



# ATA

# AREA TRANSPORTATION AUTHORITY OF NORTH CENTRAL PENNSYLVANIA

Cameron, Clearfield, Elk, Jefferson, McKean, Potter



**ATA Headquarters**  
Johnsonburg, Pennsylvania

## Board of Directors

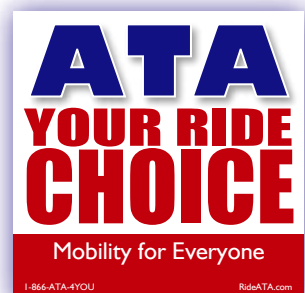
### November 15, 2017



*Welcome to the  
Fall Meeting*



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# ATA<sup>41+</sup>

**Board of Directors  
November 15, 2017**

ATA Headquarters  
Johnsonburg, Pennsylvania

## **PUBLIC TRANSIT 1976-2017**

### **SUMMARY POINTS • APTA - CTAA REPORT**

- The number of rural and small town public transit agencies has increased over the past two decades to approximately 1,400 agencies (2014).
- America's rural population is declining, but ridership has increased from 2007 to 2015. This equates to an 8.6 percent increase in per-capita rural ridership over the past 8 years, and a 7.8 percent increase in total rural ridership. For comparison, urban public transit ridership increased by 2.3 percent in the same time period.
- Rural demographics make public transit increasingly desired. Older Americans make up a larger portion of rural populations (17 percent) than in urban populations (13 percent).
- Rural residents with disabilities rely on public transit- they take about 50 percent more public transit trips than unimpaired people do.
- There are 2.9 million rural veterans, making up 33 percent of the veteran population enrolled in the VA health care system. Rural public transit can help them access needed services.
- Public transit can reduce the risk of road accidents. Rural residents travel about 33 percent more than urban residents, and although rural areas only make up 19 percent of the population, they account for around 49 percent of traffic fatalities.
- Rural poverty rates exceed urban poverty rates in all regions. Rural public transit can help reduce personal travel expenditures due to gas and other vehicle maintenance expenditures (rural households spend about 7 percentage points more of their budgets on transportation than urban households do).
- Public transit can help promote active lifestyles in rural communities struggling with health problems such as obesity, and can link people with healthcare services.
- Rural public transportation can be an important force in supporting local economies by connecting residents (especially non-drivers) with local businesses and job opportunities.
- Rural public transit spending per capita is lower than in urban areas. Increased local and federal investment can help address this.



To read the report in its entirety  
[www.apta.com/rural](http://www.apta.com/rural)





## **ATA REGULAR BOARD MEETING AGENDA**

**November 15, 2017**

- I. Opening Prayer**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of August 16, 2017 Annual Board of Directors Meeting Minutes**
- V. Treasurer's Report**
- VI. Committee Reports**
  - 1. Executive Committee – August 30, 2017**
  - 2. Personnel Committee – August 30, 2017**
  - 3. Budget Committee**
  - 4. Policy Committee**
  - 5. Joint Executive Committee**
  - 6. Facilities and Equipment Committee – August 30, 2017**
- VII. Old Business**
- VIII. New Business**
  - 1. Resolution #11-2017-Resolution Approving Contract for Architectural & Engineering Services**
  - 2. Resolution #12-2017-Resolution Approving Contract for Legislative Services**
- IX. Chief Executive Officer's Report**
- X. Adjournment**



## **ATA REGULAR BOARD OF DIRECTORS MEETING MINUTES**

### **November 15, 2017**

A Regular Board of Directors meeting was conducted on November 15, 2017 at the Authority's Regional Transit Facility, 44 Transportation Center, Johnsonburg, Pennsylvania.

The following members were present:

Anthony Viglione, Chairman  
Rhett Kennedy, Vice Chairman  
Harry Whiteman, Treasurer  
Richard Stover  
William Setree  
Richard Castonguay  
David Wolfe  
Chuck Allen

The following were in attendance:

Matt Quesenberry, Elk County Commissioner  
Janis Kemmer, Elk County Commissioner  
Tom Buck, NCPRPDC  
Thomas Wagner, ATA Solicitor  
James A. Meyer, Meyer, Wagner, Brown & Kraus Law Office  
Michael Imbrogno, ATA Chief Executive Officer  
Coletta Corioso, ATA Chief Financial Officer  
Dessa Chittester, ATA Chief Operating Officer  
Debbie Addeo, ATA Administrative Secretary

Chairman Anthony Viglione called the meeting to order at 10:31 a.m. He then asked Jake Meyer to open the meeting with a prayer, which was then followed by the Pledge of Allegiance.

Debbie Addeo read roll call. Board members, Ken Wingo (Potter County), John Todd (McKean County) and Michael Galluzzi (Cameron County) were not present at the meeting. Notification of their absence was given prior to the meeting, as was that of invited guests, Jim Thomas, Cameron County Commissioner, and Deborah Pontzer, Congressman Glenn Thompson's Office. The next item on the agenda was the acceptance of the August 16, 2017 Regular Board of Directors meeting minutes. Anthony Viglione asked the Board

members if there were any additions or corrections to the meeting minutes as presented.

With no additions or corrections offered by the members, a motion to accept the August 16, 2017 Regular Board meeting minutes was made by Rhett Kennedy. Chuck Allen seconded the motion with all Board members in favor. *(a copy of the meeting minutes was included in the board packet.)*

### **Treasurer's Report**

The next item on the agenda was the Treasurer's report. Harry Whiteman Treasurer, gave the Treasurer's Report. As of November 6, 2017, ATA had the following balances:

General Fund	\$	5,751,566
Act 26 Account	\$	12,683
Act 3 Account	\$	302,191
MATP Account	\$	534,539
Unrestricted Cash Account	\$	526,228
DuFAST transferred accounts balances (CNB)		
Checking	\$	13,968
Act 89 Reserve	\$	336,820
Local Funds	\$	70,084
PTAF	\$	225,392
Other (Sale of Capital Assets)	\$	21,144
<b>Cash:</b>	<b>\$</b>	<b>7,794,615</b>
<b>Accounts Payable:</b>	<b>\$</b>	<b>3,553</b>
<b>Accounts Receivable (Total)</b>	<b>\$</b>	<b>424,016</b>
Current:	\$	413,009
30-60 days	\$	58
60-90 days:	\$	446
>90 days:	\$	10,503

A motion to accept the Treasurer's Report as presented was made by Rhett Kennedy. William Setree seconded the motion, with all Board members in favor.

The Committee reports were the next item on the agenda.

### **Executive Committee Meeting Report**

An Executive Committee meeting was conducted on August 30, 2017. *(a copy of the meeting minutes was included in the board packet.)*

Anthony Viglione stated the purpose of this meeting was to review the proposals seeking the services of a Legislative Consulting Firm.

A motion to retain Malady & Wooten to represent ATA as their legislative consultants was made by Harry Whiteman. Richard Castonguay seconded the motion, with all Board members in favor.

### **Facilities and Equipment Committee Meeting Report**

A Facilities and Equipment Committee meeting was conducted on August 30, 2017. *(a copy of the meeting minutes was included in the board packet.)*

Harry Whiteman, Chairman of the Facilities and Equipment committee stated the purpose of this meeting was to determine what architectural firm we are going to retain for the next year. He expressed it came down to two firms. A grading system was put into place, and it was decided to retain KTH as our architectural and engineering firm.

Board member Chuck Allen had a question regarding the verbiage contained in the architectural and engineering resolution. A brief discussion entailed regarding the names of two engineering companies named on the resolution, along with KTH Architects.

A motion to retain KTH Architects as ATA's Architectural & Engineering firm was made by Richard Castonguay. Dave Wolfe seconded the motion with all Board members in favor.

### **Personnel Committee Meeting Report**

A Personnel Committee meeting was conducted on August 30, 2017. *(a copy of the meeting minutes was included in the board packet.)*

Michael stated the purpose of this meeting was to discuss succession plans and transitions within ATA. With the upcoming retirement of Gabe Uljon, the Facilities & Stationary Equipment job description was reviewed by the committee.

Michael stated that since the Personnel Meeting conducted on August 30<sup>th</sup> we received a number of applicants applying for this position. Michael stated that all the applications we received so far all reside within the region.



With no further discussion, a motion to accept the August 30, 2017 Personnel Committee meeting minutes was made by Rhett Kennedy. Harry Whiteman seconded the motion with all Board members in favor.

### **Old Business**

There was nothing to report under Old Business.

### **New Business**

The next item on the agenda was New Business. Anthony Viglione stated there are two resolutions to be presented for consideration of adoption by the Board. Copies of the resolutions are included under New Business. *(a copy of the two resolutions was included in the board packet.)*

The proposed resolutions are:

### **RESOLUTION #11-2017 –Resolution Approving Contract for Architectural and Engineering Services**

WHEREAS, the Area Transportation Authority of North Central Pennsylvania released a request for proposal (RFP # 1707POS002) for architectural and engineering services which was publicly advertised and distributed to fourteen firms, resulting in two proposals, and

WHEREAS, the proposal submitted by KTH Architects, Inc., for architectural, engineering and related services from CJL Engineering and GAI Consultants as deemed to be responsive and responsible to the requirements set forth by ATA and determined to be the best proposal to serve the interests of the Authority;

WHEREAS, THE price proposal for A&E services was determined to be reasonable and within rates customarily charged for such services;

NOW, THEREFORE, be it resolved on this 15th day of November, 2017, that the Board of Directors of the Area Transportation Authority of North Central Pennsylvania hereby authorizes its staff to issue a Letter of Intent to Award to KTH Architects, Inc., and having no impediment to enter into a contract through the exercise of a legitimately filed protest is authorized to enter into a five year contractual agreement with KTH Architects, Inc. for the provision of architectural and engineering services as described in RFP # 1707POS002, for an amount not to exceed \$500,000.00.

At this time, Michael asked ATA Solicitor, Tom Wagner that based upon Chuck Allen's comments if it is appropriate to have those companies (CJL Engineering and GAI Consultants) as subs named in the resolution.

After a brief discussion, Tom Wagner recommended that their names (CJL Engineering and GAI Consultants) be removed from the resolution.

With no further discussion a motion to accept Resolution #11-2017, with the appropriate changes made, was made by Richard Castonguay. William Setree seconded the motion with all Board members in favor.

### **Resolution #12-2017 – Resolution Approving Contract for Legislative Services**

WHEREAS, the Area Transportation Authority of North Central Pennsylvania released a request for quotes (RFQ 1707POS003) for legislative services which was publicly advertised and distributed to two firms, and

WHEREAS, the proposal submitted by Malady and Wooten, for legislative services was deemed to be responsive and responsible to the requirements set forth by ATA and determined to be the best proposal to serve the interests of the Authority; and

WHEREAS, the price proposal for the legislative services was determined to be reasonable and within rates customarily charged for such services;

NOW, THEREFORE, be it resolved on this 15th day of November, 2017, that the Board of Directors of the Area Transportation Authority of North Central Pennsylvania hereby authorizes its staff to issue a Letter of Intent to Award to Malady and Wooten, Inc., and having no impediment to enter into a contract through the exercise of a legitimately filed protest is authorized to enter into a contract with Malady and Wooten, Inc., for the provision of legislative services as described in RFP # 1707POS003 for a three year contract of up to \$144,000 with two one-year extensions at \$48,000 for each year.

With no further discussion a motion to accept Resolution #12-2017 as written was made by Rhett Kennedy. Harry Whiteman seconded the motion with all Board members in favor.

The last item on the agenda was Chief Executive Officer's Report. Copies of the CEO's report, along with staff director's reports were given to the Board members for their information and review as part of the Board packet. Michael then gave a brief update and highlighted various projects/items that he and the staff have recently completed and/or are still working on.

- Michael reported that he received information that there was a Turnpike Commission hearing in Harrisburg, and Representative Lawrence remarked that funding mass transit is a priority of the commonwealth.



- A meeting was held between Senator Scarnati, Martin Causer, Secretary Richards, Toby Fauver, and staff regarding the ATA Transit Center in Bradford. At the meeting Deputy Secretary Toby Fauver said PennDOT would finance the entire Bradford facility using federal transit money. Senator Scarnati indicated that he would prefer to keep CFA funding in the project and partner with PennDOT on the project.
- Michael reported that the Johnsonburg Borough officials, on behalf of ATA applied for a \$450,000 CFA multi modal grant which will provide assistance for the construction of the transit center in Bradford.
- The Strategic Planning Session that was scheduled for November was cancelled. Additional dates will be selected based on Board member availability.
- The federal government will remain in business through December 8<sup>th</sup> as the result of a recently passed CFR.
- Michael stated the Board Staff Workshop was a very nice event and commended the staff for all their hard work, and thanked the Board members and invited guests for taking the time to attend and participate.
- The PaDOT Compliance Review will take place on November 16, 2017.
- The COA Application for FY 2018 has been approved and is in the process of being contracted.
- The Consolidated Capital Application for FY 2018 has not been approved. Coletta contacted PaDOT for a status update, and is waiting for a response back.
- FY17 auditor has been on site conducting field visits. The DuFAST audit conducted by RKL is progressing, with the report expected to be issued shortly.
- ATA will be issuing a letter of intent to award the Gillig Repair Project to MTB in the very near future.
- Coletta met with the Elk County Commissioners and the new Chief Clerk, Lee Neureiter to orient him to the reporting requirements of the MATP program.

- Dessa reported ATA moved forward with its scheduled Ecolane implementation on August 17. She stated that ATA achieved its goal to maintain stability in our operation. She further commented that we are almost three months into the transition and are continuing to provide and maintain service as we have in the past.
- Michael stated that ATA averages around 100 new passenger intakes per month.
- Michael stated the bridge project in front of the north entrance to the building is nearing completion.
- RRTAC/LAC meetings will be scheduled in the near future. Each component is held twice a year (i.e. LAC twice annually and RRTAC twice annually).
- Reviews of the Statistical Report, and the Statements of Operations Revenue and Expenses, for the end of the fiscal year were given.
- An updated progress report on ATA Performance Measures was also reviewed.

At 12:23 p.m. with no further business there was a motion to adjourn the meeting. It was seconded, with all Board members in favor.