# **SRTA**

#### SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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**DATE:** March 31, 2022

TIME: 10:00 AM

PLACE: 901 N. Cameron Street, Harrisburg, PA 17101

PURPOSE: MARCH BOARD MEETING

**NOTE:** The CDC states if you are not fully vaccinated, you should wear a mask in indoor public places. A

Zoom connection remains an option for convenience and/or personal safety.

### **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
  - A. Meeting Minutes of February 24, 2022 (Pages 2-5)
- 5. Communications
- YAMPO Transit Committee No Business
- 7. Treasurer's Report (Pages 6-10)
- 8. Resolutions
  - A. RESOLUTION 2213 APPROVING THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY DEFERRED COMPENSATION PLAN ("457 PLAN") TO INCLUDE A ROTH OPTION (Page 11)
- 9. Old Business
- 10. New Business Bridge Right-of-Way Request
- 11. Future Procurements (Page 12)
- 12. Staff Report
- 13. Adjournment
- 14. Board Training Board Responsibilities and Ethics

Next Meeting: Thursday, April 28, 2022 in York

#### MINUTES OF SRTA BOARD MEETING

February 24, 2022

Present were board members: Raymond Rosen, York County; Keith Martin, York County; Neil Grover, City of Harrisburg; Richard Kotz, City of Harrisburg; Eric Bugaile, Dauphin County; LaToya Winfield Bellamy, Dauphin County; Thomas Wilson, Adams County; Scott Wyland, Cumberland County; Kirk Stoner, Cumberland County; and Carrie Gray, Franklin County. Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Executive Director; Angela Bednar, Executive Assistant; Christopher Zdanis, Chief Operating Officer CAT; Jenna Reedy, Chief of Staff; David Juba, Planning Manager; Jamie Leonard, Director of Human Resources; Stephen Baldwin, Chief Financial Officer; Abby Davis, Marketing Manager; Brian Gillette, Accounting Manager; Eric Maguire, Grants Manager; Trevor Manahan, Chief Operating Officer rabbittransit; Corey Matthews, IT Manager; Sherry Welsh, Senior Project Manager/rabbitCARES Administrator; Nicole Hansen, Human Resources Business Partner-Labor Relations; Damar Lopez, Customer Service Manager; and Darwin Craul, Safety, Maintenance Manager.

Lionel Randolph and Donna Lattimore, Fixed Route operators and members of the ATU Local 1436, were present.

#### CALL TO ORDER

The February Board meeting of the Susquehanna Regional Transportation Authority was called to order by Chairman Raymond Rosen at 10:04 AM.

#### CHANGES OR MODIFICATIONS TO THE AGENDA

No changes or modifications to the agenda.

## **PUBLIC COMMENT**

No public comment.

#### APPROVAL OF MINUTES

Motion to approve the January 27, 2022 meeting minutes was raised by Kirk Stoner, seconded by Richard Kotz, and passed unanimously.

A correction to the minutes should reflect that Thomas Wilson was in attendance during the January 27, 2022 Board meeting.

#### **COMMUNICATIONS**

No communications.

#### YAMPO TRANSIT COMMITTEE

There is no YAMPO Transit Committee business.

### TREASURER'S REPORT

Keith Martin presented the January 2022 Financial Statement and Statistical Notes. This report consolidates SRTA, CPTA and CDH's operations and reflects the adopted fiscal year 2022 budgets for both CPTA and CDH combined which also includes the activity which is now SRTA. Keith Martin also pointed out that starting in January, the Board had approved modifications to fringe benefits and salaries, which Steve will cover under expenses. Keith Martin also reviewed a previous discussion on check signing limits. Currently, Finance is providing check registries to be reviewed by the Treasurer on a monthly basis. Keith Martin deferred to Stephen Baldwin for highlights of the financial statement and statistical notes for January 2022:

- Ridership: Year-to-date ridership as of January 31, 2022 continues to improve when compared to the same time last year. Stephen Baldwin noted that during the month of January, ridership slowed considerably compared to the strong numbers of December. Fixed Route improved 1%, which is 3% below last year. Paratransit also improved 1%, which is 27% above the previous year. Commuter Express improved by 7%, which is 36% above last year. York Microtransit remains static at 6% below last year. Early results for Microtransit in the North look encouraging.
- Revenue: Year-to-date operating revenues are 12% higher than budget. This is almost \$2 million or 23% above the same time last year. Current period, January Operating revenues are 21% over budget.
- Expenses: Year-to-date total expenses are \$3 million or 9% better than budget. Current period total expenses are \$285 thousand or 5% under budget. The savings against budget shrunk considerably due to pay increases and leave balance adjustments. This year, in addition to normal increases, the Authority responded to strong wage rate pressure associated with labor market shortfalls.
- Subsidy: Year-to-date, the Authorities have been able to defer the use of \$4.3 million of budgeted subsidy grant funding for future use. In the current period the Authorities have deferred \$592,000 of budgeted subsidy.
- Capital expenditures for the month were the Zarfoss Roof project, Transfer Center Rehab and Paratransit vehicles.

Keith Martin concluded the Treasurer's Report by reviewing the income statement and balance sheet.

#### **RESOLUTIONS**

RESOLUTION 2209 – APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY HIRING AND MAINTENANCE OF ESSENTIAL REQUIREMENTS (RETENTION) AND EMPLOYMENT QUALIFICATIONS/DRIVER POLICY

Motion to approve was raised by Thomas Wilson, seconded by Eric Bugaile, and passed unanimously.

RESOLUTION 2210 – APPROVING THE PROCEDURE FOR RECORD RETENTION AND RECORD DESTRUCTION

Motion to approve was raised by Richard Kotz, seconded by LaToya Bellamy, and passed unanimously.

RESOLUTION 2211 – APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY FAMILY AND MEDICAL LEAVE POLICY

Motion to approve was raised by Kirk Stoner, seconded by Scott Wyland, and passed unanimously.

**RESOLUTION 2212 – AWARDING GASOLINE CONTRACT** 

Motion to approve was raised by Scott Wyland, seconded by Thomas Wilson, and passed unanimously.

LaToya Bellamy pointed out a correction to the resolution in the certification paragraph. February 24, 2021 should be February 24, 2022.

RESOLUTION 2213 – ZARFOSS OVERHEAD DOOR REPAIRS

Richard Farr pointed out that initial anticipated cost was expected to be over the threshold in which he is able to authorize. Costs are now expected to be below the authorization threshold. It is at the recommendation of the Chairman and Attorney Jill Nagy to forego the Board passing Resolution 2213.

#### **OLD BUSINESS**

No old business.

#### **NEW BUSINESS**

No new business.

### **FUTURE PROCUREMENTS**

Richard Farr presented a document which references all current and future procurement projects.

## **STAFF REPORT**

Richard Farr presented the following staff updates:

- An article was presented on The Coordinating Council on Access and Mobility. This council provides expertise on human services transportation for targeted populations. The council works at the federal level to improve coordination of transportation resources to address barriers faced by state and local communities when coordinating transportation. Richard Farr outlined an organizational chart of the department that would be created within the transit authority, which are all supported and fully funded. This work first began with Geisinger in April of 2018 and recently we have been contacted by UPMC to organize the same.
- Stophopper Microtransit service in the North was reviewed. Discussed utilization, riders served, active users, and meeting service demands. Stats reviewed which included riders served, average riders per day, average revenue hours per day, average wait time and average trip length.
- Stophopper in Chambersburg was discussed. Currently in the process of moving this program forward.
- An update was provided on the York Transit Center. A ribbon cutting ceremony is expected to take place in late spring.
- Discussed transit's response to people who are homeless and possible future initiatives.
- Board retreats will take place on March 3<sup>rd</sup> at the West Shore Country Club and March 10<sup>th</sup> at the York Revolution stadium.
- Update provided on the CAT bridge.

# **ADJOURNMENT**

The next scheduled Board meeting will take place on March 31, 2022, at 10:00 AM. This meeting will be held in person at 901 North Cameron Street, Harrisburg, PA 17101.

The meeting adjourned at 11:45 AM.

Respectfully Submitted,

Richard Kotz Secretary

#### SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

### Financial Statement & Statistical Notes for February 2022

- The financial statements, enclosed with these notes, are as of February 28, 2022. They include the consolidation of Susquehanna Regional Transportation Authority (SRTA), Central Pennsylvania Transportation Authority (CPTA) and Cumberland Dauphin Harrisburg Transit Authority (CDH) operations. This is the end of the eight month of fiscal year 2022.
- The presented financial statements reflect the adopted fiscal year 2022 budgets for CPTA and CDH combined which included the activity which is now in SRTA.
- 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 that it is intended for comparative purposes only and is not part of the normal income statement presentation.

#### **Ridership**

- > Year to date ridership as of February 28, 2022 (8 months) was quite encouraging as the level of ridership continued to improve when compared to the same time last year. Here are the details by category. Individual division numbers are reported on the Dashboard:
  - Fixed Route improved to a level which is 5% above last year
  - Paratransit is running 28% above the previous year
  - Commuter Express rose to 63% above last year
  - In the Month of February Microtransit, reflecting excellent growth in the newly established Microtransit north operation as well as strong performance in the Microtransit South operation, outperformed the previous February by 58% bringing us to year to date ridership that is 38% above last year and giving us optimism for future growth in this area.

#### Revenue

- Year to Date (eight months) Operating revenue remains 12% or \$1.3 million higher than budget. This is \$2.3 million or 23% above same time last year.
- Current period (February) Operating revenues were 9% over budget

#### **Expenses**

- > Year to Date (eight months) Total Expenses are \$2.9 million or 8% better than budget
- In the current period (February) Total Expenses are \$150 thousand or 3% higher than budget. These negative variances are distributed over the majority of the line items. As we enter the last 4 months of the year it is anticipated that costs will continue to exceed budgeted levels as the Authority experiences the high level of inflation that is being seen in the country.

#### Subsidy

- Year to Date the Authorities have been able to defer the use of \$4.3 million of budgeted subsidy grant funding for future use to provide transportation services.
- In the current period the Authorities utilization of subsidy materially matched the budgeted subsidy.

## **Paratransit Division Performance**

Division	REE/EER*
York/Adams	(\$1,378,288)
Perry	(\$55,776)
Montour	\$45,089
Union/Snyder	(\$105,309)
Columbia	\$149,388
Cumberland	\$154,606
Northumberland	\$274,758
Franklin	\$6,720
CDH	(\$863,278)
All Paratransit Services	(\$1,772,090)

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

- > There have been no draws on the ACNB line of credit.
- > Capital expenditures for the month were:
  - o Transfer Center Rehab \$121,400
  - o Generator Relocation \$115,400
  - o Paving around the CDH facility- \$226,000
  - o CDH Bus Barn Foundation- \$224,000

We are anticipating providing the Act 44 Performance Measurements Quarterly due to their limited value as we recover from COVID.

## Susquehanna Regional Transportation Authority

# Income Statement For The Period Ended February 28, 2022

		Period To		Period To Date			Year To Date						Year To Date
			Actual		Current Budget		Actual		Current Budget	10	<b>Budget Variance</b>		February 28, 2021
REVENUE			- 1 2 cm		7 7 7 7								
	Operating Revenue	\$	1,483,442	\$	1,359,049	\$	12,272,562	5	10,956,768	\$	1,315,795	5	9,971,968
	Grant/Contract Income	\$	2,650,474	\$	3,000,924	\$	18,812,713	\$	25,629,119	\$	(6,816,406)		20,339,36
TOTAL REVENUE		\$	4,133,917	\$	4,359,973	5	31,085,275	\$	36,585,887	\$	(5,500,612)		30,311,33
EXPENSES													
	Wages	\$	1,783,236	5	1,918,114	\$	14,378,704	5	15,847,234	\$	1,468,530	4	13,812,152
	Benefits	\$	1,416,610	\$	1,242,604	5	9,422,453	-	11,044,594	\$	1,622,141	1,500	9,277,529
	Services	\$	220,316	\$	242,900	5	1,896,804	5	1,943,212	Ś	46,408		1,563,785
	Fuel	\$	279,159	\$	274,217	5	2,465,123	S	2,256,689	\$	(208,434)	200	1,911,264
	Tires	\$	20,280	5	25,292	5	174,790		209,359	5	34,569	-	161,079
	Materials and Supplies	\$	168,979	5	120,597	5	1,120,346	5	997,761		(122,585)		961,83
	Utilities	\$	125,396	\$	82,728		763,856		661,826		(102,030)		610,72
	Casualty and Liability Cost	5	107,851	\$	124,109	5	716,603	\$	992,889	Ś	276,286		899,066
	<b>Purchased Transportation</b>	\$	285,838	5	251,693	\$	2,184,432	5	2,010,437	\$	(173,996)		1,617,27
	Miscellaneous Expenses	\$	39,382	5	27,845	\$	195,547	5	222,853	Š	27,306		145,28
	Leases and Rentals	\$	12,144	\$	11,630	\$	60,964	\$	93,040	5	32,076		77,80
	Passed Through Expenses	\$	36,721	\$	25,000	5	221,926	\$	200,000	\$	(21,926)	1000	169,08
TOTAL EXPENSES		\$	4,495,913	\$	4,346,731	\$	33,601,548	\$	36,479,894	\$	2,878,346	_	31,206,876
TOTAL NON OPERATING GRANT INCOME		\$	71,549	\$		\$	469,111	5		5	(469,111)	\$	226,007
TOTAL NON OPERATING GRANT EXPENSES	••	\$	71,549	\$	(*)	\$	469,111	\$	120	5	(469,111)		226,007
REE/(EER)		\$	(361,996)	\$	13,242	\$	(2,516,273)	5	105,992	5	(2,622,266)	\$	(260,442
CAPITAL REVENUES AND EXPENSES													
	Capital Grant Income/(Re	5	398,821	\$		\$	4,859,448	\$				5	905,479
TOTAL CAPITAL REVENUES AND EXPENSES		\$	398,821	\$	10-1	\$	4,859,448	\$	-			\$	905,479
REE/(EER)		\$	36,825	\$	13,242	\$	2,343,175	\$	105,992	_		5	9,934
NET REE/(EER)		5	36,825	Ś	13.242	_	2.343.175	_	105,992			· c	0 034

<sup>\*\*</sup>FindMyRide, CAT TA

# Susquehanna Regional Transportation Authority Balance Sheet As of February 28, 2022

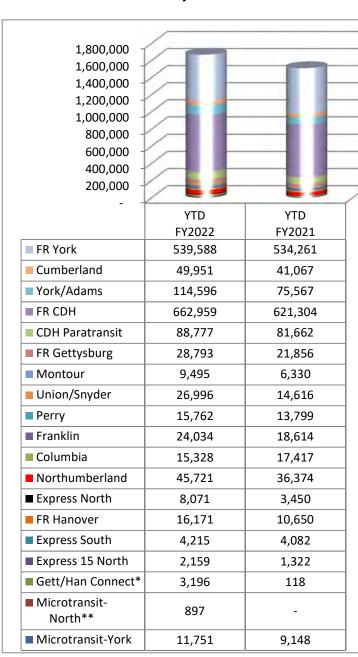
#### ASSETS

CURRENT ASSETS					
COMMENT ASSETS	Unrestricted Cash		7 500 177		
	Restricted Cash	\$ \$	7,580,177		
	Reserved Cash - Capital Projects	\$	289,376		
	Accounts Receivable	\$	-		
	Materials & Supplies Inventory	\$	26,534,985		
	Prepaid Expenses		759,036		
	Other Current Assets	\$ \$	1,328,420		
TOTAL CURRENT ASSETS	Other Current Assets	\$			*********
TOTAL COMMENT ASSETS				\$	36,491,995
FIXED ASSETS					
THE	Buildings and Improvements	\$	53,441,334		
	Revenue Equipment	\$	90,183,827		
	Tools and Equipment	\$	7,003,952		
	Accumulated Depreciation	\$	(70,668,604)		
TOTAL FIXED ASSETS (NET)	recommended Depreciation	-	(70,000,004)	s	70.000.500
				3	79,960,509
OTHER ASSETS					
	Pension Asset	\$	75,915		
TOTAL OTHER ASSETS			73,313	s	75,915
				¥	75,915
TOTAL ASSETS				\$	116,528,418
					110,320,410
	LIABILITIES AND	NET ASSETS			
CURRENT LIABILITIES					
Accounts Payable		\$	4,614,117		
Accrued Leave and Payroll		\$	1,867,003		
Accrued Expenses		\$	713,206		
TOTAL CURRENT LIABILITIES				s	7,194,326
				•	7,154,520
DEFERRED REVENUE					
Revenue Received in Advance		\$	28,553,231		
TOTAL DEFERRED REVENUE				s	28,553,231
				•	20,000,201
OTHER LIABILITIES					
Capital Lease Obligation		\$			
Accrued Sick Pay		\$	316,322		
Current Notes Payable		\$			
Consortium Buses		\$			
TOTAL OTHER LIABILITIES				\$	316,322
NET ASSETS					
Unrestricted Equity		\$	40,978,825		
Restricted Equity		\$	15,520		
Capital Grants		\$	39,470,195		
TOTAL NET ASSETS				\$	80,464,540
TOTAL HABILITIES AND MET ASSETS					
TOTAL LIABILITIES AND NET ASSETS				\$	116,528,418



# SRTA DASHBOARD - March 2022

# **OPERATIONS –** February



# **MAINTENANCE** – February Preventative Maintenance



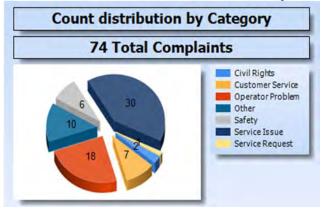
153 PMs Complete; 0 Overdue
CDH – 32 Completed; 0 Overdue
York –48 Completed; 0 Overdue
Adams – 7 Completed; 0 Overdue
Cumberland –12 Completed; 0 Overdue
Northumberland – 23 Completed; 0 Overdue
Franklin – 8 Completed; 0 Overdue
Columbia – 5 Completed; 0 Overdue
Montour – 2 Completed; 0 Overdue
Union/Snyder –10 Completed; 0 Overdue
Perry – 6 Completed; 0 Overdue

#### **Road Calls:**

	Feb 202 2	YTD FY2022 #	Feb 202 1	YTD FY2021 #
Mechanic al	22	108	9	68
Non- Mech.	7	114	22	164

# 

# **CUSTOMER COMPLAINTS – February**



	Feb	YTD	Feb	YTD
	2022	FY2022	2021	FY2021
Total Complaints	74	997	61	521

# **SAFETY** – February

<b>-</b>								
	Feb 2022	YTD FY2022	Feb 2021	YTD FY2021				
Preventable	9	97	18	123				
Non- Preventable	7	47	4	43				
Passenger Injury	0	9	1	10				
Employee Injury	4	27	7	20				

# **MARKETING** – February

	Feb 2022	YTD FY2022#	Feb 2021**	YTD FY2021**
PR Exposures	3	63	25	52
Outreaches	0	28	1	2
Pageviews	119,267	589,132	48,786	364,054
Unique Pageviews	94,012	464,108	37,187	277,547
Bikes **	655	6,055	377	5,416

#### **RESOLUTION 2213**

# APPROVING THE SUSQUEHANNA REGIONALTRANSPORTATION AUTHORITY DEFERRED COMPENSATION PLAN ("457 PLAN") TO INCLUDE A ROTH OPTION

WHEREAS, the Susquehanna Regional Transportation Authority employees seek to voluntarily participate in a retirement benefit plan known as the Susquehanna Transportation Authority Deferred Compensation Plan which provides a "Roth Option" under the provisions of the rules for a 457 Plan; and

WHEREAS, the Susquehanna Regional Transportation Authority seeks to provide this 457 Plan option as part of its benefit package,

WHEREAS, the effective date will be upon the final completion of Plan Documents and enrollment of employees,

WHEREAS, the Susquehanna Regional Transportation Authority hereby authorizes the Executive Director and/or Chief Financial Officer to execute any documents to reflect this Plan agreement and Resolution,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the Susquehanna Regional Transportation Authority Deferred Compensation Plan ("457 Plan") be adopted and instituted.

#### **CERTIFICATION OF OFFICERS**

OF

#### SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on March 31, 2022.

	attest:	
Richard Kotz	Raymond Rosen	
Secretary	Chairman	

Name	Туре	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value	
20220110 - Engineering RFP	RFP	1/31/2022	2/18/2022	3/28/2022	5/31/2022	TBD- T	ask Order Depende
05-2022 SCTA/LT/SRTA Fuel Contract	IFB	2/14/2022	3/4/2022	3/16/2022	4/1/2022	\$	500,000.00
20220104 - Middletown Elevators	RFQ	2/7/2022	3/4/2022	4/18/2022	4/1/2022	\$	10,000.00
20211217 -rabbit Dispatch Area Remodel	Small Quote	Need Quotes				\$	50,000.00
20211227 - Zarfoss Fire Pump	Small Quote				5/1/2022	\$	17,000.00
20211228 - rabbit Mowing	Small Quote				3/10/2022	\$	35,000.00
20220203 - Middletown Train Station Elevator Maintenance	RFQ	2/7/2022	3/4/2022	3/18/2022	4/1/2022	\$	6,500.00
20220208 - Bus Wash RFQ	RFQ	2/11/2022	2/21/2022	2/28/2022	3/21/2022	\$	10,000.00
20220209 - Generator Maintenance	RFQ	2/15/2022	3/14/2022	4/25/2022	4/8/2022	Š	8,000.00
20220214 - Overhead Door Maintenance RFQ (York and Adams)	RFQ	2/15/2022	3/3/2022	3/11/2022	4/1/2022	\$	3,000.00
20220217 - Stand up Desks	small Quote		3,2,2,02	-//	1/2/2022	\$	17,000.00
20220218 - Zarfoss Compressor	Small Quote	TBD				\$	20,000.00
20220222 - SRTA Auditor RFP	RFP	3/2/2022	3/17/2022	4/7/2022	5/31/2022	TBD	20,000.00
20220223- York Engine Hoist	small Quote	0/2/2022	5/2//2022	4/// 2022	3/31/2022		1 200 00
20220224 - Ford Software Training-Manuals	small Quote					\$	1,200.00
20220224 - York Vertical Creeper	small Quote						6,500.00
20220225 - Dauphin Dispatch Computers	small Quote					\$	1,650.00
20220228 - SRTA Tire Lease IFB	RFQ					\$	4,500.00
20220302 - Differential Service and Repair Tools (York)	small Quote					4	
20220304 - HTC Bus Stop Renovation	IFB	May???				\$	4,000.00
20220307 - Janitorial Supply	RFQ	3/16/2022	4/1/2022	4/22/2022	F /5 /2022	\$	550,000.00
20220309 - Zarfoss Firewall	Small Quote	3/10/2022	4/1/2022	4/22/2022	5/6/2022	\$	68,000.00
20220311 - Cameron Street Door Repair	Small Quote					\$	40,000.00
20220311 - Cumberland Temporary Office	IFB					\$	5,000.00
20220311 - Combeniand Temporary Office	RFP	770				\$	150,000.00
TASK ORDER - CAMERON STREET BUS SHELTER		TBD				\$	300,000.00
	Task Order	2 (24 (222		202000		\$	8,000.00
20220321 - Dauphin Steam Cleaner	Small Quote	3/21/2022		3/25/2022		\$	10,000.00
20220314 - Securtiy Staffing	Small Quote	3/14/2022		30-Mar		\$	65,000.00
					In Process Total	\$	1,890,350.00
Cameras at rural locations	RFP	TBD				\$	165,000.00
Shop Supply Contract - Dauphin/York	IFB	TBD				Need I	nformaton
Annual Plumbing Maintenance Contract	RFP	TBD				Unkno	wn
WIFI at other locations	Unknown	TBD				Unkno	
20211223 - rabbit Pressure Washing/ Window Cleaning	TBD	Need Quotes					
Zarfoss, Transfer Center, Board Road, and Elm Drive Snow Removal	IFB	June					
Vending Service- Zarfoss	RFP	June				??	
20220317 - Cameron Street Shelter	IFB					TBD	
					Future Total	\$	165,000.00
					Combined Total	\$	2,055,350.00