



ATA

AREA TRANSPORTATION AUTHORITY OF NORTH CENTRAL PENNSYLVANIA

Cameron, Clearfield, Elk, Jefferson, McKean, Potter

ATA Headquarters
Johnsonburg, Pennsylvania

Board of Directors

November 21, 2018



ATA

Strategic
2023

When change brings challenge ...
We are ready for "Ready."



*Welcome to the
Fall Meeting*

ATA⁴²⁺

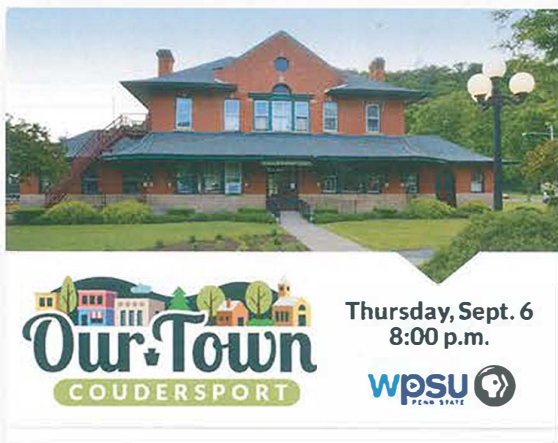
PUBLIC TRANSIT 1976-2018

**Board of Directors
November 21, 2018**

ATA Headquarters
Johnsonburg, Pennsylvania



ATA VETERANS DAY AD 2018 HEALING WATERS PARADE - OUR TOWN COUDERSPORT





ATA REGULAR BOARD MEETING AGENDA

November 21, 2018

- I. Opening Prayer**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of August 15, 2018 Regular Board of Directors Meeting Minutes**
- V. Treasurer's Report**
- VI. Committee Reports**
 - 1. Executive Committee**
 - 2. Personnel Committee**
 - 3. Budget Committee**
 - 4. Policy Committee**
 - 5. Joint Executive Committee**
 - 6. Facilities and Equipment Committee**
- VII. Old Business**
- VIII. New Business**
 - 1. Resolution #8-2018-Resolution Authorizing the Application of a Business Use Credit Card From Northwest Bank**
- IX. Chief Executive Officer's Report**
- X. Adjournment**



ATA REGULAR BOARD OF DIRECTORS MEETING MINUTES

November 21, 2018

A Regular Board of Directors meeting was conducted on November 21, 2018 at the Authority's Regional Transit Facility, 44 Transportation Center, Johnsonburg, Pennsylvania.

Attendees at the meeting were:

Rhett Kennedy, Chairperson
Kenneth Wingo, Vice Chairperson
Harry Whiteman, Treasurer
David Wolfe, Secretary
William Setree
Richard Castonguay
Julie Fenton

The following were in attendance:

Thomas Wagner	ATA Solicitor
Tony Scotto	Clearfield County Commissioner
Michael Imbrogno	ATA Chief Executive Officer
Coletta Corioso	ATA Chief Financial Officer
Dessa Chittester	ATA Chief Operating Officer
Debbie Addeo	ATA Administrative Secretary

ATA Chairperson, Rhett Kennedy, called the meeting to order at 10:32 a.m. He then asked Michael Imbrogno to open the meeting with a prayer, which was followed by the Pledge of Allegiance.

Debbie Addeo read roll call. ATA Board Members, Chuck Allen and John Todd notified me they would not be able to attend the meeting today, along with Tony Viglione and Jake Meyer. Michael Galluzzi was not at the meeting.

Rhett welcomed Julie Fenton as the newly appointed Clearfield County Board member.

The next item on the agenda was the acceptance of the August 15, 2018 Regular Board of Directors meeting minutes. Chairperson Kennedy asked the Board members if there were any additions or corrections to the meeting minutes as presented.

With no further additions or corrections offered by the members, a motion to approve the August 15, 2018 Regular Board meeting minutes as presented was made by Kenneth Wingo.

Harry Whiteman seconded the motion with all Board members in favor.
(a copy of the meeting minutes was included in the board packet.)

Treasurer’s Report

Harry Whiteman gave the Treasurer’s Report. As of November 7, 2018, ATA had the following balances:

General Fund	\$	2,705,907
Act 26 Account	\$	12,742
Act 3 Account	\$	303,957
MATP Account	\$	889,376
Unrestricted Cash Account	\$	509,193
DuFast transferred accounts balances (CNB)	\$	668,933
Cash		\$5,090,108
Accounts Payable		\$ 8,301
Accounts Receivable (Total)		\$ 226,447
Current:	\$	225,709
0-30 days	\$	87
31-60 days:	\$	25
61-90 days:	\$	15
>90 days:	\$	611

A motion to accept the Treasurer’s Report as presented was made by Dick Castonguay. Julie Fenton seconded the motion, with all Board members in favor.

Committee Reports

There were no committee meetings.

Old Business

There was nothing to report under Old Business.

New Business

Rhett Kennedy stated there is one resolution that will be presented and adopted by the Board. *(a copy of the resolution was included in the board packet.)*

The proposed resolution is:

Resolution #8-2018 -Resolution Authorizing the Application of a Business Use Credit Card from Northwest Bank

BE IT RESOLVED, that the Area Transportation Authority of North Central Pennsylvania may apply for a business use credit card from Northwest Bank in an amount not to exceed \$25,000. The card may be used to make purchases with vendors who do not accept purchase orders (e.g., internet credit card only vendors), to guarantee hotel reservations for official business travel of ATA's staff or board members, or other purchases as the Chief Executive Officer may approve. The Chief Executive Officer may determine who is authorized as cardholders. All purchases to be made with the credit card shall be properly requisitioned and approved and for official business of the ATA.

After a brief discussion a motion to approve **Resolution #8-2018** as presented was made by Kenneth Wingo. Richard Castonguay 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.

- Transit is in business till Dec. 7th.
- DHS is proceeding to release an RFA to procure a statewide broker for the MATP Program. This could possibly mean that ATA will no longer be the broker/administrator of the MATP in McKean, Elk and Cameron Counties. Michael made a retraction to his report. He said there is a 70% savings for the people, not 30% as reported in his report. A white paper should be out soon that will educate audiences on the MATP issue, and a copy will be sent out to the Board. Rhett indicated that communication is key to inform the public that ATA had no part in this.
- Delivery is expected in late November for Startrans, BOC and ARBOC low floor vehicles. Once they are delivered the vehicles will require ATA acceptance, PA title work, PA inspection, installation of wraps, and on-board technology before putting them into service.
- The PennDOT Compliance Review in conjunction with the Peer Review took place in October. We are compliant with all major reportables. A report will be issued within the next couple of months.

- Two positions have been filled. The Systems Analyst 1, and the Program Compliance Manager.
- Michael stated the Board/Staff Workshop was a huge success and commended everyone involved for their hard work. Michael thanked the Board members and invited guests for taking the time to attend and participate.
- PPTA Executive Director Shawna Williams will be resigning effective 1-1-2019. A search is presently being conducted to replace her.
- We are waiting final approval for the PaDot Consolidated Operating Application, as well as the PADOT Consolidated Capital Application.
- The audits are expected to be completed soon.
- ATA needs to upgrade our accounting software. We will be issuing an RFP for an ERP software called FleetNet, it goes along with Avail Technology FRITS implementation.
- The implementation of the Fixed Route Software Program (FRITS) is scheduled for April of 2019.
- We were recently notified that ATA has been selected to sit on the Ecolane Users Group. This will give us direct input to sit at the table and to make recommended changes to better improve the software.
- Mission Critical Partners looked at ATA's towers and are doing an assessment to see what type of maintenance needs to be completed on them.
- A Western PA Rural Transit Video is currently underway emphasizing the importance of public transportation. This is a collaborative effort between ATA, Indigo and CATA.
- New intakes generate over 130/month.
- Five (5) buses have been completed under the Gillig Repair Project.
- ATA mechanics have rebuilt thirteen (13) cummins engines on site.
- With regards to the DuBois Project - JMT was issued a work order by PennDOT, and we have not heard anything as of yet.
- Voices for Independence signed a lease for space at the St. Mary's Terminal.
- The funding is secured for the Bradford Terminal Project.

- Three (3) sites have been identified in Emporium for a potential terminal.
- Rick reached out to Ken Wingo for assistance in locating possible terminal sites within the Coudersport Borough.
- A LAC Meeting was conducted on August 20th. Two dates have been scheduled for 2019.
- A meeting will be scheduled before the first of the year (possibly via teleconference) to discuss to restate the Authority's 457 (b) plans to keep them compliant with current IRS guidelines and regulations.
- Reviews of the Statistical Report, Statement of Operations Revenue and Expenses, and Open Capital Projects Report were given.
- An updated progress report on ATA Performance Measures was reviewed. It was noted by Coletta that the labeling for the data is for FY18. It was stated the stats are correct, but the labeling is wrong.
- Michael thanked everyone for their participation and attendance along with the staff.
- Rhett suggested a Strategic Plan Update be included as part of the measures.
- Ken suggested a talking paper about brokerages of MATP be sent out to the Board members.

With no further business a motion to adjourn the meeting was made by Harry Whiteman. Kenneth Wingo seconded the motion with all Board members in favor.