



**DATE: September 5, 2021**

**TIME: 7:00 PM**

**PLACE: Zoom**

**PURPOSE: SEPTEMBER 2021 BOARD MEETING**

**REGULAR MONTHLY MEETING  
ORDER OF BUSINESS**

1. Call to Order
2. Changes or Modifications to the Agenda
3. Public Comment: Accepted in Person or in Writing
4. Approval of Minutes
  - Meeting Minutes of August 5, 2021 (Pages 2-5)
5. YAMPO Transit Committee
  - No New Business
6. Communications
  - Reappointment Letters: Richard Carson, Keith Martin and Raymond Rosen (Pages 6-8)
  - National Transit Database (Page 9)
7. Treasurer's Report (Pages 10-18)
8. Resolutions
  - RESOLUTION 2126 – APPROVING THE MANAGEMENT OF THE PENNSYLVANIA INTERCITY BUS PROGRAM (Pages 19-22)
9. Old Business
10. New Business
11. Future Procurement Activities
12. Staff Reports
13. Adjournment

Next Meeting: Thursday, October 7, 2021



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## MINUTES OF BOARD MEETING AUGUST 5, 2021

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on August 5, 2021.

Members Present: Raymond Rosen, Darlene Brown, Carrie Gray, Annie Strite, Kirk Stoner, Thomas Wilson, Gary Eby 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; Christopher Zdanis, Chief Operating Officer CAT and Angela Bednar, Executive Assistant CAT.

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

### CHANGES OR MODIFICATIONS TO THE AGENDA

Darlene Brown made a motion to accept the agenda as presented, seconded by Keith Martin and passed unanimously.

### PUBLIC COMMENT:

No Public Comment.

### APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on July 8, 2021, was moved by Annie Strite, seconded by Keith Martin. Gary Eby pointed out a date error within the minutes, June 10, 2021 was listed as the last meeting date and it should be June 8, 2021. The motion to accept the minutes with the change in date was passed unanimously.

### YAMPO TRANSIT COMMITTEE:

No new business from the YAMPO Transit Committee.



### COMMUNICATIONS:

No communications.

### TREASURER'S REPORT:

Keith Martin asked to draw the Board's attention to page 7 of the financial statements. Keith reported that the auditing process is underway and is being handled electronically this year.

Keith Martin deferred to Stephen Baldwin for additional highlights of the financial statements for the period ending June 30, 2021. Highlights of the financial statement were as follows:

- Stephen Baldwin gave an overview of the year end accounting process.
- Total revenue for the month of June were at 13% below budget and was offset by expenses being 12% over budget. YTD revenue was at 23% below budget and expenses were 19% below budget.
- Ridership was up slightly from May and June. July shows a 7% increase from June to July.
- Paratransit ridership for the month of June was the highest month of the year. It has increased another 2% moving into the month of July.
- Stephen Baldwin pointed out that there are two large capital expenditures that you will see within the financials as well as an approximate 2 million dollar purchase of Paratransit vehicles and \$320,000 payment for the transfer center.

### RESOLUTIONS

#### RESOLUTION 2123 – APPROVING THE REVISING OF THE CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY POLICIES, PROCEDURES AND DISCIPLINE CODE

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

#### RESOLUTION 2124 – AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT

Motion to approve was raised by Thomas Wilson, seconded by Kirk Stoner and passed unanimously.

#### RESOLUTION 2125 – AUTHORIZING ONE-TIME RETAINAGE INCENTIVE FOR NON-CBA EMPLOYEES

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



Richard Farr presented RESOLUTION 2125 and the importance of this stop-gap measure.

#### OLD BUSINESS:

No old business.

#### NEW BUSINESS:

A lengthy discussion ensued on possible ways to incentivize employees for receiving their COVID vaccine as well of the pros and cons of incentivizing.

A motion from the floor was made that the Board allow staff to spend up to \$200,000 to develop a vaccine incentive program. Motion to approve was raised by Darlene Brown and seconded by Thomas Wilson. Gary Eby voted “NO” on the motion. The motion passed.

#### FUTURE PROCUREMENT ACTIVITIES:

Future procurements were presented by Richard Farr. Future procurements include upcoming BIDS for Transfer Center Camera and Access Control as well as Vehicle Advertising.

#### STAFF REPORTS:

Richard Farr stated that Raymond Rosen, Richard Carson and Darlene Brown’s Board seats are up as of August 31. Letters have been sent out to their respective County Commissioners asking for reappointment.

Jenna Reedy discussed the marketing campaign aimed at vaccine confidence. This campaign will include the following:

- CDC posters which will be rotated each week during the month of August.
- YouTube videos on employee monitors.
- Influencer videos-Black and Brown Communities, Employees as well as celebrities.
- Employee memo regarding self-monitoring as well as additional information on vaccinations.

Richard Farr presented additional staff updates which included:

- Employee Town Hall Meetings
- Service Requests
- InnerCity Bus Program
- Meeting with Congressman Joyce on August 17, 2021
- Systemness: Annual Report blended content and combining of Rider Advisory Groups (PwD and TPOM)



EXECUTIVE SESSION:

No executive session.

Meeting adjourned at 8:03 PM.

Next Meeting: Thursday, August 5, 2021

Respectfully Submitted,

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Angela Bednar  
Executive Assistant  
Central Pennsylvania Transportation Authority

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Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

# YORK COUNTY BOARD OF COMMISSIONERS

COMMISSIONERS  
JULIE WHEELER, PRESIDENT  
DOUG HOKE, VICE PRESIDENT  
RON SMITH, COMMISSIONER



ADMINISTRATOR/CHIEF CLERK  
MARK E. DERR

SOLICITOR  
MICHÉLLE POKRIFKA

YORK COUNTY ADMINISTRATIVE CENTER  
28 E. Market Street, York, PA 17401  
P: 717-771-9964 F: 717-771-9804

Central Pennsylvania Transportation Authority  
Richard Carson  
415 N. Zarfoss Drive  
York, PA 17404

August 23, 2021

Dear Mr. Carson:

It is with pleasure that we, the Board of County Commissioners, officially notify you of your 5-year appointment effective September 1, 2021 through August 31, 2026 to the Central Pennsylvania Transportation Authority Board to serve at the pleasure of the Commissioners. This is in accordance with an action taken at the Commissioners' General Meeting held August 18, 2021.

We are sure you will receive much gratification during your tenure and wish to express our appreciation to you for your willingness to serve the community in this capacity. Kindest regards and best wishes for a successful term!

Yours in service,

  
Julie Wheeler, President

  
Doug Hoke, Vice President

  
Ron Smith, Commissioner

cc: Richard H. Farr, Executive Director, Rabbit Transit

# YORK COUNTY BOARD OF COMMISSIONERS

COMMISSIONERS  
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RON SMITH, COMMISSIONER



ADMINISTRATOR/CHIEF CLERK  
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YORK COUNTY ADMINISTRATIVE CENTER  
28 E. Market Street, York, PA 17401  
P: 717-771-9964 F: 717-771-9804

Central Pennsylvania Transportation Authority  
Keith Martin  
415 N. Zarfoss Drive  
York, PA 17404

August 23, 2021

Dear Mr. Martin:

It is with pleasure that we, the Board of County Commissioners, officially notify you of your 5-year appointment effective September 1, 2021 through August 31, 2026 to the Central Pennsylvania Transportation Authority Board to serve at the pleasure of the Commissioners. This is in accordance with an action taken at the Commissioners' General Meeting held August 18, 2021.

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Yours in service,

  
Julie Wheeler, President

  
Doug Hoke, Vice President

  
Ron Smith, Commissioner

cc: Richard H. Farr, Executive Director, Rabbit Transit

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DOUG HOKE, VICE PRESIDENT  
RON SMITH, COMMISSIONER



ADMINISTRATOR/CHIEF CLERK  
MARK E. DERR

SOLICITOR  
MICHÉLLE POKRIFKA

YORK COUNTY ADMINISTRATIVE CENTER  
28 E. Market Street, York, PA 17401  
P: 717-771-9964 F: 717-771-9804

Central Pennsylvania Transportation Authority  
Raymond Rosen  
415 N. Zarfoss Drive  
York, PA 17404

August 23, 2021

Dear Mr. Rosen:

It is with pleasure that we, the Board of County Commissioners, officially notify you of your 5-year appointment effective September 1, 2021 through August 31, 2026 to the Central Pennsylvania Transportation Authority Board to serve at the pleasure of the Commissioners. This is in accordance with an action taken at the Commissioners' General Meeting held August 18, 2021.

We are sure you will receive much gratification during your tenure and wish to express our appreciation to you for your willingness to serve the community in this capacity. Kindest regards and best wishes for a successful term!

Yours in service,

  
Julie Wheeler, President

  
Doug Hoke, Vice President

  
Ron Smith, Commissioner

cc: Richard H. Farr, Executive Director, Rabbit Transit



US Department  
of Transportation  
**Federal Transit  
Administration**

National Transit Database

1200 New Jersey Avenue SE  
East Building E-52  
Washington, D.C. 20590

7/20/2021

Mr. Richard Farr  
Executive Director  
Central Pennsylvania Transportation Authority  
415 N ZARFOSS DR  
YORK, PA, 17404-8705

Re: NTD ID 30027  
Primary UZA 158 - York, PA  
Closeout Letter  
2020 Report Year

Dear Mr. Farr:

The Federal Transit Administration (FTA) is closing the 2020 National Transit Database (NTD) Report Year. The FTA accepts your 2020 report and data revisions for the database.

Please note, FTA's acceptance of your 2020 NTD Report and any data revisions for the database does not constitute compliance of any document submitted for your agency's Transit Asset Management (TAM) Narrative Report.

FTA will compare Total Vehicle Revenue Miles from the Federal Funding Allocation (FFA-10) forms for the current report (Report Year 2020) with the same value from Report Year 2019 (or latest available, if 2019 reporting was waived) and will use all data from the year with higher Total VRM for its FFY 2022 formula apportionments. FTA has documented this policy and resulting procedures on the webpage "Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19)" and in an email to your agency on February 24, 2021. FTA will contact agencies that request to use data from the year with lower Vehicle Revenue Miles to confirm their request. FTA will approve all such requests.

If you have any questions, please contact **Daniel Barns**, your Validation Analyst, at (434) 299-8845. We appreciate your efforts in reporting to the National Transit Database and value your contributions to a useful and accurate database for all users. We look forward to working with you in the next report year.

Sincerely,

Thomas Coleman  
NTD Program Manager

cc: Regional Administrator, III  
Ms. Bonnie Stine, Controller

## Financial Statement & Statistical Notes for July 2021

- The financial statements, enclosed with these notes, are as of July 31, 2021. This is the first month of fiscal year 2022 and the fifteenth month under the Federal COVID-19 Emergency Proclamation.
  - The presented financial statements have been updated for the adopted fiscal year 2022 budget.
    - The budget is entered into the statements using 1/12 of the total budget monthly.
  - 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 have been updated for the newly set PA DOT targets. We are showing one of the PA DOT targets met for this month – Operating Cost per Revenue Hour. Interpreting all four targets together, the primary performance is due to low ridership.
  - A look at August 2021 ridership compared to August 2020 ridership appears to continue the fiscal year on a mixed message:
    - 32% increase for paratransit
    - 0% increase for fixed route
      - 0.5% decrease for York fixed route
      - 45% increase for Hanover fixed route
      - 64% increase for Gettysburg fixed route
        - This was expected as the park service was not open and operating last year.
    - 28% increase for commuter express
- Total revenue is 15% under budget.
  - Operating revenues – 4% over budget
  - Grant income – 31% under budget
    - Paratransit divisional losses are evaluated for subsidy at the close of the fiscal year. The recording of this for the final, end of year audit preparation will change the grant income variance closer to budget values.
- Total expenses are 10% under budget
  - The Parts expense category is over budget by 70% for July.
    - This appears to be an anomaly due to unusual amount of vehicle repairs this month.
  - The Fuel expense category is over budget by 26%
    - The outlying divisions purchase fuel “at the pump” and have seen increasing rates.

- Paratransit Division Performance

Division	REE/EER*	Amount	Estimated Subsidy	Adjusted REE/EER	Variance Adjusted to Budget
York/Adams	EER	(\$169,659)**	\$120,233	(\$49,426)	(\$33,717)
Perry	EER	(\$10,436)		(\$10,436)	(\$1,802)
Montour	REE	\$4,701		\$4,701	\$6,651
Union/Snyder	EER	(\$17,532)		(\$17,532)	\$16,329
Columbia	REE	\$9,641		\$9,641	(\$27,120)
Cumberland	REE	\$15,774		\$15,774	\$17,618
Northumberland	REE	\$45,955		\$45,955	\$18,070
Franklin	REE	\$1,323		\$1,323	\$3,970
All Paratransit Services		(\$120,233)	\$120,233	\$ -	(\$1)

\*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.

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

For The Period Ended July 31, 2021

	Period To Date		Year To Date		Budget Variance	Year To Date July 31, 2020
	Actual	Current Budget	Actual	Current Budget		
REVENUE						
Operating Revenue	\$ 1,276,146.73	\$ 1,226,143.33	\$ 1,276,146.73	\$ 1,226,143.33	\$ 50,003.40	\$ 1,025,813.84
Grant/Contract Inc	\$ 969,852.48	\$ 1,414,046.50	\$ 969,852.48	\$ 1,414,046.50	\$ (444,194.02)	\$ 993,819.00
TOTAL REVENUE	\$ 2,245,999.21	\$ 2,640,189.83	\$ 2,245,999.21	\$ 2,640,189.83	\$ (394,190.62)	\$ 2,019,632.84
EXPENSES						
Wages	\$ 1,071,221.64	\$ 1,189,624.33	\$ 1,071,221.64	\$ 1,189,624.33	\$ 118,402.69	\$ 991,658.28
Benefits	\$ 591,361.12	\$ 763,424.25	\$ 591,361.12	\$ 763,424.25	\$ 172,063.13	\$ 616,310.36
Services	\$ 100,113.70	\$ 143,500.00	\$ 100,113.70	\$ 143,500.00	\$ 43,386.30	\$ 87,949.67
Fuel	\$ 227,912.94	\$ 180,131.25	\$ 227,912.94	\$ 180,131.25	\$ (47,781.69)	\$ 154,546.34
Tires	\$ 16,304.28	\$ 14,593.75	\$ 16,304.28	\$ 14,593.75	\$ (1,710.53)	\$ 9,200.00
Parts	\$ 65,380.25	\$ 38,416.67	\$ 65,380.25	\$ 38,416.67	\$ (26,963.58)	\$ 31,635.39
Materials and Supp	\$ 12,403.84	\$ 20,787.50	\$ 12,403.84	\$ 20,787.50	\$ 8,383.66	\$ 29,339.49
Utilities	\$ 56,897.66	\$ 55,656.25	\$ 56,897.66	\$ 55,656.25	\$ (1,241.41)	\$ 45,969.17
Casualty and Liabili	\$ 76,165.24	\$ 77,443.42	\$ 76,165.24	\$ 77,443.42	\$ 1,278.18	\$ 66,989.93
Purchased Transpo	\$ 96,113.06	\$ 86,908.33	\$ 96,113.06	\$ 86,908.33	\$ (9,204.73)	\$ 57,956.64
Miscellaneous Expi	\$ 10,404.29	\$ 20,254.17	\$ 10,404.29	\$ 20,254.17	\$ 9,849.88	\$ 19,711.61
Leases and Rentals	\$ 11,478.83	\$ 11,200.00	\$ 11,478.83	\$ 11,200.00	\$ (278.83)	\$ 11,010.80
Passed Through Ex	\$ 14,216.39	\$ 25,000.00	\$ 14,216.39	\$ 25,000.00	\$ 10,783.61	\$ 11,162.77
TOTAL EXPENSES	\$ 2,349,973.24	\$ 2,626,939.92	\$ 2,349,973.24	\$ 2,626,939.92	\$ 276,966.68	\$ 2,133,440.45
TOTAL NON OPERATING GRANT INCOME **	\$ 18,722.00	\$ -	\$ 18,722.00	\$ -	\$ (18,722.00)	\$ 10,734.14
TOTAL NON OPERATING GRANT EXPENSES **	\$ 18,722.00	\$ -	\$ 18,722.00	\$ -	\$ (18,722.00)	\$ 10,734.14
REE/(EER)	\$ (103,974.03)	\$ 13,249.92	\$ (103,974.03)	\$ 13,249.92	\$ (117,223.95)	\$ (113,807.61)
CAPITAL REVENUES AND EXPENSES						
Capital Grant Incor	\$ 201,425.57	\$ -	\$ 201,425.57	\$ -		\$ 8,781.93
TOTAL CAPITAL REVENUES AND EXPENSES	\$ 201,425.57	\$ -	\$ 201,425.57	\$ -		\$ 8,781.93
REE/(EER)	\$ 97,451.54	\$ 13,249.92	\$ 97,451.54	\$ 13,249.92		\$ (105,025.68)
NET REE/(EER)	\$ 97,451.54	\$ 13,249.92	\$ 97,451.54	\$ 13,249.92		\$ (105,025.68)

\*\*FindMyRide, CAT TA

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

**As of June 30, 2021**

**ASSETS**

**CURRENT ASSETS**

Unrestricted Cash	\$	4,763,733.10	
Restricted Cash	\$	188,501.29	
Reserved Cash - Capital Projects	\$	-	
Accounts Receivable	\$	16,332,785.91	
Materials & Supplies Inventory	\$	320,368.36	
Prepaid Expenses	\$	483,872.65	
Other Current Assets	\$	-	
<b>TOTAL CURRENT ASSETS</b>			\$ 22,089,261.31

**FIXED ASSETS**

Buildings and Improvements	\$	38,000,040.79	
Revenue Equipment	\$	41,874,472.13	
Tools and Equipment	\$	2,915,175.12	
Accumulated Depreciation	\$	(31,135,455.20)	
<b>TOTAL FIXED ASSETS (NET)</b>			\$ 51,654,232.84

**TOTAL ASSETS**

\$ 73,743,494.15

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

Accounts Payable	\$	2,595,914.91	
Accrued Leave and Payroll	\$	815,032.35	
Accrued Expenses	\$	64,663.73	
<b>TOTAL CURRENT LIABILITIES</b>			\$ 3,475,610.99

**DEFERRED REVENUE**

Revenue Received in Advance	\$	18,145,459.44	
<b>TOTAL DEFERRED REVENUE</b>			\$ 18,145,459.44

**OTHER LIABILITIES**

Capital Lease Obligation	\$	-	
Current Notes Payable	\$	-	
Consortium Buses	\$	-	
<b>TOTAL OTHER LIABILITIES</b>			\$ -

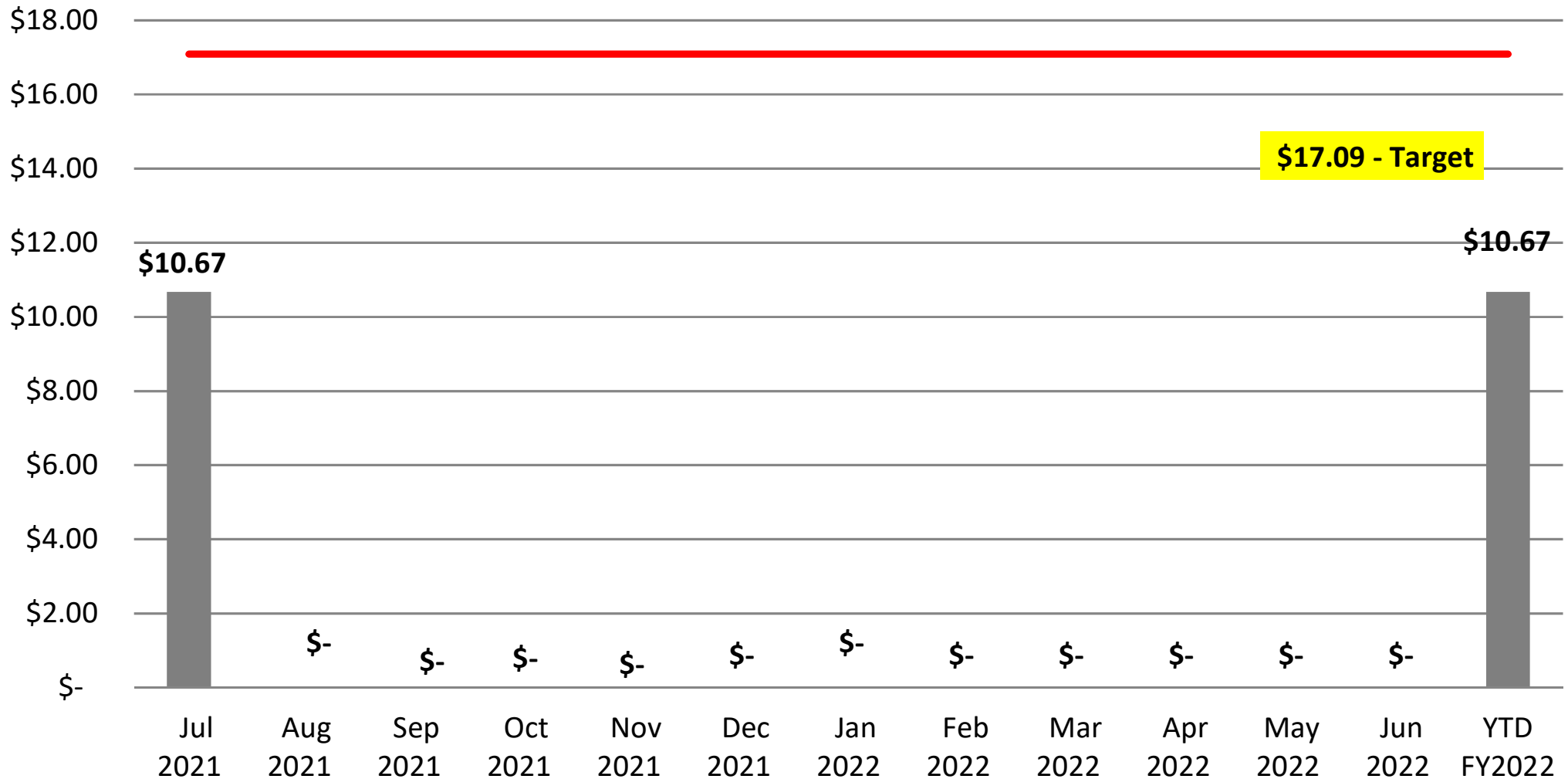
**NET ASSETS**

Unrestricted Equity	\$	40,298,575.94	
Restricted Equity	\$	15,519.99	
Capital Grants	\$	11,808,327.79	
<b>TOTAL NET ASSETS</b>			\$ 52,122,423.72

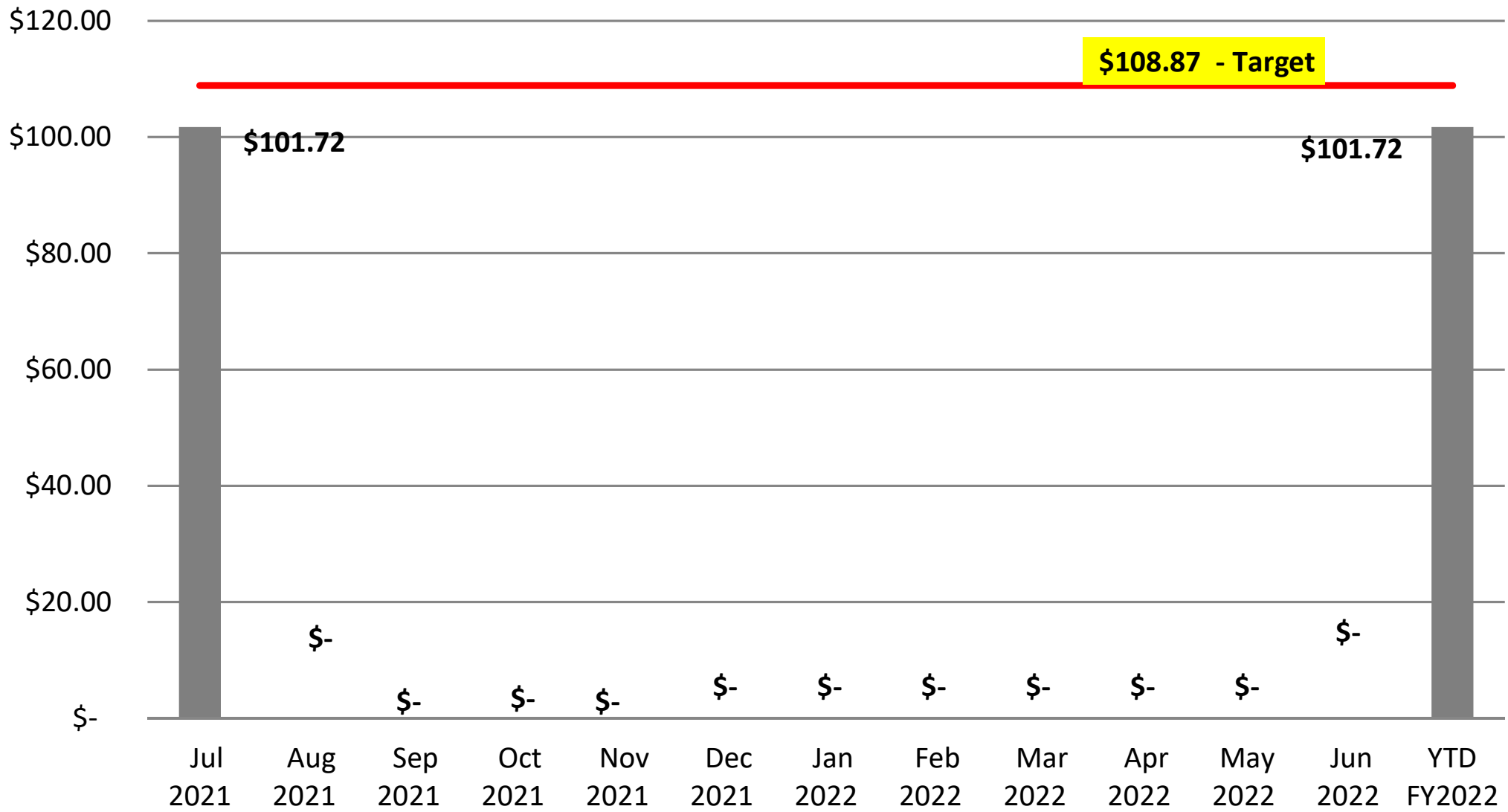
**TOTAL LIABILITIES AND NET ASSETS**

\$ 73,743,494.15

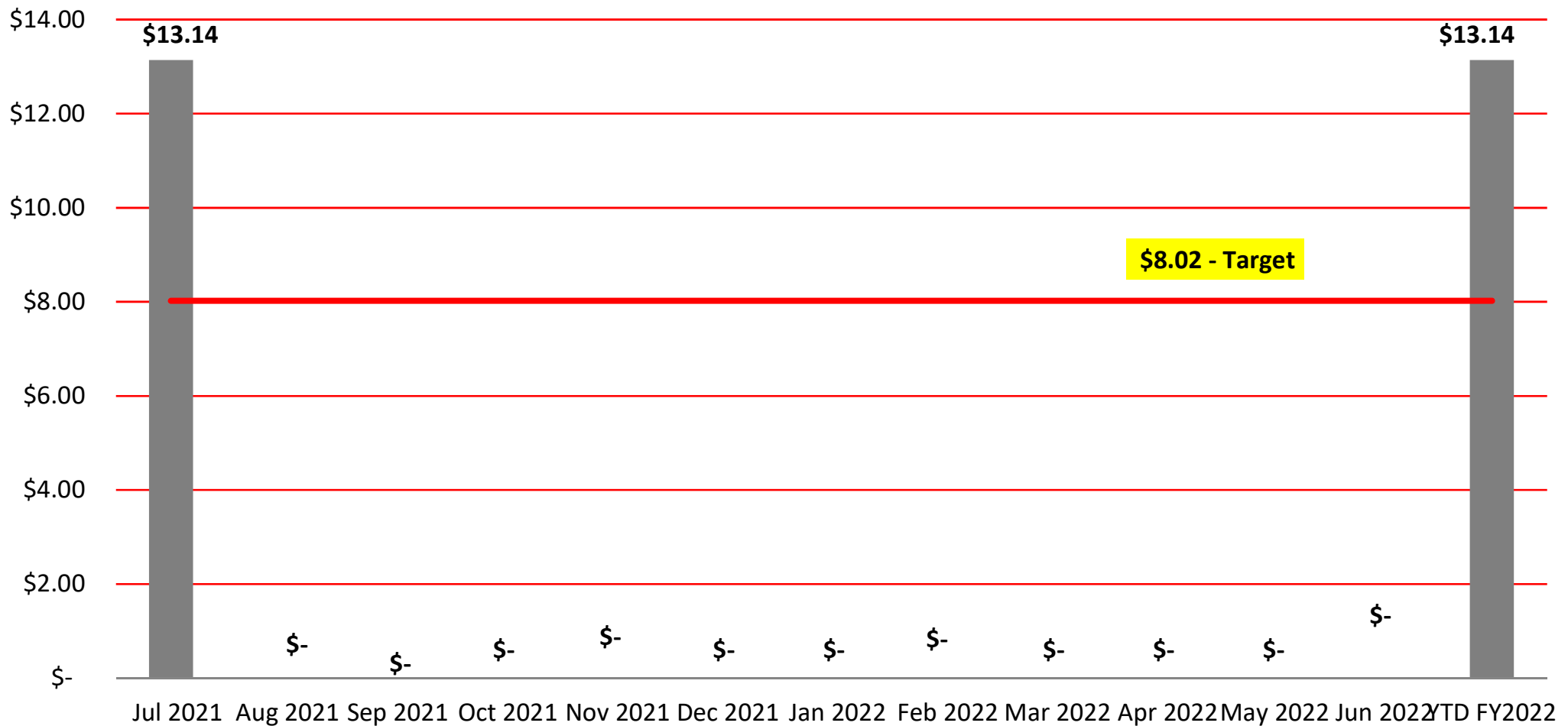
# Operating Revenue/Revenue Hour



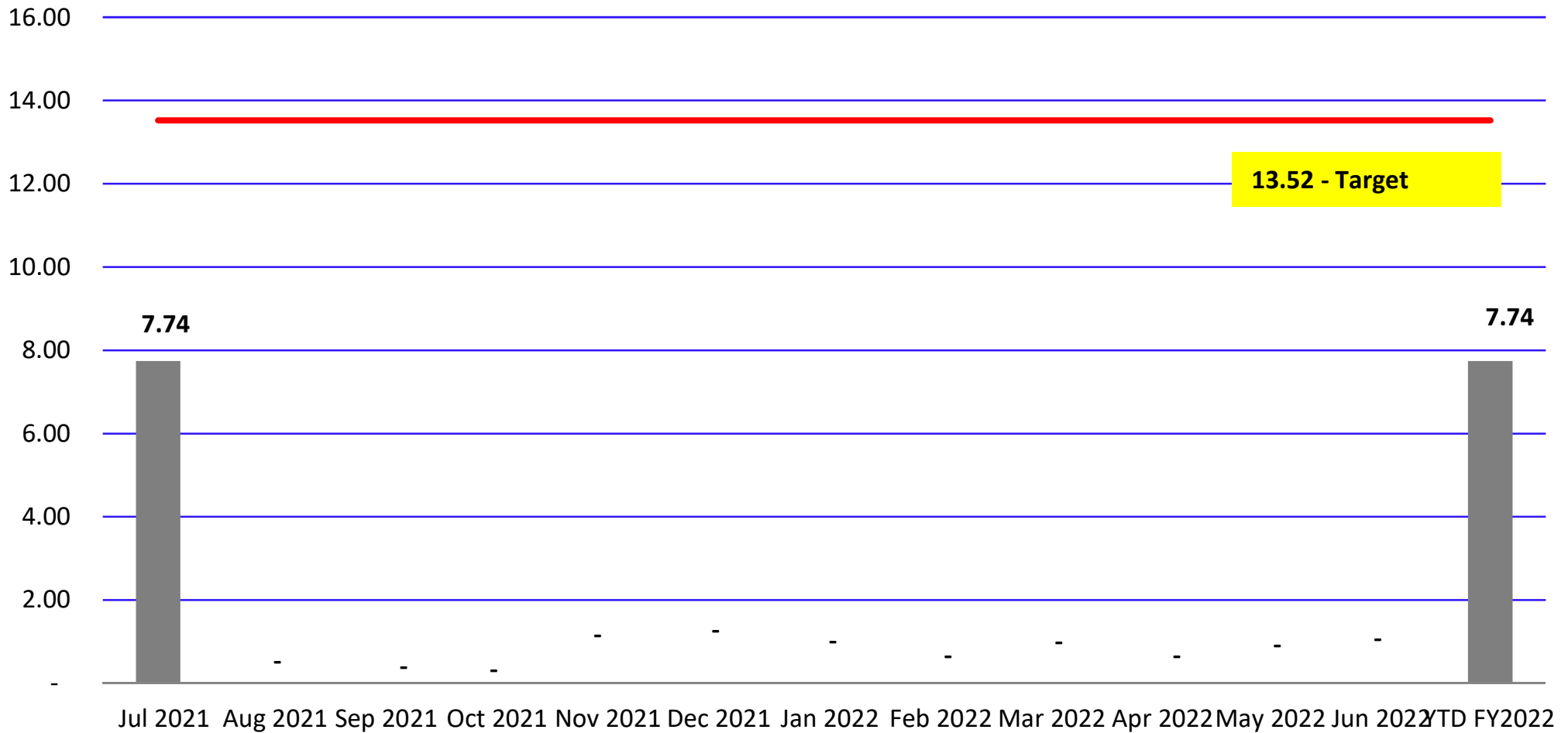
# Operating Cost/Revenue Hour



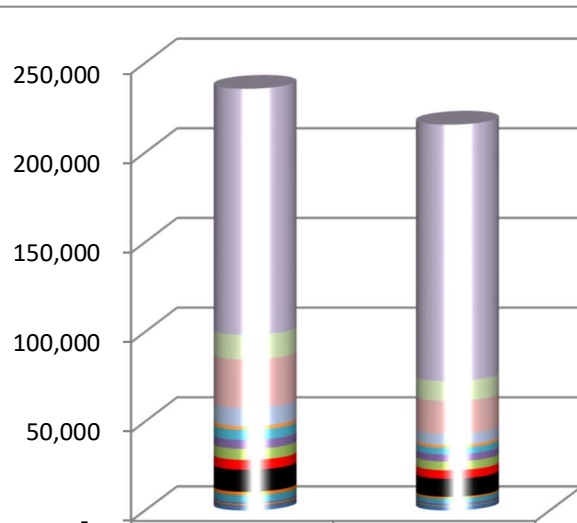
## Operating Cost/Passenger



## Passengers/Revenue Hour



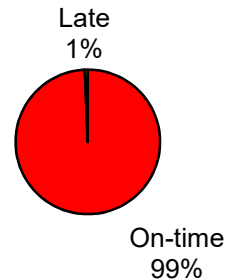
## OPERATIONS – August



	YTD FY2022	YTD FY2021
FR York	137,225	142,999
Cumberland	13,689	11,202
York/Adams	27,090	18,398
FR Gettysburg	10,149	6,173
Montour	2,051	1,629
Union/Snyder	5,731	3,612
Perry	4,991	4,031
Franklin	6,183	4,939
Columbia	5,570	4,740
Northumberland	12,426	10,200
Express North	1,832	953
FR Hanover	4,079	2,817
Express South	973	1,246
Express 15 North	569	431
Gett/Han Connect*	652	-
Microtransit	2,430	2,276

## MAINTENANCE – August

### Preventative Maintenance

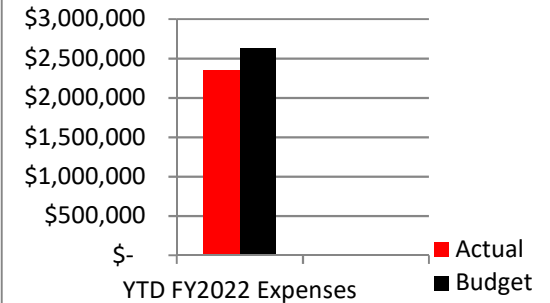


145PMs Complete; 1 Overdue  
 York – 69 Completed; 0 Overdue  
 Adams – 12 Completed; 0 Overdue  
 Cumberland – 8 Completed; 0 Overdue  
 Northumberland – 14 Completed; 1 Overdue  
 Franklin – 12 Completed; 0 Overdue  
 Columbia – 6 Completed; 0 Overdue  
 Montour – 1 Completed; 0 Overdue  
 Union/Snyder – 13 Completed; 0 Overdue  
 Perry – 10 Completed; 0 Overdue

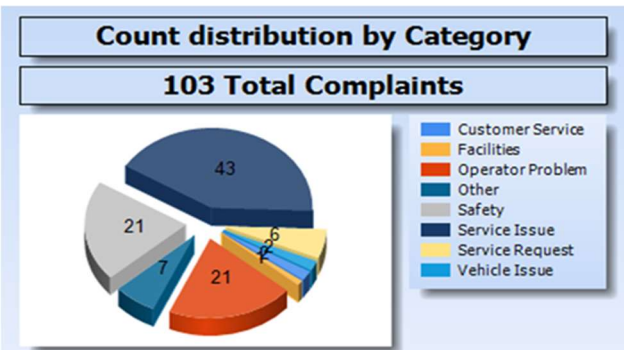
### Road Calls:

	Aug 2021	YTD FY2022	Aug 2020	YTD FY2021
Mechanical	15	26	6	15
Non-Mech.	31	58	27	50

## FINANCE – July



## CUSTOMER COMPLAINTS – August



	Aug 2021	YTD FY2022	Aug 2020	YTD FY2021
Total Complaints	103	196	70	147

## SAFETY – August

	Aug 2021	YTD FY2022	Aug 2020	YTD FY2021
Preventable	10	23	6	15
Non-Preventable	1	4	2	6
Passenger Injury	3	3	2	2
Employee Injury	2	3	1	3

## MARKETING – August

	Aug 2021	YTD FY2022	Aug 2020	YTD FY2021
PR Exposures	5	19	5	8
Outreaches	7	9	0	0
Pageviews	60,092	118,048	47,499	96,243
Unique Pageviews	46,536	93,772	35,884	72,179
Bikes	909	1,724	871	1,656

**RESOLUTION NO. 2126**

**APPROVING THE MANAGEMENT OF THE PENNSYLVANIA INTERCITY BUS PROGRAM**

WHEREAS, PennDOT approached the Central Pennsylvania Transportation Authority (CPTA) to manage the Intercity Bus (ICB) Program; and,

WHEREAS, PennDOT would provide all needed funding for the program; and,

WHEREAS, PennDOT would be offering technical assistance support to assist CPTA in the start-up process; and

WHEREAS, the term of the proposal would be for two years with 18-month review of the progress of the program; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority that it approves the Authority to manage the Intercity Bus Program on behalf of PennDOT.

**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 September 2, 2021.

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

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

## **Briefing Package**

### **Program Administration Changes Subsidized Rural Intercity Bus Service**

PennDOT receives federal funding under Section 5311(f)<sup>1</sup> that historically subsidized up to 50% of operating losses for rural intercity bus (ICB) transportation. Proposed changes to PennDOT's administration of 5311(f) funds would fund 100% of ICB operating losses using 5311(f) funds, maximize rural ICB service delivery, improve the customer experience, leverage the Commonwealth's investment in public transit, and eliminate losses incurred by ICB service providers.

## ***Background***

### **Service and Service Delivery**

As defined by the Federal Transit Administration, Rural ICB service is characterized as bus routes linking rural areas to urban areas and, by extension, the national transportation network. Unlike city or commuter bus service, ICB is intended for longer trips and is provided by coaches with luggage compartments on the underside of the chassis. Pennsylvania's subsidized rural ICB service—a lifeline for rural communities—is operated by private companies (i.e., Greyhound and Fullington Auto Bus Company). Under current policy, private operators propose routes, stops, service frequencies, and operating subsidy requirements.

### **Program Administration**

Currently, ICB funding is administered by PennDOT following a non-competitive grant award process. PennDOT grants are awarded to Greyhound and Fullington Auto Bus.

## ***Proposed Changes***

### **Service and Service Delivery**

PennDOT analyzed rural ICB services provided by private operators. The study concluded that rural ICB network coverage decreased dramatically over the past 30 years. Conversely, the frequency of service on some subsidized routes exceeds levels justified by passenger demand and farebox recovery. The study also concluded that a competitive bid process for a defined network would result in more rural ICB coverage than the current grant solicitation process. PennDOT developed a proposed statewide network designed to maximize rural coverage and connectivity, ridership, equity, farebox recovery, and ridership on local transit systems (i.e., fixed-route and shared-ride).

### **Program Administration**

ICB funding will be administered by PennDOT and rabbittransit, following a solicitation process (e.g., RFP, RFI, RFQ, or Invitation to Bid).

## ***Implications***

### **rabbittransit**

#### **1: Increased Ridership on Fixed-Route and Shared-Ride Service**

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<sup>1</sup> 49 U.S.C 5311(f)

PennDOT designed the proposed ICB network to provide greater access to rural and urban residents by coordinating transfers and ticketing with fixed-route and shared-ride public transportation. rabbittransit is in a key position to help refine and implement the integrated system, providing a new source of ridership.

## **2: Shared-Resources and Expertise**

Administering the ICB program will require an understanding of ICB service planning, FTA oversight, and service coordination. PennDOT will fully fund the cost of new ICB administrative staffing and any program allocated and direct cost for rabbittransit, including any startup costs such as office equipment. PennDOT will also fund the direct cost of ICB operators. The addition of new resources, including staff, will provide rabbittransit a unique skillset and leverage rabbittransit's resources. Existing rabbittransit resources, such as marketing, will have a new service to offer and promote, creating economies of scale between ICB and other services, reducing the cost to all modes of travel.

As a new cost center, indirect expenses will be allocated to the management of the ICB program, reducing the burden on the existing program provided to rabbittransit's service area.

## **3: Coordinate Shared-Ride Service for Long-Distance Shared-Ride Trips**

Long-distance shared-ride trips are very costly to provide. Passenger loads are low, and drivers often must lay over for long periods. rabbittransit's ICB offering will provide an innovative and efficient way to satisfy the need for travel throughout the Commonwealth and beyond. rabbittransit will also be able to schedule MATP trips from its rural counties to urban healthcare centers.

## **4: Continued Statewide Leadership with New Customer Offerings**

rabbittransit has evolved as a statewide leader in creative mobility management. ICB will provide rabbittransit customers an additional travel choice, a choice not offered by any other transit system in the Commonwealth.

# **Commonwealth Transit Funding**

## **5: Increased Investment in Programs of Statewide Significance**

Because PA 1516 funds would no longer subsidize rural ICB service, the Commonwealth could reprogram those funds for other projects of statewide significance, meeting different vital transportation needs.

PennDOT will underwrite the total operating loss of ICB service using 5311(f) funds.

## **6: Stabilized Rural ICB Service**

Because rural ICB service providers would no longer be required to provide operating subsidies from their other business operations, bus companies would be more likely to bid to provide rural ICB service and stay in business. This approach supports the Commonwealth's commitment to delivering reliable connections between rural and urban areas.

## **7: Improved Connections to Complementary Service**

The proposed rural ICB network has the potential to effectively complement existing transportation services by connecting other services (e.g., rural and urban shared-ride and fixed-route, Amtrak, SEPTA regional rail, intermodal bus terminals, etc.). These connections, when improved, will boost ridership on connected services and provide more destination options to rural residents as they access the Commonwealth and national transportation networks.

As a statewide leader in mobility, rabbittransit would be best positioned to encourage and assist other Commonwealth transit systems to better connect with the ICB network. rabbittransit's innovation provides lead-by-example outcomes, which have been effective in many statewide initiatives, findmyridepa.com is just one example.

# **Customers**

## **8: Reliable Rural ICB Service**

By bidding on an entire network, ICB service providers will have the flexibility to subcontract with local service providers to maintain service if one or more subcontractors abruptly discontinue operations. Also, fewer providers would go out of business under the new funding model, reducing service disruptions for customers who rely on ICB connections, thus maintaining a more robust and reliable transportation network.

## **9: Enhanced Quality of Service**

The RFP package and contract will mandate customer service amenities (e.g., electronic through-trip ticketing) and level-of-service standards (e.g., on-time performance standards), enhancing the customer experience and encouraging ridership.

As an early adopter of the statewide fixed route management software (AVAIL), rabbittransit would be able to effectively work with PennDOT and other fixed route systems in the state to determine the most beneficial ways for the technology to interface to maximize customer experience.

#### **10: Balanced Geographic Coverage and Service Equity**

rabbittransit will request proposals for the entire refined statewide rural ICB network, and as a result geographic coverage will be maximized and provide optimal ridership and farebox recovery. rabbittransit and PennDOT will review the frequency and location of routes and stops annually to fine-tune network coverage and coordination with local fixed-route and demand response services.

### **Private Intercity Bus Service Providers**

#### **11: Sustainable Business Model**

The proposed program change will eliminate the use of PA 1516 funds and the requirement that service providers subsidize 25% of their annual operating losses. This approach would make providing rural ICB service a sound business venture for private operators.

#### **12: Enhanced Travel Time Predictability and Cost-Effectiveness**

The proposed rural ICB network provides strategic connections to urban service without duplicating those runs. Through improved coordination with transit systems, a provider of rural ICB would rarely travel into the densest parts of the state's metropolitan areas. Avoiding heavy traffic congestion would improve travel time reliability and cost-effectiveness of rural ICB service.

Term of Agreement:

PennDOT recognizes this approach is new and will require time to evaluate its overall performance for both their goals and the goals of rabbittransit. It is proposed that this effort will be approached as a two year pilot project. Both parties agree that regular communication will need to occur throughout the implementation. Eighteen months after launch a formal evaluation of the project will occur. At that time both parties will have an opportunity to assess its future commitment to the program.