



Jeremy Peterson, CEO

Erie Metropolitan Transit Authority
MINUTES
February 22, 2021

Board Members Present via ZOOM:

Dave Robinson, Chair
Jessica Molczan, Vice Chair

George Willis
Ben Wilson
Ashley Lawson
Lyn Twillie-Darby
Gyan Ghising
Tom Bly, Excused

Staff:

Jeremy Peterson, CEO
Vicky Takach
Dani Duran 2801-2993
Joyce Butts
Erica Nowak 4205
Melissa Gibbons
Chris Gerhart
Ed Torres

Attendance:

Marty H.
Kathy Schaaf
Richard W.
Julie Minich
(814)528-2742
(814)452-2801 EMTA

IN ATTENDANCE VIA ZOOM:

Attorney, Jill Nagy 8574

CALL TO ORDER:

Dave Robinson called the meeting to order at 4:02 p.m.

APPROVAL OF THE AGENDA FOR FEBRUARY 22, 2021:

Dave Robinson called for an amendment to the Agenda. See below AMENDMENT TO THE AGENDA and APPROVAL OF AMENDED AGENDA printed in red.

AMENDMENT TO THE AGENDA:

Add Executive Session after Adjournment. Dave Robinson called for a motion to accept the amendment to the Agenda. Lyn Twillie-Darby made a motion to accept the amendment to the Agenda. Ashley Lawson seconded. All Board Members voted in favor of the amendment to the Agenda. Zero opposed. Motion carried.

APPROVAL OF AMENDED AGENDA:

Dave Robinson called for a motion to approve the amended Agenda. George Willis made a motion to approve the amended Agenda. Jessica Molczan seconded. All Board Members voted in favor of the amendment to the Agenda. Zero opposed. Motion carried.

APPROVAL OF THE MINUTES FOR JANUARY 25, 2021:

Dave Robinson called for the review and approval of the MINUTES from the JANUARY 25, 2021 meeting. George Willis made a motion to approve the MINUTES as printed. Ashley Lawson seconded. Carried unanimously.

PUBLIC COMMENTS:

No public comments were submitted.

*During the Meeting, the following comment was noted.

- Kathy Schaaf wanted to thank Jeremy Peterson and Chris Gerhart for providing an excellent study session for City Council. It was appreciated, there was good insight, and it was a good meeting.

CEO REPORT:

Jeremy Peterson reported the following issues and projects he has been involved with since the last Board Meeting.

- Attended several APTA/PPTA/SAFTI monthly roundtable discussions on issues across the State.
- Close to having a new tower agreement with Erie County 911 Center. Special thanks to Terry Thomson.
- Collective Bargaining agreement reached for the FIXED ROUTE between EMTA and ATU Local 568.
- EMTA and ATU Local 568 will continue to work on the CBA for the LIFT Paratransit Division.
- Meeting with an interested TOD space party.
- Meeting with Andy Serra who helps Transit Agencies around the State with Local Match concerns.
- Meeting with Sharon Knoll about Local Match.
- Jeremy Peterson, Chris Gerhart, and Vicky Takach initiated budget talks.
- The first of monthly meetings was held with PennDOT. Went over current Service Status, Budget Status, Capital, Performance Reviews, and Compliance. ACT 44 Action Items review.
- Meeting with City Council for Study Session. Special thanks to Kathy Schaaf for getting the entire Council together, including the Mayor and his Assistant.
- Jeremy Peterson received a Commendation from the Mayor at our Press Conference on Thursday, February 18th. More information in the Marketing Report.
- Attended the Bayfront Project Meeting, there are no plans for bus pullouts. Jeremy Peterson will address this issue at next month's Bayfront Project Meeting.

SOLICITOR'S REPORT:

Attorney, Jill Nagy reported the following issues and projects she has been involved with since the last Board Meeting.

- ACT 89 Funding Legislation has been circulated.
- Worked with the Executive Director of the House Transportation Committee to answer several questions.
- PennDOT would like all Agencies to provide Financial data in preparation of their lobbying efforts for ACT 89.
- Meeting scheduled for all Transit Agencies on Friday morning.
- PennDOT is engaged in helping the Transit Agencies advocate for the new Legislation. That's very positive.
- Board updates to be given each month.
- Talks with Andy Serra and PennDOT regarding Local Match concerns not just for the City and Millcreek but a lot of our other funding partners. They are very aware of our issues and looking at some potential alternatives for Erie.
- Kudos to PennDOT and Andy Batson who intervened in helping EMTA get a response from FTA.
- Charter status discussed with PennDOT. All the Documents to extend the Charter have been drafted with PennDOT's support.
- Kudos to PennDOT on being very responsive to EMTA's needs.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE:

No report.

FINANCE COMMITTEE:

No report.

Vicky Takach shared the following Finance updates.

- January 2021 financials provided in the Board packets.
- January cash increase.
- Federal Funds received during the month of January. These funds will assist in the shortfall on the LIFT PARATRANSIT side.
- In the month of February our State Funds usually get put on hold until we provide documentation to PennDOT as proof of additional Local Funds.
- FIXED route income statement shows revenue continues to remain low YTD 700,000. Prior year 2.2 million.
- FIXED route total expenses excluding depreciation is 8.5 million. Last year 10.5 million.
The Shortfall where we use our Federal, State, and Local money to fill that gap is currently YTD 7.8 million. Last year 8.3 million.
- LIFT balance sheet shows cash continues to remain very low. Assisting with CARES FUNDS to help the LIFT.
- LIFT income statement revenue is at 1.4 million. Prior year 2.7 million.
- LIFT expenses to date 2.8 million. Last year 3.4 million.
- CARES FUNDS to assist with LIFT shortfall is 972,000.
- Intermodal revenue YTD 124,000. Operating expenses excluding depreciation 131,000. A loss of \$7000 YTD.
- RFP's for annual Audit services have been received and are being reviewed by three (3) Staff members. A recommendation will be made at the next Board Meeting.
- RFP out for the Pension Plan.
- Reminder that the State Ethnic forms need filled out and returned.
Dave Robinson called for a motion to accept the January financials as presented. Ashley Lawson made a motion to accept the January financials as presented. George Willis seconded. All Board Members voted in favor of the January financials as presented. Zero opposed. Motion carries.

Dani Duran reported the following.

- Reviewed the Grant options. As of right now, a lot of Grant opportunities are expired. New Grants will be out in the Spring.
- There is Greenlights Trail and Recreation Grant we may be eligible for. It will be researched to see what is required to apply.

PERSONNEL COMMITTEE:

No report.

MARKETING COMMITTEE:

Police Athletic League (PALS) Press Conference. EMTA donated two (2) LIFT vehicles to the program. Jeremy Peterson, as well as Police Officers, received Commendation from the Mayor.

OPERATIONS COMMITTEE:

Jessica Molczan reported the following update.

- January FIXED route ridership was 47,695.
- February FIXED route ridership 49,782.
- Ridership for Route 22 this past Saturday was 46.
- LIFT ridership is down 65 percent from pre-COVID.
- LIFT ridership for January 6,299 trips.
- Cancellation rate was 7 percent.
- No show rate was 9 percent.
- GECAC & Gertrude Barber Center to reopen incrementally and that should help increase the LIFT ridership.

PLANNING COMMITTEE:

No report.

CHAIRMAN'S REPORT:

Start a strategic planning process as part of our ACT 44 commitments.

Look at the opportunities that are about to be presented to Transit under the new Administration.

Resources to improve other Communities.

OLD BUSINESS:

No old business.

NEW BUSINESS:

No new business.

ADJOURNMENT:

Dave Robinson called for a motion to Adjourn. Lyn Twillie-Darby made a motion to adjourn. Ashley Lawson seconded.

Carried unanimously.

EXECUTIVE SESSION:

The Board held an Executive Session immediately following Adjournment.

The next meeting will be held **March 29, 2021** via ZOOM @ 4:00 p.m.

