

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
July 13, 2021**

Joseph Hasychak
Charles Savannah
Joseph Gray
Jim Diamond
Lance Calvert
Chris Rearick

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Eddie Trizzino, Butler Eagle
Ryan Saeler, Butler Media Group
Teresa Cygan, MV Transportation
Tiffany Fosnaught

Joseph Hasychak called the meeting to order at 5:00 pm. Board Members, BTA Staff and the Solicitor attended the meeting at the 130 Hollywood Drive location and all others attended via teleconference to allow for social distancing. Once the meeting was called to order it was followed with a moment of silence and the Pledge of Allegiance.

ROLL CALL: Tiffany called the roll. Joseph Hasychak, Charles Savannah, Jim Diamond, Joseph Gray, Lance Calvert and Chris Rearick were all present. Attendance was taken for anyone on the teleconference so that Tiffany could document their attendance.

MINUTES OF THE MEETING: Charles Savannah motioned to approve the minutes from the June 2021 Board Meeting as presented. This motion was seconded by Joe Gray. Roll call indicated all ayes.

CORRESPONDENCE: None.

PUBLIC COMMENT ON AGENDA: None.

OLD BUSINESS: None.

- Committee Reports (TOE- Terminal, Office and Equipment, Public Relations, Sub-Contractor, Capital Improvements and Expansion) – None.

NEW BUSINESS

PROCUREMENT POLICY UPDATE- Rebecca shared that BTA recently had their FTA Triennial Review and one of the items discussed was that the federal simplified acquisition threshold had increased to \$250,000 (the revised policy will read modified upon Federal modifications moving forward) from \$150,000 and the micro purchase threshold had increased from \$3,500 to \$10,000 (the policy will be the same for this as well). FTA shared that everything in BTA's procurement code is fine but BTA is not necessarily following it in practice. Rebecca stated that there are some modifications that are being made to BTA's procurement code to remove some of the requirements involving ICE forms. Rebecca shared the challenges since BTA is not exclusively funded by State or Federal funds and the requirements for both are different. John and Rebecca are in the process of developing checklists and flowcharts for departmental managers to better direct them as to which forms will be required moving forward. Rebecca and BTA staff are asking the Board for a motion to approve the modification of BTA's Procurement Policy to adopt the changes regarding thresholds and ICE forms. Once the changes have been made the solicitor will forward a copy to Anthony Romero at FTA for review to ensure compliance. If there are any changes suggested from FTA the solicitor would make those changes to keep BTA in compliance and the Procurement Policy would then be updated accordingly. John shared that he has been working on getting the State procurement policy specific to Transit Authorities so that they can follow the Federal guidelines and not have to deal with having to follow both State and Federal since they do not match. The solicitor wanted to clarify that even though BTA's Procurement Policy is sufficient as written, the reason that the Policy needs modified is because when there are purchases made with just State funds BTA's current policy requires more than what is necessary and if audited BTA will be given a finding in this area. Joseph Gray made a motion to adopt the proposed changes to BTA's Procurement Policy and Jim Diamond seconded the motion. Roll call indicated all ayes. Joseph Hasychak thanked Rebecca for her assistance regarding this complicated matter.

APPRECIATION LUNCHEON 2021 - John shared that BTA was unable to have their annual Appreciation Luncheon last year due to COVID. BTA Staff will have to call to see what venues have availability. October 3rd is one of the possible dates but the date will be determined once the availability has been given. Jim Diamond made a motion to approve having a 2021 BTA Appreciation Luncheon for Board, Staff, Drivers and Subcontractor. Charles Savannah seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the June 2021 financial reports. Joseph Hasychak made a motion to approve the June 2021 financial report/statements as presented. Jim Diamond seconded the motion. Roll call indicated all ayes.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 474 through 475 from the Project checking account. Joseph Gray made a motion to approve check numbers 474 through 475 from the Project checking account and Lance Calvert seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 26252 through 26400 from the Regular checking account. Charles Savannah made a motion to approve check numbers 26252 through 26400 from the Regular checking account and Chris Rearick seconded the motion. Roll call indicated all ayes. Tiffany stated that the list reflects some voided checks due to a check jam in the copier.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips totaled 11,172 for June 2021. A decrease of 259 trips from June 2020. For the year BTA is down 18%.

Commuter service total trips were 725 for June 2021 (an increase of 101 trips from May). For the year BTA is down 73%.

BTA staff continues to prepare for end of fiscal year- audit, state reports, etc. The fiscal year audit is scheduled for September.

Construction at 130 Hollywood Drive for the Wait Area and Build Out is progressing and on schedule. John was asked some questions from Board Members regarding details of the project and he answered them accordingly.

Karl's replacement Tim Boden started on July 1st and will be attending a future Board Meeting for introductions.

John was in Meadville last week for a PPTA committee meeting and met with BTA's legislative representative to discuss some issues. John discussed the new proposed Bill for Transit.

BTA's Terminal will still remain only open for ticketing. No chairs or restrooms. BTA is continuing this policy for public health reasons.

The next regular scheduled board meeting is Tuesday August 24, 2021 at 5:00pm at BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- Eddie Traveno asked for clarification regarding the Appreciation Luncheon- he wanted to know if BTA had held these in the past. Staff answered that BTA has had them in the past but was unable to have one last year due to COVID.

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ADJOURNMENT- Jim Diamond made a motion to adjourn the meeting at 5:26pm and Joseph Gray seconded the motion. Roll call indicated all ayes.