

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
May 18, 2021**

Joseph Hasychak
Charles Savannah
Joseph Gray
Jim Diamond
Chris Rearick
Lance Calvert

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

Joseph Hasychak called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting at the 130 Hollywood Drive location and all others attended via teleconference to allow for social distancing. Once the meeting was called to order it was followed with a moment of silence and the Pledge of Allegiance.

ROLL CALL: Tiffany called the roll. Joseph Hasychak, Charles Savannah, Jim Diamond, Joseph Gray, Chris Rearick and Lance Calvert were all present. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

MINUTES OF THE MEETING: Joseph Gray motioned to approve the minutes from the April 2021 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

CLEANING CONTRACT- The Board was provided with two proposals from cleaning companies. Karl had asked for multiple proposals and these were the two that BTA received. Upon discussion and review BTA staff is recommending Martin's Cleaning Enterprises, LLC at the following rates: Administrative Offices \$294.92/mo and Terminal \$104.37/mo. Karl explained that this would be twice a week and they provide their own materials. Chris Rearick made a motion to approve the cleaning contract proposed by Martin's Cleaning Enterprises, LLC (Administrative Offices @ \$294.92/mo and \$104.37/mo). Charles Savannah seconded the motion. Roll call indicated all ayes. Joseph Hasychak asked what BTA was paying for this service. John indicated that this cleaning service will cost less than what BTA was paying.

AUGUST MEETING MOVED TO THE 24TH- John stated that the August 2021 Board Meeting has been moved to the 24th since he will be in Chicago with the SAFTI insurance Board the week of the regularly scheduled Board meeting. SAFTI will be meeting with the underwriters during their meeting in Chicago. No action is required. This was more for informative purposes.

TSI VIDEO EXTENDED WARRANTY- Karl shared that BTA originally had TSI start with them in 2015 with a five-year warranty. Then BTA purchased new buses and the newer warranties were only two years. BTA's warranties technically ran out as of October 2020 but with COVID nothing was ever said. The FRITZ is supposed to start either this year or next but BTA still needs to cover the video equipment through a warranty program for the buses until the FRITZ begins. Karl is recommending that BTA approve a one-year plan with TSI since TSI has agreed to prorate the second year based on the FRITZ installment schedule. This will keep the bus cameras up to date (firmware updates, etc). Joseph Gray made a motion to accept the TSI 1 Year Gold Level Warranty and O & M Services Plan (7/1/21 through 6/30/22) for \$6,460. Lance Calvert seconded the motion. Roll call indicated all ayes. This will be paid out of operating funds.

ELECTRIC SUPPLIER- Rebecca first addressed the Board and explained that this had gone out for RFP in 2019 but had no responses and she shared the reasons why. These reasonings as well as the total dollar amount allowed BTA to move forward as a small procurement and BTA proceeded to obtain quotes. Tiffany gathered quotes and summarized the information for the Board's review. Charles Savannah made a motion to approve quotes from IGS regarding BTA's Electric Supplier at fixed rates of 4.65 cents/kWh for the Office, CNG Facility and Terminal locations and at 4.30 cents/kWh for the Route 528 location. These are for a 36-month term. Joseph Gray seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the April 2021 financial reports. Jim Diamond made a motion to approve the April 2021 financial report/statements as presented. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check number 001 from the AVAIL 5311 Cares Project checking account. Joseph Gray made a motion to approve check number 001 from the AVAIL 5311 Cares Project checking account and Jim Diamond seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 462 through 473 from the Project checking account. Charles Savannah made a motion to approve check numbers 462 through 473 from the Project checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 26116 through 26211 from the Regular checking account. Joseph Hasychak made a motion to approve check numbers 26116 through 26211 from the Regular checking account and Jim Diamond seconded the motion. Roll call indicated all ayes. Tiffany pointed out that the reason for the voided checks in the Project and Regular checking account is alignment issues due to the new copier.

NON AGENDA ITEMS- John mentioned that Jacob Thomas was in attendance and that he is responsible for BTA's Youtube videos and works with various aspects of BTA's social media. He currently is using drones to film the construction at the 130 Hollywood Drive location.

EXECUTIVE DIRECTORS REPORT- Evening and day time service trips totaled 12,960 for April 2021. An increase of 5,723 trips from April 2020 (7,237 Trips- free fare due to COVID).

Commuter service total trips were 613 for April 2021.

June 11, 2021 is the Jeep Parade. BTA will be operating on a modified bus schedule and will be sending out a press release once it is finalized.

BTA made the transition for IT services from Maher Duessel to Ford Business. Ford Business took an assignment from Maher Duessel for the remainder of the contract between BTA and Maher Duessel. All the necessary clauses were signed and all of the rates remain the same.

BTA's Terminal will still remain only open for ticketing. No chairs or restrooms. BTA is continuing this policy for public health reasons.

The next regular scheduled board meeting is Tuesday June 8, 2021 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

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QUESTIONS FROM MEDIA/VISITORS- Ryan asked for clarification of the cleaning contract- amounts and the company name. All information was provided. BTA also shared that this is a one-year contract.

Steve Ferris asked if the TSI warranty was for the bus cameras only. John replied that this is for the bus cameras only. Steve also asked for the total of the awarded extended warranty and the amount was provided. Steve requested the amounts of the quotes provided for the electric supplier and all information was provided accordingly.

ADJOURNMENT- Joseph Hasychak made a motion to adjourn the meeting at 5:26pm and Joseph Gray seconded the motion. Roll call indicated all ayes.