



DATE: January 7, 2021
TIME: 7:00 PM
PLACE: Zoom Meeting
PURPOSE: JANUARY 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 December 3 and December 11, 2020 (Pages 2-6)
4. YAMPO Transit Committee
5. Communications
6. Treasurer's Report (Pages 7-15)
7. Resolutions
 - A. RESOLUTION 2101 – Authorization to Procure Fixed Route Cutaway Vans and Microtransit Ford Transits by Exercising our Options on the Current Statewide Contract (Page 16)
8. Old Business
9. New Business
10. Future Procurement Activities
 - A. Fuel Bid
11. Staff Reports
12. Executive Session
13. Adjournment

Next Meeting: Thursday, February 4, 2020



MINUTES OF BOARD MEETING DECEMBER 3, 2020

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on December 3, 2020, at 415 Zarfoss Drive, York, PA 17404.

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

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; Dwight Huntington, Planning and Procurement Manager; 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:

No public comment.

APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on November 5, 2020, was moved by Richard Carson, seconded by Philip Robbins and passed unanimously.

YAMPO TRANSIT COMMITTEE:

No business.

COMMUNICATIONS:

No communication.

TREASURER'S REPORT:

Bonnie Stine reviewed the financial statements for the period ending October 31, 2020. On the income statement, there is one expense that is over budget which is materials and supplies. PPE expenses were more than anticipated but will be covered by the



CARES Act. Performance measurements improved and there was an increase in revenue and ridership this month. One metric was attained which was operating cost per revenue hour. The number of complaints was lower than it has been in quite some time. Richard Farr indicated that things are tracking well compared to budget in an unknown world. There is a \$250,000 deficit in paratransit, however, this is within normal budget parameters. Paratransit is still performing. Bonnie Stine will bring the year to date for the previous year to the next meeting.

RESOLUTIONS

RESOLUTION 2032 – Award of Contracts for Procurement of Maintenance Parts and Fluids

Motion to approve was raised by Tom Wilson, seconded by Keith Martin and passed unanimously.

Monica Young to correct resolution to say 9 potential vendors.

RESOLUTION 2033 – Authorizing the Award of a Contract for Purchase and Installation of Bus Driver Safety Barriers

Motion to approve was raised by Richard Carson, seconded by Darlene Brown and passed unanimously.

OLD BUSINESS:

Two items were emailed to the board earlier today, one was a press release and the other a letter signed by Richard Farr and Raymond Rosen. The press release will be sent out on Monday in regard to lack of drivers and reduced service to generate applicants. The letter was requesting that front line employees in transit move back to Category 1 on the vaccine distribution plan.

An email was sent out with an article from Mass Transit in regard to the Pennsylvania Turnpike Commission covering overdue transit payments. Richard Farr is going to find out more information tomorrow from PennDOT. Large systems that depend on the fare box are really struggling.

22% of rabbittransit employees received the flu shot. It is believed there will be a lower amount that will get the COVID vaccine.

NEW BUSINESS:

No new business.



FUTURE PROCUREMENT ACTIVITIES:

Procurement was skipped in the board meeting.

STAFF REPORTS:

David Juba gave an overview of the Microtransit service currently operating in two zones, East York and Dallastown/Red Lion. It is an on-demand service modeling an Uber or Lyft style. The rider can book a ride via an app, call in to customer service or use a website in a browser. It is used to feed into the fixed route service, 1X flows into the 1E. 1X helped to alleviate bridge weight restriction impacts by Pleasant Acres. 10X is in the Dallastown/Red Lion area where there was a history of requests for service to the Windsor Shopping Center and Cape Horn corridor. It offers flexibility. The provider recently changed from Transloc to Via. We are reviewing potential future locations for the Stop Hopper, possibly to be deployed in Gettysburg.

EXECUTIVE SESSION:

There was an executive session for personnel matters.

Meeting adjourned at 7:41PM.

Next Meeting: Thursday, January 7, 2021

Respectfully Submitted,

Monica Young
Management Communications Specialist
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority



MINUTES OF BOARD MEETING DECEMBER 11, 2020

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on December 11, 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.

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; Dwight Huntington, Planning and Procurement Manager; Tony Mundy, Maintenance Superintendent; Monica Young, Management Communications Specialist

Excused: Carrie Gray, Kirk Stoner

Raymond Rosen called the meeting to order at 12:02PM.

PUBLIC COMMENT:

No public comment.

RESOLUTIONS

RESOLUTION 2034 – Approving the Purchase of the Land Located at 15291 and 15211 Elm Drive in Shrewsbury Township

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

RESOLUTION 2035 – Honoring Former Business Development Coordinator Frances Weishaar for her Years of Service to Public Transportation 1987-2020

Motion to approve was raised by Darlene Brown, seconded by Annie Strite and passed unanimously.



FUTURE PROCUREMENT ACTIVITIES:

The York Transfer Center renovation bids are prepared and ready to be released publicly.

The Zarfoss roof project is ahead of schedule and may start in January.

Meeting adjourned at 12:17PM.

Next Meeting: Thursday, January 7, 2021

Respectfully Submitted,

Monica Young
Management Communications Specialist
Central Pennsylvania Transportation Authority

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

Financial Statement & Statistical Notes for November 2020

- The financial statements, enclosed with these notes, are as of November 30, 2020. This is the end of the 5th Month of fiscal year 2020/2021 and the eighth 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.
 - A column has been added to the income statement with the previous fiscal year to date information. This column has been shaded in grey to identify it is for comparative purposes and not part of the normal income statement.
- 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 November 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 24% under budget.
 - Operating revenues – at budget for November; 1% under budget YTD
 - Grant income – 43% under budget for November; 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 24% under budget for November; 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	(\$813,661)	(\$807,490)
Perry	EER	(\$8,940)	(\$8,940)
Montour	REE	\$33,130	\$26,958
Union/Snyder	EER	(\$22,358)	(\$22,357)
Columbia	REE	\$128,204	\$128,204
Cumberland	REE	\$37,036	\$37,036
Northumberland	REE	\$243,249	\$243,250
Franklin	REE	\$42,104	\$42,104

*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 November 2020 total \$318,772
 - Zarfoss Roof Project - \$8,409
 - Zarfoss Shop Ceiling Fans - \$15,886
 - York Transfer Center Renovation - \$99,538
 - Hanover Shelter - \$37,461
 - Oil Filter Crusher - \$1,655
 - Emergency Air Line for Compressors \$11,735
 - Fall Arrest System \$23,753
 - Phone System Reporting & Tracking System - \$120,335
- 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. As we have been good with supplies obtained of PPE and disinfection solution and the notice to proceed was recently issued for driver barriers to be installed on all vehicles, there has not been much direct activity. This will change once the additional directly related capital item projects begin.
- PA DOT is continuing working on our Act 44 review report. This report will set new targets for our performance measurements; but, until then, the formula from the previous Act 44 was used for the current performance measurement charts .
 - One performance measurement was attained – operating cost per revenue hour
 - All measurements saw a decline in performance for November 2020 primarily stemming from a decline in ridership
- December 2020 experienced another decline in ridership. Compared to FY2020 ridership, the decline for FY2021 is averaging -44%. Even the Microtransit service, which earlier in FY2021 was showing increases, is now reflecting a -6% decline in ridership compared to the previous fiscal year. Paratransit ridership is averaging -47% decrease with the North Express routes seeing a -87% decline in ridership.

Central Pennsylvania Transportation Authority
Income Statement

For The Period Ended November 30, 2020

		Period To Date		Year To Date		Budget Variance	Year To Date November 30, 2019
		Actual	Current Budget	Actual	Current Budget		
REVENUE							
	Operating Revenue	\$ 1,153,733.26	\$ 1,156,239.00	\$ 5,734,793.22	\$ 5,781,195.00	\$ (46,401.78)	\$ 7,659,772.71
	Grant/Contract Income	\$ 892,195.51	\$ 1,553,858.00	\$ 4,630,514.73	\$ 7,769,290.00	\$ (3,138,775.27)	\$ 4,523,817.08
TOTAL REVENUE		\$ 2,045,928.77	\$ 2,710,097.00	\$ 10,365,307.95	\$ 13,550,485.00	\$ (3,185,177.05)	\$ 12,183,589.79
EXPENSES							
	Wages	\$ 966,857.71	\$ 1,222,028.00	\$ 4,972,225.03	\$ 6,110,140.00	\$ 1,137,914.97	\$ 5,458,194.34
	Benefits	\$ 598,142.77	\$ 686,042.00	\$ 2,921,200.54	\$ 3,430,210.00	\$ 509,009.46	\$ 2,935,337.54
	Services	\$ 83,095.91	\$ 145,075.00	\$ 474,260.51	\$ 725,375.00	\$ 251,114.49	\$ 580,195.61
	Fuel	\$ 141,109.63	\$ 209,192.00	\$ 770,679.68	\$ 1,045,960.00	\$ 275,280.32	\$ 1,046,696.44
	Tires	\$ 14,191.72	\$ 15,436.00	\$ 66,943.10	\$ 77,180.00	\$ 10,236.90	\$ 75,777.75
	Parts	\$ 33,330.34	\$ 50,445.00	\$ 165,670.56	\$ 252,225.00	\$ 86,554.44	\$ 237,999.03
	Materials and Supplies	\$ 17,928.24	\$ 25,880.00	\$ 123,017.36	\$ 129,400.00	\$ 6,382.64	\$ 91,591.44
	Utilities	\$ 46,147.14	\$ 59,284.00	\$ 234,506.03	\$ 296,420.00	\$ 61,913.97	\$ 252,578.46
	Casualty and Liability Costs	\$ 55,847.31	\$ 69,766.00	\$ 330,492.30	\$ 348,830.00	\$ 18,337.70	\$ 342,369.54
	Purchased Transportation	\$ 60,089.34	\$ 178,532.00	\$ 320,812.87	\$ 892,660.00	\$ 571,847.13	\$ 974,211.70
	Miscellaneous Expenses	\$ 11,399.24	\$ 21,438.00	\$ 91,830.94	\$ 107,190.00	\$ 15,359.06	\$ 94,883.55
	Leases and Rentals	\$ (2,548.46)	\$ 10,881.00	\$ 41,384.19	\$ 54,405.00	\$ 13,020.81	\$ 53,216.46
	Passed Through Expenses	\$ 32,703.25	\$ 13,830.00	\$ 112,726.73	\$ 69,150.00	\$ (43,576.73)	\$ 59,162.80
TOTAL EXPENSES		\$ 2,058,294.14	\$ 2,707,829.00	\$ 10,625,749.84	\$ 13,539,145.00	\$ 2,913,395.16	\$ 12,202,214.66
TOTAL NON OPERATING GRANT INCOME **		\$ 10,685.87	\$ -	\$ 107,099.69	\$ -	\$ (107,099.69)	\$ 100,691.65
TOTAL NON OPERATING GRANT EXPENSES **		\$ 10,685.87	\$ -	\$ 107,099.69	\$ -	\$ (107,099.69)	\$ 100,691.65
REE/(EER)		\$ (12,365.37)	\$ 2,268.00	\$ (260,441.89)	\$ 11,340.00	\$ (271,781.89)	\$ (18,624.87)
CAPITAL REVENUES AND EXPENSES							
	Capital Grant Income/(Refund)	\$ 318,771.77	\$ -	\$ 704,349.60	\$ -		\$ 235,578.29
TOTAL CAPITAL REVENUES AND EXPENSES		\$ 318,771.77	\$ -	\$ 704,349.60	\$ -		\$ 235,578.29
REE/(EER)		\$ 306,406.40	\$ 2,268.00	\$ 443,907.71	\$ 11,340.00		\$ 216,953.42
NET REE/(EER)		\$ 306,406.40	\$ 2,268.00	\$ 443,907.71	\$ 11,340.00		\$ 216,953.42

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

Central Pennsylvania Transportation Authority
Balance Sheet

As of November 30, 2020

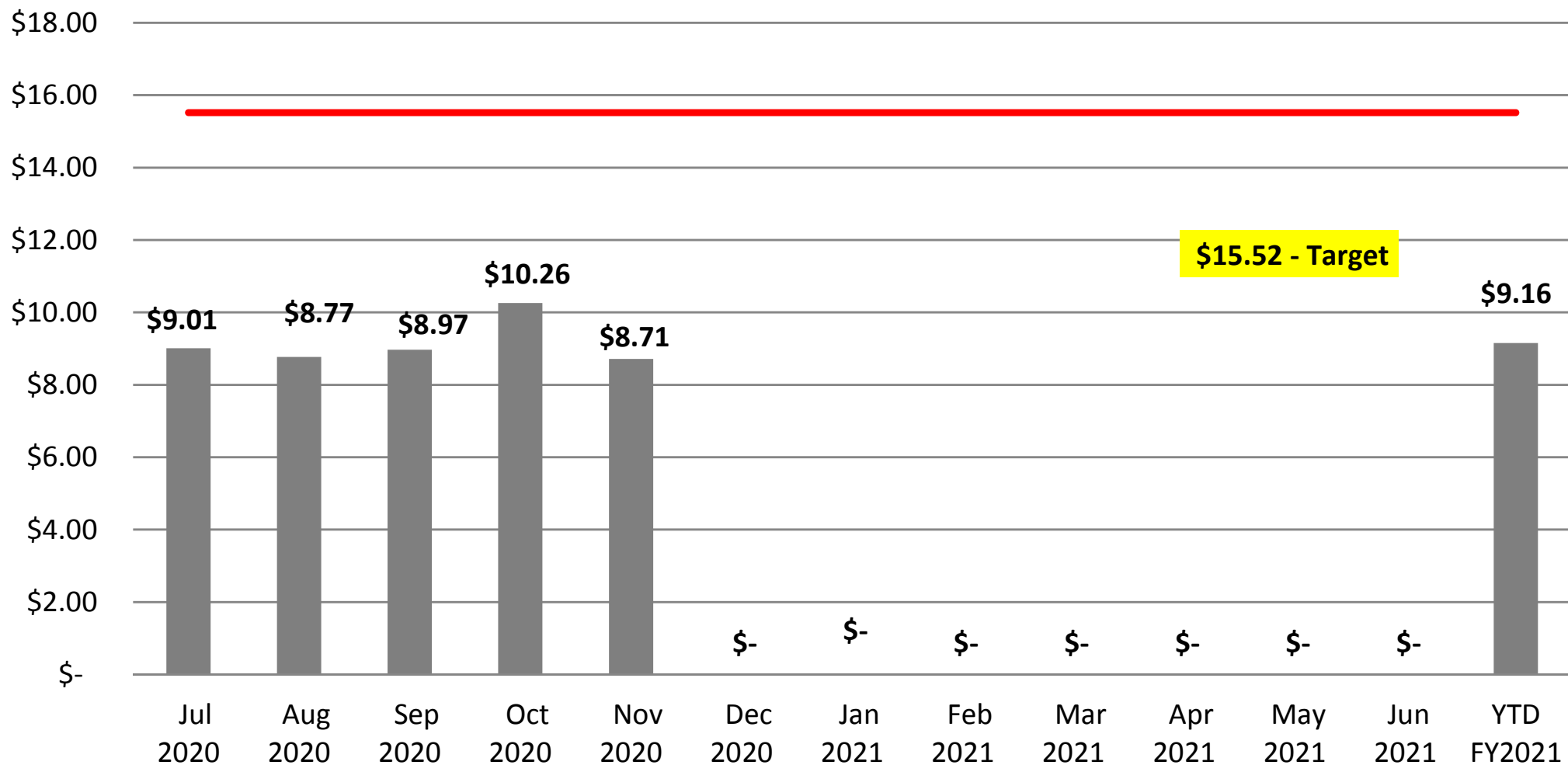
ASSETS

CURRENT ASSETS			
Unrestricted Cash	\$	8,098,350.01	
Restricted Cash	\$	290,031.88	
Reserved Cash - Capital Projects	\$	-	
Accounts Receivable	\$	9,691,984.83	
Materials & Supplies Inventory	\$	371,746.40	
Prepaid Expenses	\$	345,543.22	
Other Current Assets	\$	-	
TOTAL CURRENT ASSETS			\$ 18,797,656.34
FIXED ASSETS			
Buildings and Improvements	\$	37,032,878.20	
Revenue Equipment	\$	37,685,585.20	
Tools and Equipment	\$	2,619,673.45	
Accumulated Depreciation	\$	(31,135,455.20)	
TOTAL FIXED ASSETS (NET)			\$ 46,202,681.65
TOTAL ASSETS			<u>\$ 65,000,337.99</u>

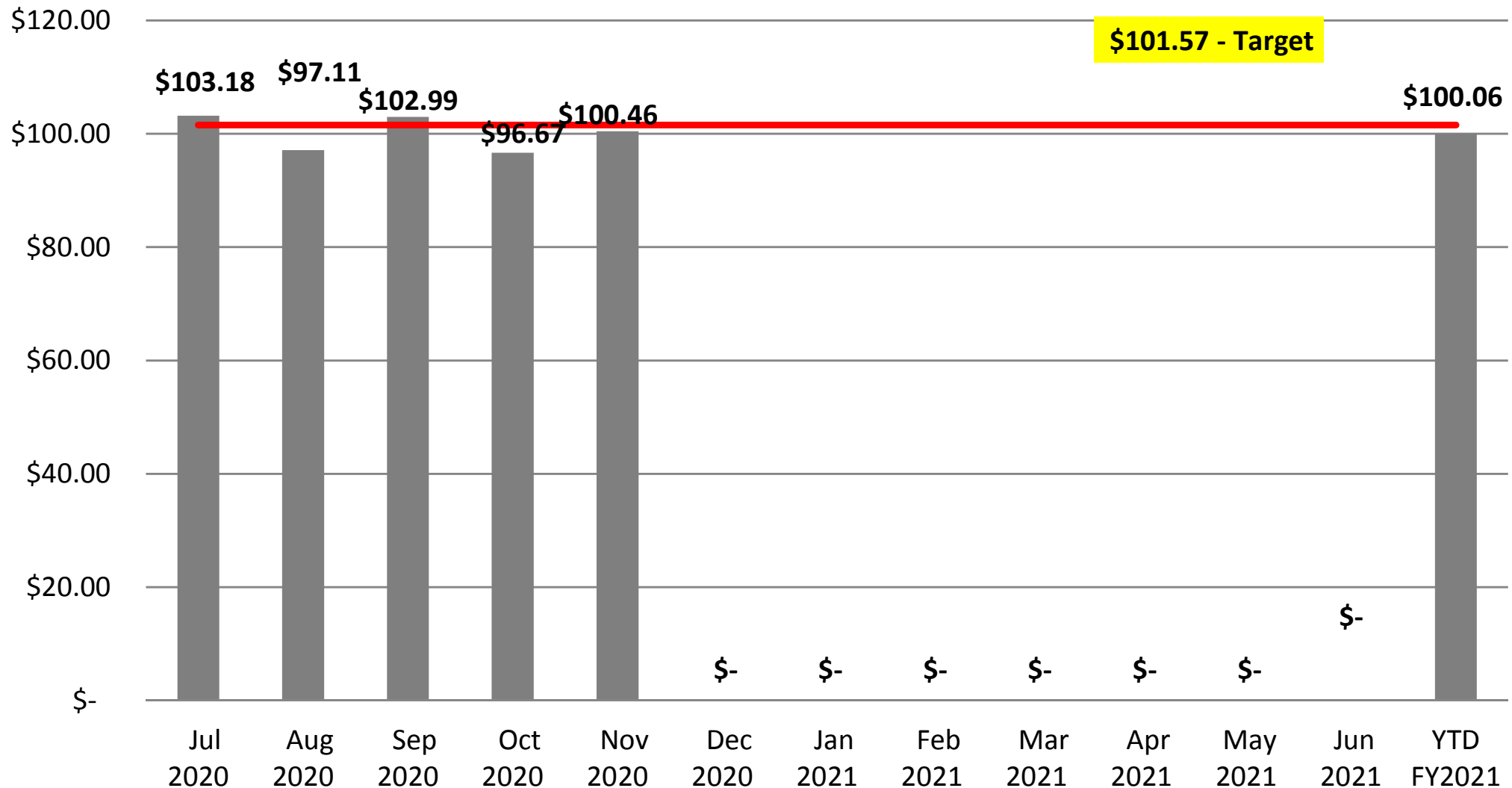
LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
Accounts Payable	\$	723,906.32	
Accrued Leave and Payroll	\$	812,495.70	
Accrued Expenses	\$	77,666.87	
TOTAL CURRENT LIABILITIES			\$ 1,614,068.89
DEFERRED REVENUE			
Revenue Received in Advance	\$	15,581,632.06	
TOTAL DEFERRED REVENUE			\$ 15,581,632.06
OTHER LIABILITIES			
Capital Lease Obligation	\$	-	
Current Notes Payable	\$	-	
Consortium Buses	\$	-	
TOTAL OTHER LIABILITIES			\$ -
NET ASSETS			
Unrestricted Equity	\$	35,980,789.26	
Restricted Equity	\$	15,519.99	
Capital Grants	\$	11,808,327.79	
TOTAL NET ASSETS			\$ 47,804,637.04
TOTAL LIABILITIES AND NET ASSETS			<u>\$ 65,000,337.99</u>

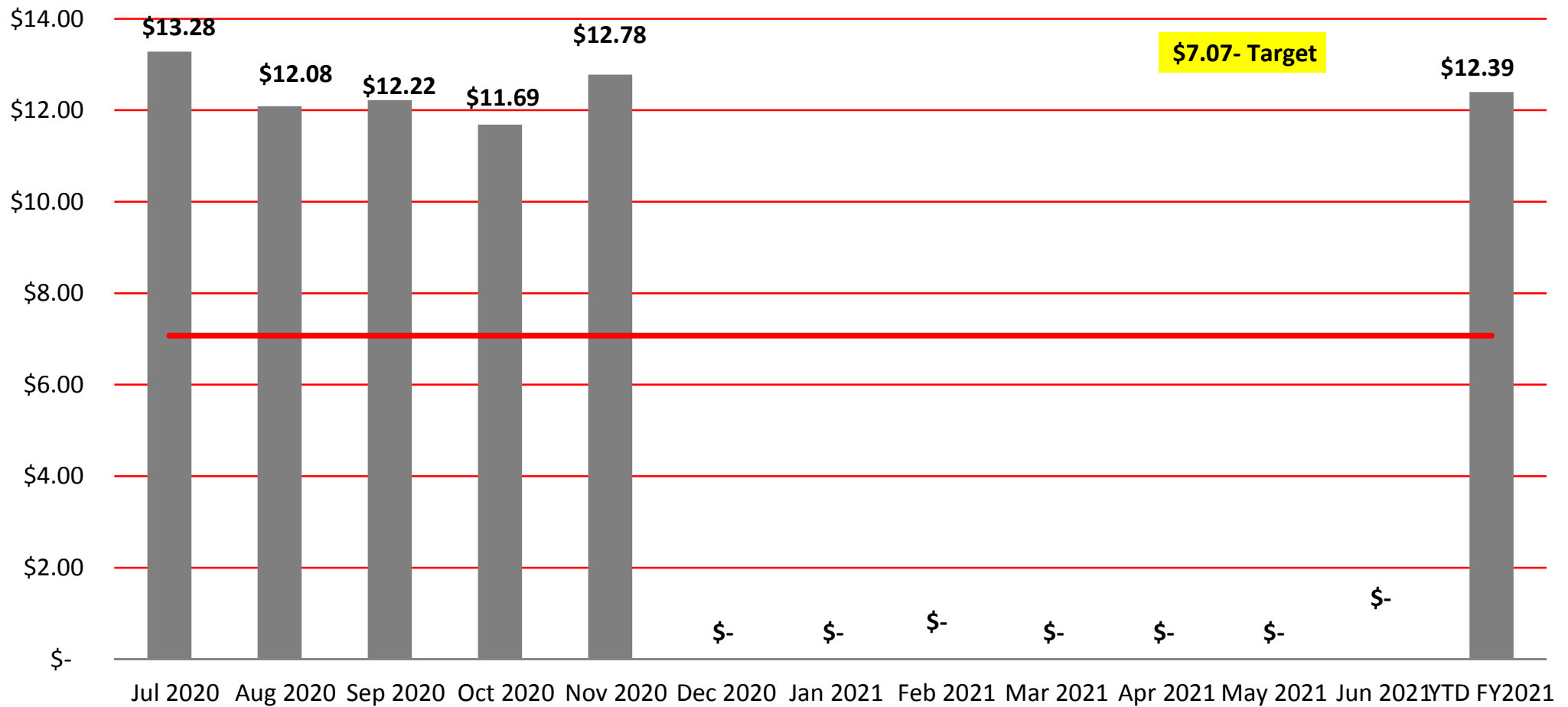
Operating Revenue/Revenue Hour



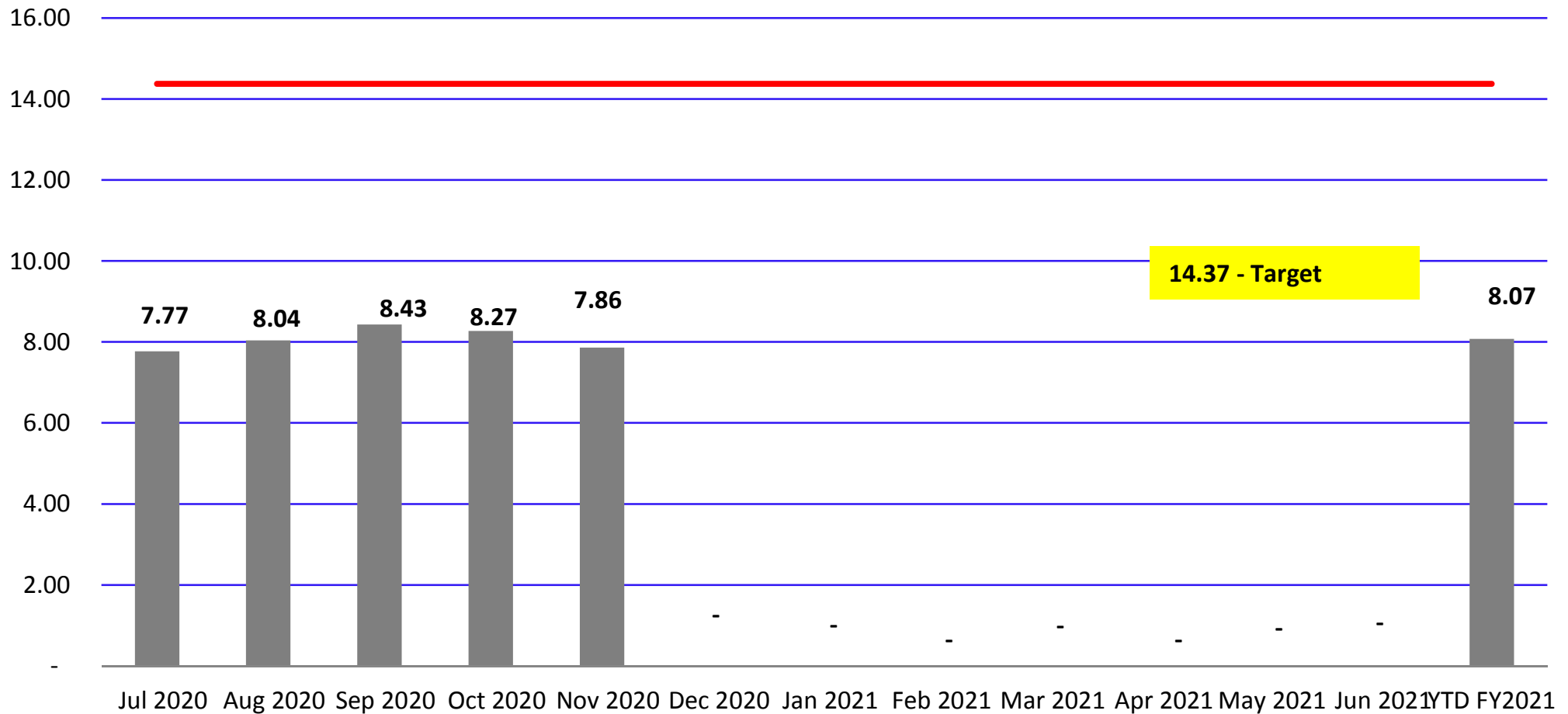
Operating Cost/Revenue Hour



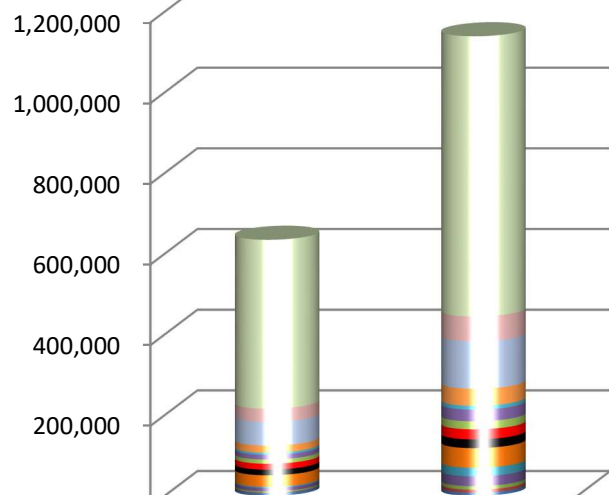
Operating Cost/Passenger



Passengers/Revenue Hour



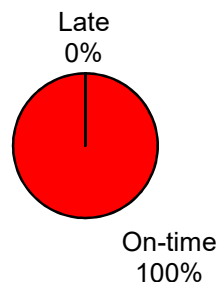
OPERATIONS – December



	YTD FY2021	YTD FY2020
FR York	418,470	694,413
Cumberland	32,931	61,573
York/Adams	58,751	117,560
Freedom Transit	17,777	42,366
Montour	5,090	9,469
Union/Snyder	11,635	29,023
Perry	10,376	19,848
Franklin	14,645	24,757
Columbia	13,936	21,790
Northumberland	28,633	48,503
Express North	2,838	21,503
FR Hanover	8,297	24,307
Express South	3,303	8,676
Express 15 North	1,091	7,941
Microtransit	7,076	7,575

MAINTENANCE – December

Preventative Maintenance



115 PMs Complete; 0 Overdue
 York – 57 Completed; 0 Overdue
 Adams – 12 Completed; 0 Overdue
 Cumberland – 13 Completed; 0 Overdue
 Northumberland – 10 Completed; 0 Overdue
 Franklin – 7 Completed; 0 Overdue
 Columbia – 4 Completed; 0 Overdue
 Montour – 1 Completed; 0 Overdue
 Union/Snyder – 8 Completed; 0 Overdue
 Perry – 3 Completed; 0 Overdue

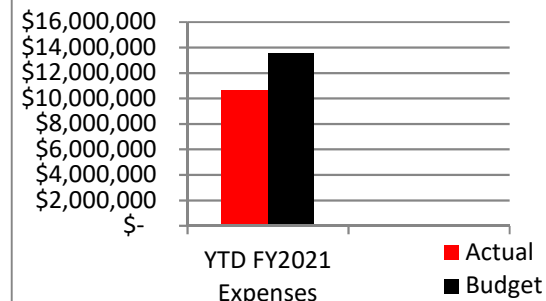
Road Calls:

	Dec 2020	YTD FY2021	Dec 2019	YTD FY2020
Mechanical	2	55	12	42
Non-Mech.	14	123	40	281

SAFETY – December

	Dec 2020	YTD FY2021	Dec 2019	YTD FY2020
Preventable	14	50	5	63
Non-Preventable	4	26	4	40
Passenger Injury	0	9	0	11
Employee Injury	3	10	1	9

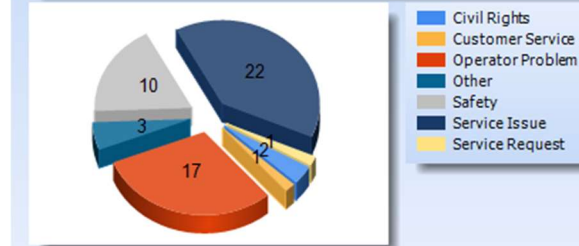
FINANCE – November



CUSTOMER COMPLAINTS – December

Count distribution by Category

56 Total Complaints



	Dec 2020	YTD FY2021	Dec 2019	YTD FY2020
Total Complaints	56	389	96	723

MARKETING – December

	Dec 2020	YTD FY2021	Dec 2019	YTD FY2020
PR Exposures	13	26	1	41
Outreaches	0	1	1	45
Pageviews	45,302	274,075		
Unique Pageviews	34,976	208,332		
Bikes	549	4,537	743	7,001

**New website launched 2/2020

RESOLUTION NO. 2101

**AUTHORIZATION TO PROCURE FIXED ROUTE CUTAWAY VANS AND MICROTRANSIT
FORD TRANSITS BY EXERCISING OUR OPTIONS ON THE CURRENT STATEWIDE
CONTRACT**

WHEREAS, the Central Pennsylvania Transportation Authority is eligible to replace fixed route up to 6 fixed route cutaway buses and expand our Microtransit fleet by purchasing up to 5 Ford Transits; and,

WHEREAS, the Central Pennsylvania Transportation Authority participated in a Joint Procurement with South Central Transit Authority issuing a Request For Proposals for programmed replacement and expansion of several of those vehicles; and,

WHEREAS, the Central Pennsylvania Transportation Authority as part of a Joint Procurement issued a Request For Proposals for programmed replacement and expansion of several of those vehicles; and,

WHEREAS, Sheppard Bros., Inc. was the firm awarded the contract to build the Body-on-Chassis vans and Rohrer Bus Sales was the firm awarded the contract to provide Ford Transit vans; and,

WHEREAS, the Central Pennsylvania Transportation Authority has a number of buses that have exceeded their estimated useful life and that it can procure consistent with our programmed options in that contract; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve and authorize the Executive Director to purchase up to 6 Body-on-Chassis vans and 5 Ford Transit vans at a project cost not to exceed \$1,250,000.

DULY RESOLVED, this 7th day of January 2021, by the Board of Directors in a lawful session duly assembled.

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 January 7, 2021.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority