

**RED ROSE TRANSIT AUTHORITY
MINUTES**

DATE: May 21, 2014

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, Cynthia M. Lonergan, 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 L. Darby, Jeffrey H. Glisson

Guests: Mark Glatz – Easton Coach

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 April 16, 2014 Public Meeting

Upon motion by Ms. Glover, seconded by Ms. Lonergan, the Minutes of the April 16, 2014 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

No report

- D. Marketing Committee – Bonnie Glover – Chairwoman

Ms. Glover reported that the Marketing Committee met to review the Marketing Plan for FY 2015 and recommends approval under New Business.

5. Old Business

- A. Approval of Operating and Capital Budget for FY 2015

Mr. Kilmer reported that no comments were received regarding the draft budget presented for review at the April meeting. The budget does require a shared ride fare increase in order to balance the budget for that service. No major changes are planned for the fixed route service.

Upon motion by Mr. Ouellet, seconded by Ms. Love, the Board approved the Operating and Capital Budgets for FY 2015.

- B. Approval of Program of Projects for FY 2015

Mr. Kilmer reported that a Public Hearing was held prior to the meeting. No one attended and no comments were received. The list of projects includes operating assistance, preventive maintenance and bus replacements as the major items.

Upon motion by Mr. Ouellet, seconded by Ms. Glover, the Board approved the Program of Projects for FY 2015.

- C. Approval of Shared Ride Fare Increase

Mr. Kilmer reported that a Public Hearing was held prior to the meeting. No one attended and no comments were received. Due to the decrease in riders and increasing operating costs from carriers, the fares are proposed to increase in order to balance the budget. The staff recommends the fare increase as proposed.

Upon motion by Ms. Thompson, seconded by Ms. Wolf, the Board approved shared ride increase, effective July 1, 2014.

6. New Business

A. Easton Contract Renewal

Mr. Kilmer reported that negotiations were finalized with Easton Coach and recommends a 2.5% increase for the 4th year of the 5 year contract.

Upon motion by Ms. Glover, seconded by Ms. Lonergan, the Board approved a 2.5% increase for Easton Coach.

B. Approval of Marketing Plan for FY 2015

Mr. Kilmer reported that the Marketing Committee met to review the proposed Marketing Plan for FY 2015 and a draft copy is included in your packet. One addition to the Marketing Plan is a free ride for Veterans Appreciation Day on Tuesday, November 11, 2014.

Upon motion by Ms. Glover, seconded by Ms. Denlinger, the Board approved the Marketing Plan for FY 2015.

C. Approval of Resolution 4-14, Certifying the Local Match for State Operating Financial Assistance

Mr. Kilmer reported that this is the standard resolution required for state operating funds under Act 44. The budget includes the required 5% increase in the local match until the 15% of total Act 44 funding match is achieved. The budget will be presented to the County Commissioners once approved by the Board for them to pass a Resolution for providing the local match.

Upon motion by Mr. Ouellet, seconded by Ms. Lonergan, the Board approved Resolution 4-14.

D. Approval of Fixed Route Fare Policy

Mr. Kilmer reported that with the recent passage of Act 89, the new transportation funding law, RRTA is required to adopt a policy that addresses the need for routine fare increases to keep up with inflation. Act 89 does not require or prescribe the level of any fare increases, it just requires that a policy is in place that requires RRTA to review the fares in relation to inflation.

Upon motion by Ms. Denlinger, seconded by Ms. Wolf, the Board approved the Fixed Route Fare Policy.

E. Acceptance of the April 2013 Operating Statement

Mr. Kilmer reported that total ridership remained constant for the month with a 0% change over last year. This included a .1% decrease in fixed route passengers and a .4% increase in shared rides. Overall, fixed route ridership has decreased 0.2% and shared rides have decreased 4.1%. Overall, ridership is down 0.8% compared to last year.

Financially, operating revenues of \$1,116,562 combined with grants of \$248,209, for total revenues of \$1,364,771. This compares to expenses of \$1,348,371, for a surplus of \$16,400 for the month. The surplus was in the shared ride service.

Upon motion by Ms. Thompson, seconded by Ms. Wolf, the Board accepted the April 2014 Operating Statement, subject to audit.

7. Public Comment

Mr. Glatz, Easton Coach, thanked the Board for the opportunity to serve Lancaster County for another year.

8. Adjournment

With no further business to discuss, the meeting adjourned at 7:45 p.m. upon motion by Ms. Thompson.

Respectfully submitted,



June J. Wolf
Secretary