

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
May 16, 2023**

Charles Savannah
Chris Rearick
Tricia Kradel
Joseph Hasychak

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 5:00 pm with a moment of silence followed by the pledge of allegiance. Charles asked that everyone in attendance please take a moment to respect the recent passing of Molly Calvert (Lance's sister).

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

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the April 2023 Board Meeting as presented. This motion was seconded by Tricia Kradel. 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

SATURDAY SERVICE 4 ADDITIONAL SERVICE RUNS ROUTE 5- John shared that Saturday's Route 1 has been extremely busy and MV discussed the matter with BTA. John is suggesting to run a 7-month trial for Saturdays. It would be 4 trips in the morning for Route 5 (which currently does not run on Saturdays). Route 5 mirrors Route 1 (backwards) so it should offer alternative means for riders and alleviate the overcrowding of Route 1. If approved the service would start June 3, 2023 and would continue through the end of December 2023. BTA will monitor the ridership and report the figures to the Board so a determination can be made as to whether to continue the service at the end of the trial. Charles asked if there were any staffing issues. Laura confirmed that there were not. Tricia Kradel made a motion to allow BTA to start Saturday Service for Route 5 (4 morning runs on Saturday) starting June 3, 2023 through the end of December 2023. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

CAMP BREAKTHROUGH FOR CHILDREN SERVICE- John explained that BTA used the Trolley bus for transporting people from Cubs Hall and then back to the BTA Terminal last year during the summer. This Route mirrored Route 1 Service. BTA staff is requesting the same service this summer. If approved it would be Tuesdays and Thursdays from mid-June 2023 through August 2023. The caveat would be is if the vehicle is available. Joseph Hasychak made a motion to approve BTA to run an additional Route on Tuesdays and Thursdays (mirroring Route 1) from mid-June 2023 through August 2023. Tricia Kradel seconded the motion. Roll call indicated all ayes.

APTA CONFERENCE- OCTOBER 8-12 2023- John is asking to attend the APTA conference in Orlando, FL from October 8-12, 2023. John has not attended since COVID and this conference will have an EXPO. Joseph Hasychak made a motion to approve John's attendance for the APTA Conference in Orlando, FL from October 8 through October 12, 2023 (including hotel, air, meals, transportation and incidentals). Tricia Kradel seconded the motion. Roll call indicated all ayes.

RECORD STORAGE DESTROY LIST SUMMER 2023- Tiffany shared that a list was provided that shows all items in BTA's storage that qualify for destruction according to BTA's policy. Tricia Kradel made a motion to approve the destruction of the items presented for destruction for 2023. Chris Rearick seconded the motion. Roll call indicated all ayes.

IT SERVICES CONTRACT \$125/HR (YEARS 1-3) AND \$150/HR (YEARS 4-5)- John communicated that BTA sent out an RFP and Ford Business Machines was the only respondent. Ford is BTA's current IT Service provider. Joseph Hasychak made a motion to approve the IT Services Contract for \$125/hr (years 1-3) and \$150/hr (years 4-5) with Ford Business Machines as presented. Tricia Kradel seconded the motion. Roll call indicated all ayes.

AUDIT SERVICES CONTRACT- John shared that BTA sent out an RFP for Audit Services and Maher Duessel was the only respondent. BTA's current year audit expenses were \$13,636. The first year of the new contract would be \$18,200. Year 2 would be \$18,804. Year 3 would be \$19,400. Year 4 would be \$19,975. Year 5 would be \$20,501. Joseph Hasychak made a motion to approve the Audit Service contract from Maher Duessel as presented. Tricia Kradel seconded the motion. Charles made a comment that Maher Duessel has always done a thorough audit and has been good to BTA. John added that BTA has not had any audit issues and BTA has not had any audit questions from the State from the reports compiled/supplied by Maher Duessel. Roll call indicated all ayes.

PUBLIC FUNDS BANKING RESOLUTION- John shared that this resolution is provided by Nextier and allows all Board Members to sign for checks. John read the resolution aloud. Charles Savannah made a motion to approve the Public Funds Banking Resolution as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the April 2023 financial reports. Joseph Hasychak made a motion to approve the April 2023 financial report/statements as presented. Tricia Kradel seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 526 through 529 from the Project checking account. Tricia Kradel made a motion to approve check numbers 526 through 529 from the Project checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 28091 through 28161 from the Regular checking account. Tricia Kradel made a motion to approve check numbers 28091 through 28161 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 for April 2023 totaled 12,847. An increase of 457 trips from April 2022. BTA offered a special during the month of April for the 25-Day Adult Discount Passes to encourage passengers to switch to the Token Transit phone app rather than buying physical passes or using cash. The passes were \$20 instead of \$40 if purchased through the Token Transit App. In the month of March (before the special) BTA sold 4. In April (during the special) BTA sold 54. BTA will continue to monitor to see if passengers continue to utilize the Token Transit App.

Commuter service total trips were 1,481 for April 2023. An increase of 448 trips from April 2022. This is approximately 22 more passengers if they rode 5 days a week.

Minutes of the Meeting
May 16, 2023

The American Relief Plan Grant has been awarded by FTA and executed in the amount of \$1,382,883. This is funding to support the commuter service as BTA attempts to rebuild it. This funding is good through September 2029.

The next regular scheduled board meeting is Tuesday June 13, 2023 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Ryan asked for clarification of figures regarding the Audit Services Contract. John verified the amounts and explained the reasons for the increase. Ryan also asked for the times for the additional Saturday Route 5 runs. The information was supplied as requested.

Charles Savannah made an announcement that the BTA Board will be going into an Executive Session upon Adjournment but will not be reconvening afterwards.

ADJOURNMENT - Tricia Kradel made a motion to adjourn at 5:20pm and Joseph Hasychak seconded the motion. Roll call indicated all ayes.