



DATE: July 8, 2021

TIME: 7:00 PM

PLACE: Zoom

PURPOSE: JULY 2021 BOARD MEETING

REGULAR MONTHLY MEETING
ORDER OF BUSINESS

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - Meeting Minutes of June 10, 2021 (Pages 2-5)
4. YAMPO Transit Committee
 - No New Business
5. Communications
 - Perry County Commissioners Appointment Letter for Mr. Gary Eby (Page 6)
6. Treasurer's Report (Pages 7-14)
7. Resolutions
8. Old Business
 - PennDOT ACT 44 Review Action Plan – Quarterly Board Update (Pages 15-16)
 - RESOLUTION NO. 2121: MODIFYING RESOLUTION 2120 AUTHORIZING THE AWARD OF CONTRACT FOR FLEET MANAGEMENT MAINTENANCE SOFTWARE (Pages 17-18)
9. New Business .
 - Intercity Bus Discussion – proposed resolution (Page 19)
10. Future Procurement Activities
 - A. No Future Procurements
11. Staff Reports
12. Adjournment

Next Meeting: Thursday, August 5, 2021



MINUTES OF BOARD MEETING JUNE 10, 2021

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on June 10, 2021.

Members Present: Raymond Rosen, Darlene Brown, Carrie Gray, Annie Strite, Richard Carson and Keith Martin.

Others Attending: Richard Farr, Executive Director; Bonnie Stine, Controller; Jenna Reedy, Chief of Staff; Jamie Leonard, Director of Human Resources; Tony Mundy, Maintenance Superintendent; Trevor Manahan, Chief Operating Officer rabbittransit; Stephen Baldwin, Chief Financial Officer; Chris Zdanis Chief Operating Officer CAT; and Angela Bednar, Executive Assistant CAT.

Members of the Public: Chris Caba, York County Planning Commission

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 May 13, 2021, was moved by Richard Carson, seconded by Annie Strite.

Richard Carson requested a correction to the May 2021 minutes, under the section "New Business", noting that halfway through the paragraph "whom align" should read "who maligned".

Motion to approve the minutes with noted correction was approved unanimously.

YAMPO TRANSIT COMMITTEE:

Richard Farr introduced Chris Caba, from the York MPO long range planning committee who presented GOYORK2045, The 2021 Metropolitan Transportation Plan. The presentation focused on the funding aspects as well as transit actions and performance measures. Highlights of the presentation include:



- Tracking a total of 12 performance measures for both the Federal Highway Administration as well as YAMPO, two of which include: total fixed route ridership and bicycles on the bus. These will be tracked through 2045.
- Transit actions include implementing measures that decrease transit vehicle travel time, promoting all transit technology and building additional park and ride lots. Other transit actions include equity, operations, environment and job access and economic development.
- Funding received from liquid fuels, Marcellus shale funds, Act 44, \$5 local use fee and Commissioners match to transit.
- Capital Improvement Plan (CIP) serves as a demonstration of financial constraint for future investments. CIP reviewed as well as financial constraints; revenue vs need.
- MetroQuest survey reviewed which includes a public participation session. Comments received during this period were reviewed.

A copy of the full plan and the MetroQuest survey can be found on the website.

RESOLUTION 2118 – RECOMMENDATION TO THE YAMPO COORDINATING COMMITTEE FOR THE APPROVAL OF GOYORK 2045, THE 2021-2045 METROPOLITAN TRANSPORTATION PLAN FOR YORK COUNTY

Motion to approve was raised by Keith Martin, seconded by Darlene Brown and passed unanimously.

COMMUNICATIONS:

Diversity, Equity and Inclusion in Public Transportation article was presented to the Board. This article contains case studies showcasing best practices from rural agencies, such as rabbittransit. The full article can be found at: [https://www.nationalrtap.org/Portals/0/Diversity Equity and Inclusion in Public Transportation.pdf](https://www.nationalrtap.org/Portals/0/Diversity%20Equity%20and%20Inclusion%20in%20Public%20Transportation.pdf)

TREASURER'S REPORT:

Keith Martin asked to draw the Board's attention to page 13 of the financial statements, Capital purchases for the month, specifically real estate and spending on the transfer center and the roof project.

Keith Martin deferred to Steve Baldwin for a review of the financial statements for the period ending May 31, 2021. Highlights of the financial statements were as follows:

- April is the 13th month under Pennsylvania's COVID-19 emergency proclamation so from now on monthly comparisons to the previous year now contain COVID impacts..
- rabbittransit continues to experience uneven recovery, which was significant in April and in May. Both month's ridership decreased more than 2% from the



month before, after increasing nearly 20% in March over February. These increases were driven by fixed route operating revenues.

- There were several large ticket purchases in the month of May.
- Only normal funding sources were used during April and spending was \$180,000 less than the monthly allocation of state funds for the month.

RESOLUTIONS

RESOLUTION 2119 – MODIFICATION OF FIXED ROUTE AND EXPRESS MULTI-RIDE PASS SALES FOR SEPTEMBER 2021 AS PART OF RIDER RECOVERY EFFORTS

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

RESOLUTION 2120 – AUTHORIZING THE AWARD OF CONTRACT FOR FLEET MANAGEMENT MAINTENANCE SOFTWARE

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

OLD BUSINESS:

No old business.

NEW BUSINESS:

No new business.

FUTURE PROCUREMENT ACTIVITIES:

No future procurements.

STAFF REPORTS:

Jenna Reedy presented an update on a forthcoming joint press release, in regards to the updated Governor's mask mandate, noting that rabbittransit is still governed by the FTA mask mandate, which rabbittransit is obligated to extend till September 13.

Richard Farr presented the following staff updates to the Board:

- SAFTI data reviewed: Losses per 1,000 Transit Miles, Average Losses per Revenue Vehicle.
- Gettysburg-Hanover Connector ridership increased 20%.
- Mass mailer went out for recruitment, which targeted retired law-enforcement and prison guards.



- Recruitment and childcare for employees was discussed and a possible partnership with YMCA.

There was a discussion regarding the formatting of the minutes. Raymond Rosen would like to see future minutes reviewed by legal counsel before presented to the Board.

EXECUTIVE SESSION:

No executive session.

Meeting adjourned at 7:50 PM.

Next Meeting: Thursday, July 8, 2021

Respectfully Submitted,

Angela Bednar
Executive Assistant
Central Pennsylvania Transportation Authority

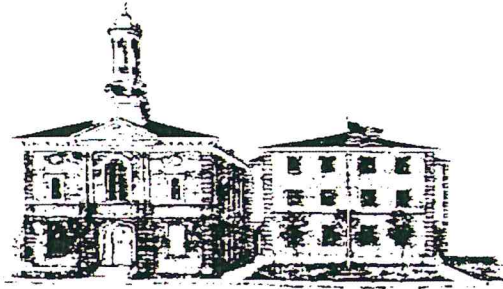
Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

COMMISSIONERS

BRIAN S. ALLEN
CHAIRMAN

GARY R. EBY
VICE-CHAIRMAN

BRENDA L. WATSON
SECRETARY



PERRY COUNTY COMMISSIONERS
P.O. BOX 37
NEW BLOOMFIELD, PA 17068-0037
PHONE (717)582-2131

WILLIAM R. BUNT
SOLICITOR

SHANNON J. HINES
CHIEF CLERK

GLADYS K. CARNS
DEPUTY CHIEF CLERK

June 2, 2021

Richard Farr, CEO
rabbittransit
415 N. Zarfoss Dr.
York, PA 17404

Dear Mr. Farr:

Please be advised that at the Perry County Board of Commissioners meeting May 24, 2021, the following actions were taken:


"Commissioner Eby made a motion to accept the resignation of Phillip Robbins from the Central Pennsylvania Transportation Authority (CPTA). Commissioner Watson seconded the motion. All agreed. Motion carried."

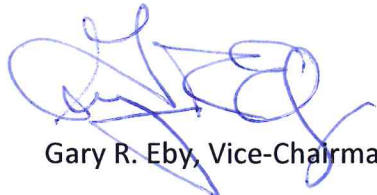
"Commissioner Watson made a motion to appoint Commissioner Gary Eby to the Central Pennsylvania Transportation Authority (CPTA). Commissioner Allen seconded the motion. All agreed. Motion carried."

Please reach out to Commissioner Eby to advise him of upcoming meetings and other functions that he should be a part of to represent Perry County on the Central Pennsylvania Transportation Board of Directors (CPTA).

He can be reached on his personal cell phone at (717) 636-1185 or by email geby@perryco.org.

Sincerely,


Brian S. Allen, Chairman


Gary R. Eby, Vice-Chairman


Brenda L. Watson, Secretary

Financial Statement & Statistical Notes for May 2021

- The financial statements, enclosed with these notes, are as of May 31, 2021. This is the end of the 11th Month of fiscal year 2020/2021 and the thirteenth 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.
 - The performance measurement charts shows poorer results for all metrics except operating cost per revenue hour. The positive movement with operating cost per revenue hour is due to more revenue hours and slightly lower expenses in the month of May compared to previous months. The other metric which are showing unfavorable performance to May is primarily attributed to lower ridership for the month.
 - Paratransit trips have continued to decrease in May compared to April and March which was the highest ridership month this fiscal year.
 - We have continued to use subcontractors, who were used pre-COVID, for paratransit trips in May.
 - Pre-COVID, about 7% of all paratransit trips are subcontracted; however, this month, 3.6% of the trips are being subcontracted.
 - A preliminary look at June 2021 ridership appears to end the fiscal year on a positive movement
 - 15% increase for paratransit
 - 6% increase for fixed route
 - Once all metrics have been proofed and adjusted for the fiscal year end, a fiscal year 2021 dashboard will be prepared with notes regarding impacts to our service
- Total revenue is 24% under budget for May; 24% under budget YTD.
 - Operating revenues – 1% under budget for May; at budget YTD
 - Grant income – 41% under budget for May; 41% under budget YTD
 - Paratransit divisional losses are evaluated for subsidy at the close of the fiscal year.
 - We utilized the remaining available Federal CARES Act funding during February and have used other operating funds to cover our monthly deficit. These other operating funds are available for future use to assist with cash flows and future sustainability of the system.
- Total expenses are 20% under budget for May; 20% under budget YTD
 - The Materials and Supplies expense category is under budget by 46% for May, but remains over budget YTD by 4%.

- This is an ongoing effect of out of the ordinary supplies needed for pandemic purposes.
- No other major expense category exceeded 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	Estimated Subsidy	Adjusted REE/EER	Variance Adjusted to Budget
York/Adams	EER	(\$1,938,695)**	\$1,406,926	(\$531,769)	(\$518,191)
Perry	EER	(\$67,930)		(\$67,930)	(\$67,930)
Montour	REE	\$38,602		\$38,602	\$25,022
Union/Snyder	EER	(\$90,721)		(\$90,721)	(\$90,720)
Columbia	REE	\$242,828		\$242,828	\$242,828
Cumberland	REE	\$6,793		\$6,793	\$6,794
Northumberland	REE	\$342,992		\$342,992	\$342,992
Franklin	REE	\$59,205		\$59,205	\$59,205
All Paratransit Services		(\$1,406,926)	\$1,406,926	\$ -	\$ -

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

**The York/Adams actual EER is the unfunded amount as the decision to fund the EER is made at the end of the fiscal year. New columns have been added to estimate the paratransit subsidy and adjust the REE/EER.

- 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 May 2021 total \$51,057
 - Zarfoss Roof Project - \$1,241
 - York Transfer Center Renovation - \$27,019
 - Radio Installs/Inspections on new Para Vehicles - \$18,453
 - Call Center Reporting - \$3,260
 - Telephone System - \$1,084

**Central Pennsylvania Transportation Authority
Income Statement**

For The Period Ended May 31, 2021

	Period To Date		Year To Date		Budget Variance	Year To Date May 31, 2020
	Actual	Current Budget	Actual	Current Budget		
REVENUE						
Operating Revenue	\$ 1,149,152.85	\$ 1,156,239.00	\$ 12,681,888.10	\$ 12,718,629.00	\$ (36,740.90)	\$ 14,857,225.87
Grant/Contract Income	\$ 914,904.51	\$ 1,553,858.00	\$ 10,082,090.53	\$ 17,092,438.00	\$ (7,010,347.47)	\$ 10,252,801.24
TOTAL REVENUE	\$ 2,064,057.36	\$ 2,710,097.00	\$ 22,763,978.63	\$ 29,811,067.00	\$ (7,047,088.37)	\$ 25,110,027.11
EXPENSES						
Wages	\$ 1,006,412.64	\$ 1,222,028.00	\$ 10,957,629.66	\$ 13,442,308.00	\$ 2,484,678.34	\$ 11,644,205.89
Benefits	\$ 606,349.36	\$ 686,042.00	\$ 6,752,143.03	\$ 7,546,462.00	\$ 794,318.97	\$ 6,750,143.28
Services	\$ 69,903.13	\$ 145,075.00	\$ 1,084,190.25	\$ 1,595,825.00	\$ 511,634.75	\$ 1,146,445.19
Fuel	\$ 186,863.48	\$ 209,192.00	\$ 1,733,831.00	\$ 2,301,112.00	\$ 567,281.00	\$ 1,943,016.91
Tires	\$ 8,390.00	\$ 15,436.00	\$ 135,411.37	\$ 169,796.00	\$ 34,384.63	\$ 160,202.62
Parts	\$ 30,063.29	\$ 50,445.00	\$ 373,408.63	\$ 554,895.00	\$ 181,486.37	\$ 512,154.11
Materials and Supplies	\$ 14,027.17	\$ 25,880.00	\$ 294,794.10	\$ 284,680.00	\$ (10,114.10)	\$ 286,058.40
Utilities	\$ 53,585.48	\$ 59,284.00	\$ 548,178.84	\$ 652,124.00	\$ 103,945.16	\$ 613,207.39
Casualty and Liability Costs	\$ 94,678.52	\$ 69,766.00	\$ 807,141.02	\$ 767,426.00	\$ (39,715.02)	\$ 748,891.56
Purchased Transportation	\$ 84,741.89	\$ 178,532.00	\$ 779,553.16	\$ 1,963,852.00	\$ 1,184,298.84	\$ 1,651,040.83
Miscellaneous Expenses	\$ 8,475.24	\$ 21,438.00	\$ 157,347.11	\$ 235,818.00	\$ 78,470.89	\$ 190,065.95
Leases and Rentals	\$ (10,105.49)	\$ 10,881.00	\$ 85,876.72	\$ 119,691.00	\$ 33,814.28	\$ 118,107.01
Passed Through Expenses	\$ 22,015.77	\$ 13,830.00	\$ 242,478.92	\$ 152,130.00	\$ (90,348.92)	\$ 140,599.92
TOTAL EXPENSES	\$ 2,175,400.48	\$ 2,707,829.00	\$ 23,951,983.81	\$ 29,786,119.00	\$ 5,834,135.19	\$ 25,904,139.06
TOTAL NON OPERATING GRANT INCOME **	\$ 55,889.16	\$ -	\$ 369,439.79	\$ -	\$ (369,439.79)	\$ 248,493.13
TOTAL NON OPERATING GRANT EXPENSES **	\$ 55,889.16	\$ -	\$ 369,439.79	\$ -	\$ (369,439.79)	\$ 248,493.13
REE/(EER)	\$ (111,343.12)	\$ 2,268.00	\$ (1,188,005.18)	\$ 24,948.00	\$ (1,212,953.18)	\$ (794,111.95)
CAPITAL REVENUES AND EXPENSES						
Capital Grant Income/(Refund)	\$ 51,057.27	\$ -	\$ 3,472,989.78	\$ -	\$ -	\$ 6,956,906.15
TOTAL CAPITAL REVENUES AND EXPENSES	\$ 51,057.27	\$ -	\$ 3,472,989.78	\$ -	\$ -	\$ 6,956,906.15
REE/(EER)	\$ (60,285.85)	\$ 2,268.00	\$ 2,284,984.60	\$ 24,948.00	\$ -	\$ 6,162,794.20
NET REE/(EER)	\$ (60,285.85)	\$ 2,268.00	\$ 2,284,984.60	\$ 24,948.00	\$ -	\$ 6,162,794.20

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

Central Pennsylvania Transportation Authority
Balance Sheet

As of May 31, 2021

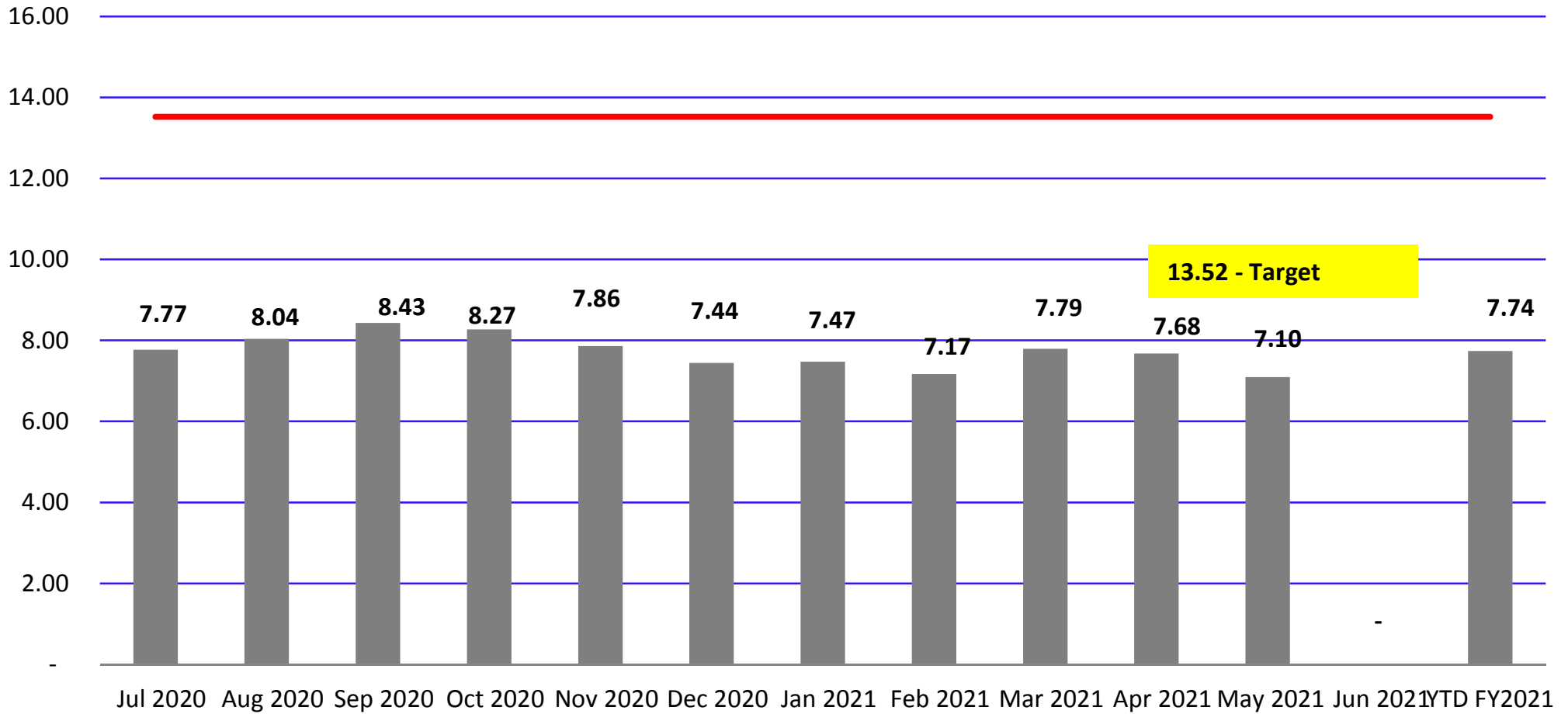
ASSETS

CURRENT ASSETS			
	Unrestricted Cash	\$	5,054,837.43
	Restricted Cash	\$	262,598.92
	Reserved Cash - Capital Projects	\$	-
	Accounts Receivable	\$	14,646,918.12
	Materials & Supplies Inventory	\$	373,927.83
	Prepaid Expenses	\$	567,007.41
	Other Current Assets	\$	-
	TOTAL CURRENT ASSETS	\$	20,905,289.71
FIXED ASSETS			
	Buildings and Improvements	\$	37,418,053.78
	Revenue Equipment	\$	39,807,531.43
	Tools and Equipment	\$	2,899,465.76
	Accumulated Depreciation	\$	(31,135,455.20)
	TOTAL FIXED ASSETS (NET)	\$	48,989,595.77
	TOTAL ASSETS	\$	69,894,885.48

LIABILITIES AND NET ASSETS

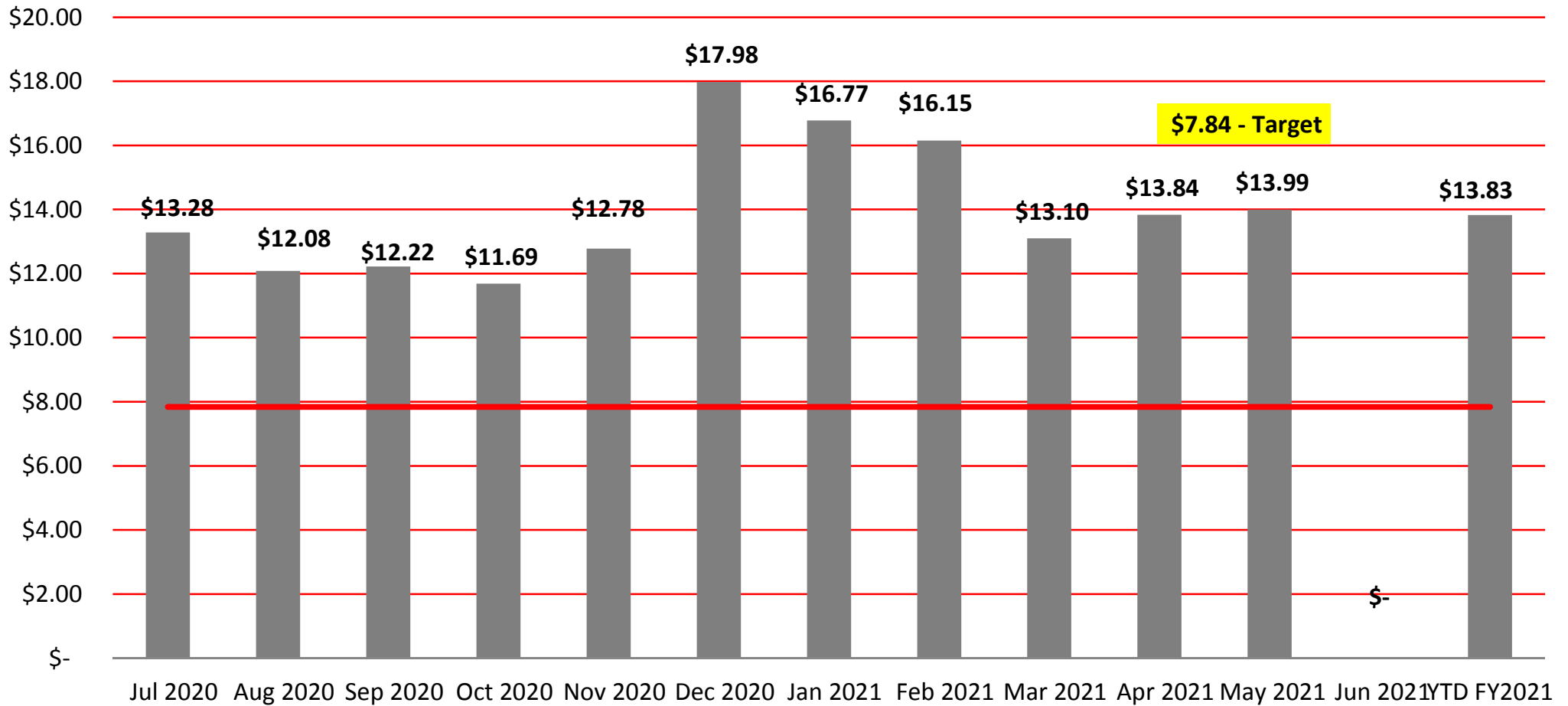
CURRENT LIABILITIES			
	Accounts Payable	\$	994,262.27
	Accrued Leave and Payroll	\$	889,327.47
	Accrued Expenses	\$	94,627.20
	TOTAL CURRENT LIABILITIES	\$	1,978,216.94
DEFERRED REVENUE			
	Revenue Received in Advance	\$	18,270,954.61
	TOTAL DEFERRED REVENUE	\$	18,270,954.61
OTHER LIABILITIES			
	Capital Lease Obligation	\$	-
	Current Notes Payable	\$	-
	Consortium Buses	\$	-
	TOTAL OTHER LIABILITIES	\$	-
NET ASSETS			
	Unrestricted Equity	\$	37,821,866.15
	Restricted Equity	\$	15,519.99
	Capital Grants	\$	11,808,327.79
	TOTAL NET ASSETS	\$	49,645,713.93
	TOTAL LIABILITIES AND NET ASSETS	\$	69,894,885.48

Passengers/Revenue Hour



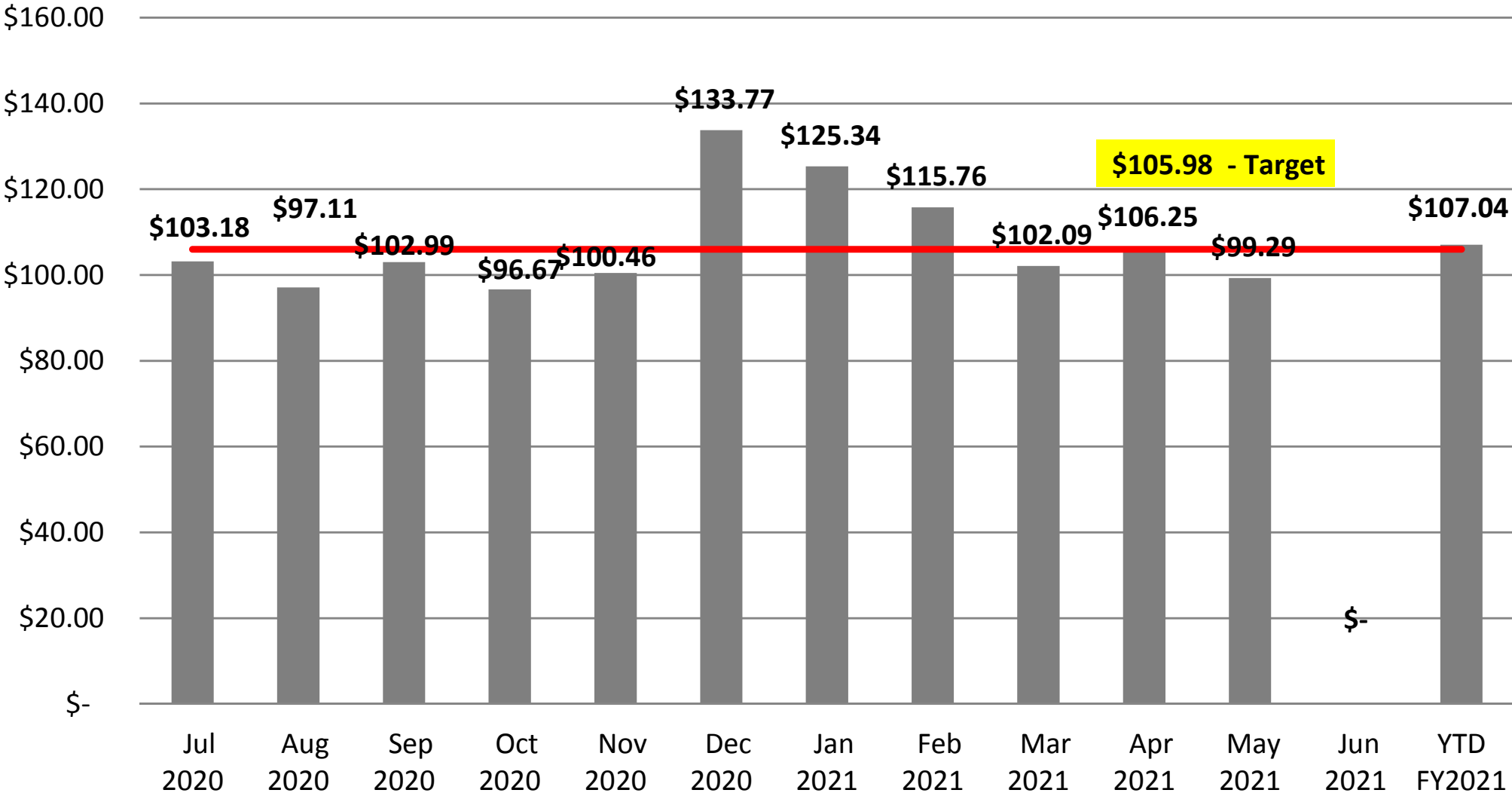
**FY2021 PA DOT target assigned for passengers/revenue hour is 13.52. Actual performance should exceed this target.

Operating Cost/Passenger



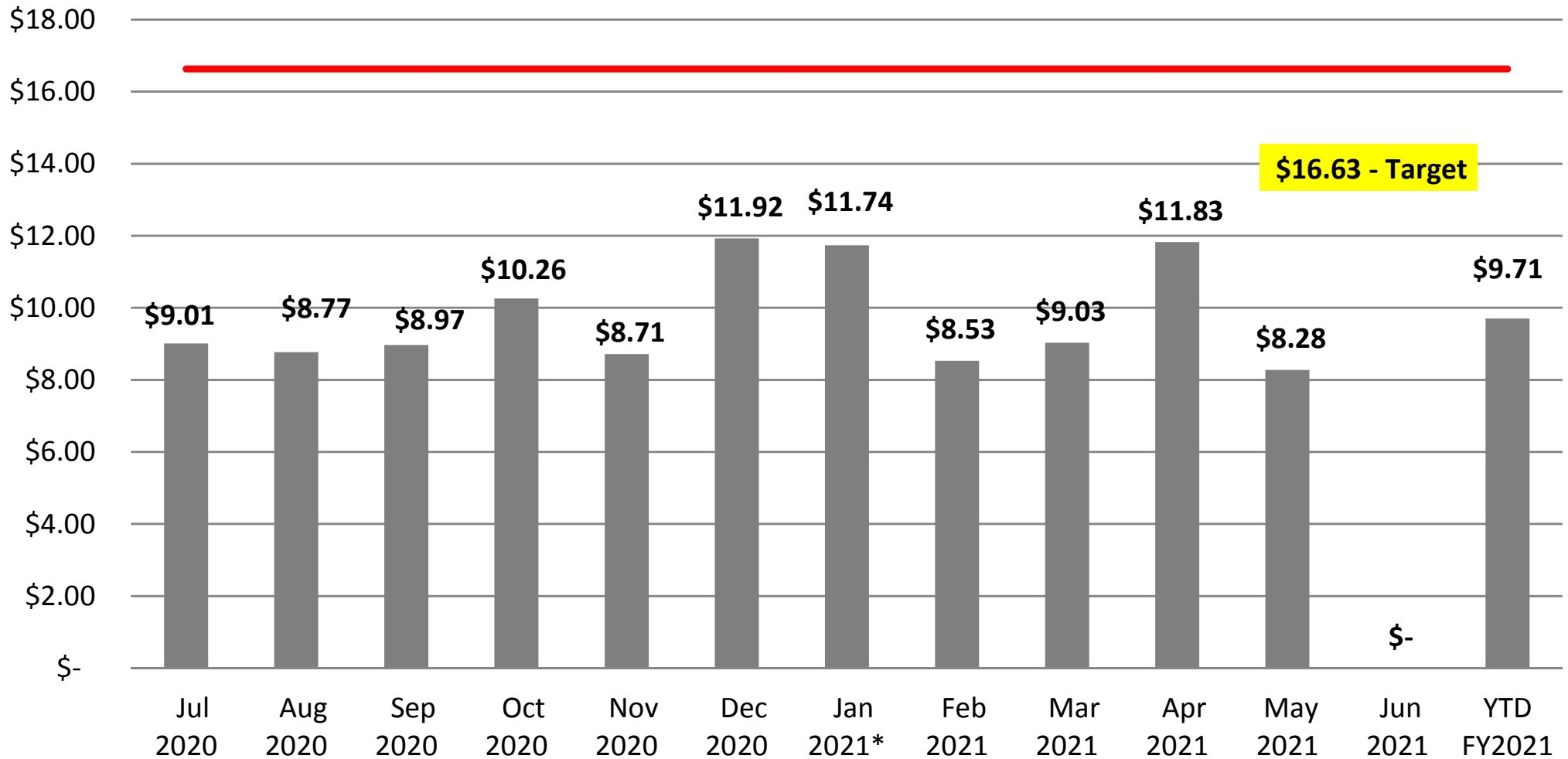
**FY2021 PA DOT target assigned for operating cost/passenger is \$7.84. Actual performance should be less than or equal to this target.

Operating Cost/Revenue Hour



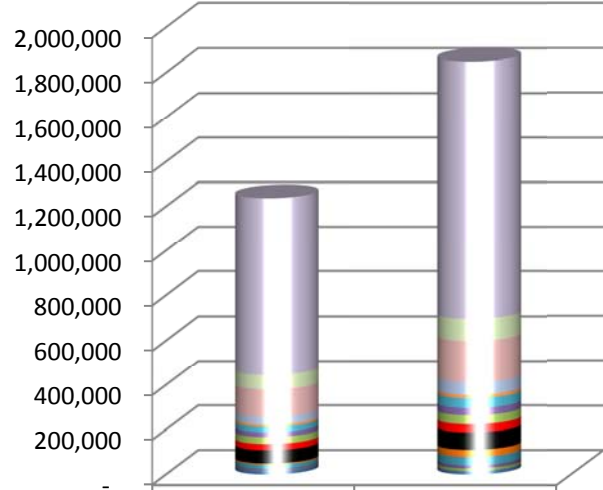
**FY2021 PA DOT target assigned for operating cost/revenue hour is \$105.98. Actual performance should be less than or equal to this target.

Operating Revenue/Revenue Hour



**FY2021 PA DOT target assigned for operating revenue /revenue hour is \$16.63. Actual performance should be higher than or equal to this target.

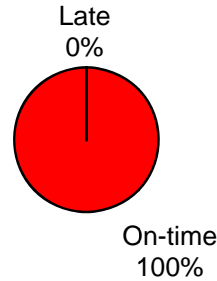
OPERATIONS – June



	YTD FY2021	YTD FY2020
FR York	792,029	1,151,141
Cumberland	64,887	99,216
York/Adams	122,368	186,832
Freedom Transit	35,171	57,244
Montour	10,199	14,675
Union/Snyder	24,578	44,228
Perry	21,545	32,128
Franklin	30,674	39,775
Columbia	27,309	36,822
Northumberland	59,070	77,417
Express North	5,532	31,561
FR Hanover	19,135	37,349
Express South	6,111	13,870
Express 15 North	1,987	12,251
Gett/Han Connect*	1,205	
Microtransit	15,287	15,069

MAINTENANCE – June

Preventative Maintenance

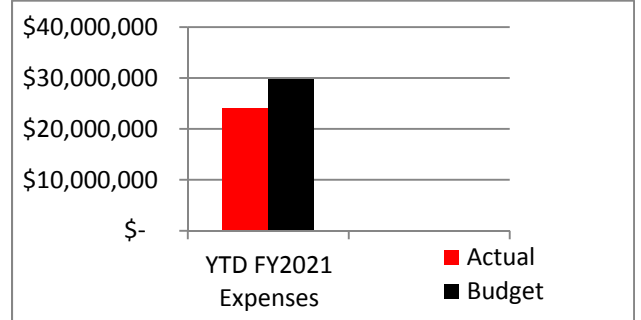


137PMs Complete; 0 Overdue
 York – 56 Completed; 0 Overdue
 Adams – 12 Completed; 0 Overdue
 Cumberland – 14 Completed; 0 Overdue
 Northumberland – 16 Completed; 0 Overdue
 Franklin – 7 Completed; 0 Overdue
 Columbia – 7 Completed; 0 Overdue
 Montour – 3 Completed; 0 Overdue
 Union/Snyder – 13 Completed; 0 Overdue
 Perry – 9 Completed; 0 Overdue

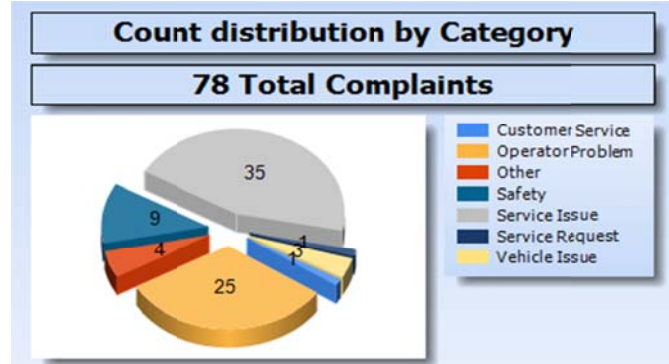
Road Calls:

	June 2021	YTD FY2021	June 2020	YTD FY2020
Mechanical	8	99	9	98
Non-Mech.	15	260	26	405

FINANCE – May



CUSTOMER COMPLAINTS – June



	June 2021	YTD FY2021	June 2020	YTD FY2020
Total Complaints	78	796	67	1,174

SAFETY – June

	June 2021	YTD FY2021	June 2020	YTD FY2020
Preventable	6	95	11	101
Non-Preventable	1	38	5	64
Passenger Injury	0	14	1	16
Employee Injury	1	18	0	16

MARKETING – June

	June 2021	YTD FY2021	June 2020	YTD FY2020
PR Exposures	13	102	6	82
Outreaches	6	10	0	65
Pageviews	51,709	558,915	52,856	189,947
Unique Pageviews	40,003	430,621	38,426	139,579
Bikes	697	8,020	810	10,354

**New website launched 2/2020

*New Service Begin 2/2021

Pageview – number pages viewed; repeat page

CPTA Act 44 Transit Performance Review Action Plan - July 2021

Actions to Increase Passengers / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
1. Assess alternative transportation options for southern York County as part of the next TDP update.	CPTA anticipates a TDP update in 2022. Based on the outcome of the TDP update, rabbittransit will prepare a pilot funding application that will be submitted to PennDOT should opportunities be identified.	No update.
2. Continue to work with municipalities experiencing population growth and new commercial development to include a CPTA review of proposed site development plans.	CPTA is heavily engaged in local and regional planning organizations and has recently been a working member of PPTA's "Build a Better Bus Stop" Project which worked to prepare transit oriented development language for agencies to revise and tailor to their regional needs. Further, CPTA seeks to continue efforts to find third-party funding partners as state and federal resources don't allow for adequate source expansions.	Ongoing, no update.
Actions to Increase Operating Revenue / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
1. Continue to monitor its fixed-route farebox recovery and maintain a satisfactory fare recovery level.	CPTA does maintain and monitor farebox recovery and will evaluate a potential change in fare and farebox collection policy. Special consideration will need to be given for pandemic / post-pandemic consumer needs and ability to pay. It is worth noting that this element may see significant updates with the coordination of CAT and rabbittransit services.	Ongoing, no update.
Actions to Contain Operating Costs / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
1. Develop a more detailed strategic IT plan that defines desired IT specifications, interdepartmental information flow, and an investment plan.	CPTA requests assistance from PennDOT in the providing of templates, a framework, or technical expertise in the development of such a plan with consideration given to the coordination of CAT and rabbittransit services in terms of timeline factors.	No update.

CPTA Act 44 Transit Performance Review Action Plan - July 2021

<p>2. Update its cost allocation plan to equitably assign costs across divisions, including other service lines like non-public transportation, CAT management, and 4Ride.</p>	<p>The authority will evaluate this recommendation, but has not identified any compelling reasons that the current model is not effective. CPTA's current model does allocate costs across divisions, including non-public transportation, but does not for fee for non-direct transportation services under an agreement such as the CAT management and 4Ride agreements CPTA would request PennDOT to provide expanded guidance to direct efforts.</p>	<p>No update.</p>
<p>3. Develop standards and monitor mechanic efficiency for routine tasks.</p>	<p>Preliminarily anticipate deployment of new maintenance software in early 2022. CPTA is in the process of drafting a procurement for a new maintenance software. Further, CPTA will identify in the required scope of work or functionality evaluation the capability of the system to meet monitoring and reporting needs.</p>	<p>CPTA, along with CAT, have selected a maintenance software vendor that has better reporting and functionality to accommodate this task as of board approvals in May and June, respectively. Final contract agreement and notice to proceed are in process with transition to project implementation beginning in August 2021.</p>
<p align="center">Other Actions to Improve Overall Performance</p>	<p align="center">CPTA Action Plan</p>	<p align="center">Progress Report Update(s)</p>
<p>1. Use a third-party contractor to independently conduct an agency-wide compensation analysis to ensure salaries of key positions reflect current roles, responsibilities, and local market conditions.</p>	<p>Preliminarily anticipate this would be possible to be complete in CY2022 with consideration for the coordination of CAT and rabbittransit services in the near-term future.</p>	<p>In conjunction with the CPTA and CAT merger to SRTA, the agency hired and underwent a compensation analysis via a third-party contractor. CPTA is using this information in conjunction with the systemness assessments of the agency to determine appropriate compensation modeling.</p>
<p>2. Implement a formal capital planning process agency-wide that it can use to identify and prioritize CPTA's short and long-term capital needs.</p>	<p>Preliminarily anticipate deployment in FY2021-2022 planning cycle. The authority does have a formal capital planning process in place, but recognizes the reviewer recommendation to expand this with CAT services in mind.</p>	<p>No update.</p>

RESOLUTION NO. 2121

MODIFYING RESOLUTION 2120 AUTHORIZING THE AWARD OF CONTRACT FOR FLEET MANAGEMENT MAINTENANCE SOFTWARE

WHEREAS, Resolution 2120 was adopted on June 10, 2021 with the incorrect contract amount and this resolution will take precedence, and

WHEREAS, the Central Pennsylvania Transportation Authority has identified a need for fleet management maintenance software to improve on the maintenance operation of the transit system and improve operating efficiencies, 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 products available on the market that required evaluation beyond price, and

WHEREAS, a joint Request For Proposals was released on March 1, 2021 with the Capital Area Transit seeking qualified proposals for a five (5) year contract to provide fleet management maintenance software and associated professional services for the data conversion process and any hardware required to successfully implement the solution, and,

WHEREAS, six (6) responsive proposals were received and each was scored according to published criteria by a committee of staff from Capital Area Transit and Central Pennsylvania Transportation Authority, and,

WHEREAS, the firm AssetWorks LLC was judged to be the best value by that committee after a complete evaluation process based on the published criteria, and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority to award a contract to AssetWorks LLC in an amount not to exceed \$299,260.44 to award a five (5) year contract for the proposed solution and associated implementation and ongoing maintenance and support.

CERTIFICATION OF OFFICERS

OF

CENTRAL PENNSYLVANIA TRANSPORTION 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 July 8, 2021.

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

attest: _____
Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority

RESOLUTION NO. 2121

AUTHORIZING THE AWARD OF CONTRACT FOR FLEET MANAGEMENT MAINTENANCE SOFTWARE

FACT SHEET

- The Central Pennsylvania Transportation Authority (CPTA) and Capital Area Transit (CAT) worked together on a joint procurement for fleet management maintenance software due to the developing needs of both authorities.
- CPTA's current maintenance software, CFA Software, is beyond useful life and has been identified as a high priority capital need by the Maintenance department. This is based on identified limitations of the current platform comparative to the growth of the agency's understanding and needs.
- CAT's current maintenance software, TransTrack Systems Inc, is still within its contract term, but is due to expire within the near future and provides an opportunity to align both CPTA and CAT on the same software for future and ongoing operational efficiencies. Signing this agreement at this time will permit for the timely data conversion and migration to the new solution.
- Scoring of the proposals was based on evaluation of four (4) criterion: Proposer's Qualifications and Experience, Assessment of Maintenance Software Capabilities, Approach to Implementing, Supporting and Training, and Pricing. The highest total scoring vendor was viewed as the top-ranked vendor. Scores for each submitting vendor are identified below.

VENDOR	TOTAL SCORE
ASSETWORKS	612.20
AVAIL	507.80
DOSSIER	603.80
FASTER	592.90
RTA	494.00
TRANSTRACK	503.90

- The not to exceed value identified in the resolution is based on the vendor's proposal (\$272,054.95), with an additional 10% contingency value to permit flexibility relative to unforeseen costs or expanded training and implementation support. The value included in the contract agreement with the vendor will be based on the proposed contract value.

RESOLUTION NO. 2122

AUTHORIZING CPTA TO MANAGE THE INTERCITY BUS PROGRAM

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) was approached by PennDOT requesting our assistance in managing the intercity bus program; and,

WHEREAS, the Central Pennsylvania Transportation Authority would be responsible for managing the procurement process, the contract with the successful bidders and ensure compliance with FTA 5311(f) requirements; and,

WHEREAS, a focus of the program would include better marketing and improved coordination with state transit systems to improve connections and ridership; and,

WHEREAS, CPTA would need to hire staff to manage the program; and,

WHEREAS, PennDOT would provide a grant to cover CPTA's administrative costs and to pay the intercity bus providers; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that it authorizes staff to work with PennDOT to transfer the program management of the intercity bus program to CPTA.

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 July 8, 2021.

attest: _____

Thomas Wilson
Secretary
Central Pennsylvania Transportation Authority

Raymond Rosen
Chairman
Central Pennsylvania Transportation Authority