

AGENDA

Regular Board Meeting

April 29, 2021

5:30 P.M.

VIA ZOOM VIDEO CONFERENCE

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for March 25, 2021

EXECUTIVE DIRECTOR’S REPORT – March 2021

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

* Financials for March 1-31, 2021

* Capital & Operating Purchase Reports subject to audit for March 1-31, 2021

* Capital & Operating Purchase Reports subject to audit for April 1-29, 2021

** FY21-22 Budgets for Fixed Route & Shared Ride**

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors is scheduled for **May 27, 2021**

**BOARD MINUTES
MONROE COUNTY TRANSPORTATION AUTHORITY
P.O. BOX 339
SCOTRUN, PA 18355**

Thursday, March 25, 2021 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held via Zoom Video Conference after due and proper notice. There were 7 Board Members present. The meeting was called to order at 5:33 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. Executive Director
JoAnn Baratta, Treasurer	Joan Davidge, Chief Financial Officer
Eric Koopman, Asst. Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
David Edinger, Secretary	Robert Gress, HR/Safety Manager
Robert Huffman	Guy LaBar, Shared Ride Manager
Maria Candelaria	Iris Rivera, Recording Secretary
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

No public comment.

APPROVAL OF MINUTES:

The minutes from the February 25, 2021 meeting were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy presented the Executive Director's report for January & February for Fixed Route (FR) & Shared Ride (SR). In Fixed Route, revenue was low and expenses were high in January primarily due to a fuel invoice. Ridership was very low in February in both FR & SR due to extremely bad weather causing the suspension of service for a few days. Flex ridership was also low due to Burnley being closed.

FINANCIAL REPORT:

The Finance Committee met on 3/23. JoAnn reported that FR farebox revenue continues to be low due to ridership still being down. There is a surplus in wages due to the low ridership. Marketing, fuel & hospitalizations are also under budget. In SR we continue to use the CARES money to supplement. We are looking into reducing days of service to certain areas in Shared Ride, so we can save funds until we get the ridership back. There will be an adjustment made to MATP for the 3rd QTR, which will show in the April BUD VAR report.

The **Capital & Operating Purchase Reports** for Period 8, February 1-28, 2021 were reviewed and ratified, subject to audit.

The **Capital & Operating Purchase Reports** for Period 9, March 1-24, 2021 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for January 1-31, 2020 for Fixed Route and Shared Ride were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for February 1-28, 2020 for Fixed Route and Shared Ride were reviewed and ratified, subject to audit.

OPERATIONS:

The Operations Committee met on 3/4 and on 3/24, to discuss the development of the adjacent parcel. PennDOT will be providing tech assistance for engineering services; a site walk will be scheduled soon. The vehicle replacement grant has been closed. We're looking into purchasing microtransit vehicles, and plan to launch the new microtransit project this Fall. We're also expecting 4 more CNG's this Fall. The new AED's will be here in April. Walter reported that the washbay system has been installed, and the rest of the project should be completed by May 10th.

HUMAN RESOURCES:

Bob reported that there were 2 accidents in March, caused by our buses getting cut off in traffic. The Drug & Alcohol audit has been completed and went very well. Many of our employees have already received the first COVID shot, and there are more employees getting appointments for their shot.

COMPLIANCE:

The Compliance Committee met via Zoom on 3/24. They reviewed Certification#18, Interest and Financing Costs, and Certification#19 Construction Hiring Preference. There is only 1 more certification to review for FFY20-21. The next Compliance Committee meeting is TBD.

MARKETING:

Rich reported that Transit in the Park will resume in April and will run until October. The West End Fair will be open this year on a modified schedule; it will run from August 22nd to August 28th, from 3pm to 8pm only. The theme for the fair this year will be the CNG's. The Area Agency on Aging will be partnering again with us this year for the fair. We will soon have 8 electronic bus signs throughout town, providing riders with up to the minute bus route information.

OLD BUSINESS:

NEW BUSINESS:

Revisions to the Substance Abuse Policy were approved by the Board.

EXECUTIVE SESSION:

None

RESOLUTIONS:

Resolution 2021-3 Local Match for COA FY21/22 was adopted by the Board.

QUESTIONS/COMMENTS:

Stop Zoom meetings, and resume face to face Board meetings beginning in June 2021.

ADJOURNMENT:

The meeting was adjourned at 6:29 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM March 25, 2021

03-01-2021 - Motion to approve the minutes from the February 25, 2021 Board Meeting,
MOTION CARRIED- JB/EK

03-02-2021 - Motion to approve the Capital Purchases for February 1-28, 2021,
Subject to audit
MOTION CARRIED- JB/EK

03-03-2021 – Motion to approve the Operating Purchases for February 1-28, 2021,
Subject to audit
MOTION CARRIED – JB/EK

03-04-2021 - Motion to approve the Capital Purchases for March 1-24, 2021,
Subject to audit
MOTION CARRIED- JB/DE

03-05-2021 – Motion to approve the Operating Purchases for March 1-24, 2021,
Subject to audit
MOTION CARRIED – JB/DE

03-06-2021 – Motion to approve the FR Budget & Variance Report for January 1-31, 2021,
Subject to audit
MOTION CARRIED – EK/WM

03-07-2021 – Motion to approve the SR Budget & Variance Report for January 1-31, 2021,
Subject to audit
MOTION CARRIED – EK/WM

03-08-2021 – Motion to approve the FR Budget & Variance Report for February 1-28, 2021,
Subject to audit
MOTION CARRIED – JB/EK

03-09-2021 – Motion to approve the SR Budget & Variance Report for February 1-28, 2021,
Subject to audit
MOTION CARRIED – JB/EK

03-10-2021 – Motion to adopt Resolution 2021-3, COA Local Match for FY21/22,
MOTION CARRIED – JB/WM

03-11-2021 – Motion to approve revisions made to the Substance Abuse Policy,
MOTION CARRIED – WM/DE

03-12-2021 – Motion to adjourn
MOTION CARRIED –WM/EK



EXECUTIVE DIRECTOR'S REPORT



FIXED ROUTE				MAR 2021	SHARED RIDE				FLEX CONNECT	
OTP= 85%	(Monthly)	Monthly Goals ↑ ↓	FY20/21 YTD Average		FY20/21 YTD Average	Monthly Goals ↑ ↓	(Monthly)	OTP= 90%	MONTHLY TRIPS (107)	
1. RIDERSHIP (70% of JUL-FEB trend FY19/20) 173,592/yr:					1. RIDERSHIP (70% of JUL-FEB trend FY19/20) 60,196/yr:				1. RIDERSHIP FLEX Orange:	
Monthly Goal: 14,743	12,542	↓	-26.96%		-23.65%	↓	4,901	Monthly Goal: 5,113	Flex Orange Monthly Goal: 157	59
(=173,592÷365 x 31) YTD Avg					(=60,196÷365 x 31) YTD Average				Same every month (based on \$26.75/trip avg)	
2. EXPENSE/VRH \$101.81: PennDOT Performance Rpt					2. EXPENSE/VRH \$61.47: PennDOT Performance Rpt				2. RIDERSHIP FLEX Violet:	
Monthly Goal: \$101.81	\$124.70	↑	\$142.24		\$86.74	↑	\$72.34	Monthly Goal: \$61.47	Flex Violet Monthly Goal: 226	48
Same every month					Same every month (Use total Rev on BUDVAR)				Same every month (based on \$16/trip avg)	
3. REVENUE/VRH \$10.90: PennDOT Performance Rpt					3. Federal Cares 5307 Annual Budget ≤ \$666,000:				3. RIDERSHIP FLEX Yellow:	
Monthly Goal: \$10.90	\$8.46	↓	\$7.21		125.29%	↑	\$42,087	Monthly Goal: ≤ \$55,500	Flex Yellow Monthly Goal: 116	0
Same every month (Use Revenues only, no Subsidies)					(Fund use to budget)		Number needs to be as close to 0 as possible (with less reliance on additional FR subsidy)		Same every month (based on \$20/trip avg)	
4. \$3,471,000/yr. BUDGET:					4. BUDGET \$2,551,000/yr:					
Monthly Goal: \$294,797	80.50%	↓	86.75%		79.57%	↓	79.53%	Monthly Goal: \$216,660		
(=3,471,000÷365 x 31)					(=2,551,000÷365 x 31)					
5. ROAD CALLS: ≥ 12,000					5. ROAD CALLS: ≥ 17,000					
MAR Total FR Miles: 35,256	17,628	↑	46.37%		186.56%	↑	71,418	MAR Total SR Miles: 71,418		