



Jeremy Peterson, CEO

Erie Metropolitan Transit Authority
Minutes
March 28, 2022

BOARD MEMBERS present via ZOOM:

Ashley Lawson, Chair
Jessica Molczan, Vice Chair
Lyn Twillie-Darby, Secretary/Treasurer
Ben Wilson
George Willis
Shantel Hilliard
Tom Bly, Excused

STAFF PRESENT:

Jeremy Peterson, CEO
Dave Robinson
Chris Gerhart
Vicky Takach
Joyce Butts
Dani Duran
Matt Sanfilippo
Terry Thomson
Theresa Croll

GUEST ATTENDANCE:

Passle Helminski
Julie Minich
Deb Petroff
Sheila Ellyn Woeger
814.528.2742
Dori K.
Emily Aloiz

IN ATTENDANCE VIA ZOOM:

Attorney, Jill Nagy 8574

CALL TO ORDER:

Ashley Lawson, Chair, called the meeting to order.

APPROVAL OF THE AGENDA FOR MARCH 28, 2022:

Ashley Lawson called for the review and approval of the AGENDA for the MARCH 28, 2022, meeting. George Willis made a motion to approve the AGENDA as printed. Shantel Hilliard seconded. Carried unanimously.

APPROVAL OF THE MINUTES FOR FEBRUARY 28, 2022:

Ashley Lawson called for the review and approval of the MINUTES from the FEBRUARY 28, 2022, meeting. Lyn Twillie-Darby made a motion to approve the MINUTES as printed. George Willis seconded. Carried unanimously.

PUBLIC COMMENTS:

Public Comments received during the meeting from Julie Minich, Passle Helminski, Dori Knoblach.

-Julie Minich **insert Julie Minich comment I received via email here.**

-Passle Helminski, the first E & D meeting was on March 17, 2022 @ 12:00 Noon. The Quality Assurance Committee combined into the Elderly and Disabled meeting, per PennDOT request.

-Dori Knoblach stressed the importance of Sunday service. She urged the board to reconsidered Sunday service.

CEO REPORT:

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

- Meeting with Representative Bob Merski.
- May 9-19, 2022, virtual Triennial review.
- Jeremy Peterson and Dave Robinson attended the City Council study session.

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

- Working with ModeShift to put validators in all buses. This will tell EMTA exactly where passengers board and deboard buses. This will be invaluable in seeking Local match from communities.
- Working with New World Energy on an energy program for EMTA. They would like to do a presentation for us at our April Board Meeting.

SOLICITOR'S REPORT:

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

- Working with Staff on TOD and litigation but nothing to report to the Board at this time.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE:

No report.

A warm welcome to Theresa Croll, HR Director.

Ashley Lawson thanked Jeremy Peterson on behalf of the Board on LIFT contract negotiations.

FINANCE COMMITTEE:

Vicky Takach gave the following update.

- February 2022 Financials provided in the Board packets.

FIXED Route Balance Sheet.

- Cash is down \$1 million.
- No State funds received. Currently on hold from PennDOT until we receive more Local Match.
- Receivables – increased from the prior month. Invoiced Erie School District for second half of service for the remaining school year.
- Receivables Grants – Increased with the delivery of 8 new Gillig buses.
- Total assets \$81 million.
- Accounts Payable – increased with the purchase of the buses.
- Unredeemed is up due to Erie School District contract.
- Grant Advances down due to not receiving state funds.
- Total liabilities like the prior month at \$29 million.
- Net Assets at the end of February 2022 are at \$52 million.

FIXED Route Income Statement.

- Revenue YTD \$1.4 million. Last year \$800,000.
- Expenses YTD less depreciation is \$13 million. \$11.6 million last year. There was an increase in terms of wages, rising fuel costs, and CNG lease.
- Subsidies \$9.4 million. Last year \$9 million.

LIFT Balance Sheet.

- Cash is down due to Lottery, PWD, and medical assistance not being released.
- Total Assets \$27.6 million.
- Total Liabilities \$447,000
- Net Assets \$27 million.

LIFT Income Statement.

- Revenue YTD is \$2.1 million. Last year \$1.5 million
- Expenses YTD \$3 million. Last year \$2.7 million
- Deficit \$900,000. Last year \$1.2 million

INTERMODAL.

- Revenue YTD \$159,446
- Expenses YTD \$177,235.
- Operating loss of \$17,789.

MOTION TO APPROVE FINANCIALS:

Ashley Lawson called for the review and approval of the Financials as presented. George Willis made a motion to approve the Financials as presented. Lyn Twillie-Darby seconded. Carried unanimously.

Statement of financial interest forms are included in the packets with instructions. Those are due by the end of April.

The uniform contract is awarded to Uniform Outfitters for FIXED route drivers. The contract has a value of \$32,000. George Willis recommended Uniform Outfitters for our vendor. Shantel Hilliard seconded the motion. All Board Members voted in favor of the contract. Zero opposed. Motion carries.

PERSONNEL COMMITTEE:

Lyn Twillie-Darby gave the following report.
Welcomed New HR Director Theresa Croll.
Submitted a list of candidate names for the Marketing Director position.
We are on two university platforms called Handshake that will give us diverse applicants.
EMTA is on the Indeed portal.

MARKETING COMMITTEE:

Ben Wilson gave the following update.
Currently working with Lyn Twillie-Darby and Dani Duran to fill the Marketing Director position.

OPERATIONS COMMITTEE:

Jessica Molczan gave the following update.
FIXED route ridership for the month of February 2022 was 76,901 with one new driver. New sign ups take effect on March 26, 2022, with minimal changes.
SHARED ride ridership for February 2022 was 9,912.
Condolences to Bob Lee.

PLANNING COMMITTEE:

No report.

NEGOTIATING COMMITTEE:

Jeremy Peterson received a counter proposal from the Union.

CHAIRMAN'S REPORT:

Ashley Lawson thanked EMTA staff for their continue efforts helping out during the search for an HR Director and Marketing Director.

OLD BUSINESS:

Nothing to report.

NEW BUSINESS:

Nothing to report.

ADJOURNMENT:

Ashley Lawson called for a motion to adjourn. Tom Bly made a motion to adjourn. Lyn Twillie-Darby seconded. Carried unanimously.

The next meeting will be April 25, 2022, via ZOOM @ 4:00 p.m.