

AGENDA

**Regular Board Meeting
August 29, 2019
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge Allegiance to the Flag

PUBLIC COMMENT –

MINUTES – Approve for July 25, 2019

EXECUTIVE DIRECTOR’S REPORT – FR, SR & Flex for July 2019

COMMITTEE REPORTS –

Finance Committee	JoAnn Baratta
* Financials for July 1-31, 2019	
* All Purchases subject to audit for July 1-31, 2019	
* All Purchases subject to audit for August 1-29, 2019	

Operations Committee	Dave Edinger
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Human Resource Committee	Wayne Mazur
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Compliance Committee	John Hoback
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Marketing Committee	Robert Huffman
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OLD BUSINESS –

NEW BUSINESS –

EXECUTIVE SESSION –

RESOLUTIONS –

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors is scheduled for **September 26, 2019**

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

Thursday, July 25, 2019 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held in the Boardroom at MCTA after due and proper notice. There were 8 Board Members in attendance. The meeting was called to order at 5:34 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Joan Davidge, Chief Financial Officer
John Hoback, 2 nd Vice Chairman	Walter Quadarella, Rural Ops & Maint. Manager
JoAnn Baratta, Treasurer	Robert Gress, HR/Safety Manager
Eric Koopman, Asst. Treasurer	Marc Wolfe, Solicitor
David Edinger, Secretary	Iris Rivera, Recording Secretary
Robert Huffman	
Maria Candelaria	

PUBLIC COMMENT:

None

The minutes from June 27, 2019 were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported that Shared Ride finished FY18-19 with 85,061 trips and Fixed Route ended with 249,993 trips. The Kalahari Express is doing well, there were 947 trips in June much less than expected since the service start date was pushed back a few times. However, in the month of July to date, Kalahari Express has done 4,577 trips.

FINANCIAL REPORT:

JoAnn reported that the line of credit was signed and submitted to the bank. The pre-audit was submitted to the auditors who will be here on August 5th. In Fixed Route, the revenue line is looking good, since we had revenue from Kalahari and the NPS come in. The ADA line was a little over budget, so we will be increasing that line amount for FY19-20. There was a deficit in vehicle insurance, fuel and the wages line, so were going to need about \$114,000 from deferred to balance the budget. In Shared Ride, the insurance was on point, however, Shared Ride revenue was low due to the snow days. Wages for admin Shared Ride were about 3% over budget but, overall Shared Ride was under budget YTD.

The **Regular Purchase Reports** for Period 12, June 1-30, 2019 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 1 July 1-25, 2019 were reviewed and ratified, subject to audit.

OPERATIONS:

The ROW agreement has been signed. Walter reported that the radios & cameras have been installed in the 11 Shared Ride buses and the decals will be put on the week of 7/29. The project on 611 is moving along, they will be shifting the traffic the week on 7/29 to start on the other side of the road. The CNG contract has been awarded, they should be starting some time in August. The first of our 3 new Gillig buses goes on the line on September 29th and the other 2 will be going on in October. Peggy mentioned that 2 grants have been approved, for revenue & non-revenue vehicles, the wash bay project and some other items.

HUMAN RESOURCES:

The HR Committee met and Bob reported that there were no W/C claims in June. The health insurance changed from Blue Cross to Geisinger and it went very well. Also, the Labor Attorney, Solicitor and Auditor agreements were renewed. A new accounting clerk will be starting on July 29th.

COMPLIANCE:

The committee did not meet in July. They will meet in August and will be reviewing Certification#3 Lobbying, Certification#4 Private Sector Protections and Certification#5 Transit Asset Management Plan.

MARKETING:

Rich was out but Peggy presented the West End Fair schedule openings for interested Board members to sign up. She also mentioned that the route guarantee for Kalahari is going very well and she hopes that this is the first step for other route guarantee opportunities. The recycled hours from the Orange, Violet & Yellow routes are being used to provide the Sunday service to Kalahari which is also open to the public. Bob mentioned that the Sunday service has been a great safety benefit for the drivers by allowing them to have 2 days off in a row.

OLD BUSINESS:

None

NEW BUSINESS:

A concern was raised regarding the NPS MCTA shuttle drop off location at Smithfield Beach. It was explained that the Park Service directed the MCTA to use that location. MCTA will address this concern with DEWA prior to next years' service to see if any alternatives will be possible in 2020.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:46 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM July 25, 2019

7-01-19 - Motion to approve the minutes from the June 27, 2019 Board Meeting,
MOTION CARRIED- JB/JH

7-02-19 – Motion to approve the Regular Purchases for June 1-30, 2019,
Subject to audit
MOTION CARRIED – WM/DE

7-03-19 - Motion to approve the Regular Purchases for July 1-25, 2019,
Subject to audit
MOTION CARRIED- WM/JH

7-04-19 - Motion to approve the Capital Purchases for July 1-25, 2019,
Subject to audit
MOTION CARRIED- WM/JH

7-05-19 - Motion to approve the Budget & Variance Report for Fixed Route for June 2019,
Subject to audit
MOTION CARRIED- JB/DE

7-06-19 – Motion to approve the Budget & Variance Report for Shared Ride for June 2019,
Subject to audit
MOTION CARRIED – JB/EK

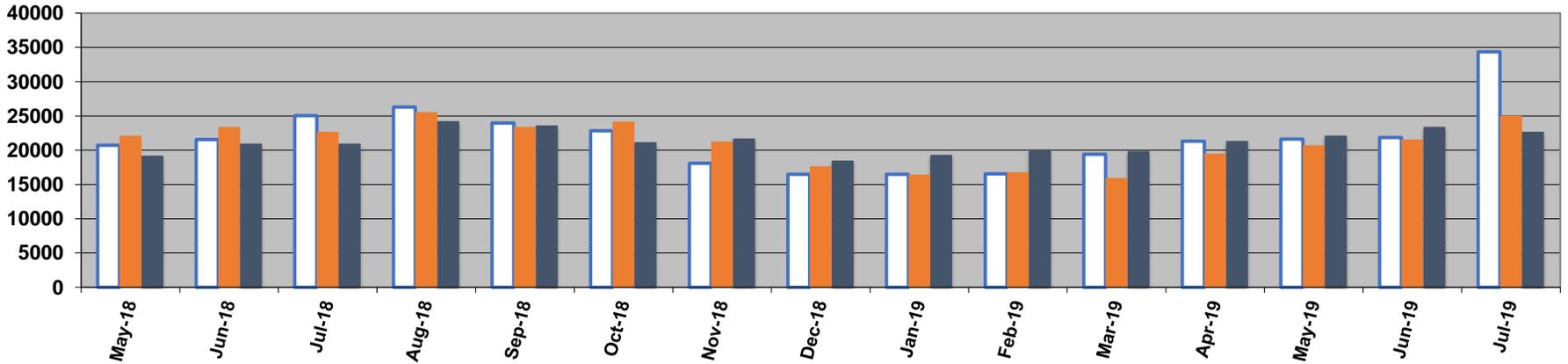
7-07-19 – Motion to extend the seats of the current Board members
in the existing state of officers for FY19/20,
MOTION CARRIED- WM/JH

7-08-19 – Motion to adjourn
MOTION CARRIED – EK/JH

MONROE COUNTY TRANSPORTATION FIXED ROUTE RIDERSHIP STATISTICS

17-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	19-20
TOTAL FULL FARE	6,585	6,873	6,295	6,594	6,102	6,016	5,509	5,098	4,887	4,865	5,317	5,797	5,862	5,457	6,302	
TOTAL SENIORS	2,328	2,250	2,221	2,426	2,117	2,321	1,490	1,461	1,499	1,441	1,875	2,237	2,302	2,446	2,547	
TICKETS (BLUE)	445	497	518	545	422	483	414	345	444	447	566	522	576	419	391	
STUDENTS	2,420	2,483	5,664	6,244	5,478	4,062	3,089	2,520	2,347	2,742	3,556	4,302	3,523	3,931	9,586	
FEDERAL (GREEN)	365	373	341	420	391	379	253	154	303	290	318	359	269	215	304	
TRANSFERS (ON)	3,466	3,400	3,498	3,858	3,739	3,965	3,061	2,656	2,839	2,845	3,208	3,453	3,105	2,993	2,915	
MISC. TRIPS	5,119	5,698	6,505	6,218	5,714	5,605	4,279	4,260	4,185	3,909	4,572	4,657	5,971	6,412	12,228	
FLEX	0	0	0	0	0	0	0	0	0	0	0	0	0	0	79	
FARE CARD SOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL RIDERS	20728	21574	25042	26305	23963	22831	18095	16494	16504	16539	19412	21327	21608	21873	34352	
	22120	23402	22690	25555	23401	24193	21256	17666	16441	16783	15954	19513	20728	21574	25042	
	19208	20954	20954	24251	23611	21161	21702	18500	19314	20038	19857	21358	22120	23402	22690	

TOTAL MONTHLY FIXED ROUTE TRIPS



MONROE COUNTY TRANSPORTATION **SHARED RIDE** RIDERSHIP STATISTICS

FY 17-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	FY19-20
LOTTERY/SENIORS	3,703	3,645	3,588	3,901	3,367	4,019	3,240	2,993	3,025	2,820	3,412	3,820	3,767	3,446	3,819	
LOTTERY MA	339	354	373	345	307	465	366	272	327	316	401	407	422	404	416	
FULL FARE	12	12	14	20	16	18	11	8	4	7	6	8	10	8	10	
MISC. SUBSIDIES	5	6	4	6	2	4	6	4	2	2	1	6	4	6	4	
ADA	344	290	333	367	335	401	332	340	370	335	431	440	498	392	365	
PWD	1,170	1,201	1,209	1,319	1,249	1,493	1,233	1,060	1,202	1,277	1,398	1,479	1,389	1,137	1,389	
MATP	2,023	1,905	1,627	1,773	1,622	1,863	1,641	1,480	1,630	1,415	1,603	1,469	1,427	1,411	1,598	
MATPO	6	8	14	6	4	12	5	6	6	0	16	12	17	3	8	
TOTAL RIDERS	7,602	7,421	7,162	7,737	6,902	8,275	6,834	6,163	6,566	6,172	7,268	7,641	7,534	6,807	7,609	
	7465	7413	6701	8016	7107	7770	7344	6358	6803	6361	6012	7503	7602	7421	7162	
	6245	6484	5984	6889	6622	6581	6581	5966	6013	6080	6802	6876	7465	7413	6701	

TOTAL MONTHLY SHARED RIDE TRIPS

