



**DATE: November 5, 2020**

**TIME: 7:00 PM**

**PLACE: Zoom Meeting**

**PURPOSE: NOVEMBER 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 October 8, 2020 (Pages 2 - 5)
4. YAMPO Transit Committee
5. Communications
6. Treasurer's Report (Pages 6 - 14)
7. Resolutions
  - A. RESOLUTION 2029 – Approving a Contract for a Third-Party Administrator of the Authority's Drug and Alcohol Program (Pages 15 - 16)
  - B. RESOLUTION 2030 – Accepting Annual Report of Authority Auditors (Page 17)
  - C. RESOLUTION 2031 – Establishing Board Meeting Calendar for 2021 (Page 18)
8. Old Business
9. New Business
  - A. CARES Act Capital Projects
10. Future Procurement Activities
  - A. Driver Barrier RFP
11. Staff Reports
  - A. Free Fare for Election Day
12. Executive Session
13. Adjournment

Next Meeting: Thursday, December 3, 2020



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## MINUTES OF BOARD MEETING OCTOBER 8, 2020

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on October 8, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Darlene Brown, Thomas Wilson, Annie Strite, Philip Robbins, Richard Carson and Keith Martin.

Excused: Carrie Gray, Kirk Stoner

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; Miguel Aciri-Rodriguez, Business Development and Customer Service Manager

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

### PUBLIC COMMENT:

No public comment.

### PUBLIC HEARING:

The Program of Projects FFY21 stands as presented.

### APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on August 6, 2020, was moved by Thomas Wilson, seconded by Richard Carson and passed unanimously.

### YAMPO TRANSIT COMMITTEE:

No business.



### COMMUNICATIONS:

We were excited to receive the NTD 2019 Closeout Letter as a lot of work goes into this.

Thomas Wilson's Reappointment Letter from the Office of the Adams County Commissioners was received with an effective term of September 1, 2020 to August 31, 2025.

### TREASURER'S REPORT:

Bonnie Stine reviewed the financial statements for the period ending August 31, 2020. There was one performance measurement attained this month, which was operating cost per revenue hour. As of September 30, we have spent approximately \$625,000 on COVID expenses. Microtransit is still performing better than last year and one of our only services not affected by the pandemic. Discussed the RKL audit.

### RESOLUTIONS

RESOLUTION 2027 – Approving the Revising of the Central Pennsylvania Transportation Authority Hiring and Maintenance of Essential Requirements (Retention) and Employment Qualifications/Driver Policy

Motion to approve was raised by Richard Carson, seconded by Keith Martin, and passed unanimously.

This is an update of changes that came down from the State Association for Transit Insurance (SAFTI) for operators that are under the age of 25. We also edited it to say that we prefer a high school diploma as we had the pilot of hiring those without.

RESOLUTION 2028 – Award of Contract for Bus Line Inspection and Audit Services

Motion to approve was raised by Darlene Brown, seconded by Philip Robbins and passed unanimously.

There are a number of fixed route and paratransit vehicle replacements scheduled and it is a federal requirement that when we have vehicles that need purchased in quantities of ten or more they must meet certain specifications.

### OLD BUSINESS:

No old business.



### NEW BUSINESS:

No new business.

### FUTURE PROCUREMENT ACTIVITIES:

Dwight Huntington gave an update stating that the Driver Barrier RFP led by maintenance is out to bid right now. Every year there is a Parts IFB and this year we included fluids. There will be a resolution for both of these items at the December board meeting. We will have a resolution for the Statewide Drug and Alcohol RFP at the next board meeting.

### STAFF REPORTS:

Paratransit survey results were reviewed by Miguel Aciri-Rodriguez. 1,367 surveys were distributed with a response rate of 35.6% equaling 488 responses. The survey was taken over a month period. Overall satisfaction of those who took the survey was 54%. The median age of the responders was 41-64. 62% of those who responded were females and 38% were male. 97.3% speak English, 1.7% speak Spanish and 2.5% speak other. Most riders have been riding for 3+ years. Areas of success and areas of opportunity were discussed along with an action plan relative to the management work plan. Percent of ridership by county was displayed.

Jenna Reedy mentioned upcoming events. Today, we hosted a hiring event for FedEx Ground at the Transfer Center. On October 26, we will be launching the Via platform for the Stop Hopper. The virtual TPOM meeting will be held on October 27, which is an advisory group that has met in individual counties but this meeting will be all counties, providing a rider update. An election flyer has been distributed on fixed route and paratransit vehicles. The Adams County Giving Spree, an online giving platform, takes place on November 5. November 11 is Veterans Day. We are ramping up our marketing and promoting veterans' employment. rabbittransit is hosting an employer forum with the York County Economic Alliance (YCEA) and the Harrisburg Chamber for a proposed corridor funded with Congestion Mitigation Air Quality (CMAQ) funding.

Since the beginning of COVID, we have had 5 employees that have tested positive. In the last two weeks we have seen an increase in the number of employees being tested, but they have been negative. The flu shot incentive was discussed. Today, we had a flu shot clinic onsite with 51 participants. Vouchers have also been distributed to the other counties.



EXECUTIVE SESSION:

No executive session.

Meeting adjourned at 7:53PM.

Next Meeting: Thursday, November 5, 2020

Respectfully Submitted,

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Monica Young  
Management Communications Specialist  
Central Pennsylvania Transportation Authority

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Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

## Financial Statement & Statistical Notes for September 2020

- The financial statements, enclosed with these notes, are as of September 30, 2020. This is the end of the 1<sup>st</sup> Quarter of fiscal year 2020/2021 and the sixth month under the Pennsylvania COVID-19 Emergency Proclamation.
  - The presented financial statements have been updated for the adopted fiscal year 2021 budget.
    - The budget is entered into the statements using 1/12 of the total budget monthly.
    - The adopted budget was prepared pre-COVID-19 and does not reflect any anticipated impacts to the Authority.
- This month continues to reflect the ongoing impact of the COVID-19 pandemic on our operating statistics and financial performance.
  - Our different service modes are experiencing a drop in ridership of between +2% (Microtransit) and -87% (Express North – 83North) with an average decrease of 44%.
    - Only service mode showing an increase in ridership is the Stop Hopper microtransit service
    - Varying paratransit agencies (i.e. – Workshops) are beginning to offer services in some of our divisions.
  - The performance measurement charts gives a good visual showing costs continuing higher than normal per passenger due to lower than normal passengers per revenue hour. There was one metric attained this month – operating cost per revenue hour.
  - We are continuing to not use subcontractors for paratransit trips, unless it is the most reasonable option
    - Normally, about 7% of all paratransit trips are subcontracted; however, currently, only 0.2% of the trips are being subcontracted.
- Total revenue is 24% under budget.
  - Operating revenues – 4% over budget for September; 4% under budget YTD
  - Grant income – 41% under budget for September; 40% under budget YTD
    - Paratransit divisional losses will be evaluated for subsidy at the close of the fiscal year.
    - We continue to utilize the Federal CARES Act funding in lieu of other operating funds to cover our monthly deficit. All other operating funds are available for future use to assist with cash flows and future sustainability of the system.
- Total expenses are 21% under budget for September; 22% under budget YTD
  - There were no major expense categories exceeding the expense budget, with the exception of Passed Through Expenses.
    - This category is used for the MATP program mileage reimbursements. It is fully covered through our funding agreement with Department of Human Services.

- Paratransit Division Performance

Division	REE/EER*	Amount	Variance to Budget
York/Adams	EER	(\$503,623)	(\$499,920)
Perry	EER	(\$5,807)	(\$5,807)
Montour	REE	\$18,938	\$15,235
Union/Snyder	EER	(\$10,062)	(\$10,061)
Columbia	REE	\$60,372	\$60,372
Cumberland	REE	\$1,692	\$1,693
Northumberland	REE	\$146,336	\$146,337
Franklin	REE	\$23,694	\$23,694

\*REE=Revenue in Excess of Expenses ("Profit"); EER=Expenses in Excess of Revenue ("Loss")

- Even with the dismal ridership, a paratransit division could have revenue in excess of expenses based on their mix of trip rates and division expenditures.
- There have been no draws on the ACNB line of credit.
- Capital purchases for the month of September 2020 total \$111,340
  - Tablet Mounts for Vehicles - \$534
  - (2) Scan Tools (York and Cumberland) - \$5,998
  - Non-Revenue Vehicle for Building Maintenance - \$297
  - Non-Revenue Vehicles for Operations - \$92,638
  - Operations/Dispatch Area Furniture for Distancing (York and Northumberland) - \$7,950
  - Call Center/Phone Upgrades - \$112
  - (2) Backpack Sprayers - \$3,273
  - Timeclocks/Cases - \$538
- Over \$675,000 of Federal CARES Act funds have been used for direct COVID-19 supplies (PPE, disinfecting solutions, etc.) and directly related capital items (cleaning equipment, barriers and security items) in addition to subsidizing operating deficits.

**Central Pennsylvania Transportation Authority**  
**Income Statement**

For The Period Ended September 30, 2020

		Period To Date		Year To Date		Budget Variance
		Actual	Current Budget	Actual	Current Budget	
REVENUE						
	Operating Revenue	\$ 1,196,597.50	\$ 1,156,239.00	\$ 3,333,746.49	\$ 3,468,717.00	\$ (134,970.51)
	Grant/Contract Income	\$ 921,228.97	\$ 1,553,858.00	\$ 2,820,607.79	\$ 4,661,574.00	\$ (1,840,966.21)
TOTAL REVENUE		\$ 2,117,826.47	\$ 2,710,097.00	\$ 6,154,354.28	\$ 8,130,291.00	\$ (1,975,936.72)
EXPENSES						
	Wages	\$ 973,011.87	\$ 1,222,028.00	\$ 2,951,220.00	\$ 3,666,084.00	\$ 714,864.00
	Benefits	\$ 593,090.35	\$ 686,042.00	\$ 1,768,564.40	\$ 2,058,126.00	\$ 289,561.60
	Services	\$ 100,967.82	\$ 145,075.00	\$ 286,889.69	\$ 435,225.00	\$ 148,335.31
	Fuel	\$ 163,539.13	\$ 209,192.00	\$ 471,261.99	\$ 627,576.00	\$ 156,314.01
	Tires	\$ 16,488.49	\$ 15,436.00	\$ 36,439.51	\$ 46,308.00	\$ 9,868.49
	Parts	\$ 40,648.63	\$ 50,445.00	\$ 104,728.33	\$ 151,335.00	\$ 46,606.67
	Materials and Supplies	\$ 16,763.47	\$ 25,880.00	\$ 76,925.77	\$ 77,640.00	\$ 714.23
	Utilities	\$ 45,555.31	\$ 59,284.00	\$ 135,943.99	\$ 177,852.00	\$ 41,908.01
	Casualty and Liability Costs	\$ 79,020.27	\$ 69,766.00	\$ 209,816.27	\$ 209,298.00	\$ (518.27)
	Purchased Transportation	\$ 60,960.28	\$ 178,532.00	\$ 190,931.09	\$ 535,596.00	\$ 344,664.91
	Miscellaneous Expenses	\$ 21,194.23	\$ 21,438.00	\$ 50,514.90	\$ 64,314.00	\$ 13,799.10
	Leases and Rentals	\$ 10,578.98	\$ 10,881.00	\$ 32,168.76	\$ 32,643.00	\$ 474.24
	Passed Through Expenses	\$ 25,878.85	\$ 13,830.00	\$ 56,496.23	\$ 41,490.00	\$ (15,006.23)
TOTAL EXPENSES		\$ 2,147,697.68	\$ 2,707,829.00	\$ 6,371,900.93	\$ 8,123,487.00	\$ 1,751,586.07
TOTAL NON OPERATING GRANT INCOME **		\$ 26,964.74	\$ -	\$ 55,797.27	\$ -	\$ (55,797.27)
TOTAL NON OPERATING GRANT EXPENSES **		\$ 26,964.74	\$ -	\$ 55,797.27	\$ -	\$ (55,797.27)
REE/(EER)		\$ (29,871.21)	\$ 2,268.00	\$ (217,546.65)	\$ 6,804.00	\$ (224,350.65)
CAPITAL REVENUES AND EXPENSES						
	Capital Grant Income/(Refund)	\$ 111,339.83	\$ -	\$ 300,546.71	\$ -	
TOTAL CAPITAL REVENUES AND EXPENSES		\$ 111,339.83	\$ -	\$ 300,546.71	\$ -	
REE/(EER)		\$ 81,468.62	\$ 2,268.00	\$ 83,000.06	\$ 6,804.00	
NET REE/(EER)		\$ 81,468.62	\$ 2,268.00	\$ 83,000.06	\$ 6,804.00	

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



**Central Pennsylvania Transportation Authority**  
**Balance Sheet**

As of September 30, 2020

**ASSETS**

**CURRENT ASSETS**

Unrestricted Cash	\$ 5,722,644.59
Restricted Cash	\$ 262,108.75
Reserved Cash - Capital Projects	\$ -
Accounts Receivable	\$ 9,074,560.65
Materials & Supplies Inventory	\$ 375,856.43
Prepaid Expenses	\$ 587,822.36
Other Current Assets	\$ -

TOTAL CURRENT ASSETS		\$	16,022,992.78
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**FIXED ASSETS**

Buildings and Improvements	\$ 36,798,076.57
Revenue Equipment	\$ 38,536,211.20
Tools and Equipment	\$ 2,451,955.63
Accumulated Depreciation	\$ (26,996,243.20)

TOTAL FIXED ASSETS (NET)		\$	50,790,000.20
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TOTAL ASSETS		\$	<u>66,812,992.98</u>
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**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Accounts Payable	\$ 626,783.09
Accrued Leave and Payroll	\$ 932,423.75
Accrued Expenses	\$ 72,341.22

TOTAL CURRENT LIABILITIES		\$	1,631,548.06
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**DEFERRED REVENUE**

Revenue Received in Advance	\$ 14,149,433.51
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TOTAL DEFERRED REVENUE		\$	14,149,433.51
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**OTHER LIABILITIES**

Capital Lease Obligation	\$ -
Current Notes Payable	\$ -
Consortium Buses	\$ -

TOTAL OTHER LIABILITIES		\$	-
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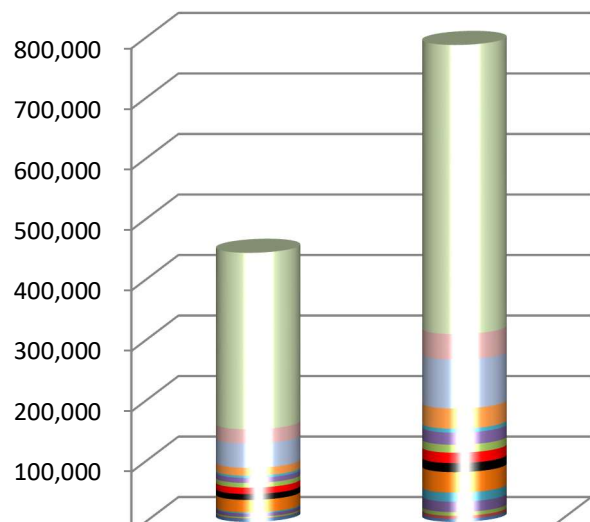
**NET ASSETS**

Unrestricted Equity	\$ 39,208,163.63
Restricted Equity	\$ 15,519.99
Capital Grants	\$ 11,808,327.79

TOTAL NET ASSETS		\$	51,032,011.41
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TOTAL LIABILITIES AND NET ASSETS		\$	<u>66,812,992.98</u>
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## OPERATIONS – October



	YTD FY2021	YTD FY2020
FR York	291,599	477,747
Cumberland	23,478	42,225
York/Adams	40,236	80,701
Freedom Transit	13,101	33,460
Montour	3,619	6,536
Union/Snyder	8,322	19,971
Perry	7,739	13,117
Franklin	10,548	17,233
Columbia	9,706	14,920
Northumberland	20,512	33,727
Express North	2,028	15,198
FR Hanover	5,640	17,096
Express South	2,387	6,196
Express 15 North	818	5,188
Microtransit	4,915	4,830

## MAINTENANCE – October Preventative Maintenance

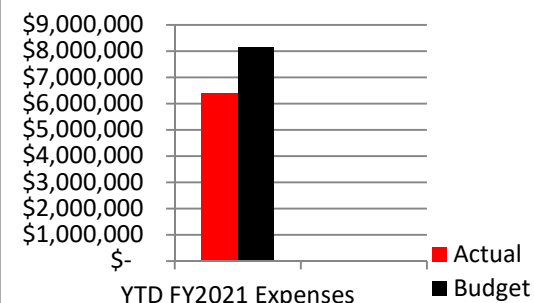


155 PMs Complete; 0 Overdue  
 York – 68 Completed; 0 Overdue  
 Adams – 10 Completed; 0 Overdue  
 Cumberland – 16 Completed; 0 Overdue  
 Northumberland – 19 Completed; 0 Overdue  
 Franklin – 7 Completed; 0 Overdue  
 Columbia – 4 Completed; 0 Overdue  
 Montour – 2 Completed; 0 Overdue  
 Union/Snyder – 17 Completed; 0 Overdue  
 Perry – 12 Completed; 0 Overdue

### Road Calls:

	Oct 2020	YTD FY2021	Oct 2019	YTD FY2020
Mechanical	8	46	7	18
Non-Mech.	17	91	47	195

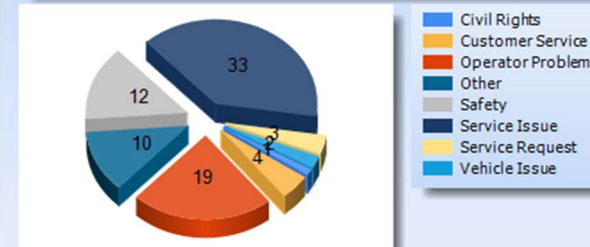
## FINANCE – September



## CUSTOMER COMPLAINTS – October

### Count distribution by Category

84 Total Complaints



	Oct 2020	YTD FY2021	Oct 2019	YTD FY2020
Total Complaints	84	299	144	503

## SAFETY – October

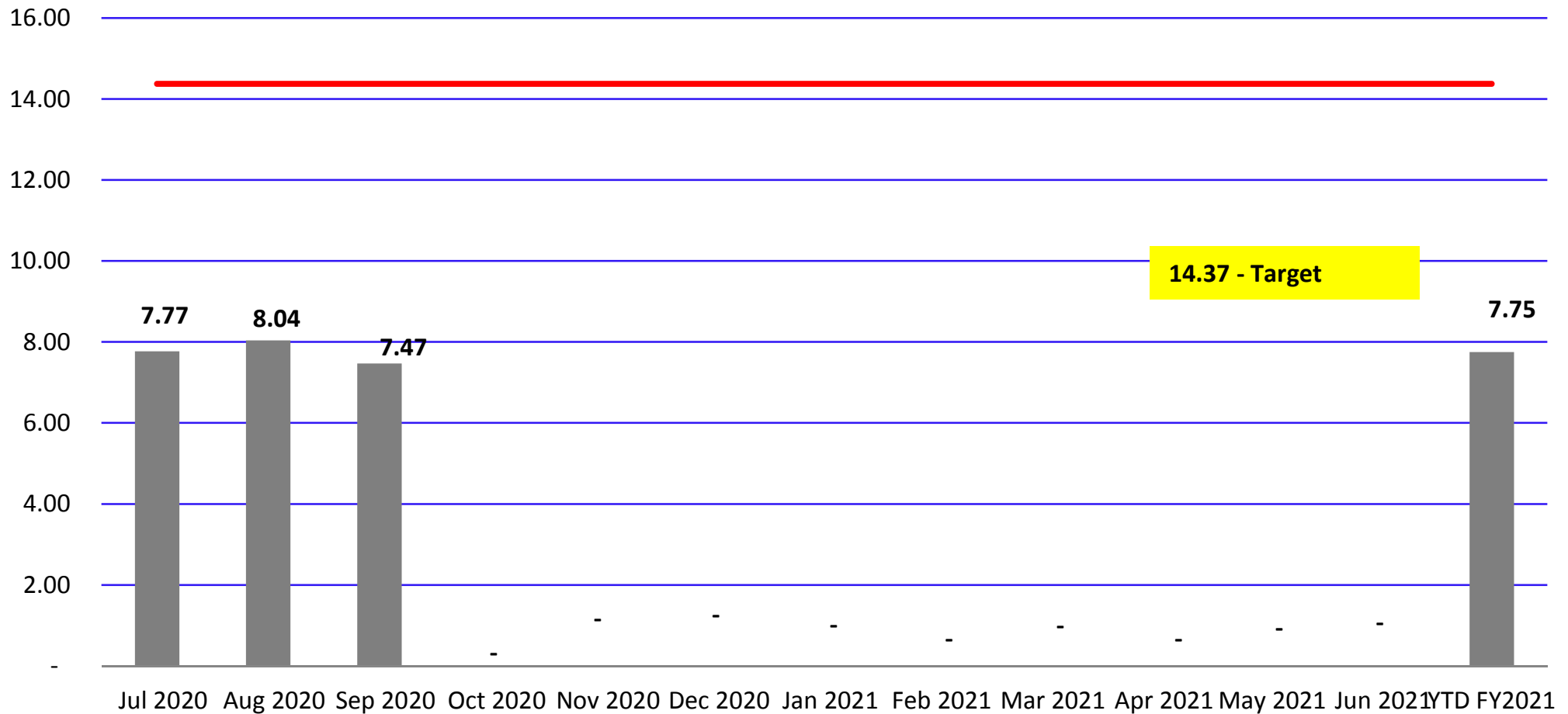
	Oct 2020	YTD FY2021	Oct 2019	YTD FY2020
Preventable	9	30	12	50
Non-Preventable	7	15	8	31
Passenger Injury	2	6	3	10
Employee Injury	2	6	0	6

## MARKETING – October

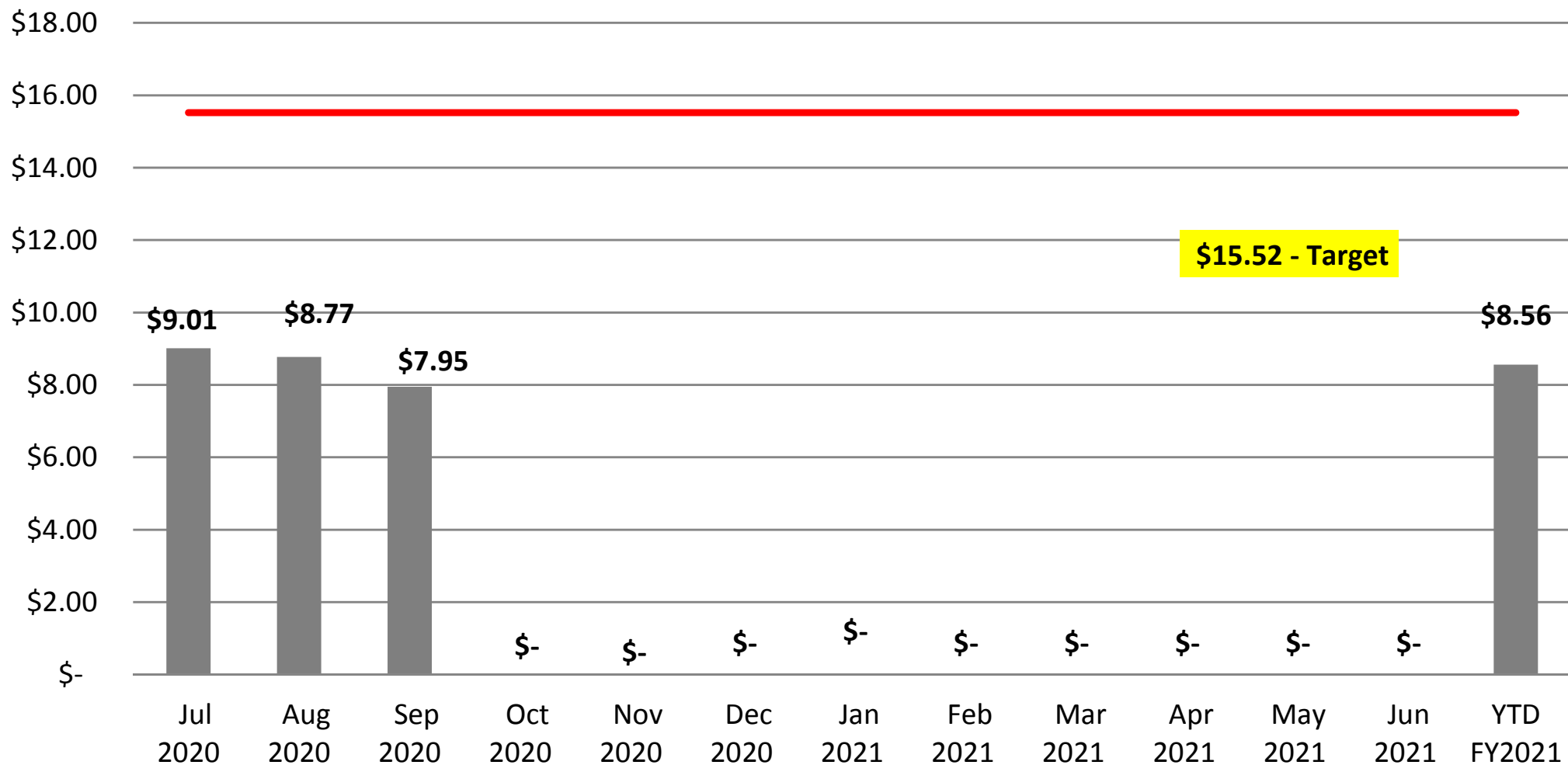
	Oct 2020	YTD FY2021	Oct 2019	YTD FY2020
PR Exposures	1	11	9	35
Outreaches	0	0	11	39
Pageviews	46,475	188,937		
Unique Pageviews	35,580	142,717		
Bikes	805	3,357	1,222	5,358

\*\*New website launched 2/2020

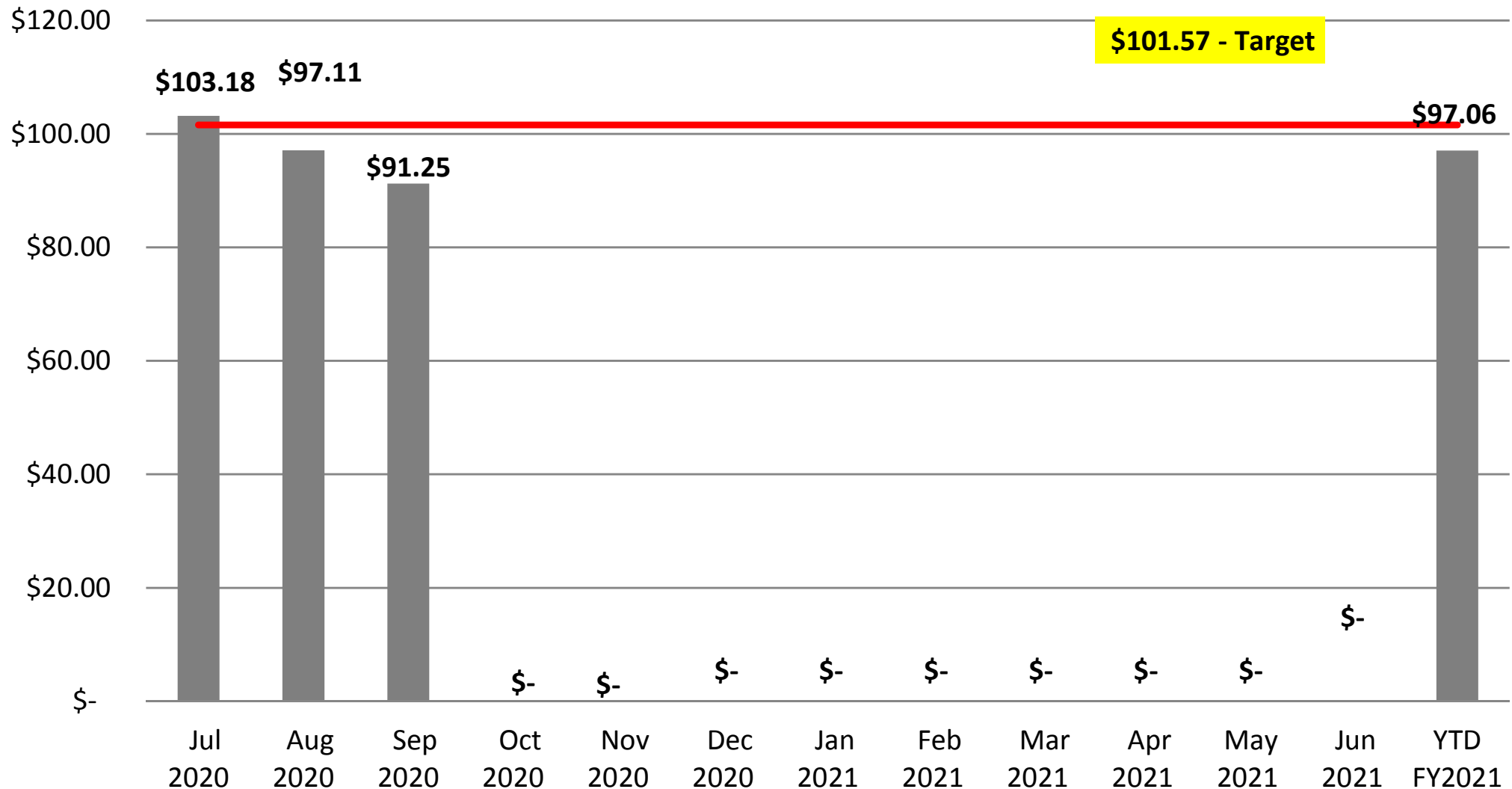
## Passengers/Revenue Hour



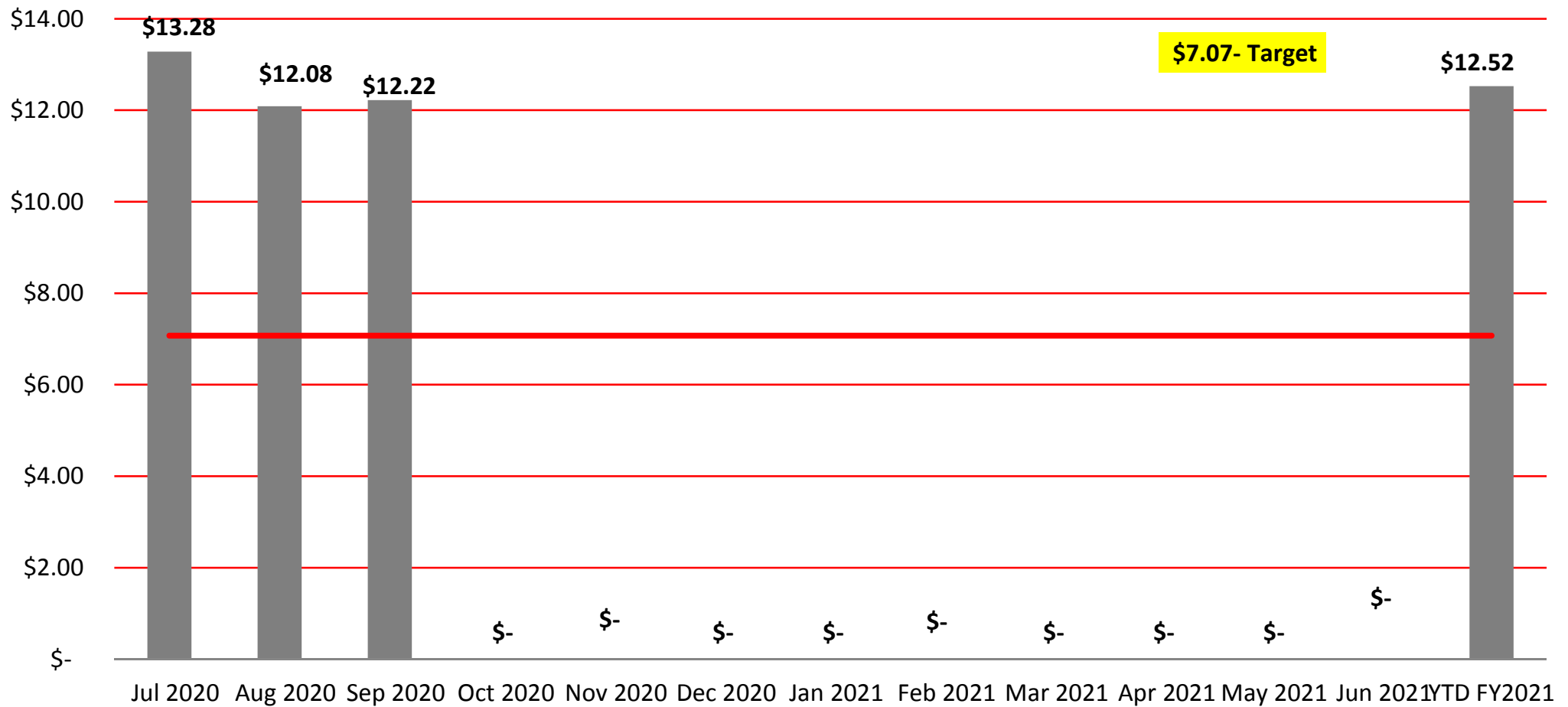
# Operating Revenue/Revenue Hour



# Operating Cost/Revenue Hour



## Operating Cost/Passenger



**RESOLUTION NO. 2029**

**APPROVING A CONTRACT FOR A THIRD-PARTY ADMINISTRATOR OF THE  
AUTHORITY'S DRUG AND ALCOHOL PROGRAM**

WHEREAS, the Central Pennsylvania Transportation Authority is required by law to administer a drug and alcohol prevention program for its safety sensitive employees; and,

WHEREAS, the Authority has participated in a statewide consortium of transit systems for the purpose of complying with this regulation; and,

WHEREAS, the contract for those services expires on December 31, 2020; and,

WHEREAS, a Request for Proposals was conducted for provision of all the required services needed to effectively continue such a program; and,

WHEREAS, two firms, FSSolutions and Norton Medical Industries, presented responsive and responsible bids meeting the predetermined criteria; and,

WHEREAS, the evaluation committee recommended the proposal from FSSolutions as being judged the best value for the Authority according to the published criteria,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that a contract be awarded to FSSolutions of Chalfont, Pennsylvania on behalf of the PennTEST Consortium for the administration of its drug and alcohol program for the period of January 1, 2021 to December 31, 2025.

**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 November 5, 2020.

\_\_\_\_\_  
Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

Attest: \_\_\_\_\_  
Raymond Rosen  
Chairman  
Central Pennsylvania Transportation Authority

## RESOLUTION NO. 2029

### APPROVING A CONTRACT FOR A THIRD-PARTY ADMINISTRATOR OF THE AUTHORITY'S DRUG AND ALCOHOL PROGRAM

#### Fact Sheet:

- FSSolutions, formerly Firstlab, is our current provider and has performed very well for all consortium members over the past several contract terms. This contract will apply to all 20 transit organizations who are part of the PennTEST Consortium representing approximately 2,000 employees, and any others who wish to join.
- The cost of the new agreement represents a 6% increase over our current contract for drug collections and a 12% increase for alcohol collections. If viewed on an annual basis, however, these costs typically hold steady for potentially 5 years and are a reasonable increase from the 2015 costs.

#### Cost Comparisons:

Category:	Current:	FSSolutions:	Norton Medical
Drug Tests -	\$47.20	\$50.03	\$59.00
Alcohol Tests -	\$37.60	\$42.11	\$55.00

- The testing services provided under this contract meet all the federal requirements for program administration and reporting, including random selection of employees and submission of quality control, blind samples to the testing laboratories.



**RESOLUTION NO. 2030**

**ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS**

WHEREAS, the Board of Directors of the Central Pennsylvania Transportation Authority engaged the Certified Public Accounting firm of RKL LLP to undertake its financial and compliance audit for the fiscal year ending June 30, 2020 and

WHEREAS, RKL LLP has completed this work, delivered their draft written report for Central Pennsylvania Transportation Authority, and made an oral presentation to the Board of Directors on their findings, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Central Pennsylvania Transportation Authority accept the draft audit report as final barring no material changes, and that their results be distributed to all necessary parties after final printing.

**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 November 5, 2020.

\_\_\_\_\_  
Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

attest:\_\_\_\_\_  
Raymond Rosen  
Chairman  
Central Pennsylvania Transportation Authority

## **RESOLUTION NO. 2031**

### **ESTABLISHING BOARD MEETING CALENDAR FOR 2021**

WHEREAS, the Board meeting calendar of the Central Pennsylvania Transportation Authority must be established and published annually; and,

WHEREAS, the Board committee calendar of the Central Pennsylvania Transportation Authority will be published along with the established Board meeting calendar to avoid any conflicts with existing laws and requirements; and,

WHEREAS, in any month a board meeting may be canceled, a management report along with financial statements will be mailed to board members;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Central Pennsylvania Transportation Authority that they shall meet according to the following calendar – Administration Committee will begin commencing at 6:00 p.m. and all Board meetings commencing at 7:00 p.m., except as otherwise noted, at the office of rabbittransit, 415 Zarfoss Drive, York:

January 7, 2021  
February 4, 2021  
March 4, 2021  
April 8, 2021 (Annual Meeting)  
May 13, 2021 (Annual Management Plan Presentation)  
June 10, 2021  
July 8, 2021  
August 5, 2021  
September 2, 2021  
October 7, 2021  
November 4, 2021  
December 2, 2021

### **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 November 5, 2020.

\_\_\_\_\_  
Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

attest:\_\_\_\_\_  
Raymond Rosen  
Chairman  
Central Pennsylvania Transportation Authority