



DATE: August 6, 2020
TIME: 7:00 PM
PLACE: Zoom Meeting
PURPOSE: AUGUST BOARD MEETING

REGULAR MONTHLY MEETING
ORDER OF BUSINESS

1. Call to Order
2. Public Comment - Due to COVID-19, all public comment must be submitted in writing prior to the meeting.
3. Approval of Minutes
 - A. Meeting Minutes on July 9, 2020 (Pages 2 - 4)
4. YAMPO Transit Committee
5. Communications
6. Treasurer's Report (Pages 5 - 12)
7. Resolutions
 - A. RESOLUTION 2025 – Authorizing the Award of a Contract for a Software-As-A-Service Platform and Technical Support for the Continuation of our Microtransit Service (Pages 13 - 14)
 - B. RESOLUTION 2026 – Award of Contract for Procurement of Heavy-Duty, CNG Over The Road Coaches (Pages 15 - 16)
8. Old Business
9. New Business
10. Future Procurement Activities
11. Staff Reports
12. Executive Session
13. Adjournment

Next Meeting: Thursday, September 3, 2020



MINUTES OF BOARD MEETING JULY 9, 2020

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by conference call on July 9, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Darlene Brown, Thomas Wilson, Philip Robbins, Annie Strite, Kirk Stoner and Carrie Gray.

Excused: Rich Carson, Keith Martin

Others Attending: Richard Farr, Executive Director; Bonnie Stine, Controller; Michael Bernhardt, Director of Mobility Services; Dwight Huntington, Planning and Procurement Manager; Jenna Reedy, Chief of Staff; Jamie Leonard, Director of Human Resources; Tony Mundy, Maintenance Superintendent; Trevor Manahan, Chief Operating Officer; Monica Young, Management Communications Specialist.

Raymond Rosen called the meeting to order at 7:00PM.

PUBLIC COMMENT:

Victor Manuel Bruno joined the call stating he was on a rabbittransit 6N Bus #153 and he allegedly received medical injuries during his ride. The Board President asked for Victor's phone number which was noted and ensured him that he would receive a follow up call in regard to this matter. An email has been sent to the board identifying the specifics of this incident.

APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on June 11, 2020, was moved by Philip Robbins, seconded by Thomas Wilson and passed unanimously.

YAMPO TRANSIT COMMITTEE:

No business.



COMMUNICATIONS:

Richard Farr discussed the nonrenewal of Lamar bus shelters. We were contacted by Lamar Shelters as our agreement is expiring in August. Lamar is interested in ending the partnership. They are sending us a letter so this will be brought up at the next board meeting.

The RKL NTD Arrangement Letter, Audit Arrangement Letter, Audit Planning Letter are included in the board packet for informational purposes. This is routine for their business practice. The audit contract was just renewed.

TREASURER'S REPORT:

Bonnie Stine reviewed the financial statements for the period ending May 31, 2020. We are almost back to full hours and span of service for fixed route. It is increasing slowly. May was still a free fare boarding month. June does rebound somewhat.

RESOLUTIONS

RESOLUTION 2023 – Authorizing an Amendment to Authority Prescription Drug and Over the Counter Medication

Motion to approve was raised by Thomas Wilson, seconded by Darlene Brown, and passed unanimously.

RESOLUTION 2024 – Renewed Commitment of Central Pennsylvania Transportation Authority's Diversity Statement

Motion to approve was raised by Darlene Brown, seconded by Thomas Wilson and passed unanimously.

OLD BUSINESS:

No old business.

NEW BUSINESS:

No new business.



FUTURE PROCUREMENT ACTIVITIES:

The Consortium RFP for the Statewide Third Party Administrator for the Drug and Alcohol Program will come up in the October/November timeframe, which is a 5-year contract.

STAFF REPORTS:

We are promoting a new safety ride campaign, Let's Ride Together, in an effort to make the public feel more comfortable with riding the buses. We received feedback from an 83N rider that they felt comfortable riding and the process was seamless.

Jamie Leonard reported on employee COVID testing. Two employees tested positive early on. We have had various requests for leave under the Families First Coronavirus Response Act regarding self-quarantine, seeking medical diagnosis. All other employees that have tested for COVID-19 have had negative results. We believe the procedures/measures that we put into place are working well such as monitoring your health, reporting any changes if not feeling well, taking temperature before/after work, washing hands, wearing masks, etc.

Employees that have been recalled from layoff are going through a return to work training.

EXECUTIVE SESSION:

No Executive Session.

Meeting adjourned at 7:30PM.

Next Meeting: Thursday, August 6, 2020

Respectfully Submitted,

Monica Young
Management Communications Specialist
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

**Central Pennsylvania Transportation Authority
Income Statement**

For The Period Ended June 30, 2020

	Period To Date		Year To Date		Budget Variance
	Actual	Current Budget	Actual	Current Budget	
REVENUE					
Operating Revenue	\$ 925,555.68	\$ 1,433,628.00	\$ 15,782,781.55	\$ 17,203,536.00	\$ (1,420,754.45)
Grant/Contract Income	\$ 958,774.11	\$ 1,081,784.00	\$ 11,211,575.35	\$ 12,981,408.00	\$ (1,769,832.65)
TOTAL REVENUE	\$ 1,884,329.79	\$ 2,515,412.00	\$ 26,994,356.90	\$ 30,184,944.00	\$ (3,190,587.10)
EXPENSES					
Wages	\$ 899,711.26	\$ 1,150,194.00	\$ 12,543,917.15	\$ 13,802,328.00	\$ 1,258,410.85
Benefits	\$ 617,162.74	\$ 622,068.00	\$ 7,367,306.02	\$ 7,464,816.00	\$ 97,509.98
Services	\$ 100,525.83	\$ 123,197.00	\$ 1,246,971.02	\$ 1,478,364.00	\$ 231,392.98
Fuel	\$ 123,410.86	\$ 208,895.00	\$ 2,066,427.77	\$ 2,506,740.00	\$ 440,312.23
Tires	\$ 14,054.74	\$ 19,292.00	\$ 174,257.36	\$ 231,504.00	\$ 57,246.64
Parts	\$ 82,694.81	\$ 52,271.00	\$ 594,848.92	\$ 627,252.00	\$ 32,403.08
Materials and Supplies	\$ 5,812.86	\$ 18,300.00	\$ 291,871.26	\$ 219,600.00	\$ (72,271.26)
Utilities	\$ 45,567.69	\$ 54,925.00	\$ 658,775.08	\$ 659,100.00	\$ 324.92
Casualty and Liability Costs	\$ 60,981.39	\$ 62,850.00	\$ 809,872.95	\$ 754,200.00	\$ (55,672.95)
Purchased Transportation	\$ 47,846.88	\$ 165,250.00	\$ 1,698,887.71	\$ 1,983,000.00	\$ 284,112.29
Miscellaneous Expenses	\$ 8,691.64	\$ 16,070.00	\$ 198,757.59	\$ 192,840.00	\$ (5,917.59)
Leases and Rentals	\$ 10,493.98	\$ 10,683.00	\$ 128,600.99	\$ 128,196.00	\$ (404.99)
Passed Through Expenses	\$ 21,634.38	\$ 11,417.00	\$ 162,234.30	\$ 137,004.00	\$ (25,230.30)
TOTAL EXPENSES	\$ 2,038,589.06	\$ 2,515,412.00	\$ 27,942,728.12	\$ 30,184,944.00	\$ 2,242,215.88
TOTAL NON OPERATING GRANT INCOME **	\$ 9,824.28	\$ -	\$ 258,317.41	\$ -	\$ (258,317.41)
TOTAL NON OPERATING GRANT EXPENSES **	\$ 9,824.28	\$ -	\$ 258,317.41	\$ -	\$ (258,317.41)
REE/(EER)	\$ (154,259.27)	\$ -	\$ (948,371.22)	\$ -	\$ (948,371.22)
CAPITAL REVENUES AND EXPENSES					
Capital Grant Income/(Refund)	\$ 40,118.05	\$ -	\$ 6,997,024.20	\$ -	
TOTAL CAPITAL REVENUES AND EXPENSES	\$ 40,118.05	\$ -	\$ 6,997,024.20	\$ -	
REE/(EER)	\$ (114,141.22)	\$ -	\$ 6,048,652.98	\$ -	
NET REE/(EER)	\$ (114,141.22)	\$ -	\$ 6,048,652.98	\$ -	

**Para Demonstration, 3P Ride, FindMyRide, CAT TA

**Central Pennsylvania Transportation Authority
Balance Sheet**

As of June 30, 2020

ASSETS

CURRENT ASSETS			
Unrestricted Cash	\$	6,108,928.31	
Restricted Cash	\$	205,776.61	
Reserved Cash - Capital Projects	\$	-	
Accounts Receivable	\$	6,968,502.91	
Materials & Supplies Inventory	\$	372,714.66	
Prepaid Expenses	\$	497,136.48	
Other Current Assets	\$	-	
TOTAL CURRENT ASSETS			\$ 14,153,058.97
FIXED ASSETS			
Buildings and Improvements	\$	36,643,210.46	
Revenue Equipment	\$	38,414,898.28	
Tools and Equipment	\$	2,418,586.14	
Accumulated Depreciation	\$	(26,996,243.20)	
TOTAL FIXED ASSETS (NET)			\$ 50,480,451.68
TOTAL ASSETS			<u>\$ 64,633,510.65</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
Accounts Payable	\$	549,792.07	
Accrued Leave and Payroll	\$	970,847.93	
Accrued Expenses	\$	85,745.65	
TOTAL CURRENT LIABILITIES			\$ 1,606,385.65
DEFERRED REVENUE			
Revenue Received in Advance	\$	12,071,244.60	
TOTAL DEFERRED REVENUE			\$ 12,071,244.60
OTHER LIABILITIES			
Capital Lease Obligation	\$	-	
Current Notes Payable	\$	-	
Consortium Buses	\$	-	
TOTAL OTHER LIABILITIES			\$ -
NET ASSETS			
Unrestricted Equity	\$	39,132,032.62	
Restricted Equity	\$	15,519.99	
Capital Grants	\$	11,808,327.79	
TOTAL NET ASSETS			\$ 50,955,880.40
TOTAL LIABILITIES AND NET ASSETS			<u>\$ 64,633,510.65</u>

Financial Statement & Statistical Notes for June 2020

- The financial statements, enclosed with these notes, are as of June 30, 2020. This is the final month of fiscal year 2019/2020 and the statements are preliminary, pre-audit reports.
- This month continues to reflect the impact of the COVID-19 pandemic on our operating statistics and financial performance. However, an increase from previous months has been recognized.
 - The performance measurement charts gives a good visual showing costs continuing higher than normal with ridership and revenue much lower than normal.
 - During the month of June 2020, the collection of boarding fares resumed for both fixed route and express services.
 - Service began to return to normal levels of service this month with service almost returning to normal service levels in June 2020.
 - Extraordinary expenditures directly associated to COVID-19 were at \$397,030 as of June 30, 2020.
- Total revenue is 11% under budget.
 - Operating revenues – 35% under budget for June; 8% under budget YTD
 - Divisions or projects who had better than budgeted operating revenue this month are: Microtransit, and the Columbia paratransit division.
 - Grant income – 11% under budget for June; 14% under budget YTD
 - Paratransit divisional losses will be evaluated for subsidy at the close of the fiscal year.
 - We have been utilizing the Federal CARES Act funding in lieu of the State Act 44 to fund our monthly deficit beginning February 2020. The State Act 44 grant funding was reclassified and put back into our reserves to assist with cash flows and future sustainability of the system.
- Total expenses are 19% under budget for June; 7% under YTD
 - Expense categories performing over budget
 - Materials and Supplies (33% over budget YTD)
 - Purchase of additional cleaning supplies for pandemic control.
 - Miscellaneous Expenses (3% over budget YTD)
 - Higher than budgeted training and travel expenditures:
 - ASE Certifications
 - CDL Training
 - NTI Maintenance Leadership
 - Increased utilization of turnpike (tolls)
 - Divisions/projects exceeding expense budget.
 - Geisinger Health Plan – 22%
 - Purchased Transportation
 - This is a fully funded project – revenues will offset or more than offset any expense overages

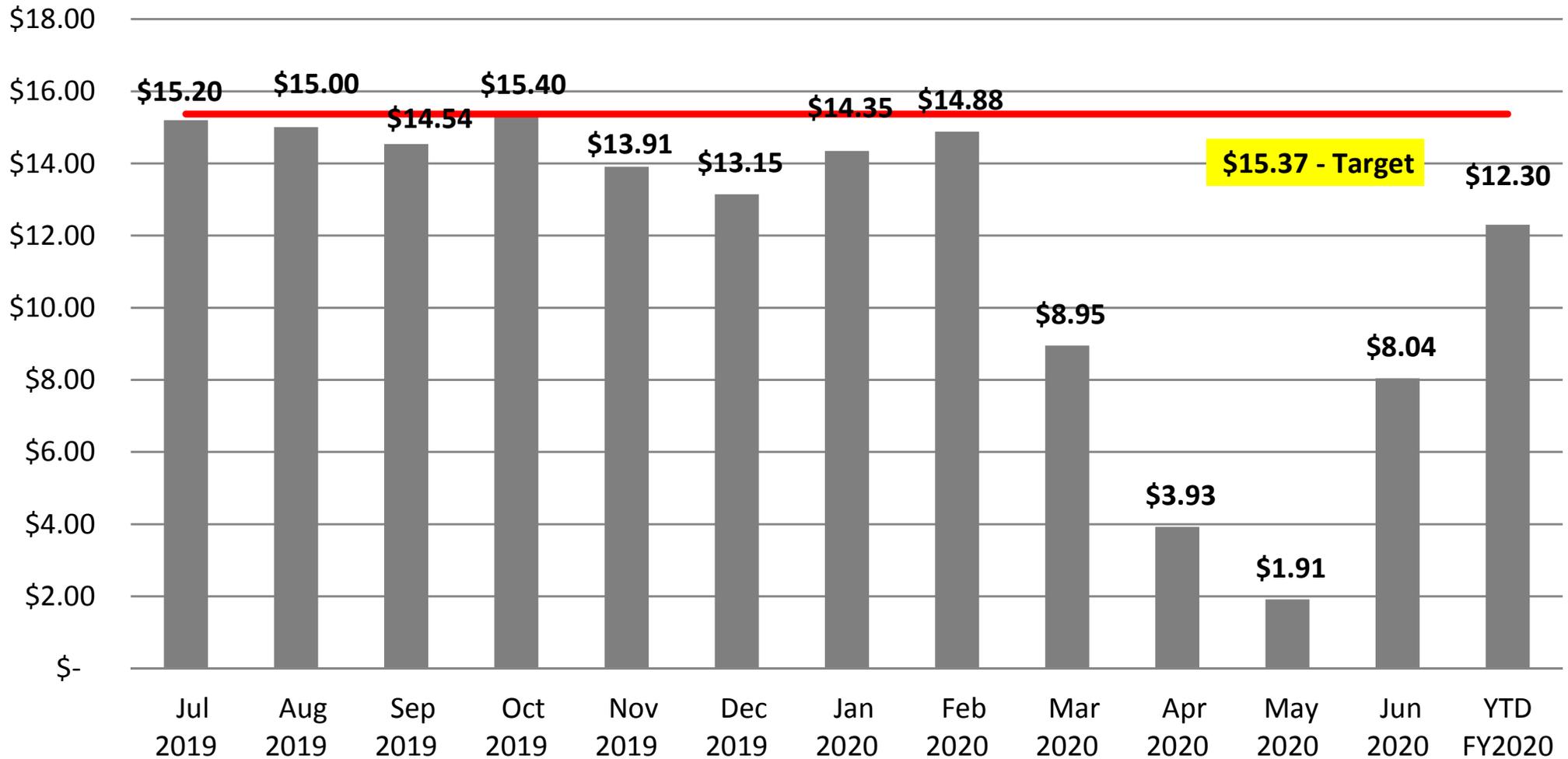
- Microtransit – 62%
 - Wages, benefits, fuel, tires, casualty, cost allocation
 - Election of benefits by more employees in this service than anticipated during budget preparation
 - Higher than budgeted overtime
- Paratransit Division Performance

Division	REE/EER*	Amount	Variance to Budget
York/Adams	EER	(\$1,999,906)	(\$864,489)
Perry	EER	(\$105,450)	(\$34,177)
Montour	REE	\$69,011	(\$81,815)
Union/Snyder	REE	\$24,059	(\$35,397)
Columbia	REE	\$209,667	\$159,333
Cumberland	REE	\$163,149	(\$241,189)
Northumberland	REE	\$437,016	\$13,888
Franklin	REE	\$110,599	(\$5,509)

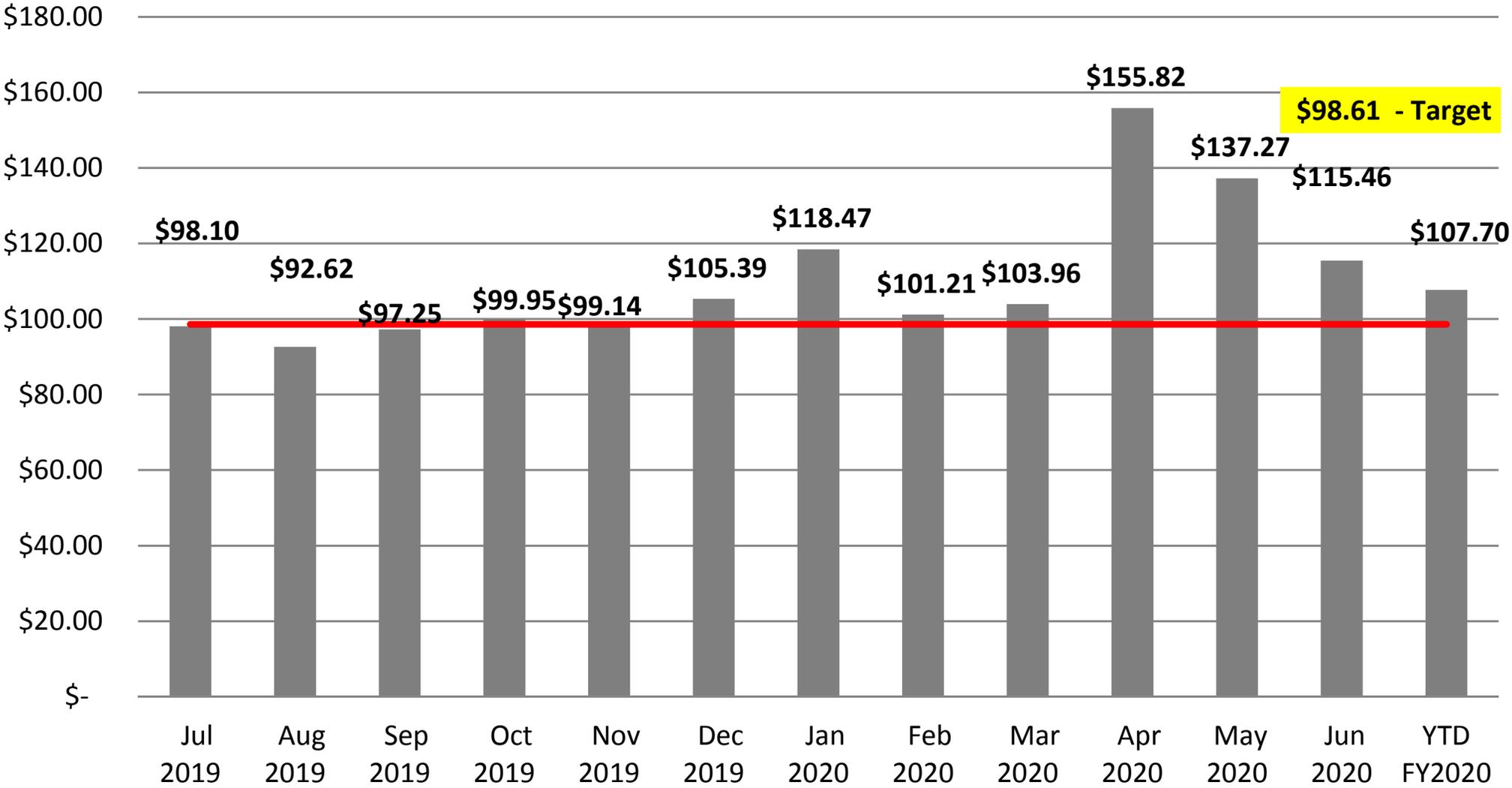
*REE=Revenue in Excess of Expenses (“Profit”); EER=Expenses in Excess of Revenue (“Loss”)

- June 2020 was the 6th full month of the MATP program management for Indiana County
- There have been no draws on the ACNB line of credit.
- Capital purchases for the month of June 2020 totaling \$67,383
 - Zarfoss – Snowguard Retrofit - \$266
 - York Transfer Center Renovation - \$45,850
 - Hanover Shelter - \$7,779
 - Radio Handsets - \$10,975
 - Laptop Installation - \$1,766
 - Call Center/Phone Upgrades - \$113
 - Timeclocks/Cases - \$634
- The PA DOT performance measurement charts have been updated for this fiscal year with the PA DOT targets. None of the four targets will be attained this fiscal year.

Operating Revenue/Revenue Hour

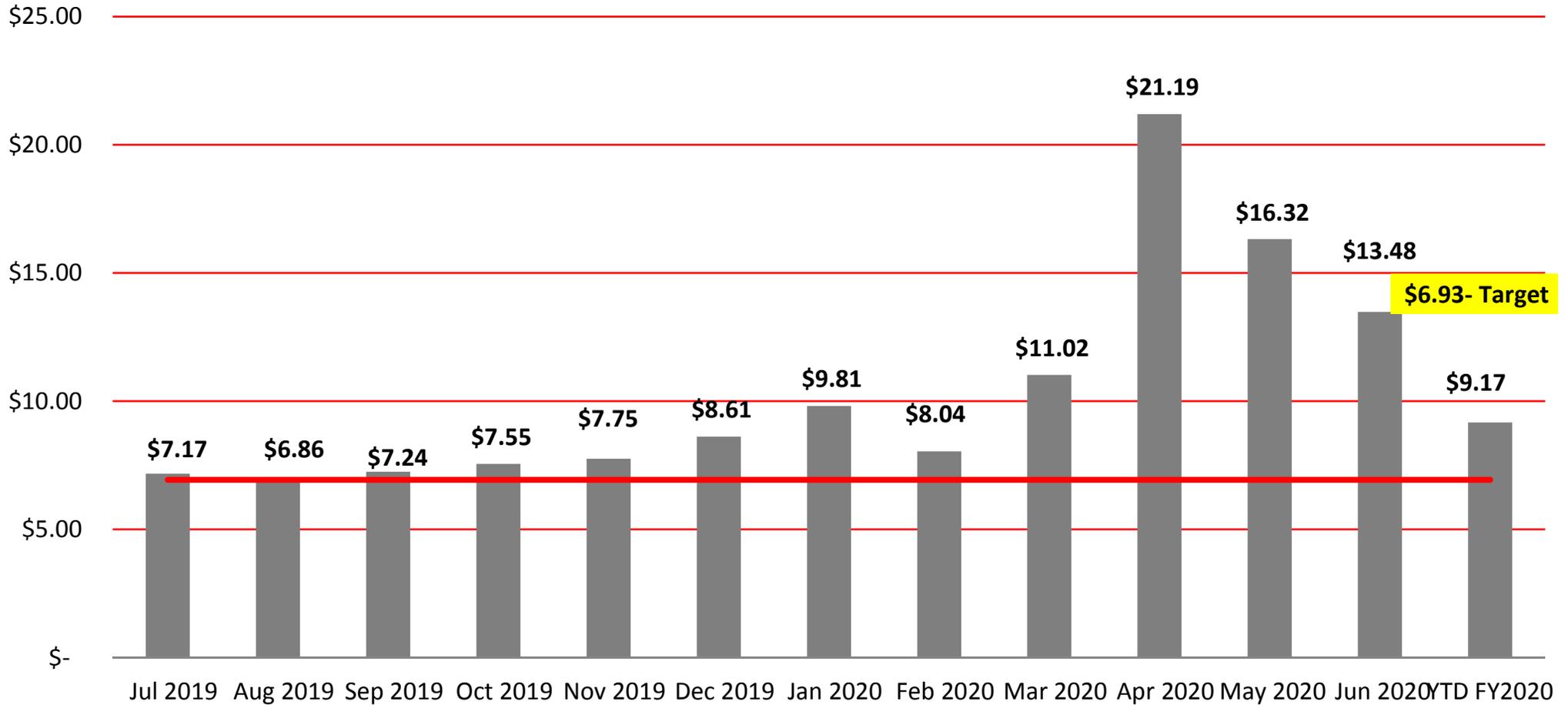


Operating Cost/Revenue Hour

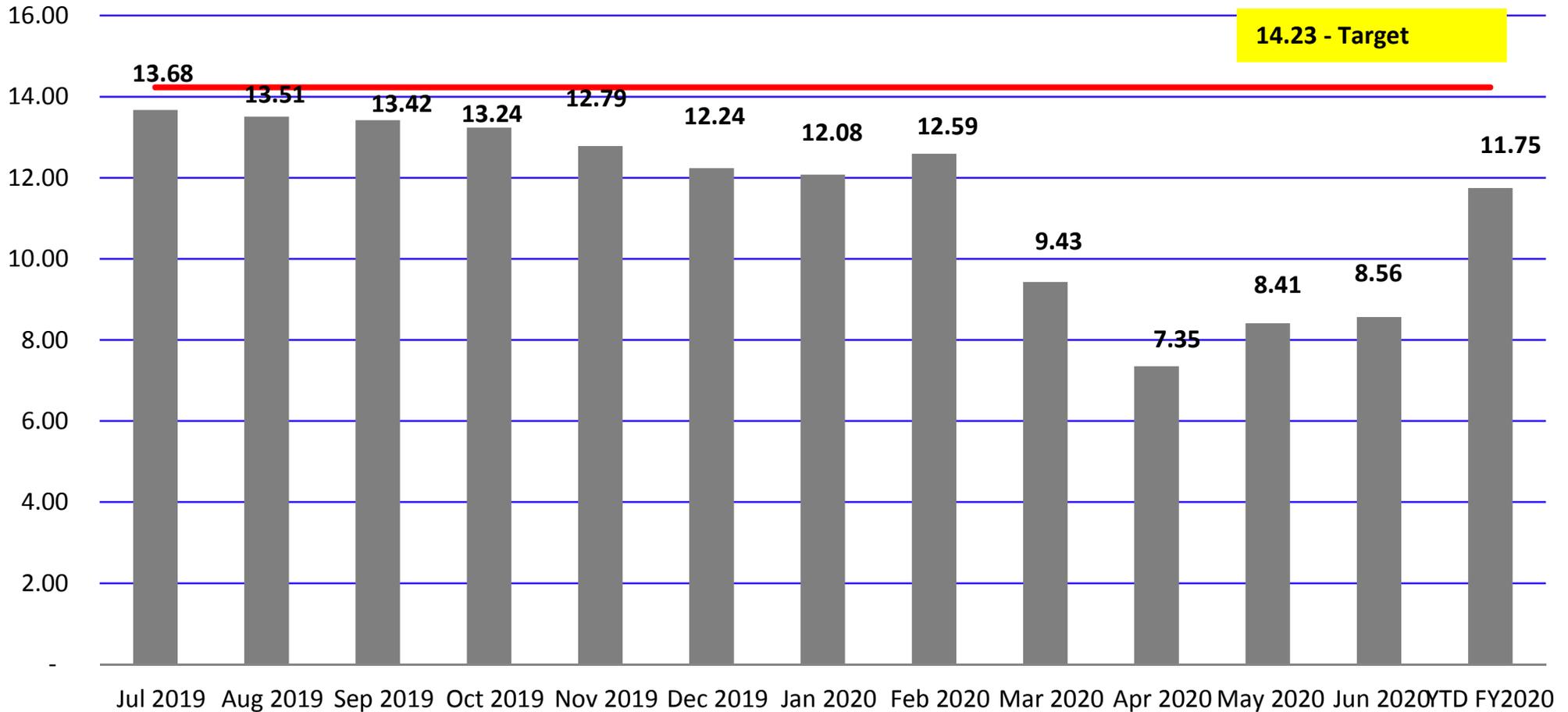


**FY2020 PA DOT target assigned for operating cost/revenue hour is \$98.61. Actual performance should be less than or equal to this target.

Operating Cost/Passenger



Passengers/Revenue Hour



RESOLUTION NO. 2025

AUTHORIZING THE AWARD OF A CONTRACT FOR A SOFTWARE-AS-A-SERVICE PLATFORM AND TECHNICAL SUPPORT FOR THE CONTINUATION OF OUR MICROTRANSIT SERVICE

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) conducted a pilot project of our “Stop Hopper” Microtransit Service over the past two years to evaluate the viability of that unique service model in meeting the needs of the public, and,

WHEREAS, the Central Pennsylvania Transportation Authority has found it beneficial in adapting to and addressing the needs of the community while embracing new technology and expanding the Authority’s mobility options, and

WHEREAS, the Central Pennsylvania Transportation Authority’s current agreement with TransLoc will conclude on November 1, 2020, and

WHEREAS, a Request For Proposals was released on May 25, 2020 seeking qualified proposals for a five (5) year contract to provide a software-as-a-service (SaaS) platform and provide technical support for the agency’s microtransit services, and,

WHEREAS, seven responsive proposals were received and each was scored according to published criteria by a committee of staff from CPTA, and,

WHEREAS, the firm Via Mobility, LLC. was judged to be the best value by that committee,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority to award a contract to Via Mobility, LLC in an amount not to exceed \$120,000.00 for the implementation of their proposed solution consistent with the requirements of the Request for Proposals.

**CERTIFICATION OF OFFICERS
OF
CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on August 6, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION NO. 2025

AUTHORIZING THE AWARD OF A CONTRACT FOR A SOFTWARE-AS-A-SERVICE PLATFORM AND TECHNICAL SUPPORT FOR THE CONTINUATION OF OUR MICROTRANSIT SERVICE

Fact Sheet:

- The “Stop Hopper” service began piloting microtransit on-demand service in August of 2018 with the goal statement as follows: To create a transit system that adapts to and addresses the needs of the community through embracing of emerging technology while reducing costs and improving the diversity of the mobility ecosystem.
- The “Stop Hopper” service was defined to two geographic areas with a unique service model per each area. One was established to test the viability of microtransit in a “first and last mile” scenario, where it serves to connect a larger geographic area to our existing fixed route system. A second instance of microtransit was operated in an area beyond our fixed route service as a means to evaluate the corridor for potential expansion of the fixed route system.
- Through the “Stop Hopper” service, CPTA has been able to offer over 22,000 rides since the inception of the program with stable and sustained ridership of approximately 65 riders per day. These riders are beyond the reach of traditional fixed route public transportation services and, generally, do not qualify for other available service such as paratransit.
- The ridership activity and associated trip data has assisted in future fixed route planning models as well as offered flexibility to reduce the impact on riders during the revision of the Route 1E fixed route when the Pleasant Acres Rd. at East Market St. bridge was weight posted.
- Scoring of the proposals was based on evaluation of four criterion: qualifications, technical approach, deployment plan, and pricing by a committee comprised of CPTA staff. Scores for each submitting firm are identified below in order of total overall score.

Vendor	Total Score
Cityway	406
Ecolane	290
HBSS	361
RideCo	343
SpareLabs	303
TransLoc	406
Via Mobility	467

- Cost proposals ranged from \$84,000.00 to \$262,209.00 for all five years. All five evaluators ranked Via Mobility as their top choice. Via Mobility bid was \$118,000.00 (2nd lowest) and we added \$2,000.00 for any potential accessories that may be required.

RESOLUTION NO. 2026

**AWARD OF CONTRACT FOR PROCUREMENT OF
HEAVY-DUTY, CNG OVER THE ROAD COACHES**

WHEREAS, the Central Pennsylvania Transportation Authority currently has several “Express” coaches that will be eligible for replacement, and,

WHEREAS, the Central Pennsylvania Transportation Authority participated in a Joint Procurement with Beaver County Transit Authority, Butler Transit Authority and the Westmoreland County Transit Authority in issuing a Request For Proposals for programmed replacement of those vehicles, and,

WHEREAS, proposals for production of vehicles was opened on June 19, 2020, DST, and,

WHEREAS, one firm: Motor Coach Industries, Inc. (MCI) responded with a responsive and responsible bid, and,

WHEREAS, the Central Pennsylvania Transportation Authority desires to have one bus produced in 2021, the first year of the contract, and three buses in 2025, the fifth year of the contract, subject to availability of federal, state and local funds, and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Pennsylvania Transportation Authority award a contract to Motor Coach Industries, Inc., for the construction of Heavy-Duty, CNG Over The Road Coaches the price of each not to exceed the Base Cost of \$775,000.00 plus Escalation Cost as illustrated in the Fact Sheet on the reverse.

CERTIFICATION OF OFFICERS

OF

CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on August 6, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION NO. 2026

AWARD OF CONTRACT FOR PROCUREMENT OF HEAVY-DUTY, CNG OVER THE ROAD COACHES

FACT SHEET

- This project is similar to the last procurement in 2013 where Beaver County Transit Authority (BCTA) was the lead agency in the procurement of our “Express-type” vehicles.
- One of our express coaches is eligible for replacement in 2021 and another three in 2025. The replacement of these vehicles is part of the Capital Plan and are programmed replacements. These vehicles will be purchased with Federal, State and Local monies.
- This contract is for four vehicles over the 5-year contract period and all will be CNG.
- Base year prices are established for 2021 and all subsequent years will be priced according to the escalation clause of Cost + Index. The Index is the percentage change in the Producer Price Index for Heavy Duty Truck Mfg. of 33,001 lbs. or more as published by the U.S. Department of Labor, Bureau of Labor Statistics.

Formula for calculating percentage price increase is:

$$\frac{\text{PPI Future Award Month} - \text{PPI Year 1 Award Month}}{\text{PPI Year 1 Award Month}} \times 100 = \text{\% Change of PPI} \times \text{First Year Unit Bid Price} = \text{Increase in the Unit Bid Price of the Future Orders}$$

- We have several MCI coaches in service now and having MCI as the builder will also help us with parts inventory and related costs. They have a good reputation in the industry.
- Base Price for each bus is \$744,208.30. We anticipate an additional \$5,000.00 in optional equipment bringing the total to \$749,208.30, and have left a small amount for contingencies, (for example: a driver’s barrier), yielding the not to exceed figure of \$775,000.00.