



BUDGET COMMITTEE MEETING MINUTES

July 27, 2017

A Budget Committee meeting was conducted at 10:30 a.m. on July 27, 2017 at the Authority's Regional Headquarters at 44 Transportation Center, Johnsonburg, PA.

Attendees at the meeting were:

Anthony Viglione, Chairman, Budget Committee Member
Kenneth Wingo, Budget Committee Member
Harry Whiteman, Budget Committee Member
David Wolfe, Budget Committee Member
Richard Stover, Budget Committee Member
William Setree, Budget Committee Member

Thomas Wagner, ATA Solicitor, Meyer, Wagner, Brown and Kraus
Coletta Corioso, ATA Chief Financial Officer
Michael Imbrogno, ATA Chief Executive Officer

Following roll call Mr. Viglione summarized the purpose for the meeting as first, to review the proposals seeking the services of an auditing firm to serve as the Authority's auditors and secondly to receive an up to date summary of the anticipated to actual budget impact related to the consolidation of the DuFAST transit operation into the ATA.

Coletta then gave a complete rundown of the process utilized for acquiring the services of an auditing firm. Three firms expressed interest in the Request for Quote (RFQ) and were sent the RFQ. They also received two addenda's answering questions about the RFQ. Three proposals were received. All three were analyzed according to the detail contained in the RFQ with two being rated, and one being determined as non-responsive due to a major technical fault. Following the scoring, the sealed pricing documents were opened and factored into the scoring as outlined in the RFQ. The results indicated that Howell and Company should be retained as the Authority's auditors.

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At his time, a motion was made by Ken Wingo to recommend to the full Board that Howell and Company be retained as the Authority's auditors for three consecutive years with the option to renew for two additional one year periods. The motion was seconded by Bill Setree with discussion ensuing. Following a short discussion Chairman Viglione called for a vote to adopt the motion with all members voting in the affirmative. Pending Board approval, Howell and Company will be hired as the Authority's Auditing firm.

Mr. Viglione then asked for an update on the closeout of the DuFAST consolidation. Mike Imbrogno stated that the transition went very smoothly and credited the diligent and extremely professional work of the ATA staff, in particular, Coletta, Dessa, Valerie and Jeremy. He also noted the efforts of Tom Wagner from the legal perspective. It was also noted that Kim Clark delayed her scheduled vacation by two weeks in order to help with the transition of the actual DuFAST transit operations. Weekly meetings were conducted with the primary staff from both authorities as were several meetings with the DuFAST drivers.

Tom Wagner stated that the legal transition went as smoothly as the operational changeover and acknowledged the cooperation of the DuFAST solicitor, Matt Taladay.

Coletta then gave an overview of the expected versus actual expenses and revenues experienced effective the closing date of July 1, 2017. Tom indicated that during the course of the closing several questions arose concerning a number of expenditures made that were not in accordance with the agreement made between the Boards of Directors of both Authorities.

It was recommended that Tom, Mike and Coletta produce a final report on the consolidation to include the financial nuances and distribute it to the Board members for their files.