

**RED ROSE TRANSIT AUTHORITY
MINUTES**

DATE: November 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, Bonnie Glover, Cynthia M. Lonergan, Leo S. Lutz, Jeffrey P. Ouellet, Sandra M. Thompson

Solicitor: Brad Zuke, Appel & Yost

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

Guests: Mark Zettlemyer, RKL; Mark Glatz, Easton Coach, Annette Swade, bus rider

ORDER OF BUSINESS

1. Call to Order

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

2. Approval of the Minutes of the October 16, 2013 Public Meeting and October 28, 2013 Special Board Meeting

Upon motion by Ms. Thompson, seconded by Ms. Glover, the minutes of the October 16, 2013 public meeting were approved as written. Upon motion by Ms. Thompson, seconded by Ms. Glover, the minutes of the October 28, 2013 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

No report.

C. Finance Committee – Jeffrey P. Ouellet, Chairman

Mr. Ouellet reported that the committee met prior to the meeting to review the draft of the Audit for FY 2013 that will be presented under New Business.

D. Marketing Committee – Bonnie Glover, Chairwoman

Ms. Glover stated the Marketing Report is included in the packet.

5. Old Business

None

6. New Business

A. Draft Audit for FY 2013

Mark Zettlemoyer, Reinsel Kunz Leshner, presented a draft of the FY 2013 Audit. The audit will be placed on the December agenda for approval.

B. Approval of Purchase Mass Validator for Queen Street Station Garage

Mr. Kilmer reported that RRTA has had a few businesses inquire about purchasing validated tickets for the parking garage that they can give to their customers. RRTA has received pricing from PSX, the parking equipment vendor, for a machine that can produce validated tickets that can be pre-purchased and used by multiple businesses in the area. The price is \$25,545 for the machine and RRTA can purchase with funds from the project.

Upon motion by Ms. Glover, seconded by Mr. Ouellet, the Board approved the purchase of mass validator machine from PSX for \$25,545.

C. Acceptance of the October 2013 Operating Statement

For October, ridership showed a slight increase of 3.9% for the month, with fixed route increasing by 3.7% and shared ride showed an increase at 5.4%. For the fiscal year, ridership has shown a 1.8% increase with fixed route showing a 2.8% increase and shared ride showing a 4.0% decrease.

For October, operating revenue of \$820,312 combined with grants of \$620,913 for total revenue of \$1,441,225. This compared to expenses of \$1,439,674, for a \$1,551 gain for the month that was all in the shared ride service, due to lower price of fuel.

Upon motion by Ms. Thompson, seconded by Ms. Lonergan, the Board accepted the October 2013 Operating Statements, subject to audit.

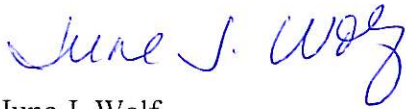
7. Public Comment

Annette Swade voiced a complaint about the Manheim bus being late every day. Mr. Kilmer said he will look into the situation.

8. Adjournment

With no further business to discuss, the meeting adjourned at 7:57 p.m. upon motion by Ms. Thompson.

Respectfully submitted,



June J. Wolf
Secretary