

**RED ROSE TRANSIT AUTHORITY
MINUTES**

DATE: February 20, 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,
Jeffrey P. Ouellet, Sandra M. Thompson, June J. Wolf

Solicitor: Brad Zuke – Appel & Yost

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

Guests: Bernie Harris – Lancaster Newspapers

ORDER OF BUSINESS:

1. Call to Order

Chairman, Jeffrey R. Wibberley called the meeting to order at 7:05 p.m.

2. Approval of the Minutes of the January 16, 2013 Public Meeting

Upon motion by Ms. Glover, seconded by Ms. Wolf, the minutes of the January 16, 2013 public 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

No report

C. Finance Committee – Jeffrey P. Ouellet, Chairman

Mr. Ouellet reported that Resolution 2-13 for Award of Auditing services will be discussed under New Business.

D. Marketing Committee – Bonnie Glover, Chairwoman

Ms. Glover noted that the Marketing Report is included in the Board packet.

5. Old Business

None

6. New Business

A. Resolution 2-13, Award of Auditing Services

Mr. Kilmer reported that RRTA received four responses to the RFP for auditing services which is generally done every five years. After review by the staff and Mr. Ouellet, chair of the Finance Committee, the recommendation is to award to Reinsel Kuntz Leshner (RKL) for one year, at a cost of \$19,900, with four additional one year terms subject to an annual renewal agreement between RRTA and RKL.

Upon motion by Mr. Ouellet, seconded by Ms. Thompson, the Board adopted Resolution 2-13.

B. Resolution 3-13, Award of Bus Shelter Advertising

Mr. Kilmer reported that RRTA received only one proposal for advertising services from Direct Media, Inc. for RRTA's bus shelters. The services are for advertising only and do not include the maintenance of the shelters. RRTA will receive 60% of the revenue with a minimum guarantee of \$13,000 each year, for the initial five year contract. The staff recommends approval to Direct Media, who also provided the advertising on the buses.

Upon motion by Ms. Glover, seconded by Ms. Denlinger, the Board adopted Resolution 3-13.

C. Resolution 4-13, Award of Five Shared Ride Vehicles

Mr. Kilmer reported that RRTA currently has state and federal funds for the purchase of five (5) shared ride vehicles off the state contract. The cost for the vehicles is \$313,775 from Rohrer Bus, Inc., which is the same unit price as the other vehicles purchased a few months ago.

Upon motion by Ms. Wolf, seconded by Ms. Denlinger, the Board adopted Resolution 4-13.

D. Resolution 5-13, Award of Historical Display at Queen Street Station

Mr. Kilmer reported that part of the federal requirements for the Queen Street Station Phase II Project was to provide a display of the history and artifacts found at the site in accordance with the Historic Preservation Act. RRTA received three proposals. The staff recommends award to Interpretive Solutions, Inc. of a contract not to exceed \$29,735.00 to perform the work.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board adopted Resolution 5-13.

E. Acceptance of the February 2013 Operating Statement

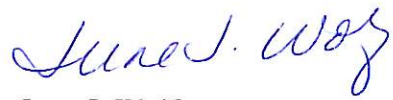
Mr. Kilmer reported that ridership decreased 1.8% for the month from 169,984 to 166,974. This included a 1.1% decrease in bus rides and a 5.3% decrease in shared rides. For the fiscal year, total ridership is down 3.0% with fixed route showing a 2.1% decrease in ridership to last year, and shared ride showing an 8.2% decrease.

Financially, operating revenues of \$678,370 combined with grants of \$657,703 for total revenue of \$1,336,073. This compared against expenses of \$1,464,703 for a \$128,630 deficit for the month, mainly for the shared ride service. The weather had a big effect and the reductions in medical assistance program for shared ride.

7. Adjournment

With no further business to discuss, the meeting was adjourned at 7:25 p.m., upon motion by Ms. Thompson.

Respectfully submitted,



June J. Wolf
Secretary