

CENTRE AREA TRANSPORTATION AUTHORITY

REGULAR BOARD MEETING  
MINUTES

July 25, 2011

4:00 p.m.

STATE COLLEGE BOROUGH BUILDING  
Conference Room 241, 243 S. Allen Street  
State College, PA 16801

BOARD MEMBERS PRESENT: John Spychalski, Chairman  
Joe Davidson, Vice-Chairman  
Richard Kipp, Treasurer  
Kathryn Bittner  
Tom Kurtz

STAFF PRESENT: Hugh Mose, General Manger  
Judith Minor, Director of Administration  
Kimberly Fragola, Assistant Director of Administration  
Mark Kutzer, Director of Maintenance  
Eric Bernier, Service Development Manager  
Jackie Sheader, Marketing Manager  
Greg Kausch, Transportation Planner  
Marsha Kyper, Assistant to the General Manager

**I. CALL TO ORDER**

Chairman Spychalski called the meeting to order at 4:00 p.m.

**II. ANNOUNCEMENT OF EXECUTIVES SESSION**

Chairman Spychalski announced that an Executive Session had been held on May 31, 2011.

**III. PUBLIC COMMENT**

There was no public comment.

**IV. OLD BUSINESS**

**A. *Approval of Minutes of May 23, 2011 Regular Board Meeting***

Chairman Spychalski entertained a motion to approve the minutes of the May 23, 2011 Regular Board meeting with the following corrections: Add Terri Quici's name under CATA Staff; Old Business, Section B, third line: capitalize the "t" at the beginning of the sentence. Joe Davidson moved and Richard Kipp seconded. Tom Kurtz abstained due to his absence from the May 23 meeting; the motion carried unanimously.

**B. *Approval of Minutes of June 20, 2011 Special Board Meeting***

Chairman Spychalski entertained a motion to approve the minutes of the June 20, 2011 Special Board meeting with the following corrections: New Business, Section B, fourth bullet point, remove the second "of" in the sentence; General Manager's Report, change the 2012 date to 2014. Richard Kipp moved and Tom Kurtz seconded. Kathryn Bittner abstained due to her absence from the June 20 meeting; the motion carried unanimously.

**C. *Receipt of May 2011 Finance Reports***

Chairman Spychalski entertained a motion to receive the May 2011 Finance Report as presented. Judi Minor reported that the June 2011 Finance Report will not be available until the September Board meeting when the audit will have been completed.

Hugh Mose reported that there was one additional Reduced Service weekday this year than in May 2010 and that ridership trends continue; Community Service is up 6%, LOOP and LINK are down 6% and overall ridership is up 1%. CATARIDE ridership was up; token sales are down by 32% and ONEPASS sales are up 16%; Ride-for-Five pass sales are up 5% for the month of May but flat for the year.

Kathryn Bittner moved and Richard Kipp seconded. The motion carried unanimously.

**D. *Summer Board Meeting Schedule***

Hugh Mose reported that it will be important for the Board to meet as scheduled in August in order to receive the staff recommendation for the contract award for the planning and design work on the Maintenance facility expansion. This item was for information and discussion. No formal action was required of the Board.

**V. NEW BUSINESS**

**A. *Policy Review Schedule***

Julie Hartley reported that after several years of annual reviews of the Policy and Personnel Manuals by the Board, the staff feels that the CATA manuals have now been developed to a point where future reviews of policies could occur less often. The staff recommendation is that a full review occur on a once-every-three-year basis, to precede the FTA's Triennial Review, which would occur in FY 2013/14; new policies and revisions would continue to be reviewed and approved as necessary.

Chairman Spychalski entertained a motion to adopt a triennial schedule for reviews of the Policy Manual and Personnel Manual, with the next review to occur in FY 2013/14, and consideration of new policies and revisions as needed. Tom Kurtz moved and Joe Davidson seconded. The motion carried unanimously.

**B. *Proposed DBE (Disadvantaged Business Enterprise) Goals for FY 2011/2012 to FY 2013/2014***

Hugh Mose reported that as a recipient of federal transit funds, CATA must calculate and determine goals for expenditures of federal funds with Disadvantaged Business Enterprises. In the past, this was required annually, but as of this year, FTA has revised the requirement so that goals are to be established every three years and additional justification must now be submitted to document how the goal has been calculated.

Judi Minor reported that in previous years, the calculated goal has been increased to 5% based primarily on anticipated expenditures for paratransit service with a DBE firm. However, because the goal now covers a three year period, staff recommends a goal of 1%, which is higher than the calculated goal of 0.4%, because of the greater uncertainty of projected expenditures over the longer forecast period now required. As in the past, the goal can be adjusted as necessary during the period in question based on actual expenditures and contracting opportunities.

Judi Minor further reported that the proposed goal was advertised in June, to allow for the required 45 day comment period prior to submission to FTA by August 1, 2011. No comments were received and the staff therefore recommends that the proposed goal of 1% for the three year period be adopted by the Board.

Chairman Spsychalski entertained a motion to adopt a DBE goal of 1% for Federal Fiscal Years 2011/2012 through FY 2013/2014 and authorize the staff to submit the goal to the Federal Transit Administration for approval. Kathryn Bittner moved and Richard Kipp seconded. The motion carried unanimously.

**C. *Resolution to File Consolidated Capital Grant Application (CCA)***

Kimberly Fragola referenced the Resolution to File the Consolidated Capital Grant required by PennDOT as part of the grant application for FY 2011/12 state capital funds under Act 44. Kimberly reported that while the total available for this year is approximately \$1,108,913, the grant application will request only \$675,000 for the purchase of replacement buses (per the Board's prior direction to set aside such funding annually), plus any additional projects and associated costs that are identified prior to initial application submission at the end of July. A revised resolution can be adopted later in the year if projects are added to the application.

Chairman Spsychalski entertained a motion to adopt the Resolution to File the Consolidated Capital Grant Application and authorize its submission to PennDOT to complete the application for state capital funding. Joe Davidson moved and Tom Kurtz seconded. The motion carried unanimously.

**D. *Moshannon Valley - State College Commuter Bus Service: Interagency Agreement***

Greg Kausch provided background on the efforts between CATA and the Area Transportation Authority (ATA) to establish commuter bus service between the Philipsburg area and State College.

Greg Kausch further reported that the service involves ATA providing four trips per day in each direction from Clearfield, through the Moshannon Valley, and on to the Penn State campus. Fares will range from \$2 to \$5.25, with discounted monthly, quarterly, and annual passes available. Travel time is about one hour and 35 minutes from one end of the route to the other, with a trip between Philipsburg and State College taking 35-45 minutes. Arrival and departure times are tailored to the working commuter. Service is expected to start Monday, August 1.

Greg Kausch stated that the service is being supported by a federal Job Access - Reverse Commute (JARC) grant to ATA for capital equipment. ATA will be responsible for the operating costs of the service, and any financial gains or losses that may accrue as a result.

Greg Kausch referenced the interagency agreement which has been reviewed by Solicitor John Baker, whose suggestions appear in red in the accompanying document. The agreement:

- Establishes the parameters upon which ATA and CATA will cooperate;
- Ensures that CATA will not be held liable for any operating losses that may result from the service;
- Protects CATA's jurisdiction over any service that is operated within its incorporated area;
- Asserts, through a relationship with the CCMPO, CATA's interests in transit planning for all of Centre County;

- Requires joint marketing and promotion of the service;
- Describes how commuter bus service patrons will use CATA's existing guaranteed ride home (GRH) program; and
- Provides for input by other parties as appropriate.

Greg Kausch continued by stating that the staff at ATA has not accepted John's proposed changes and has reservations about including limitations on ATA's right to contract with entities in Centre County, the need to reference CATA's Collective Bargaining Agreement, and the venue for litigation, should it ever be necessary. As a result, the interagency agreement is still a draft.

Hugh Mose stated that in order not to delay the start of service, he was requesting the Board's authorization for John Spsychalski to execute the agreement, once the remaining issues have been resolved to John Baker's satisfaction.

Chairman Spsychalski entertained a motion to authorize the Chairman to execute the Interagency Agreement between the Area Transportation Authority of North Central Pennsylvania and the Centre Area Transportation Authority, once the final language is approved by CATA's Solicitor, with the stipulation that the agreement is signed by both parties before the service starts. Tom Kurtz moved and Richard Kipp seconded. The motion carried unanimously.

## **VI. OTHER BUSINESS**

### ***A. General Manager's Report***

Hugh Mose referenced his Bi-Weekly Report which was distributed at the meeting.

### ***B. Service Development Report***

Eric Bernier's referenced his report and commented on the progress on service changes and agreements for bus service at the apartment complexes.

### ***C. Board Member Resignation***

Chairman Spsychalski announced that Board member Kathryn Bittner had submitted her resignation from the Board, effective August 31, 2011 due to her job relocation to Buffalo, New York.

## **VII. ADJOURNMENT**

Chairman Spsychalski entertained a motion to adjourn the meeting. Richard Kipp moved and Tom Kurtz seconded. The meeting was adjourned at 5:15 p.m.

## **VIII. EXECUTIVE SESSION**

An executive session was held to discuss personnel matters.

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**Hugh A. Mose, Board Secretary**

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**Date**