreement between BTA and Valley Bus Lines that in the event that either BTA's CNG Facility or Valley Bus Lines CNG Facility (local facility) would go down in operation that they could use the other Facility in the time of need. The use would be at cost (market cost) only. Neither entity is to profit from this agreement. Essentially it is a mutual aid agreement. Valley Bus Lines is a slow fill system and there was a brief discussion regarding that. There was also a discussion regarding the location of Valley Bus Lines and the other options that BTA had looked at. Rebecca expressed concern for ensuring that BTA would have the supplies to fill BTA's buses as well as Valley Bus Lines buses. John shared that BTA would obviously have precedence. Charles Savannah made a motion to allow BTA to propose the CNG Redundancy Agreement between BTA and Valley Bus Lines to Valley Bus Lines as presented. Jim Diamond seconded the motion. Roll call indicated all ayes.

MV/BTA CORONAVIRUS- Rebecca shared with the Board the challenges that BTA faced on Monday with the VA regarding the Coronavirus. Due to the challenges BTA was forced to post notices on the buses. Rebecca shared the information. Questions from the Board were answered. As a result of the Coronavirus MV immediately addressed the issue and adopted a MV Transportation Coronavirus COVID-19 Operations Response Plan. Rebecca was able to review it and the plan was discussed. Chuck was able to address questions from the Board as well. Rebecca commended MV Transportation for a well thought out plan given the circumstances at this point. Chuck reassured the Board that he was confident with the plan. Charles Savannah made a motion to approve the MV/BTA Transportation Coronavirus COVID-19 Operations Response Plan as presented and Lance Calvert seconded the motion. Roll call indicated all ayes. John shared that BTA will be posting the plan on the website as well as the link to the CDC regarding the Coronavirus. BTA will be posting the VA notice on the website to inform passengers.

LOCAL MATCH AGREEMENT- John communicated that currently BTA has three agencies that contribute local match (Butler Healthcare Providers, SPHS and the Butler VA) and their local match agreements have been increasing by 5% annually. BTA would like to cease the 5% increase and have the match become a consistent flat charge. The VA will incur a 5% increase one more time to match the other two but then the three will have the same yearly local match amount going forward. Rebecca explained how the agreements were amended. SPHS will need tweaked to have it on a fiscal year. The other three local match agreements (Clearview Mall, Jackson Township and Evans City) will remain the same. Lance Calvert made a motion to approve the Local Match Agreements as presented. Jim Diamond seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the February 2020 financial reports. Charles Savannah made a motion to approve the February 2020 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 24918 through 25002 from the regular checking account. Jim Diamond made a motion to approve check numbers 24918 through 25002 from the regular checking account and Charles Savannah seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 15,233 for February 2020. An increase of 2,079 trips from February 2019. There was an extra day due to leap year. The moving of the terminal and the revamping of the route times for the local service has made the local service more efficient and attractive. The trend this year has been increased ridership.

Commuter service total trips were 3,349 compared to 2,117 in February 2019.

John had mentioned last month that BTA had an incident with an individual and that individual had been banned from service and from the location at Hollywood Drive as well as the terminal at 128 West New Castle Street. The individual appealed the decision. The appeal was reviewed with the solicitor and the Board Chairman and the length of the suspension was reduced.

AVAIL has completed some pre-implementation work on all of BTA's buses for the new Statewide FRITS Project. This project is planned to be implemented within the next 15 to 18 months. This system will allow for easier passenger tracking. This system should also introduce a fare system that will coincide with the ten-year expiration of the service agreement for the current farebox system that BTA has in place.

Minutes of the Meeting
March 10, 2020

The next regular scheduled board meeting is Tuesday April 28, 2020 at 5:00pm at the Butler Transit Authority facility. This will be the Budget meeting. Tiffany and John will be working on the Budget momentarily. The Board will be receiving the Budget for review prior to the meeting. Charles Savannah asked if the Board Meeting would be changed if the PPTA Meeting in Lancaster, PA is cancelled. John replied that the BTA Board Meeting will remain unchanged since it has already been advertised.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked for clarification regarding the details of the Joint Bus Procurement. The information was provided. Steve asked for the total of the Maher Duessel IT Contract. Tiffany and Rebecca explained that the contract is on a as needed basis. John shared that it is at a rate of \$120/hr plus IRS mileage rates. Steve questioned which routes were being affected by the Jeep Parade. Tiffany provided the information. Steve wanted to know exactly what is happening at the VA facilities. Rebecca reiterated what happened and how BTA is currently providing service at both locations. BTA advised Steve to contact the VA in regards to their policies. Steve asked how the local match worked for the organizations mentioned previously. Rebecca and John answered the questions accordingly. Ryan Saeler asked if there is any obligation to purchase the buses for the Joint Bus Procurement. John replied that currently this is simply an agreement that BTA would participate in. The Board would still have to approve the purchase of the bus(es) at a future date and BTA would still have to request the funding as well. Under Federal Law the Joint Bus Procurement is only good for five years. After the five years a new procurement would have to be requested. This procurement is for commuter buses.

ADJOURNMENT- Charles Savannah made a motion to adjourn the meeting at 6:09pm and Jim Diamond seconded the motion. Roll call indicated all ayes.