

**RED ROSE TRANSIT AUTHORITY
MINUTES**

DATE: August 20, 2014

TIME: 7:00 p.m.

PLACE: RRTA Operations Center
45 Erick Road
Lancaster, PA 17601

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Rebecca S. Denlinger, Bonnie Glover, Cynthia M. Lonergan,
Leo S. Lutz, Jeffrey P. Ouellet, Sandra M. Thompson, June J. Wolf

Solicitor: Brad Zuke, Appel & Yost

Staff: David W. Kilmer, Susan Darby

Guests: Mark Glatz, Easton Coach; Bernie Harris, Lancaster Newspapers

ORDER OF BUSINESS

1. Call to Order

Vice-Chairwoman, Sandra M. Thompson called the public meeting to order at 7:00 p.m.

2. Approval of the Minutes of the July 20, 2014 Public Meeting and the Minutes of the Special Board Meeting on July 31, 2014.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the minutes of the July 20, 2014 public meeting were approved as written. Upon motion by Ms. Lonergan, seconded by Ms. Glover, the minutes of the July 31, 2014 Special Board Meeting were approved as written.

3. Bills and Communications

None

4. Reports of Committees

A. Personnel Committee – June J. Wolf, Chairwoman

No report

B. Operations Committee – Sandra M. Thompson, Chairwoman

A draft copy of the TDP Update was distributed at the meeting for review and comment. No action was required at this time.

C. Finance Committee – Jeffrey P. Ouellet, Chairman

No report

D. Marketing Committee – Bonnie Glover - Chairwoman

Ms. Glover reported that a copy of the monthly marketing report is included with the packets and that the new Ride Guides, along with the inaugural edition of the Shared Ride Guide have been distributed and will become effective, Monday, August 25, 2014.

6. Old Business

None

7. New Business

A. Resolution 9-14, Purchase of Two Minivans

Mr. Kilmer reported that RRTA has available funds from the FTS's New Freedoms Program to purchase two minivans to provide greater flexibility in providing service for seniors. The minivans are included on the state contract with Rohrer Bus at a price of \$42,396.00 each. Staff is still refining the price to include the security cameras that may add another \$2,000 per vehicle.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board adopted Resolution 9-14.

B. Resolution 10-14 State Capital Grant Application

Mr. Kilmer reported that this is a standard Resolution required to file RRTA's Capital Grant Application for FY 2015.

Upon motion by Mr. Ouellet, seconded by Ms. Denlinger, the Board approved Resolution 10-14.

C. Approval of Contract Extension with Millersville University

Mr. Kilmer reported that this is the contract extension to provide bus service for Millersville University for FY 2015. The rate increase is based on the Transportation Index for Dec. 2012 – Dec. 2013 of .7%. The total value of the contract is \$228,556.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved the Contract Extension with Millersville University.

D. Approval of Lease Agreement with Moravian Church

The Lancaster Moravian Congregation (LMC) is interested in leasing the second and third floors at the Queen Street Station at a rate of \$6.00 per square foot, plus electric and trash removal. The total lease space is roughly 14,668 square feet for an annual least cost of \$88,008 that will increase by 2% per year. The initial term is five years with two five year options. LMC will need 90 days to perform their fit-out of the space that will be rent free, but they will pay for the electric.

Upon motion by Ms. Denlinger, seconded by Ms. Lonergan, the Board approved the Lease Agreement with Moravian Church.

E. Approval of FY 2015 UPWP Agreement with Lancaster County Planning Commission.

Mr. Kilmer explained that this is the annual agreement for planning funds to perform transit planning activities. RRTA will receive \$50,000 in federal funds that will be matched by our state operating funds to perform this work by staff.

Upon motion by Ms. Glover, seconded by Ms. Lonergan, the Board approved FY 2015 UPWP Agreement with Lancaster County Planning Commission.

F. Approval of the July, 2014 Operating Statement

Mr. Kilmer reported that ridership increased 5.3% during July. This included a 5.5% increase in fixed route and a 4.6% increase in shared ride, due to summer camps.

Financially, operating revenues of \$930,660 combined with grants of \$564,850 for total revenues of \$1,495,510. This compared with expenses of \$1,587,098 for a net loss of \$91,588, due to incurring the expenses of summer camps, but not the revenue for shared ride.

Upon motion by Mr. Ouellet, seconded by Ms. Lonergan, the Board approved the July, 2014 Operating Statement, subject to audit.

8. Public Comment

None

9. Adjournment

With no other business to discuss, the meeting was adjourned at 7:35 p.m. upon motion by Ms. Lonergan.

Respectfully submitted,

A handwritten signature in cursive script that reads "June J. Wolf".

June J. Wolf
Secretary