

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
March 13, 2018**

Joseph Hasychak
Charles Savannah
Joseph Gray
Maggie Stock
Lance Calvert
James Diamond

John H. Paul, Executive Director
Rebecca Black, Lutz & Pawk
Ryan Saeler, Butler Media Group
Steve Ferris, Butler Eagle
Kelly Stewart
Karl Knechtel
Tiffany Fosnaught

Maggie Stock 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. Charles Savannah, Joseph Hasychak, Joseph Gray, Maggie Stock, Lance Calvert and Jim Diamond were all present.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes as presented. This motion was seconded by Charles Savannah. Roll call indicated five ayes and Jim Diamond abstaining since he was not present at the last 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)** – Joseph Hasychak shared that the Personnel Committee met last week and will be sharing the results of that meeting in Executive Session.

NEW BUSINESS

MARKETING PLAN 2018-2019- Kelly Stewart presented BTA's 2018-2019 Marketing Plan for approval. Items included: online/credit card transactions (a carryover from last year- due to other regional transit agencies not completing their portion), system wide maps, sharing terminal relocation information, crisis management PR plan, testimonial campaign, commuter service plan overview- go green, save money, enjoy the ride (TV ad, digital, direct mail and radio), CNG Plant Completion Event, Senior Outreach and BTA's Annual Projects such as promotion products, Stuff the Bus, Christmas Season Gift Cards, On-Time Performance Study with SRU, Transit Drive Appreciation Day and the Christmas Parade. Lance Calvert suggested displaying marketing items where BTA's most demographically most frequently shopped areas are. John liked the idea and shared that riders will be able to purchase ConnectCards at Giant Eagles in Allegheny County and BTA will be advertising that availability to the commuters. Charles Savannah asked about the security of the ConnectCards. Kelly explained that currently when the cards are purchased if the passenger registers the card they have the ability to inform the agency to have the card disabled and have a new card issued. Kelly explained that thanks to John's efforts that BTA has received \$50,000 towards marketing. The Board commended Kelly on her efforts regarding the Marketing Plan that she presented. A question was presented as to whether there was an actual budget plan for the \$50,000 that was granted towards marketing. John explained that BTA has a general idea but because this was just granted last week it has not been finalized as of yet. Charles Savannah made a motion to approve BTA's 2018-2019 Marketing Plan as presented at a total of \$56,826 plus CNG event expenses and Joseph Gray seconded the motion. Roll call indicated all ayes.

RESOLUTION FOR CONSENT OF THE WITHDRAW OF THE CITY OF BUTLER AND THE TOWNSHIP OF BUTLER AS MEMBERS OF THE BUTLER TRANSIT AUTHORITY- Maggie Stock asked for a motion to accept the resolution for consent of the withdraw of the City of Butler and the Township of Butler as members of the Butler Transit Authority. Joseph Hasychak made the motion to accept the resolution for consent of the withdraw of the City of Butler and the Township of Butler as members of the Butler Transit Authority and Joseph Gray seconded the motion. Roll call indicated all ayes.

HIGHWAY OCCUPANCY PERMIT CONTRACT RECOMMENDATIONS- Maggie Stock asked for a motion to accept the proposal from the recommendations for the highway occupancy permit contract presented. Jim Diamond made the motion to accept the proposal from Gateway Engineers not to exceed \$5,000 for the highway occupancy permit contract and Charles Savannah seconded the motion. Roll call indicated all ayes.

DRUG AND ALCOHOL PROGRAM MANAGER TRAINING- Maggie Stock asked for a motion to allow Karl Knechtel to attend Drug and Alcohol Program Manager Training in State College, PA- \$100 registration fee and hotel of \$126 plus food and incidentals. Charles Savannah made the motion to approve Karl Knechtel's attendance at Drug and Alcohol Program Manager Training in State College, PA and Lance Calvert seconded the motion. Roll call indicated all ayes.

APTA ANNUAL CONFERENCE- Maggie Stock asked for a motion to approve for the attendance of BTA's Executive Director at APTA's Annual Conference September 23, 2018 through September 26, 2018- includes registration, hotel, air fare, and incidentals. Joseph Hasychak made the motion to approve the attendance of BTA's Executive Director at APTA's Annual Conference September 23, 2018 through September 26, 2018 and Jim Diamond seconded the motion. Roll call indicated all ayes.

CHANGE ORDER H-05- Maggie Stock asked for a motion to accept Change Order H-05 in the amount of \$875.00 for exhaust hose extension work. Karl updated the Board regarding the work that was done regarding the change order. Joseph Hasychak made the motion to accept change order H-05 in the amount of \$875.00 and it was seconded by Charles Savannah. Roll call indicated all ayes.

CHANGE ORDER E-02- Maggie Stock asked for a motion to accept Change Order E-02 in the amount of \$11,866.00 for conduit repair/detection loops work. Karl again updated the Board regarding the work being done regarding this change order. Joseph Gray made the motion to accept change order G-02 in the amount of \$11,866.00 and it was seconded by Jim Diamond. Roll call indicated all ayes.

SMART GRANT APPLICATION- Joseph Gray made a motion to accept the SMART Grant Application and Lance Calvert seconded the motion. John explained that he had a meeting with District 10, SPC and County Planning. BTA will possibly build a Park and Ride near the Connonquenessing Township Municipal Building (intersection of Route 68 and Stevenson Road). This would be part of an extension of the improvements planned for this Route 68 corridor. BTA has requested from SPC a preliminary approval for funding of \$250,000 to be matched by \$62,500 by Butler County/BTA (20%)- recent studies indicate this would be a more favorable location than the previously planned Forward Township location. This Application has to be finalized and submitted by April 13, 2018. During the meeting John learned that the funding for the Park and Rides along Route 68 and funding the completion of the Multi-Modal at the office location at Hollywood Drive lapses in 2020 (\$5.3 million in Federal funding that would lapse and redistribute to other projects outside Butler County). John sent a letter to Deputy Secretary Fauver to ask for commitment for the State match for the Route 68 Park and Rides and the Completion of the Multi-Modal Center. BTA needs an answer so that they can apply for the full SMART Grant because SPC is not going to commit funds to a project that is not going to be built. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany explained that due to the upgrade to the accounting software the old financial reporting system is no longer available. She had to rebuild the financial reports in a new reporting system. She presented the new formatted financial reports for February 2018 to the Board and was open to any suggestions/ideas for changes to make it easier for viewing purposes. The Board presented ideas and suggestions and Tiffany will be making necessary adjustments/changes to reports for next month's meeting. Charles Savannah made a motion to approve the February 2018 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated five ayes and Joseph Hasychak abstaining due to not having enough time to review the reports.

APPROVAL OF THE CHECKS- Tiffany explained that with the upgrade of the accounting software also came some glitches. The alignment of the checks was compromised and therefore Tiffany had to spend some time with the software consultants as well as Microsoft to repair the problem. While resolving the issue some checks had to be voided. Tiffany wanted to make sure the Board was aware of the situation and noted those checks on the list. Tiffany asked for approval of check numbers 418 through 434 from the project checking account. Maggie Stock made a motion to approve check numbers 418 through 434 from the project checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 22735 through 22832 from the regular checking account. Maggie Stock made a motion to approve check numbers 22735 through 22832 from the regular checking account and Joseph Gray seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- UPDATING BTA'S PROCUREMENT POLICY- Rebecca Black explained that BTA remains diligent in remaining compliant with its procurement policy. Because of the recent developments Rebecca explained the further actions that needed to take place for BTA to remain in compliance. BTA's policy has to change due to acceptance of 5307 funding. Rebecca explained the struggles that her and John encountered during the process. BTA will now have to follow Federal codes to ensure that all bases are covered. Rebecca went into detail about why and how the staff will have to address the procurements going forward. The reason for the policies/procedures is to ensure that the prices being paid for any item/service is considered "fair and reasonable". That is why three quotes must be obtained. CO-STARs is not exempt from obtaining quotes. This also avoids coercion or favoritism and encourages discount bulk purchasing. It causes an organization to really look at their purchasing habits. This will also save a company from writing numerous checks. Rebecca has already sent this revised policy to PennDot and has received approval that this will meet the requirements needed. BTA is being proactive and this will allow BTA to be ready for FTA audits. Rebecca and John spoke of the details of the policy and the details of how a procurement is handled. Joseph Hasychak made a motion to adopt BTA's Amended Procurement Policies. Charles Savannah seconded the motion. Roll call indicated all ayes.

Minutes of the Meeting
March 13, 2018

Joseph Hasychak made a motion to adopt BTA's Internal Procurement Review Policy and Procedures. Maggie Stock seconded the motion. Roll call indicated all ayes. Joseph Hasychak made a motion to adopt BTA's Code of Conduct and Ethics Policy. Lance Calvert seconded the motion. Roll call indicated all ayes. John thanked Rebecca for all of her work regarding this very difficult matter.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 14,029 for February 2018. A decrease of 1,127 trips from February 2017.

Commuter Ridership averaged 78.6 trips per day in February 2018- a slight increase over January 2018.

John thanked the Board for allowing him to attend the APTA CEO Conference. It was very educational- the transit industry is facing many issues that are going to change how services are delivered over the next decade. Paul Skoutelas, the former CEO in Pittsburgh, is now the CEO of APTA.

John met with PennDot in Harrisburg last Thursday March 8, 2018. Lynda Conway, the consultant from Delta Development, joined John during this meeting. The meeting went well since the advertising and the park and ride costs were added into the budget. BTA is awaiting the final required standards for the Demonstration Project.

The next regular scheduled board meeting is Tuesday April 17, 2018 at 5:00pm at the Butler Transit Authority facility. This will be the annual Budget meeting.

QUESTIONS FROM MEDIA/VISITORS- Steve Ferris asked for the costs of the HOP Permit Contract Recommendations and which vendors submitted quotes. Steve also asked the details regarding the HOP lane. John supplied the information accordingly. Steve asked the cost of the APTA conference. John supplied that information as well. Steve asked for a copy of the marketing plan. He was supplied one as requested.

Ryan asked when the \$50,000 for the marketing was to be applied. John answered accordingly. Ryan asked for further clarification regarding the SMART grant application. John went into further detail as to how funding works and how the application process works.

EXECUTIVE SESSION- Maggie Stock asked for a motion to adjourn to Executive Session. Joseph Hasychak made a motion to adjourn to Executive Session at 6:12pm- (the Board will return) and Joseph Gray seconded the motion. Roll call indicated all ayes.

Minutes of the Meeting
March 13, 2018

PERSONNEL COMMITTEE RECOMMENDATIONS- The Board returned from Executive Session at 6:25pm. Jim Diamond made a motion to approve the Personnel Committee Recommendations as presented and Charles Savannah seconded the motion. Roll call indicated all ayes.

ADJOURNMENT- Charles Savannah made a motion to adjourn the meeting at 6:26pm. Jim Diamond seconded the motion. Roll call indicated all ayes.