

**Town and Country Transit
Minutes**

June 17, 2009
4:11^{PM}

The regular meeting of the Board of Directors of Mid-County Transit Authority, dba Town and County Transit, was held June 17, 2009 at 4:11^{PM}. In attendance were Henry Mores, West Kittanning Borough; Howard Jack, Manor Township; Hyatt Hawk, Manorville Borough; Charles Niceley, Applewold Borough; Tom Close, Kittanning Borough; and John Lux, Ford City Borough. Absent were Dave Stewart, East Franklin Township; and Frank Notto, Ford Cliff Borough. Also in attendance were David Lint, TACT solicitor; TACT personnel, Gerry Miller and Patti Lynn Baker; and Laurie Andrews and Lynn Colosi, Clearview Strategies. Members of the public present included Steve Novak and Tiffany Chaffee, *The Kittanning Paper*; Renatta Signorini, *The Leader Times*; Robert Schellinger, Representative White's office; and John Ferraro and Terri Stein, employees of TACT.

There was no public to be heard.

Minutes from the regular board meeting held May 20, 2009 were accepted as presented under a motion by Lux, seconded by Jack. Motion carried unanimously. This action followed a question by Lux regarding the meeting time change.

The Financial information for May 2009 was reviewed. The Fixed Route Program shows a variance in Year-to-Date updated projected expenses of \$18,813 over budget while the Shared Ride program shows a variance in Year-to-Date updated projected expenses of \$77,442 under budget. Additional financial information as of May 31, 2009 included the balance sheet, check register, and cash receipts journal. An open payables as of June 17, 2009 was included showing a balance of \$161,471.47. Following a discussion of the financial information provided to board members, the Treasurer's report for May 2009 was approved unanimously under a motion by Jack, seconded by Hawk.

Andrews gave an update to the board that covered the following items:

Progress Report:

1. Board Membership and Financial Participation
 - a. Manor Township representative, Howard Jack, will remain on the board until a replacement can be appointed.
 - b. Ford City Borough has yet to pay their second half of the local share contribution.
 - c. Ford Cliff Borough has yet to pay any of their local share contribution.
2. Budget – Current Year FY 2009
 - a. Through May 2009, TACT's combined operating expenses are \$58,629 under projected expenses.
3. Budget – Fiscal Year 2010
 - a. Staff and consultants prepared a balanced FY 2010 budget reflecting a 3.4% increase in projected expenses. Staff has identified \$120,000 of maintenance operating expenses that can be capitalized through the Federal Asset Maintenance program. The savings in operating expenses will be utilized to reduce TACT's outstanding line of credit.
4. Capital Budget – FY 2010
 - a. Baker is developing TACT's capital budget, which is due to the state by June 30, 2009. TACT's capital needs include the garage drain project, computer technology equipment, several bus engine overhauls, and asset maintenance.
5. Capital Program
 - a. The maintenance garage drain project bid award went to Knepshield Excavating & Construction Company with the low bid of \$8,200. The project is set to begin June 22, 2009.

- b. The items identified under the American Recovery and Reinvestment Act (ARRA) for garage equipment in the amount of \$30,277 will be purchased this fall.
 - c. ARRA will also provide funds to procure four small buses for delivery after October 1, 2009.
 - d. Preliminary cost estimates for new computer equipment including a server, work stations, laptop, and installation are higher than expected at \$35,000. Additional funds will need to be secured for this project.
 - e. TACT will begin activity in August for the storage facility project. The consultants are preparing requests for proposals in preparation for this project.
 - f. As part of the facility project, money earmarked for vehicle technology will provide mobile data terminals, GPS and passenger counters on TACT's vehicles to be used in conjunction with RouteMatch, scheduling software.
 - g. TACT has a capital grant in the amount of \$60,000 obligated for the purchase of two new vehicles to replace the auctioned station wagons.
6. Management Solution
- a. A total of 83 job applications were received for the General Manager's position. 12 of those applicants had direct experience in public transportation and shared ride services. Phone interviews with eleven of the candidates will conclude this week (one could not be reached). Second interviews will be conducted in person. The goal is to offer the board a recommendation by July 15th's regular meeting.
7. Maintenance
- a. Miller worked with Endagraph to design and install new graphics for the fleet.
8. Persons with Disabilities (PwD) Program
- a. Implementation Plan
 - i. Policies and Procedures – In draft form were recently completed including Cancellation/No Show policy, Reservation and Complaint procedures. These documents were distributed to the PwD Advisory Committee for comment and review.
 - ii. Data Collection – TACT collected a sample week of data for determination is the shared ride system has the capacity and capability to absorb more riders.
 - iii. Advisory Committee – Miller has worked to form the required advisory committee to offer feedback and input on the PwD program. The first two meetings were held June 1st and 16th.
 - iv. Survey Agencies – The consultants developed a questionnaire to be used when discussing current transportation provided by existing agencies. They will be completed the week of June 22nd. These must be include in the implementation plan.
 - v. Marketing Plan – The consultants are developing a comprehensive marketing plan to promote the PwD program.
 - vi. Website – The PwD programs gives TACT the capability of launching a website. RFB netted a response from three developers. One will be chosen by the end of this week.
 - vii. RouteMatch Software Training – An implementation specialist was on site the week of June 8-12 to conduct an assessment and training of the staff on features of the software that could be utilized more effectively.
9. Shared Ride
- a. TACT will utilize the same polices developed and approved for the PwD program with the overall shared ride program for consistency.
 - b. TACT will begin to schedule and deliver more of the shared ride service as opposed to giving it to their subcontractors.
 - c. Data collection continues with the help of RouteMatch and results will be examined to determine the cost of both TACT directly provided trips and of their subcontractors.

- d. Agreements with all three subcontractors expire June 30, 2009. The consultant will propose a month-to-month extension on these contracts, allowing the new General Manager and staff time to determine future subcontracting needs.
- e. Area Agency on Aging's contract with TACT also expires June 30, 2009. The consultant will begin negotiations with AAA to renew the contract.

Board Actions

1. Annual board reorganization.

The regular board meeting was recessed at 454 PM for executive session for personnel issues.

The regular meeting resumed at 514 PM.

There was no old or new business.

The next scheduled meeting of the Board of Directors will be held Wednesday, July 15, 2009 at 400^{PM}. Hawk made a motion to adjourn, seconded by Close. Motion carried unanimously. The meeting adjourned at 515^{PM}.

Respectfully submitted,

Patti Lynn Baker