

**BUTLER TRANSIT AUTHORITY
MINUTES OF THE MEETING
BUTLER TRANSIT AUTHORITY AT 130 HOLLYWOOD DRIVE
September 13, 2022**

Joseph Hasychak
Charles Savannah
Joseph Gray
Chris Rearick

John H. Paul, Executive Director
Rebecca Black, Lutz, Pawk & Black
Ryan Saeler, Butler Media Group
Linda Savannah, Public
Tiffany Fosnaught

Charles Savannah called the meeting to order at 10:00 am with a moment of silence followed by the pledge of allegiance.

ROLL CALL: Tiffany called the roll. Joseph Hasychak, Charles Savannah, Chris Rearick and Joseph Gray were present. Jim Diamond and Lance Calvert were absent.

MINUTES OF THE MEETING: Joseph Hasychak motioned to approve the minutes from the August 2022 Board Meeting as presented. This motion was seconded by Chris Rearick. 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

RELEASE RFP FOR AUDIT SERVICES FY 2023/24- 2028/29- John disclosed that it was time for BTA to prepare the paperwork for the release of the Audit Service RFP for FY 2023/24- 2028/29. This will allow time for John and Rebecca to review all of the paperwork and the RFP for Audit services to be released in a timely manner. Joseph Gray made a motion to allow BTA to begin the process of preparing the RFP for Audit Services for FY 2023/24-2028/29 and the release of the RFP once it is reviewed by the solicitor. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

RELEASE RFP FOR IT SERVICES FY 2023/24- 2028/29- John shared that it is the same scenario for IT Services. John explained that BTA is trying to remain proactive and starting the RFP process early allows for less errors. Joseph Gray made a motion to allow BTA to begin preparing the RFP for IT Services for FY 2023/24- 2028/29 as well as the release of the RFP once it has been reviewed by the solicitor. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

AVAIL SUPPORT AGREEMENT- John explained that this was already approved at the March 2022 Board Meeting as part of the Marketing Plan for FY 2022-2023. This is in regards to live look-in, public wi-fi and cellular services for all of the buses (commuter and local). This agreement would be for a four-year period. BTA will monitor these services and decide after the four-year period if adjustments need to be made to the services provided. BTA did not have a final figure at the time of the approval in March 2022. Now that there is a dollar amount BTA is requesting Board Approval. Joseph Hasychak made a motion to approve the 4-year AVAIL support agreement totaling \$87,409.34. Chris Rearick seconded the motion. Roll call indicated all ayes.

PRT TO OBLIGATE BTA 5307 FUNDS- John shared that 5307 funding is what BTA receives from the region (Pittsburgh Metropolitan Statistical Area- based on the population and density). BTA received 5307 funding a few years ago for a bus and these funds are still sitting “in the queue”. In the meantime, BTA received the CRRSSA funding and BTA was able to purchase a sixth commuter bus with the CRRSSA funding. BTA is required to obligate the 5307 funds every year. John believes there is approximately \$2,515,320 left in the 5307 funding. FTA will not allow BTA to obligate these funds long term (more than three years). In the past John has had Pittsburgh Port Authority (now Pittsburgh Regional Transit) obligate these funds, use the funds and then pay BTA back over a three-year period. John contacted PRT’s grant writer a couple of weeks ago and the grant writer agreed that PRT would be able to arrange to do that again. Because BTA will not have to consider bus replacement until fiscal year 2029 this will work in BTA’s favor. John asked that PRT obligate BTA’s current funds as well as fiscal years 2023, 2024, 2025 and 2026. Then beginning in 2027, 2028 and 2029 PRT will begin to pay back BTA and this will align with when BTA will need to obligate these funds for the purchase of new buses. If these funds are not obligated, then they will disappear. John is trying to ensure that these funds remain obtainable for BTA in the future.

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There was a brief discussion as to how 5307 funds can be used. Joseph Gray made a motion to allow BTA to work with PRT so that BTA's 5307 Funds can be obligated as described. Joseph Hasychak seconded the motion. Roll call indicated all ayes.

FINANCIAL REPORT/STATEMENT- Tiffany presented the August 2022 financial reports. Joseph Hasychak made a motion to approve the August 2022 financial report/statements as presented. Joseph Gray seconded the motion. Roll call indicated all ayes. Tiffany shared that she has already sent the majority of the audit information to the auditors even though the audit does not technically start until September 26, 2022.

APPROVAL OF THE CHECKS- Tiffany asked for approval of check numbers 506 and 507 from the Project checking account. Joseph Hasychak made a motion to approve check numbers 506 and 507 from the Project checking account and Charles Savannah seconded the motion. Roll call indicated all ayes. Tiffany asked for approval of check numbers 27403 through 27526 from the Regular checking account. Joseph Gray made a motion to approve check numbers 27403 through 27526 from the Regular checking account and Joseph Hasychak seconded the motion. Roll call indicated all ayes.

NON AGENDA ITEMS- None.

EXECUTIVE DIRECTORS REPORT- Evening and day-time service trips for August 2022 totaled 14,357. An increase of 2,560 trips from August 2021. Commuter service total trips were 1,201 for August 2022. An increase of 303 trips from August 2021.

Delivery of the MCI Commuter Bus is delayed until the first quarter of 2023. Final price is \$801,068.25.

Rebecca has been reviewing the user agreements for the training room and has approved them. This area will be mainly used by MV Transportation and ANR/BART. Rebecca informed that Board that the agreement mainly states that any damages incurred will be the responsibility of the organization using the facility at the time. The organization will also be responsible for cleaning up after using the area. The agreement also designates what is BTA's property and what is "off limits". These agreements will need signatures from the organizations that wish to use the area.

The next regular scheduled board meeting is Tuesday October 11, 2022 at 5:00pm at the BTA Transit Center Board room at 130 Hollywood Drive.

QUESTIONS FROM MEDIA/VISITORS- None

ADJOURNMENT - Joseph Gray made a motion to adjourn at 10:23am and Joseph Hasychak seconded the motion. Roll call indicated all ayes.