

AGENDA

Regular Board Meeting

July 30, 2020

5:30 P.M.

VIA ZOOM VIDEO CONFERENCE

ROLL CALL

OPENING – Pledge of Allegiance

PUBLIC COMMENT –

MINUTES – Approve for June 25, 2020

EXECUTIVE DIRECTOR’S REPORT – FR, SR & Flex for May & June 2020

COMMITTEE REPORTS –

Finance Committee

JoAnn Baratta

* Financials for May 1-31, 2020

* Financials for June 1-30, 2020

* All Purchases subject to audit for June 1-30, 2020

* All Purchases subject to audit for July 1-30, 2020

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 **August 27, 2020**

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

Thursday, June 25, 2020 @ 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 5:30 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
John Hoback, 2 nd 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, SR Manager
Maria Candelaria (Joined the meeting @ 5:36pm)	Iris Rivera, Recording Secretary
	Marc Wolfe, Solicitor

PUBLIC COMMENT:

None

The minutes from May 28, 2020 were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director's report for May was not available for this meeting. The May and June Executive Director's Report will be presented at the July meeting.

FINANCIAL REPORT:

The Finance Committee met via Zoom on 6/23, JoAnn reported that the financials for May were not available, that they will be reviewed along with the June financials at the July 30th meeting. Ridership, revenue, expenses & wages continue to be down in both Fixed Route & Shared Ride due to COVID-19. However, we are beginning to see ridership slowly starting to pick up in both Fixed Route & Shared Ride. Ridership is down about 67% from last year. The new IT support company Valley Networks will be starting on July 1st.

The **Operating Purchase Reports** for Period 11, May 1-31, 2020 were reviewed and ratified, subject to audit.

The **Operating Purchase Reports** for Period 12, June 1-25, 2020 were reviewed and ratified, subject to audit.

OPERATIONS:

Walter reported that the CNG station is almost ready. They will be conducting some testing the 3rd or 4th week in July. The wash bay project is due to be advertised some time in August. The wash bay project will be ongoing for about 8 months, estimated completion date is Spring 2021.

HUMAN RESOURCES:

Bob reported that the insurances have been completed and workers comp was increased by 6% and the vehicle insurance went up about 24% due to 8 new vehicles that were added. There were a few job descriptions that were updated, and 3 new ones were added.

COMPLIANCE:

The compliance committee did not meet. They will be setting up a zoom meeting for July 8th to review the certification list for 2020.

MARKETING:

Rich reported that the graphics for the new CNG buses are done and they will be installing them on the 3 new buses the second week in July.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

Resolution 2020-5 Authorizing joining the PMHIC for Health Ins- Reviewed & Approved
Resolution 2020-6 Resolution to certify Local Match CCA20-21- Reviewed & Approved
Resolution 2020-7 Change in terms to revolving line of credit- Reviewed & Approved

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 5:59 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM June 25, 2020

6-01-2020 - Motion to approve the minutes from the May 28, 2020 Board Meeting,
MOTION CARRIED- JH/EK

6-02-2020 – Motion to approve the Operating Purchases for May 1-31, 2020
Subject to audit
MOTION CARRIED – JH/EK

6-03-2020 - Motion to approve the Operating Purchases for June 1-25, 2020,
Subject to audit
MOTION CARRIED- EK/RH

6-04-2020 - Motion to approve Resolution 2020-5, authorizing joining the PMHIC
for Health Insurance
MOTION CARRIED- JH/EK

6-05-2020 - Motion to approve Resolution 2020-6, resolution to certify
Local Match for CCA20-21
MOTION CARRIED- JH/RH

6-06-2020 - Motion to approve Resolution 2020-7, change in terms to revolving line of credit
MOTION CARRIED- JH/EK

6-07-2020 – Motion to adjourn
MOTION CARRIED – JH/EK



EXECUTIVE DIRECTOR'S REPORT



FIXED ROUTE				MAY 2020	SHARED RIDE				FLEX CONNECT		
OTP= 81%	(Monthly)	Monthly Goals ↑ ↓	FY19/20 YTD Average		FY19/20 YTD Average	Monthly Goals ↑ ↓	(Monthly)	OTP= 97%	MONTHLY TRIPS (0)		
1. RIDERSHIP (3.3%) 260,000/yr:					1. RIDERSHIP (1%) 86,000/yr:				1. RIDERSHIP FLEX Orange:		
Monthly Goal: 22,082	6,448	↓	-16.56%		-16.02%	↓	2,301	Monthly Goal: 7,304	Flex Orange Monthly Goal: 157	0	
=(260,000 ÷ 365 x 31) YTD Avg					=(86,000 ÷ 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	\$108.62	↑	\$115.75		\$67.11	↑	\$99.41	Monthly Goal: \$61.47	Flex Violet Monthly Goal: 226	0	
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. ACT 44 Use*:				3. RIDERSHIP FLEX Yellow:		
Monthly Goal: \$10.90	\$2.87	↓	\$10.88		80.39%	↓	\$0.13	Monthly Goal: ≤ \$14,634.23	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. \$3,540,000/yr. BUDGET:					4. BUDGET \$2,766,000/yr:						
Monthly Goal: \$300,658	68.14%	↓	91.30%		88.49%	↓	50.36%	Monthly Goal: \$234,921			
=(3,540,000 ÷ 365 x 31)					=(2,766,000 ÷ 365 x 31)						
5. ROAD CALLS: ≥ 12,000					5. ROAD CALLS: ≥ 17,000						
MAY Total FR Miles: 33,381	6,676	↓	61.26%		105.26%	↑	17,890	MAY Total SR Miles: 35,780			
					6. CARES ACT:						
					N/A	N/A	\$131,466	Month Goal: Not estimated for FY19/20			
					Number needs to be as close to zero as possible.						