

**RED ROSE TRANSIT AUTHORITY
MINUTES**

DATE: August 21, 2013

TIME: 7:00 p.m.

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

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: **Members:** Jeffrey R. Wibberley, Rebecca S. Denlinger, Bonnie Glover, Cheryl L. Love, Leo S. Lutz, Jeffrey P. Ouellet, Sandra M. Thompson, June J. Wolf

Solicitor: Brad Zuke, Appel & Yost

Staff: David W. Kilmer, Susan Darby, Jeffrey Glisson

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

ORDER OF BUSINESS

1. Call to Order

Chairman, Jeffrey Wibberley called the public meeting to order at 7:03 p.m.

2. Approval of the Minutes of the July 17, 2013 Public Meeting

Upon motion by Ms. Thompson, seconded by Ms. Glover, the minutes of the July 17, 2013 public meeting were approved as written.

3. Bills and Communications

Mr. Kilmer welcomed and introduced Mr. Leo Lutz as a new Board member.

4. Reports of Committees

A. Personnel Committee – June J. Wolf, Chairwoman

No report

B. Operations Committee – Sandra M. Thompson, Chairwoman

Ms. Thompson reported that the committee met prior to the meeting to review TDP Update Proposals. This will be discussed under New Business.

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 bus schedules have been distributed and will become effective, Monday, August 26, 2013.

6. Old Business

None

7. New Business

A. Resolution 12-13, Award of TDP Update Consulting Services

Mr. Kilmer reported that RRTA received three proposals that were reviewed by staff and Ms. Love, to conduct the TDP Update. The Operations Committee met prior to the meeting to review the proposals and the recommendation. The proposal submitted by CDM Smith was ranked the highest by the review committee and it is recommended that the award be made to CDM Smith in the amount not to exceed \$120,291.

Upon motion by Ms. Thompson, seconded by Ms. Wolf, the Board adopted Resolution 12-13.

B. Approval of Change Orders for Queen Street Station Phase II

Mr. Kilmer reported that these change orders are the final for the project.

Upon motion by Ms. Glover, seconded by Ms. Denlinger, the Board approved the final change orders for QSS Phase II. Ms. Love abstained.

C. Approval of the July, 2013 Operating Statement

Mr. Kilmer reported that ridership increased 2.6% during July. This included a 4.1% increase in fixed route and a 4.0% decrease in shared ride, due to summer camps starting earlier this year.

Financially, operating revenues of \$840,572 combined with grants of \$561,548 for total revenues of \$1,402,120. This compared with expenses of \$1,426,841 for a net loss of \$24,721, due to incurring the expenses of summer camps, but not the revenue for shared ride.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved the July, 2013 Operating Statement, subject to audit.

8. Public Comment

Lynn Miller stated she rents a bike locker at QSS and is concerned about smokers next to the locker. She would like to see a smoking ban at QSS, especially at the site of the bike lockers.

9. Adjournment

With no other business to discuss, the meeting was adjourned at 7:26 p.m. upon motion by Ms. Thompson.

Respectfully submitted,

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

June J. Wolf
Secretary