

**RED ROSE TRANSIT AUTHORITY
MINUTES**

DATE: March 21, 2012

TIME: 7:00 p.m.

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

PURPOSE: Regular Monthly Public Board Meeting

ATTENDANCE: Members: Jeffrey R. Wibberley, Rebecca S. Denlinger, Jon P. Farrell,
Cynthia M. Lonergan, Cheryl L. Love, 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: Mark Glatz – Easton Coach, Bernie Harris – Lancaster
Newspapers

ORDER OF BUSINESS:

1. Call to Order

Mr. Wibberley called the meeting to order at 7:00 p.m.

2. Approval of the Minutes of the February 15, 2012 Public Meeting

Upon motion by Ms. Thompson, seconded by Mr. Farrell, the minutes of the February 15, 2012 public meeting were approved as written.

3. Bills and Communications

Mr. Kilmer publically thanked Congressman Pitts for his ongoing support of the 100 Bus Coalition. Mr. Kilmer reported that he received word that \$335,000 has been allotted for MATP, which will keep the program going for a few more months.

4. Reports of Committees

A. Personnel Committee – June J. Wolf, Chairwoman

Ms. Wolf reported that the committee met to discuss personnel issues.

B. Operations Committee – Sandra M. Thompson, Chairwoman

Ms. Thompson reported that the committee met to discuss proposed QSS parking garage rates and potential lease agreement.

C. Finance Committee – Jon P. Farrell, Chairman

No report

D. Marketing Committee – Bonnie Glover, Chairwoman

The Marketing Report is included in the Board packets.

5. Old Business

None

6. New Business

A. Approval of Parking Garage Rates

Mr. Kilmer reported that the staff reviewed the rates for other garages and needed to include provisions that were included in the original purchase of the land.

Upon motion by Ms. Lonergan, seconded by Mr. Ouellet, the Board approved the parking garage rates as presented.

B. Approval to Purchase Garage Sweeper

Mr. Kilmer reported that in order to keep the garage clean, the staff is recommending the purchase of a heavy duty sweeper. The sweeper is available off the state contract at a price of \$43,8391.36 that includes a spare set of brushes. The Tennant S30 Sweeper with an 80” sweeping path and a diesel engine can also be used to clean the transit center. The purchase is included in the capital budget.

Upon motion by Ms. Thompson, seconded by Ms. Love, the Board approved the purchase of a Tennant S30 Sweeper.

C. Approval of Change Orders for Queen Street Station – Phase II

Mr. Kilmer reviewed the Change Orders for Queen Street Station – Phase II.

Upon motion by Ms. Thompson, seconded by Ms. Wolf, the Board approved the Change Orders. Ms. Love abstained.

D. Approval of Change Order for Reynolds Construction Management

Mr. Kilmer reported that, due to the added length of time for the project, and the termination of the general contractor, the staff is recommending that the contract with Reynolds Construction Management be extended in the amount of \$46,483. This will provide for continued full time presence on the site through mid-April and part-time assistance through contract close-out to June, 2012.

Upon motion by Ms. Thompson, seconded by Ms. Denlinger, the Board approved the Change Order for Reynolds Construction Management. Ms. Love abstained.

E. Draft Operating and Capital Budgets for FY 2013

Mr. Kilmer reviewed the draft of the Operating and Capital Budgets for FY 2013, noting that the fixed-route budget does not include a fare increase or service reductions, due to the revenue expected from the parking garage. The Shared Ride Budget includes a 3% increase for the carriers.

No action is required at this time. A Public Hearing will be held prior to April's meeting. Action on the proposed budget will be on the agenda for the April meeting.

F. Resolution 2-12, Authorizing Lease Agreement with 201 North Queen Street, LLC for QSS Phase II

Mr. Kilmer reported that RRTA received an unsolicited proposal for the lease of space at the QSS Project Phase II from representative of the business known as "201 North Queen Street, LLC". With no additional or counter proposals for the lease of the space, the staff requests authorization for the Executive Director to enter into a lease agreement of the first floor and partial basement at the QSS Phase II for a five year term and three optional five year terms for the proposed use as a restaurant.

Upon motion by Ms. Lonergan, seconded by Ms. Love, the Board adopted Resolution 2-12.

G. Acceptance of the February 2012 Operating Statements

Fixed route ridership for February increased by 10.2%, while shared rides increased by 8.7%. Total ridership increased from 179,154 to 197,092, or 10.0%. To date, total ridership for fixed-route is showing a 5.2% increase, while shared ride is showing a .8% increase for a net gain of 4.5% overall.

Financially, February operating revenues of \$773,859, combined with grants of \$513,941, for total revenues of \$1,247,800. This compared to expenses

of \$1,254,803 for a net loss of \$7,003. This is mainly due to the rising costs of fuel.

Upon motion by Ms. Wolf, seconded by Mr. Farrell, the Board accepted the February 2012 Operating Statement, subject to audit.

7. Adjournment

With no further business to discuss, the meeting adjourned at 7:40 p.m., upon motion by Ms. Thompson.

Respectfully submitted,



June J. Wolf
Secretary