



DATE: December 3, 2020

TIME: 7:00 PM

PLACE: Zoom Meeting

PURPOSE: DECEMBER 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 November 5, 2020 (Pages 2 - 5)
4. YAMPO Transit Committee
5. Communications
6. Treasurer's Report (Pages 6 - 14)
7. Resolutions
 - A. RESOLUTION 2032 – Award of Contracts for Procurement of Maintenance Parts and Fluids (Pages 15 – 16)
 - B. RESOLUTION 2033 – Authorizing the Award of a Contract for Purchase and Installation of Bus Driver Safety Barriers (Pages 17 – 18)
8. Old Business
9. New Business
10. Future Procurement Activities
 - A. Maintenance Software
11. Staff Reports
 - A. Microtransit Update
12. Executive Session
 - A. Personnel Matters
13. Adjournment

Next Meeting: Thursday, January 7, 2020



MINUTES OF BOARD MEETING NOVEMBER 5, 2020

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on November 5, 2020, at 415 Zarfoss Drive, York, PA 17404.

Members Present: Raymond Rosen, Thomas Wilson, Carrie Gray, Kirk Stoner, Philip Robbins, Richard Carson and Keith Martin.

Excused: Darlene Brown, Annie Strite

Others Attending: Richard Farr, Executive Director; Bonnie Stine, Controller; Michael Bernhardt, Director of Mobility Services; 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 7:01PM.

PUBLIC COMMENT:

No public comment.

APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on October 8, 2020, was moved by Thomas Wilson, seconded by Phil Robbins and passed unanimously.

YAMPO TRANSIT COMMITTEE:

No business.

AUDIT DRAFT REVIEW

Samantha Claar and Mark Zettlemoyer from RKL gave an overview of the draft audit for June 30, 2020 and 2019. The financial statements and supplementary information was provided. Tom Wilson complimented the team for the accuracy and smoothness of the audit this year and years prior.



COMMUNICATIONS:

No communication.

TREASURER'S REPORT:

Bonnie Stine reviewed the financial statements for the period ending September 30, 2020. We are still experiencing an overall drop in ridership. Microtransit is the only service mode still seeing an increase in ridership. One performance metric was met this month which was operating cost per revenue hour. Over \$675,000 of Federal CARES Act funds have been used for direct COVID-19 expenses. Driver barriers, a Call Center Update and Security System expenditures were discussed.

A future Microtransit update was mentioned.

Discussed the CPTA Act 44 Review debrief which was held today, received basic recommendations but did not receive targets yet.

RESOLUTIONS

RESOLUTION 2029 – Approving a Contract for a Third-Party Administrator of the Authority's Drug and Alcohol Program

Motion to approve was raised by Rich Carson, seconded by Kirk Stoner and passed unanimously.

RESOLUTION 2030 – Accepting Annual Report of Authority Auditors

Motion to approve was raised by Keith Martin, seconded by Phil Robbins and passed unanimously.

RESOLUTION 2031 – Establishing Board Meeting Calendar for 2021

Motion to approve was raised by Rich Carson, seconded by Kirk Stoner and passed unanimously.

OLD BUSINESS:

No old business.



NEW BUSINESS:

CARES Act Capital Projects – This was covered under the Treasurer's Report.

FUTURE PROCUREMENT ACTIVITIES:

The Driver Barrier RFP is a joint procurement with CAT for a one year contract to provide driver safety barriers in our revenue vehicles as well as installation of the barriers.

STAFF REPORTS:

3,134 riders received free fare on Election Day courtesy of the City of York and the Parliament Arts Organization.

Annual reports for both rabbit and CAT have been mailed.

The FTA Triennial Review has been rescheduled and will be held virtually in late January or February 2021. With the change of date, we will need to provide supplemental information.

We will be moving ahead with CNG training for mechanics but it will be held virtually. Tony Mundy provided an update on the CNG vehicles. The State Inspection Station Audit took place in Northumberland with no findings.

A Joint Regionalization Board meeting is scheduled for Monday, November 16. Press release drafts for the media have been created. We will begin the public process for individuals to make comments. CAT is ready to join the SAFTI insurance pool hopefully by July 1.

Employee holiday events were discussed. This year we will not be participating in holiday gatherings but instead providing a gift card to employees.

At this time, we are struggling with fixed route operators. Recruitment is still difficult. We have a few in the pipeline that need to get their CDL. We may be forced to reduce service as we are not getting applicants. Discussed creating another press release and the possibility of an ad in the merchandiser or community courier.

EXECUTIVE SESSION:

No executive session.



Meeting adjourned at 7:50PM.

Next Meeting: Thursday, December 3, 2020

Respectfully Submitted,

Monica Young
Management Communications Specialist
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

Financial Statement & Statistical Notes for October 2020

- The financial statements, enclosed with these notes, are as of October 31, 2020. This is the end of the 4th Month of fiscal year 2020/2021 and the seventh 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 performance.
 - These notes were prepared prior to the gathering of information for the dashboard. The board will be updated with the monthly dashboard & will be given a short overview at the board meeting.
 - The performance measurement charts gives a good visual showing improvement with most of the metrics. This indicates in October there was an increase in revenue and ridership. 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 23% under budget.
 - Operating revenues – 8% over budget for October; 1% under budget YTD
 - Grant income – 41% under budget for October; 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 19% under budget for October; 21% 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	(\$655,678)	(\$650,740)
Perry	EER	(\$7,845)	(\$7,845)
Montour	REE	\$26,946	\$22,008
Union/Snyder	EER	(\$25,658)	(\$25,658)
Columbia	REE	\$92,850	\$92,850
Cumberland	REE	\$25,106	\$25,106
Northumberland	REE	\$184,452	\$184,453
Franklin	REE	\$39,033	\$39,033

*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
 - Zarfoss Roof Project - \$15,032
 - Zarfoss Snowguard Retrofit - \$10,810
 - Zarfoss Shop Ceiling Fans - \$657
 - York Transfer Center Renovation - \$8,793
 - Hanover Shelter - \$1,059
 - FR Scheduling Software Integration - \$7,500
 - Operations/Dispatch/Training Area Furniture for Distancing (York) - \$19,207
 - Door Security Additions/Cameras \$14,268
 - Call Center/Phone Upgrades - \$37
 - No Touch Cleaning System w/Carpet Extractor - \$3,471
 - HP ProBooks - \$4,197
- Over \$800,000 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 October 31, 2020

		Period To Date		Year To Date		Budget Variance
		Actual	Current Budget	Actual	Current Budget	
REVENUE						
	Operating Revenue	\$ 1,247,313.47	\$ 1,156,239.00	\$ 4,581,059.96	\$ 4,624,956.00	\$ (43,896.04)
	Grant/Contract Income	\$ 917,711.43	\$ 1,553,858.00	\$ 3,738,319.22	\$ 6,215,432.00	\$ (2,477,112.78)
TOTAL REVENUE		\$ 2,165,024.90	\$ 2,710,097.00	\$ 8,319,379.18	\$ 10,840,388.00	\$ (2,521,008.82)
EXPENSES						
	Wages	\$ 1,054,147.32	\$ 1,222,028.00	\$ 4,005,367.32	\$ 4,888,112.00	\$ 882,744.68
	Benefits	\$ 554,493.37	\$ 686,042.00	\$ 2,323,057.77	\$ 2,744,168.00	\$ 421,110.23
	Services	\$ 104,274.91	\$ 145,075.00	\$ 391,164.60	\$ 580,300.00	\$ 189,135.40
	Fuel	\$ 158,308.06	\$ 209,192.00	\$ 629,570.05	\$ 836,768.00	\$ 207,197.95
	Tires	\$ 16,311.87	\$ 15,436.00	\$ 52,751.38	\$ 61,744.00	\$ 8,992.62
	Parts	\$ 27,611.89	\$ 50,445.00	\$ 132,340.22	\$ 201,780.00	\$ 69,439.78
	Materials and Supplies	\$ 28,163.35	\$ 25,880.00	\$ 105,089.12	\$ 103,520.00	\$ (1,569.12)
	Utilities	\$ 52,414.90	\$ 59,284.00	\$ 188,358.89	\$ 237,136.00	\$ 48,777.11
	Casualty and Liability Costs	\$ 64,828.72	\$ 69,766.00	\$ 274,644.99	\$ 279,064.00	\$ 4,419.01
	Purchased Transportation	\$ 69,792.44	\$ 178,532.00	\$ 260,723.53	\$ 714,128.00	\$ 453,404.47
	Miscellaneous Expenses	\$ 29,916.80	\$ 21,438.00	\$ 80,431.70	\$ 85,752.00	\$ 5,320.30
	Leases and Rentals	\$ 11,763.89	\$ 10,881.00	\$ 43,932.65	\$ 43,524.00	\$ (408.65)
	Passed Through Expenses	\$ 23,527.25	\$ 13,830.00	\$ 80,023.48	\$ 55,320.00	\$ (24,703.48)
TOTAL EXPENSES		\$ 2,195,554.77	\$ 2,707,829.00	\$ 8,567,455.70	\$ 10,831,316.00	\$ 2,263,860.30
TOTAL NON OPERATING GRANT INCOME **		\$ 40,616.55	\$ -	\$ 96,413.82	\$ -	\$ (96,413.82)
TOTAL NON OPERATING GRANT EXPENSES **		\$ 40,616.55	\$ -	\$ 96,413.82	\$ -	\$ (96,413.82)
REE/(EER)		\$ (30,529.87)	\$ 2,268.00	\$ (248,076.52)	\$ 9,072.00	\$ (257,148.52)
CAPITAL REVENUES AND EXPENSES						
	Capital Grant Income/(Refund)	\$ 85,031.12	\$ -	\$ 385,577.83	\$ -	
TOTAL CAPITAL REVENUES AND EXPENSES		\$ 85,031.12	\$ -	\$ 385,577.83	\$ -	
REE/(EER)		\$ 54,501.25	\$ 2,268.00	\$ 137,501.31	\$ 9,072.00	
NET REE/(EER)		\$ 54,501.25	\$ 2,268.00	\$ 137,501.31	\$ 9,072.00	

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

Central Pennsylvania Transportation Authority
Balance Sheet

As of October 31, 2020

ASSETS

CURRENT ASSETS

Unrestricted Cash	\$ 8,126,031.69
Restricted Cash	\$ 285,184.47
Reserved Cash - Capital Projects	\$ -
Accounts Receivable	\$ 8,641,750.51
Materials & Supplies Inventory	\$ 391,646.37
Prepaid Expenses	\$ 448,317.62
Other Current Assets	\$ -

TOTAL CURRENT ASSETS		\$	17,892,930.66
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FIXED ASSETS

Buildings and Improvements	\$ 36,848,695.72
Revenue Equipment	\$ 37,685,585.20
Tools and Equipment	\$ 2,485,448.45
Accumulated Depreciation	\$ (31,135,455.20)

TOTAL FIXED ASSETS (NET)		\$	45,884,274.17
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TOTAL ASSETS		\$	<u>63,777,204.83</u>
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable	\$ 559,603.38
Accrued Leave and Payroll	\$ 774,740.50
Accrued Expenses	\$ 62,334.83

TOTAL CURRENT LIABILITIES		\$	1,396,678.71
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DEFERRED REVENUE

Revenue Received in Advance	\$ 14,882,295.48
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TOTAL DEFERRED REVENUE		\$	14,882,295.48
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OTHER LIABILITIES

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

TOTAL OTHER LIABILITIES		\$	-
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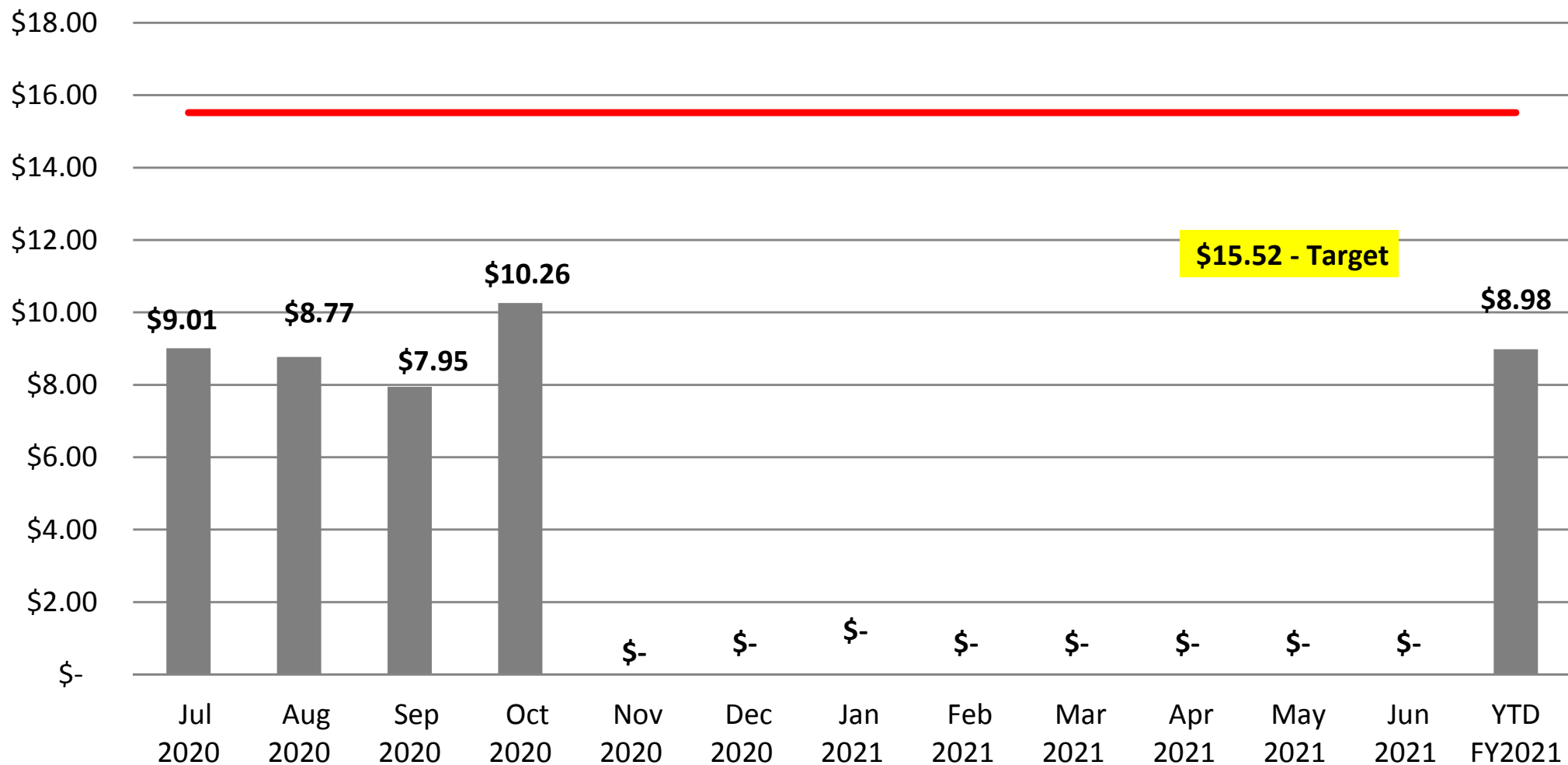
NET ASSETS

Unrestricted Equity	\$ 35,674,382.86
Restricted Equity	\$ 15,519.99
Capital Grants	\$ 11,808,327.79

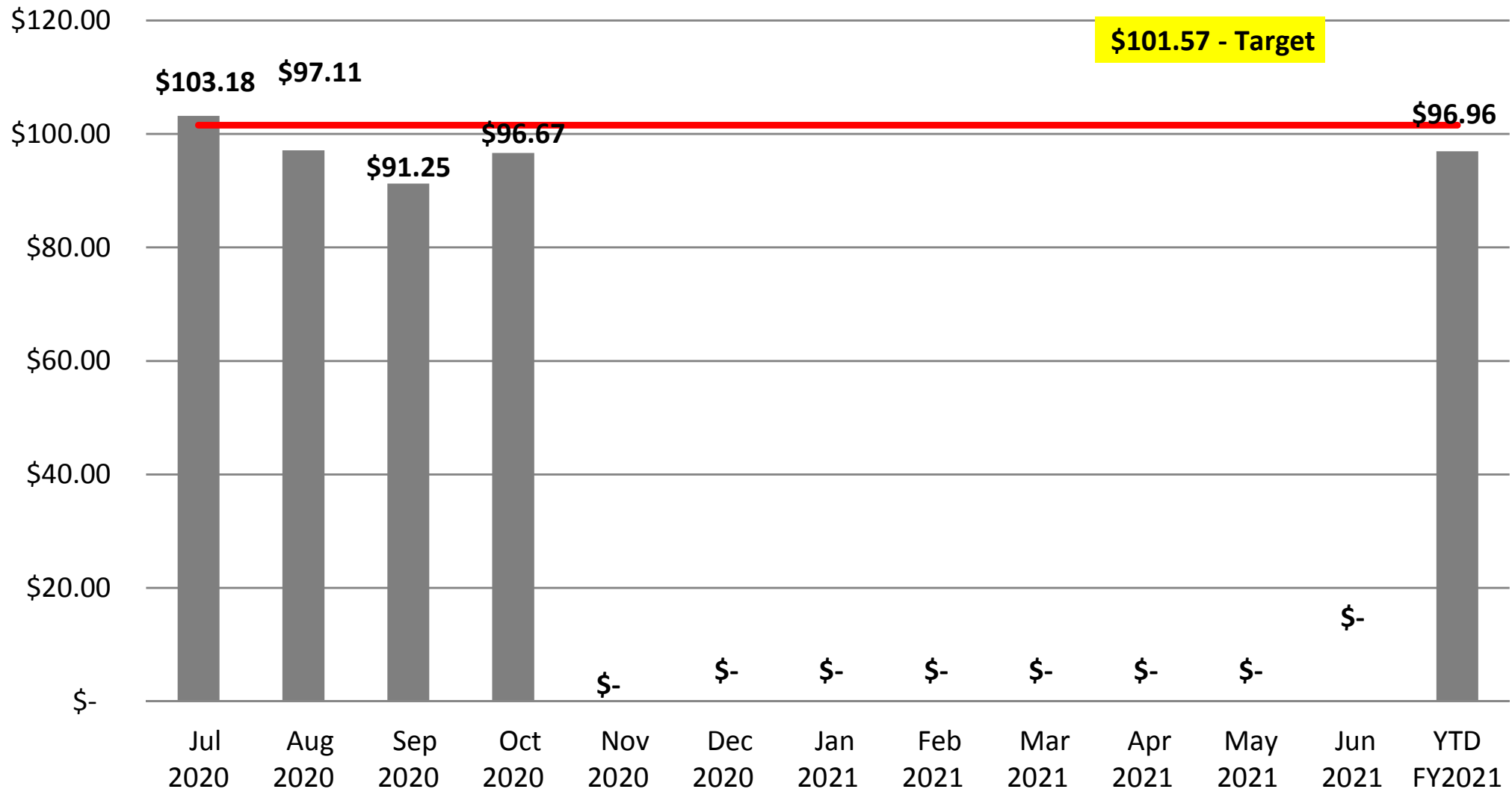
TOTAL NET ASSETS		\$	47,498,230.64
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TOTAL LIABILITIES AND NET ASSETS		\$	<u>63,777,204.83</u>
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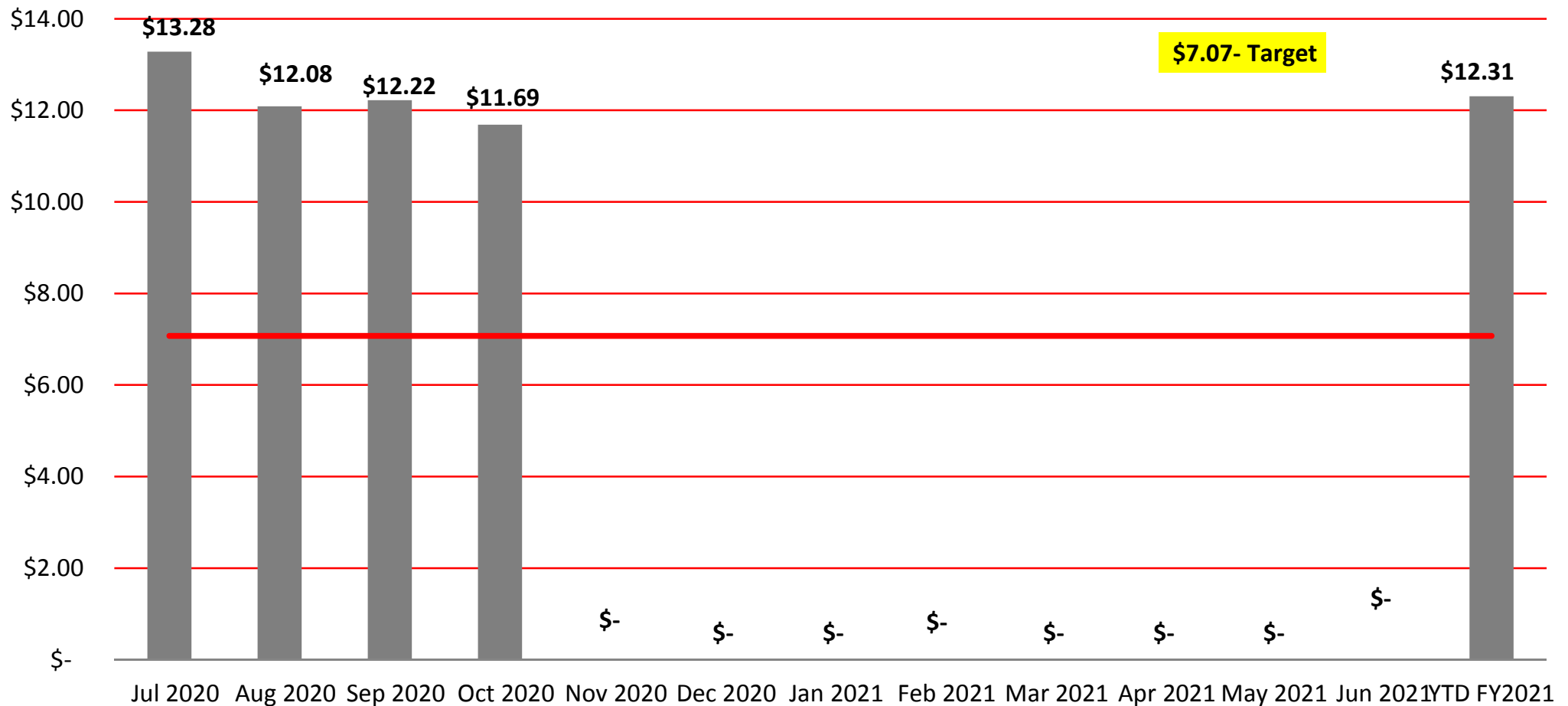
Operating Revenue/Revenue Hour



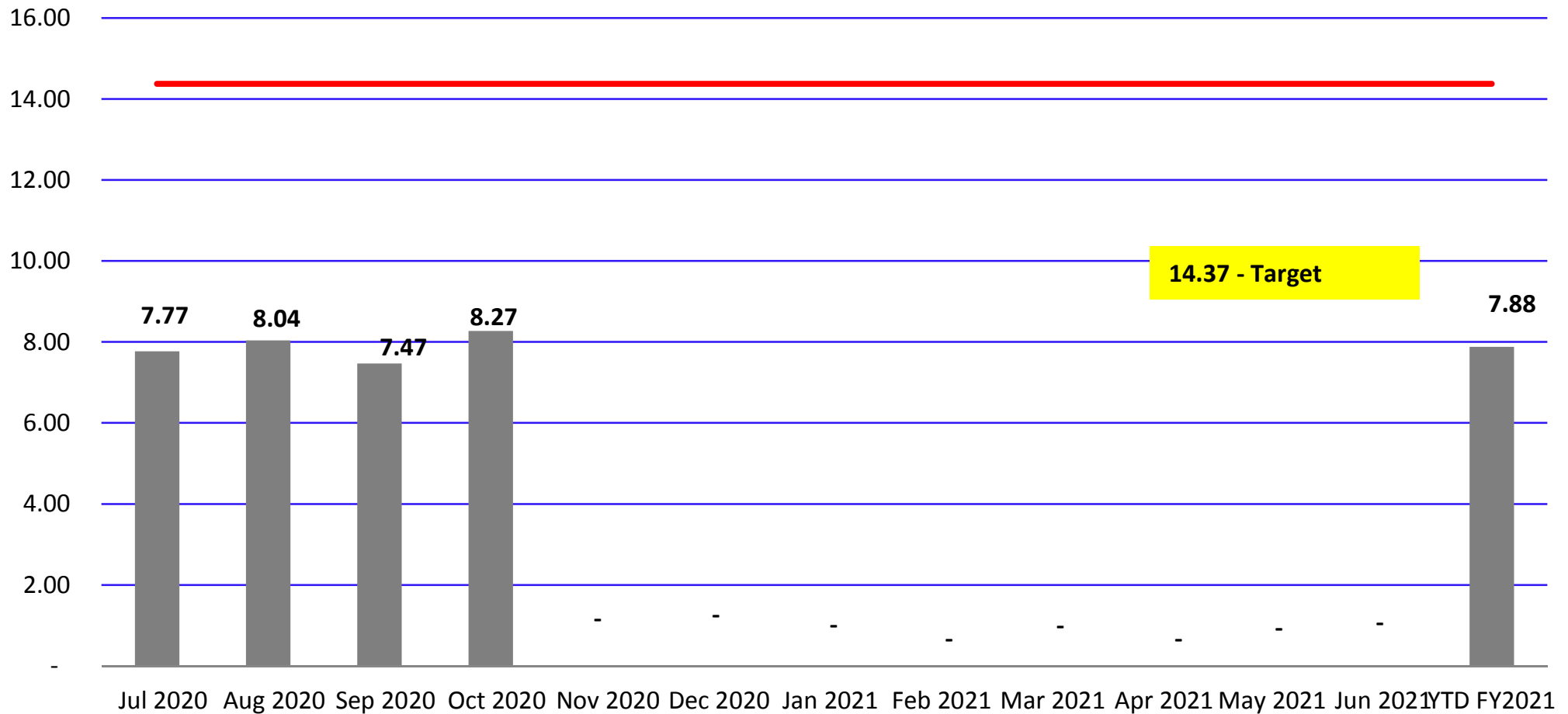
Operating Cost/Revenue Hour



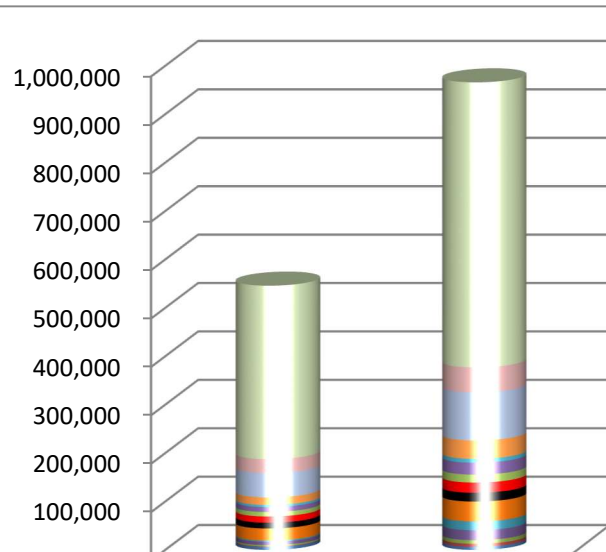
Operating Cost/Passenger



Passengers/Revenue Hour

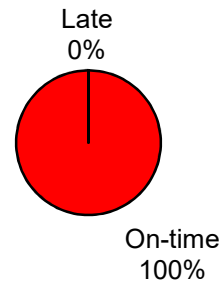


OPERATIONS – November



	YTD FY2021	YTD FY2020
FR York	358,183	588,504
Cumberland	28,713	51,551
York/Adams	50,355	99,404
Freedom Transit	15,607	38,028
Montour	4,413	8,028
Union/Snyder	10,237	24,743
Perry	9,215	16,268
Franklin	12,762	21,114
Columbia	11,979	18,223
Northumberland	24,917	40,927
Express North	2,499	18,212
FR Hanover	6,990	20,543
Express South	2,853	7,445
Express 15 North	972	6,555
Microtransit	6,074	6,166

MAINTENANCE – November Preventative Maintenance



125 PMs Complete; 0 Overdue
 York – 57 Completed; 0 Overdue
 Adams – 10 Completed; 0 Overdue
 Cumberland – 8 Completed; 0 Overdue
 Northumberland – 20 Completed; 0 Overdue
 Franklin – 8 Completed; 0 Overdue
 Columbia – 3 Completed; 0 Overdue
 Montour – 3 Completed; 0 Overdue
 Union/Snyder – 12 Completed; 0 Overdue
 Perry – 4 Completed; 0 Overdue

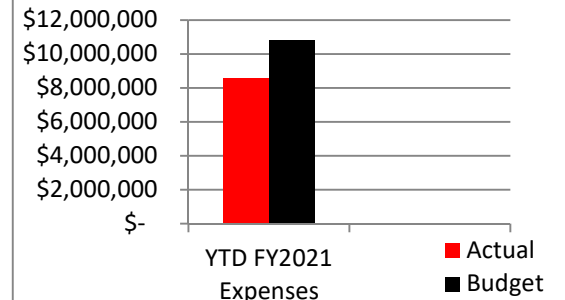
Road Calls:

	Nov 2020	YTD FY2021	Nov 2019	YTD FY2020
Mechanical	7	53	12	30
Non-Mech.	18	109	46	241

SAFETY – November

	Nov 2020	YTD FY2021	Nov 2019	YTD FY2020
Preventable	6	36	8	58
Non-Preventable	7	22	5	36
Passenger Injury	3	9	1	11
Employee Injury	1	7	2	8

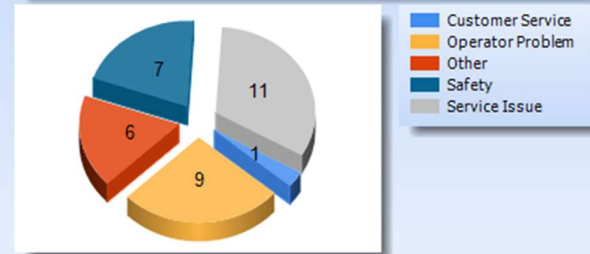
FINANCE – October



CUSTOMER COMPLAINTS – November

Count distribution by Category

34 Total Complaints



	Nov 2020	YTD FY2021	Nov 2019	YTD FY2020
Total Complaints	34	333	124	627

MARKETING – November

	Nov 2020	YTD FY2021	Nov 2019	YTD FY2020
PR Exposures	2	13	5	40
Outreaches	1	1	5	44
Pageviews	39,836	228,773		
Unique Pageviews	30,639	173,356		
Bikes	631	3,988	900	6,258

**New website launched 2/2020

RESOLUTION NO. 2032

**AWARD OF CONTRACTS FOR PROCUREMENT OF
MAINTENANCE PARTS AND FLUIDS**

WHEREAS, the Central Pennsylvania Transportation Authority currently purchases a significant number of vehicle parts and fluids on an ongoing basis, and,

WHEREAS, the Central Pennsylvania Transportation Authority must comply with Federal Procurement Guidelines when purchasing all parts, and,

WHEREAS, an Invitation For Bids was conducted and publicly advertised for all anticipated parts and fluids, and,

WHEREAS, sealed bids were received from a total of ten (10) potential vendors for the advertised parts and fluids and were opened on November 13, 2020, and,

WHEREAS, nine (9) firms participated, including: Fred Beans Parts, Best Battery Co., Cummins, Gillig, Kirks' Automotive, Muncie Transit Supply, Neopart, Vehicle Maintenance Program and PetroChoice; each presented responsive and responsible bids and each was scored according to lowest cost per item and delivery schedule, and,

WHEREAS, of the nine firms with responsive and responsible bids, eight were successful in garnering some parts and/or fluids,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Pennsylvania Transportation Authority hereby approve and authorize the Executive Director and/or his designee to award a contract or contracts to those firms who tendered bids that present the lowest cost to the Authority for each part. Contracts will be for the period January 10, 2021 through December 31, 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 December 3, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION NO. 2032

AWARD OF CONTRACTS FOR PROCUREMENT OF MAINTENANCE PARTS AND FLUIDS

FACT SHEET

- This annual project follows all federal procurement guidelines for the parts and fluids most commonly consumed in vehicle servicing and maintenance, and, alleviates the need to solicit competitive prices for those parts and fluids from potential vendors on an ongoing basis.
- CPTA conducted a similar Parts Bid for the past several years and found it very beneficial in terms of establishing competitive purchase prices. This year we added eleven (11) fluids to the list of products available for bid, representing another \$38,000.00 worth of product added to the process.
- This Resolution grants the Executive Director and/or his designee the ability to award contracts to those firms that tendered responsive and responsible bids on a per-part basis.
- As in past years, the resulting contract awards to each supplier will be for a period of one (1) year. In the unlikely event the cost of any part would decrease over the course of the contract, the CPTA will pursue the lower cost.
- In total, there were 96 Parts and/or Fluids available for bid. All received at least one bid and, in total, these amount to an anticipated total expenditure of about \$128,000 in the calendar year.

RESOLUTION NO. 2033

AUTHORIZING THE AWARD OF A CONTRACT FOR PURCHASE AND INSTALLATION OF BUS DRIVER SAFETY BARRIERS

WHEREAS, the Central Pennsylvania Transportation Authority has identified a need for bus driver safety barriers between the operator compartment and the riding community for the purposes of improving safety and maintaining quality of service, and,

WHEREAS, the Central Pennsylvania Transportation Authority identified that a Request for Proposals would be the best method to award due to the quality considerations of the various demonstration barriers and the four configuration types based on Cutaway, GILLIG, MCI, and New Flyer builds, and

WHEREAS, a Request For Proposals was released on September 29, 2020 seeking qualified proposals for a one (1) year contract to provide the bus driver safety barriers as well as the installation of barriers, and,

WHEREAS, five (5) responsive proposals were received and each was scored according to published criteria by a committee of staff from CPTA and CAT, and,

WHEREAS, the firm Creative Bus Sales, Inc. was judged to be the best value by that committee for the Type 1 Cutaway configuration, and,

WHEREAS, the firm Midwest Bus Corporation was judged to be the best value by that committee for the Type 2, 3, and 4 Heavy Duty configurations,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority to award a contract to Creative Bus Sales, Inc. in an amount not to exceed \$124,400 and a contract to Midwest Bus Corporation in an amount not to exceed \$278,525 for the implementation of their proposed barrier solution and installation relative to the awarded types.

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 December 3, 2020.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION NO. 2033

AUTHORIZING THE AWARD OF A CONTRACT FOR PURCHASE AND INSTALLATION OF BUS DRIVER SAFETY BARRIERS

Fact Sheet:

- Bus driver safety barriers have been employed in the transit industry for years with the purpose of improving safety and quality of service. Historically, barriers have been employed to protect operators from unruly passengers or physical confrontation.
- In response to the COVID pandemic, agencies have deployed these barriers to reduce direct contact and interaction with the purpose of improving health and potential germ spread.
- Beyond the direct physical safety and health incentives, demonstration barriers deployed at CPTA have improved both operator and rider perception of the agency's efforts to mitigate potential risks.
- CPTA and CAT identified four fleet configurations necessary to receive barriers and installation for: Cutaways (Type 1), GILLIG heavy duty buses (Type 2), MCI heavy duty buses (Type 3), and New Flyer heavy duty buses (Type 4).
- Five (5) vendor submitted proposals were received in total with a minimum of two (2) proposals per fleet configuration type providing adequate competition.
- Scoring of the proposals was based on evaluation of three (3) criterion: qualifications, work plan, and pricing by a committee comprised of CPTA and CAT staff. Scores for each submitting firm are identified below grouped by Type.

VENDOR	TYPE 1
Creative Bus Sales, Inc.	480
Power Manufacturing, Inc.	185

VENDOR	TYPE 2	TYPE 3	TYPE 4
Complete Coach Works	445	---	450
Midwest Bus Corporation (Arow)	427	436	401
Midwest Bus Corporation (Vapor)	463	---	468
The Aftermarket Parts Company	374	400	364
Power Manufacturing, Inc.	161	160	160

- Midwest Bus Corporation provided two barrier designs, Arow and Vapor, in their proposal based on the fleet configuration types and their applicability.
- Not to exceed values are based on the total proposed price separated by agency need, and provided with a +10% contingency by type.