DATE: April 28, 2022
TIME: 10:00 AM
PLACE: 415 North Zarfoss Drive, York, PA 17404
PURPOSE: APRIL BOARD 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
   A. Meeting Minutes of March 31, 2022 (Pages 3-5)

5. Communications
   A. Adams County Community Foundation (Page 6)
   B. Pennsylvania Department of Labor & Industry Office of Vocational Rehabilitation (Page 7)

6. YAMPO Transit Committee – No Business

7. Treasurer’s Report (Pages 8-13)

8. Resolutions
   A. RESOLUTION 2214 – CONTRACT AWARD FOR AUDIT SERVICES (Pages 14-15)
   B. RESOLUTION 2215 – APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY CODE OF CONDUCT (Pages 16-17)
   C. RESOLUTION 2216 – CONTRACT AWARD FOR ENGINEERING SERVICES (Pages 18-19)
   D. RESOLUTION 2217 – AUTHORIZATION TO PROCURE FIXED ROUTE CNG CUTAWAY VANS BY EXERCISING OUR OPTIONS ON THE CURRENT STATEWIDE CONTRACT (Page 20)
   E. RESOLUTION 2218 – AUTHORIZATION TO PROCURE PARATRANSIT AND MICROTRANSIT ROLLING STOCK BY EXERCISING OUR OPTIONS ON THE CURRENT STATEWIDE CONTRACT (Page 21)
   F. RESOLUTION 2219 – CONTRACT AWARD FOR BACKUP SERVER AND HOSTING SERVICES (Pages 22-23)
G. RESOLUTION 2220 – LOCAL TRANSPORTATION ORGANIZATION
RESOLUTION CERTIFYING THE LOCAL MATCH FOR STATE OPERATING
FINANCIAL ASSISTANCE (Page 24)

9. Old Business

10. New Business

11. Future Procurements (Page 25-26)

12. Staff Report
   A. ACT 44 TRANSIT PERFORMANCE REVIEW ACTION PLAN – APRIL 2022 (Pages 27-28)
   B. SRTA Equal Employment Opportunity Presentation
   C. Right of Way Agreement (Pages 29-32)

13. Adjournment

Next Meeting:
Thursday, May 26, 2022 in Carlisle
Allen Road Building
310 Allen Road, Carlisle, PA 17013
Present were board members: Raymond Rosen, York County; Keith Martin, York County; 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 - Harrisburg; Jenna Reedy, Chief of Staff; David Juba, Planning Manager; Jamie Leonard, Chief Human Resources Officer; Stephen Baldwin, Chief Financial Officer; Brian Gillette, Controller; Eric Maguire, Grants and Procurement Manager; Trevor Manahan, Chief Operating Officer - York; Jonathan Brouse, Transit Planner; Abby Davis, Marketing Manager; Sherry Welsh, Senior Project Manager/rabbitcares Administrator; and Cory Matthews, IT Manager.

Donna Lattimore, a Fixed Route operator and members of the ATU Local 1436 and Anthony Maydwell of Vector Media were present.

CALL TO ORDER

The March Board meeting of the Susquehanna Regional Transportation Authority was called to order by Chairman Raymond Rosen at 10:02 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 February 24, 2022, meeting minutes was raised by Richard Carson, seconded by Eric Bugaile, and passed unanimously.

COMMUNICATIONS

No communications.

YAMPO TRANSIT COMMITTEE

There is no YAMPO Transit Committee business.
TREASURER’S REPORT

Keith Martin presented the February 2022 Financial Statement and Statistical Notes. Keith Martin noted that he reviewed the previous month’s expenses for both CDH & CPTA and noted no anomalies. Keith Martin deferred to Stephen Baldwin for highlights of the financial statement and statistical notes for February 2022:

- Ridership: Year to date ridership is encouraging as the level of ridership continues to improve compared to the same time last year. Fixed Route improved to a level which is 5% above last year, Paratransit is running at about 28% above the previous year and Commuter Express rose to 63% above last year. Microtransit saw excellent growth, especially with the newly established Microtransit in the North. Microtransit in the South year to date ridership is 38% above last year.

- Revenue: Year to date Operating revenue remains 12% or $1.3 million higher than budget. Current period Operating revenues were 9% over budget.

- Expenses: Year to date total expenses are $2.9 million or 8% better than budget. In the current period, total expenses are about $150,000 or 3% higher than budget. As we enter into the final months of the fiscal year, it is anticipated that costs will continue to exceed budgeted levels as the Authority experiences high levels of inflation that is being seen across 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. In the current period, the Authority’s utilization of subsidy materially matched the budgeted subsidy. Stephen Baldwin noted that in the upcoming months, we will discuss appropriate levels of reserves.

- Capital expenditures for the month of February included the Transfer Center Rehab, Generator Relocation, Paving around the CDH facility, and CDH Bus Barn Foundation.

Stephen Baldwin drew the Board’s attention to the dashboard to conclude the Treasurer’s report.

Eric Bugaile asked if a column can be added on the dashboard under operations which includes pre-pandemic figures.

Richard Farr noted that operational costs might be up in the upcoming months in Franklin County due to theft of catalytic converters from nearly all their fleet. Currently, the Authority is working with the county to identify properties which are behind a fence to add extra layers of protection. Theft of catalytic converters has also happened in the Northern counties as well as in Harrisburg.

RESOLUTIONS

RESOLUTION 2213 – APPROVING THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY DEFERRED COMPENSATION PLAN (“457 PLAN”) TO INCLUDE A ROTH OPTION

Motion to approve was raised by Kirk Stoner, seconded by Richard Kotz, and passed unanimously.
OLD BUSINESS

No old business.

NEW BUSINESS

Richard Farr provided an update on the CAT Bridge noting that we recently received a right-of-way request from the firm who currently has fiber optics on the bridge. We made the firm aware of our desire to sell the bridge in the future and we cannot guarantee long-term use, but could negotiate year-to-year terms. Currently, conversations are taking place with Tri-County Regional Planning and Dauphin County for purchasing the bridge.

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 update was provided on the new Microtransit service in the North. This service is doing exceptionally well and much better than anticipated.
- The Middletown Train Station equipment has been installed and we are on track to start collecting fees for parking on May 2.
- The ribbon cutting for the York King Street Station Transfer Center will take place on May 16 at 10:00 AM.
- Currently, we are hosting a series of zoom presentations for each location titled “The state of rabbit” as a means to update and engage the workforce.
- An agreement has recently been signed for the Intercity Bus Program.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on April 28, 2022, at 10:00 AM. This meeting will be held in person at 415 North Zarfoss Drive, York, PA 17404.

The meeting adjourned at 10:23 AM.

Respectfully Submitted,

Richard Kotz
Secretary
April 13, 2022

Richard Farr
Central Pennsylvania Transportation Authority
415 Zarfooss Drive
York, PA 17404

Dear Richard:

The Adams County Community Foundation is pleased to provide the enclosed grant in the amount of $41,272.00 representing the Year 1 local match of the Gettysburg Hanover Connector Pilot Program.

We are pleased to partner with you, the state, and others to provide this needed service for the good people of Adams County.

Sincerely,

Ralph M. Serpe
President & CEO

No goods, services or more than incidental benefits may be provided in exchange for this grant. This grant may not satisfy a legally enforceable obligation/pledge and may only support purposes deemed by you to be 100% tax deductible.

Thank you Rich-
Stand up and pull this off
-Ralph
Phil Mathis, Site Manager  
Susquehanna Regional Transportation Authority  
901 N Cameron Street  
Harrisburg, PA 17101  

April 1, 2022

Dear Mr. Mathis:

The Harrisburg District Office of the Bureau of Blindness & Visual Services, Office of Vocational Rehabilitation, extends our sincere appreciation and thanks to the many staff members involved with the superb educational experience provided to a mutual customer on March 22, 2022, at the Susquehanna Regional Transportation Authority's Harrisburg bus terminal. From the friendly welcome by various staff members to the opportunities to practice all of the skills required on an out-of-service bus, every person involved provided an experience that went above and beyond expectations on all levels. Even the smallest of details were considered, such as the thoughtful presentation of a lanyard and badge holder to keep the half-fare ID and bus pass accessible during navigation with a white cane.

It was clear that many individuals coordinated to make this possible. Of these, several stood out for their interactions prior to or during the activity. Special thanks to Abby Davis for her responsiveness and flexibility as the main point of contact during the preparation/coordination for this activity. She made the planning process effortless and communicated the message that this was a true partnership, with all parties viewing this as an important and worthwhile event.

Two other staff members - CJ Leedy and Kathy Smith – were present throughout the activity; they had a wealth of knowledge and worked with the Bureau's Orientation & Mobility Specialist Cynthia Lashinsky and customer to not only answer questions, but also provide tips based on their experience as drivers supporting other riders with visual impairments over the years. They engaged with the customer in the role of a driver to offer practice with checking the bus number/route and asking to be informed when reaching a particular stop. An unexpected but invaluable bonus was the opportunity to travel a short route on the bus. This provided a chance to practice use of the stop request system, being informed of an upcoming stop by the driver, hearing the sounds from the inside, and allowed the customer and Orientation & Mobility Specialist to practice identifying various characteristics – the sound/feel of a rough or smooth road, a series of turns, or traveling up or downhill – that can help with orientation during a trip and when nearing a destination.

All involved agreed it was a confidence-building experience from start to finish and provided the foundational skills needed for instruction and practice with progressively independent travel on fixed-route buses.

The Office of Vocational Services, Bureau of Blindness & Visual Services mission is to assist Pennsylvanians who are blind or visually impaired gain the skills necessary to live and work independently in their communities. We deeply appreciate this cooperative educational opportunity on behalf of our mutual customer and the joint goal of independent mobility.

Sincerely,

Ruth Lotz  
Acting District Administrator
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

Financial Statement & Statistical Notes for March 2022

- The financial statements, enclosed with these notes, are as of March 31, 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 ninth month and the third quarter 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 March 31, 2022 (9 months) 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 remained 5% above last year and at 54% of pre-Covid ridership (YTD March 2022 vs. YTD March 2019)
  - Paratransit is running 29% above the previous year and at 71% of pre-Covid ridership levels
  - Commuter Express rose to 63% above last year and to 30% of pre-Covid levels
  - In the Month of March Microtransit, continued excellent growth in the newly established Microtransit North operation as well as strong performance in the Microtransit South operation, outperforming the previous March by 30% bringing us to year to date ridership that is 35% above last year, 750% greater than pre-Covid levels and giving us optimism for future growth in this area.

Revenue

- Year to Date (nine months) Operating revenue remains 14% or $1.7 million higher than budget. This is $2.6 million or 23% above same time last year.
- Current period (March) Operating revenues were 19% over budget

Expenses

- Year to Date (nine months) Total Expenses are $2.8 million or 7% better than budget
- In the current period (March) Total Expenses are $50 thousand or 1% higher than budget as the Authority experienced 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 $4.6 million of budgeted subsidy grant funding for future use to provide transportation services.
In the current period the Authorities added $225 thousand to the balance of budgeted subsidy grant funding for future use.

**Reserves**

- SRTA spends $88 thousand a day net of fares collected
- CPTA+CDH came into FY 2022 with 26 day’s cash on hand
- SRTA built day’s cash on hand to 78 days so far this year
- SRTA as a class 3 Authority’s target (set by management) is to have reserves between 180 to 300 days

**Paratransit Division Performance**

<table>
<thead>
<tr>
<th>Division</th>
<th>REE/(EER)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>York/Adams</td>
<td>(1,476,099)</td>
</tr>
<tr>
<td>Perry</td>
<td>($56,989)</td>
</tr>
<tr>
<td>Montour</td>
<td>$47,265</td>
</tr>
<tr>
<td>Union/Snyder</td>
<td>($144,104)</td>
</tr>
<tr>
<td>Columbia</td>
<td>$169,432</td>
</tr>
<tr>
<td>Cumberland</td>
<td>$213,700</td>
</tr>
<tr>
<td>Northumberland</td>
<td>$270,412</td>
</tr>
<tr>
<td>Franklin</td>
<td>($1,838)</td>
</tr>
<tr>
<td>CDH</td>
<td>($926,826)</td>
</tr>
<tr>
<td><strong>All Paratransit Services</strong></td>
<td><strong>($1,905,047)</strong></td>
</tr>
</tbody>
</table>

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

- There have been no draws on the ACNB line of credit.
- Capital expenditures for the month were:
  - York Transfer Center Rehab - $119,654
  - Zarfoss Roof - $284,180
  - CDH Bus Barn Foundation- $706,803
## Susquehanna Regional Transportation Authority
### Income Statement

For The Period Ended March 31, 2022

<table>
<thead>
<tr>
<th></th>
<th>Period To Date</th>
<th>Year To Date</th>
<th>Budget Variance</th>
<th>Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Current Budget</td>
<td>Actual</td>
<td>Current Budget</td>
</tr>
<tr>
<td><strong>Actual Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Revenue</td>
<td>$1,641,812</td>
<td>$1,375,921</td>
<td>$14,012,345</td>
<td>$12,332,689</td>
</tr>
<tr>
<td>Grant/Contract Inc</td>
<td>$2,467,458</td>
<td>$3,123,993</td>
<td>$21,643,553</td>
<td>$28,753,112</td>
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<tr>
<td>TOTAL REVENUE</td>
<td>$4,109,269</td>
<td>$4,499,914</td>
<td>$35,655,497</td>
<td>$41,085,801</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>$2,153,007</td>
<td>$2,018,050</td>
<td>$16,531,711</td>
<td>$17,865,284</td>
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<tr>
<td>Benefits</td>
<td>$978,339</td>
<td>$1,233,464</td>
<td>$10,400,791</td>
<td>$12,278,058</td>
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<tr>
<td>Services</td>
<td>$284,314</td>
<td>$242,902</td>
<td>$2,181,118</td>
<td>$2,186,114</td>
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<tr>
<td>Fuel</td>
<td>$366,141</td>
<td>$399,685</td>
<td>$2,831,264</td>
<td>$2,546,374</td>
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<tr>
<td>Tires</td>
<td>$26,302</td>
<td>$26,993</td>
<td>$201,092</td>
<td>$236,352</td>
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<tr>
<td>Materials and Supp</td>
<td>$118,767</td>
<td>$128,589</td>
<td>$1,239,113</td>
<td>$1,126,351</td>
</tr>
<tr>
<td>Utilities</td>
<td>$107,184</td>
<td>$82,728</td>
<td>$871,040</td>
<td>$744,554</td>
</tr>
<tr>
<td>Casualty and Liab</td>
<td>$89,508</td>
<td>$124,107</td>
<td>$1,116,997</td>
<td>$1,116,997</td>
</tr>
<tr>
<td>Purchased Transpo</td>
<td>$351,987</td>
<td>$275,644</td>
<td>$2,536,420</td>
<td>$2,286,081</td>
</tr>
<tr>
<td>Miscellaneous Exp</td>
<td>$26,332</td>
<td>$27,871</td>
<td>$221,879</td>
<td>$250,725</td>
</tr>
<tr>
<td>Leases and Rentals</td>
<td>$31,240</td>
<td>$11,630</td>
<td>$72,204</td>
<td>$104,670</td>
</tr>
<tr>
<td>Passed Through Ex</td>
<td>$26,954</td>
<td>$25,000</td>
<td>$248,879</td>
<td>$225,000</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$4,540,073</td>
<td>$4,486,665</td>
<td>$38,141,622</td>
<td>$40,966,559</td>
</tr>
<tr>
<td>TOTAL NON OPERATING GRANT INCOME **</td>
<td>$54,370</td>
<td>$ -</td>
<td>$523,481</td>
<td>$ -</td>
</tr>
<tr>
<td>TOTAL NON OPERATING GRANT EXPENSES **</td>
<td>$54,370</td>
<td>$ -</td>
<td>$523,481</td>
<td>$ -</td>
</tr>
<tr>
<td>REE/(EER)</td>
<td>$(430,804)</td>
<td>$13,249</td>
<td>$(2,486,124)</td>
<td>$119,241</td>
</tr>
<tr>
<td>CAPITAL REVENUES AND EXPENSES</td>
<td>$410,190</td>
<td>$ -</td>
<td>$5,269,638</td>
<td>$ -</td>
</tr>
<tr>
<td>TOTAL CAPITAL REVENUES AND EXPENSES</td>
<td>$410,190</td>
<td>$ -</td>
<td>$5,269,638</td>
<td>$ -</td>
</tr>
<tr>
<td>REE/(EER)</td>
<td>$(20,614)</td>
<td>$13,249</td>
<td>$2,783,514</td>
<td>$119,241</td>
</tr>
<tr>
<td>NET REE/(EER)</td>
<td>$(20,614)</td>
<td>$13,249</td>
<td>$2,783,514</td>
<td>$119,241</td>
</tr>
</tbody>
</table>

**FindMyRide, CAT TA**
Susquehanna Regional Transportation Authority
Balance Sheet
As of March 31, 2022

**ASSETS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>Unrestricted Cash</td>
<td>$6,906,961</td>
</tr>
<tr>
<td>Restricted Cash</td>
<td>$106,884</td>
</tr>
<tr>
<td>Reserved Cash - Capital Projects</td>
<td>-</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$27,607,700</td>
</tr>
<tr>
<td>Materials &amp; Supplies Inventory</td>
<td>$757,423</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>$989,735</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td>$36,368,802</td>
</tr>
<tr>
<td><strong>FIXED ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>Buildings and Improvements</td>
<td>$53,920,571</td>
</tr>
<tr>
<td>Revenue Equipment</td>
<td>$90,586,587</td>
</tr>
<tr>
<td>Tools and Equipment</td>
<td>$7,019,474</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>$(70,730,582)</td>
</tr>
<tr>
<td><strong>TOTAL FIXED ASSETS (NET)</strong></td>
<td>$80,796,050</td>
</tr>
<tr>
<td><strong>OTHER ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>Pension Asset</td>
<td>$75,915</td>
</tr>
<tr>
<td><strong>TOTAL OTHER ASSETS</strong></td>
<td>$75,915</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$117,240,767</td>
</tr>
</tbody>
</table>

**LIABILITIES AND NET ASSETS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$4,876,610</td>
</tr>
<tr>
<td>Accrued Leave and Payroll</td>
<td>$2,203,687</td>
</tr>
<tr>
<td>Accrued Expenses</td>
<td>$773,673</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
<td>$7,853,970</td>
</tr>
<tr>
<td><strong>DEFERRED REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>Revenue Received in Advance</td>
<td>$28,743,919</td>
</tr>
<tr>
<td><strong>TOTAL DEFERRED REVENUE</strong></td>
<td>$28,743,919</td>
</tr>
<tr>
<td><strong>OTHER LIABILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Capital Lease Obligation</td>
<td>-</td>
</tr>
<tr>
<td>Accrued Sick Pay</td>
<td>$280,252</td>
</tr>
<tr>
<td>Current Notes Payable</td>
<td>-</td>
</tr>
<tr>
<td>Consortium Buses</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL OTHER LIABILITIES</strong></td>
<td>$280,252</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>Unrestricted Equity</td>
<td>$40,433,211</td>
</tr>
<tr>
<td>Restricted Equity</td>
<td>$15,520</td>
</tr>
<tr>
<td>Capital Grants</td>
<td>$39,913,896</td>
</tr>
<tr>
<td><strong>TOTAL NET ASSETS</strong></td>
<td>$80,362,626</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND NET ASSETS</strong></td>
<td>$117,240,767</td>
</tr>
</tbody>
</table>
OPERATIONS – March

- Preventative Maintenance
  - 190 PMs Complete; 1 Overdue
    - CDH: 45 Completed; 0 Overdue
    - York: 62 Completed; 0 Overdue
    - Adams: 14 Completed; 0 Overdue
    - Cumberland: 11 Completed; 0 Overdue
    - Northumberland: 16 Completed; 1 Overdue
    - Franklin: 8 Completed; 0 Overdue
    - Columbia: 6 Completed; 0 Overdue
    - Montour: 3 Completed; 0 Overdue
    - Union/Snyder: 11 Completed; 0 Overdue
    - Perry: 14 Completed; 0 Overdue

- Road Calls:
  - Mechanical: 16
  - Non-Mech.: 12

- Safety
  - Preventable: 22
  - Non-Preventable: 6
  - Passenger Injury: 0
  - Employee Injury: 3

SAFETY – March

- On-time: 99%
- Late: 1%

MARKETING – March

- Customer Complaints
  - Total Complaints: 124

FINANCE – March

- Expenses
  - March YTD FY2022: $50,000,000
  - March YTD FY2021: $40,000,000

CUSTOMER COMPLAINTS – March

- Count Distribution by Category
  - Service Issue: 11%
  - Operator Problem: 7%
  - Other: 2%
  - Safety: 2%
  - Service Request: 0%
  - Vehicle Issue: 36%
  - Customer Service: 14%
  - Commendation: 28%

- Road Calls
  - Mar 2022 YTD FY2022# Mar 2021 YTD FY2021#
  - Mechanical: 16 124 9 77
  - Non-Mech.: 12 126 26 190

- Safety
  - Preventable: 22 119 17 140
  - Non-Preventable: 6 53 5 48
  - Passenger Injury: 0 9 1 11
  - Employee Injury: 3 30 5 25

- Marketing
  - PR Exposures: 20 83 20 72
  - Outreaches: 2 30 1 3
  - Pageviews: 109,539 698,671 46.683 410,737
  - Unique Pageviews: 109,539 573,647 38,379 315,926
  - Bikes: 702 6,757 630 6,046

- Operations
  - Preventative Maintenance: 190 PMs Complete; 1 Overdue
  - CDH: 45 Completed; 0 Overdue
  - York: 62 Completed; 0 Overdue
  - Adams: 14 Completed; 0 Overdue
  - Cumberland: 11 Completed; 0 Overdue
  - Northumberland: 16 Completed; 1 Overdue
  - Franklin: 8 Completed; 0 Overdue
  - Columbia: 6 Completed; 0 Overdue
  - Montour: 3 Completed; 0 Overdue
  - Union/Snyder: 11 Completed; 0 Overdue
  - Perry: 14 Completed; 0 Overdue

- Road Calls
  - Mar 2022 YTD FY2022# Mar 2021 YTD FY2021#
  - Mechanical: 16 124 9 77
  - Non-Mech.: 12 126 26 190

- Safety
  - Preventable: 22 119 17 140
  - Non-Preventable: 6 53 5 48
  - Passenger Injury: 0 9 1 11
  - Employee Injury: 3 30 5 25

- Marketing
  - PR Exposures: 20 83 20 72
  - Outreaches: 2 30 1 3
  - Pageviews: 109,539 698,671 46.683 410,737
  - Unique Pageviews: 109,539 573,647 38,379 315,926
  - Bikes: 702 6,757 630 6,046

- Operations
  - Preventative Maintenance: 190 PMs Complete; 1 Overdue
  - CDH: 45 Completed; 0 Overdue
  - York: 62 Completed; 0 Overdue
  - Adams: 14 Completed; 0 Overdue
  - Cumberland: 11 Completed; 0 Overdue
  - Northumberland: 16 Completed; 1 Overdue
  - Franklin: 8 Completed; 0 Overdue
  - Columbia: 6 Completed; 0 Overdue
  - Montour: 3 Completed; 0 Overdue
  - Union/Snyder: 11 Completed; 0 Overdue
  - Perry: 14 Completed; 0 Overdue

- Road Calls
  - Mar 2022 YTD FY2022# Mar 2021 YTD FY2021#
  - Mechanical: 16 124 9 77
  - Non-Mech.: 12 126 26 190

- Safety
  - Preventable: 22 119 17 140
  - Non-Preventable: 6 53 5 48
  - Passenger Injury: 0 9 1 11
  - Employee Injury: 3 30 5 25

- Marketing
  - PR Exposures: 20 83 20 72
  - Outreaches: 2 30 1 3
  - Pageviews: 109,539 698,671 46.683 410,737
  - Unique Pageviews: 109,539 573,647 38,379 315,926
  - Bikes: 702 6,757 630 6,046

*New Service Began 2/2021  **New Service Began 1/2022  Note: CDH = Cumberland/Dauphin/Harrisburg  **Excludes CDH Information #CDH Information Beginning 1/1
### Acr 44 Performance Measures

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<thead>
<tr>
<th>Goal/Measure</th>
<th>CDH</th>
<th>CPTA</th>
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<tbody>
<tr>
<td></td>
<td>Goal</td>
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<td>Passengers per Revenue Hour</td>
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<td>Operating Cost per Passenger (not to exceed goal)</td>
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<td>Operating Cost per Revenue Hour (not to exceed goal)</td>
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<td>Operating Revenue per Revenue Hour</td>
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RESOLUTION 2214

CONTRACT AWARD FOR AUDIT SERVICES

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to retain an auditing firm to provide audit services; and,

WHEREAS, this is the first such contract for SRTA; and,

WHEREAS, work under the new contract will begin with FY 2022 in June; and,

WHEREAS, the needs of the Authority and required audits were evaluated and specifications developed by the Controller, Chief Financial Officer, Grants and Procurement Manager, and Accounting Manager; and,

WHEREAS, a Request for Proposals (RFP) was determined to be the best method for the selection of a qualified firm and was released March 2, 2022; and,

WHEREAS, one firm submitted a responsible and responsive Proposal; and,

WHEREAS, the firm of RKL submitted the Proposal which was reviewed and found to be suitable; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to RKL for a base term of three (3) years and two (2) possible option years for a total value of Ninety-eight thousand Dollars and Zero Cents ($98,000).

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 April 28, 2022.

__________________________  ___________________________
Richard Kotz  Raymond Rosen
Secretary  Chairman
CONTRACT FOR AWARD AUDIT SERVICES

FACT SHEET

- It is not an acceptable practice to engage with an Auditing firm without advertising for proposals.
- Initial contract period of three (3) years with two (2), one (1) year options which may result in a total contract period of five (5) years.
- Option year utilization will be determined by SRTA based on auditor performance.
- The resulting Proposal was evaluated by the Controller, Chief Financial Officer, Grants and Procurement Manager, Accounting Manager, and Procurement Analyst. All were in agreement regarding the suitability of engaging the firm for the necessary audit activities.
- Direct contact was attempted with twenty-two (22) total firms and five (5) firms requesting the full specification.
  - One firm chose to not submit a Proposal due to current workload.
  - Two firms stated that distance was a deciding factor and would not submit proposals.
  - Additional outreach was attempted with no responses.
  - A single bid justification was completed and placed in file.
- Pricing—Rates will remain fixed for the first year with rates as described within the proposal and shown below.

Notes Related to Pricing and Future Year Price Increases

Our professional rates are adjusted annually based on performance as well as cost of living adjustments. The individual rate fluctuations would approximate the CPI Inflation index.

For the year ended June 30, 2022, the fees would be $12,500 assuming that there would be no single audit or NTD needed for that fiscal year. We would anticipate increases in subsequent year pricing as follows:

- 2022-2023 - FS $15,000, SA $3,750, NTD $2,500 - Total $21,250
- 2023-2024 - FS $15,500, SA $3,750, NTD $2,500 - Total $21,750
- 2024-2025 - FS $16,000, SA $3,750, NTD $2,500 - Total $22,250
- 2025-2026 - FS $16,500, SA $3,750, NTD $2,500 - Total $22,750

As activity shifts from CPTA/CAT to SRTA, the time incurred and also the fees would increase accordingly as we move into 2022/23. From that point forward, the increase would approximate the CPI increase.

After the current CAT/CPTA contract terms are up, we would anticipate an offsetting decrease on future proposals related to the work on those Authorities as the activity will be significantly less.
RESOLUTION 2215

APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY CODE OF CONDUCT

WHEREAS, the Susquehanna Regional Transportation Authority wishes to update the established Code of Conduct in order to maintain a work environment that outlines the policies and procedures for managers and employees; and,

WHEREAS, the Susquehanna Regional Transportation Authority is committed to identifying business practices which present an actual or potential conflict of interest; and,

WHEREAS, the modification to the Code of Conduct policy addresses individuals who have a present or potential financial interest, or other significant interest, such as a present or potential employment interest in the selection, award, or administration of a third party contract or subcontract; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that it adopts and institutes the updated SRTA Code of Conduct policy.

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 April 28, 2022.

_____________________________  attest: ____________________________
Richard Kotz               Raymond Rosen
Secretary                  Chairman
FACT SHEET
RESOLUTION 2215
Addendum: Code of Conduct Policy

The standard of conduct involving this policy, which should include the following terms under “Associate” shall include conflicts of interest to extend to the following:

(1) Individuals who have a present or potential financial interest, or other significant interest, such as a present or potential employment interest in the selection, award, or administration of a third party contract or subcontract:

(i) The Recipient or its officers, employees, board members, or agents engaged in the selection, award, or administration of any third party agreement or any candidate for such award;

(ii) The immediate family members or partners of those listed above in section (i) of this Section; and

(iii) An entity or organization that employs or is about to employ (“prospective employee”) any person that has a relationship with the Recipient listed above in Sections (i) and (ii) of this Addendum.
RESOLUTION NO. 2216

CONTRACT AWARD FOR ENGINEERING SERVICES

WHEREAS, the Susquehanna Regional Transportation Authority desires to retain an engineering firm to provide general engineering expertise, guidance, and support in various engineering-related projects; and,

WHEREAS, the current general Engineering Contract expires May 31, 2022; and,

WHEREAS, the needs of the Authority were evaluated relative to facilities maintenance, growth, and expansion; and,

WHEREAS, with input from the Executive Director, Chief Financial Officer, and both Chief Operating Officers, a Request for Proposals (RFP) was developed; and,

WHEREAS, the RFP was publically advertised for this project in accordance with required Federal and State purchasing requirements; and,

WHEREAS, three (3) firms submitted responsible and responsive Proposals; and,

WHEREAS, the Proposals were evaluated based on Brooks Act prescribed processes; and,

WHEREAS, the firm of Gannett Fleming, Inc. submitted the Proposal which earned the highest score among the received Proposals; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to Gannett Fleming, Inc.

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 April 28, 2022.

attest:

______________________________  ________________________________
Richard Kotz                          Raymond Rosen
Secretary                             Chairman
RESOLUTION 2217

AUTHORIZATION TO PROCURE FIXED ROUTE CNG CUTAWAY VANS
BY EXERCISING OUR OPTIONS ON THE CURRENT STATEWIDE CONTRACT

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) uses the PennDOT Capital Planning Tool and as such has identified its eligibility to replace two (2) Fixed Route CNG Cutaway Vans, which have exceeded estimated useful life; and,

WHEREAS, SRTA participated in a State-Wide Joint Procurement led by the South Central Transit Authority for replacement and expansion of small transit vehicles; and,

WHEREAS, Sheppard Bros., Inc. was the firm awarded the contract to build the Body-on-Chassis (Cutaway) vans; and,

WHEREAS, SRTA has identified the need to purchase two (2) Ford E450 Cutaway Vans; and,

WHEREAS, SRTA has secured PennDOT grants of State and Federal Funds for this project; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that it hereby approves and authorizes the Executive Director to purchase up to two (2) CNG Body-on-Chassis vans at a project cost not to exceed $400,000.

DULY RESOLVED, this 28th day of April 2022, by the Board of Directors in a lawful session duly assembled.

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 April 28, 2022.

______________________________  attest: ______________________________
Richard Kotz       Raymond Rosen
Secretary       Chairperson
FACT SHEET

- The current contract with Johnson, Miriam, and Thompson will expire May 31, 2022.
- The RFP and resulting contract specify an initial period of two (2) years with three (3), one (1) year options, which may result in a total five (5) year term.
- The decision for the exercise of option years will be determined by engineering contractor performance, need for assistance, and option year price increases.
- Pricing – Rates will remain fixed for first year with rates as described within the Pricing Proposal:
  - Second year pricing is anticipated to increase by 5.5%
  - Subsequent year pricing increases are forecast by Gannett Fleming to reach 4%.
  - The submitted Price Proposal was determined to be fair and reasonable based on comparison to ICE values with the Proposed Price falling within 6% of the forecast cost.
- For each project, the Engineering Contractor will provide an estimated cost of their work.
- There were a total of 3 Proposals received.
- Proposals were evaluated by the Chief Financial Officer, both Chief Operating Officers, and the Procurement Analyst. The scoring is as follows:

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<tr>
<th>Evaluator</th>
<th>Colliers</th>
<th>Gannett Flemming</th>
<th>KCI</th>
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<tr>
<td>Evaluator 1</td>
<td>34</td>
<td>43</td>
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<tr>
<td>Evaluator 2</td>
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<td>Evaluator 3</td>
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<tr>
<td>Evaluator 4</td>
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<tr>
<td>Evaluator 5</td>
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<td>48</td>
<td>44</td>
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<tr>
<td><strong>Average Earned</strong></td>
<td><strong>34.8</strong></td>
<td><strong>45.4</strong></td>
<td><strong>41</strong></td>
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<tr>
<td><strong>Total Earned</strong></td>
<td><strong>174</strong></td>
<td><strong>227</strong></td>
<td><strong>205</strong></td>
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<tr>
<td><strong>Possible</strong></td>
<td><strong>250</strong></td>
<td><strong>250</strong></td>
<td><strong>250</strong></td>
</tr>
<tr>
<td><strong>Score</strong></td>
<td><strong>69.60%</strong></td>
<td><strong>90.80%</strong></td>
<td><strong>82.00%</strong></td>
</tr>
</tbody>
</table>
RESOLUTION 2218

AUTHORIZATION TO PROCURE PARATRANSIT AND MICROTRANSIT ROLLING STOCK

BY EXERCISING OUR OPTIONS ON THE CURRENT STATEWIDE CONTRACT

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) uses the PennDOT Capital Planning Tool and as such has identified eighty-three (83) paratransit vehicles that have met or exceeded estimated useful life; and,

WHEREAS, SRTA participated in a State-Wide Joint Procurement led by the South Central Transit Authority for replacement and expansion of small transit 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, SRTA has identified the need to purchase 51 Ford E450 Cutaway Vans and 32 Ford Transit Vans; and,

WHEREAS, SRTA has secured PennDOT grants of State and Federal Funds for this project; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that it hereby approves and authorizes the Executive Director to purchase up to 51 Body-on-Chassis vans and 32 Ford Transit vans at a project cost not to exceed $9,150,000.

DULY RESOLVED, this 28th day of April 2022, by the Board of Directors in a lawful session duly assembled.

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 April 28, 2022.

______________________________  attest: ______________________________
Richard Kotz       Raymond Rosen
Secretary       Chairperson
RESOLUTION 2219

CONTRACT AWARD FOR BACKUP SERVER AND HOSTING SERVICES

WHEREAS, the Susquehanna Regional Transportation Authority (rabbittransit) utilizes secondary cloud storage backup capacity; and,

WHEREAS, the current contract will expire May 2022; and,

WHEREAS, Business Information Group (BIG) offers the necessary appliance and support as noted on the DGS contract; and,

WHEREAS, BIG has quoted a three (3) year contract for server software updates, replacement, and secondary cloud storage for a total cost of Fifty-nine thousand, four-hundred, twenty Dollars and Thirty-one Cents ($59,420.31); and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a purchase not to exceed Fifty-nine thousand, four-hundred, twenty Dollars and Thirty-one Cents ($59,420.31) to BIG for the necessary purchase.

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 April 28, 2022.

_________________________________________ attest:
Richard Kotz
Secretary

_________________________________________
Raymond Rosen
Chairman
FACT SHEET

- Three (3) year contract, supplying the following
  - Barracuda Backup Updates for Server 890
  - Barracuda Instant Replacement for Backup Server 890
  - Barracuda Unlimited Cloud Storage
- Utilizing COSTARS State Procurement contract 003-001 with additional discounts applied
- Backup of business, operations, and customer electronic files for continuity of service
- Current contract with BIG is expiring May 2022
- Approx. 18% discount by renewing for 3 years over annual renewal
The Board of Directors of The Susquehanna Regional Transportation Authority (dba rabbittransit) resolves and certifies that the operating financial assistance of $20,627,571 provided pursuant to 74 Pa.C.S. §1513 is needed in Fiscal Year 2023 or in a subsequent fiscal year to help pay for projected operating expenses, including asset maintenance costs; and that these funds will be used for this purpose only, because these funds are ineligible to be used for asset, or capital improvements projects; and that any funds not used this Fiscal Year will be retained and used only for operating assistance in a subsequent fiscal year(s).

WHEREAS, the Board of Directors of Susquehanna Regional Transportation Authority resolves and certifies that the required local matching funds of $1,905,148 will be secured from local contributors no later than the end of Fiscal Year 2022/2023 to match the requested Section 1513 funds.

I, Raymond Rosen, Chairman of the Board of Directors of Susquehanna Regional Transportation Authority do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Directors held the 28th day of April, 2022.

DATE: April 28, 2022

(Signature and Official Title)

ATTEST:

Susquehanna Regional Transportation Authority

(Name of Transportation Authority)

By: ______________________________________________   ______________________
    (Signature)                                                                        (Date)
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<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Released</th>
<th>Questions Due</th>
<th>Bid/Proposal Due</th>
<th>Contract Start</th>
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<td>RFP</td>
<td>1/31/2022</td>
<td>2/18/2022</td>
<td>3/28/2022</td>
<td>5/31/2022</td>
<td>TBD - Task Order Dependent</td>
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<td>20220228 - SRTA Tire Lease IFB</td>
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<td>4/1/2022</td>
<td>4/22/2022</td>
<td>5/6/2022</td>
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<td>20220311 - Cumberland Temporary Office</td>
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<td>20220311 - Fleet Maintenance Fuel Modules</td>
<td>RFP</td>
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<td>TASK ORDER - CAMERON STREET BUS SHELTER</td>
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<td>Zarfoss HVAC Maintenance</td>
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<td>Cameras at Emigsville and Shrewsbury Park and Ride</td>
<td>RFP</td>
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<td>Shop Supply Contract - Dauphin/York</td>
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<td>WiFi at other locations</td>
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<tr>
<td>20211223 - rabbit Pressure Washing/ Window Cleaning</td>
<td>TBD</td>
<td>Need Quotes</td>
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<tr>
<td>Zarfoss, Transfer Center, Board Road, and Elm Drive Snow Removal</td>
<td>IFB</td>
<td>June</td>
<td>??</td>
<td></td>
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<tr>
<td>Vending Service- Zarfoss</td>
<td>RFP</td>
<td>June</td>
<td>??</td>
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<td>20220317 - Cameron Street Shelter</td>
<td>IFB</td>
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<td>Vehicle Parts Bids Contracts expire 12/31/2022</td>
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<td>MTS - Mobility Transport Services Paratransit</td>
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<tr>
<td><strong>Future Total</strong></td>
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<td></td>
<td>$465,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Combined Total</strong></td>
<td></td>
<td></td>
<td>$2,033,550.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Actions to Increase Passengers / Revenue Hour

<table>
<thead>
<tr>
<th>CPTA Action Plan</th>
<th>Progress Report Update(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>rabbittransit will prepare a pilot funding application that will be submitted to</td>
<td></td>
</tr>
<tr>
<td>PennDOT should opportunities be identified.</td>
<td></td>
</tr>
</tbody>
</table>

| CPTA is heavily engaged in local and regional planning organizations and has      | Ongoing, no update.                                                                        |
| 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.                                                     |                                                                                         |

## Actions to Increase Operating Revenue / Revenue Hour

<table>
<thead>
<tr>
<th>CPTA Action Plan</th>
<th>Progress Report Update(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTA does maintain and monitor farebox recovery and will evaluate a potential</td>
<td>SRTA has continued tracking and reporting fixed-route ridership and farebox recovery</td>
</tr>
<tr>
<td>change in fare and farebox collection policy. Special consideration will need to</td>
<td>monthly to internal teams and the Board. Dashboards and reports have been consolidated</td>
</tr>
<tr>
<td>be given for pandemic / post-pandemic consumer needs and ability to pay. It is</td>
<td>for SRTA.</td>
</tr>
<tr>
<td>worth noting that this element may see significant updates with the coordination</td>
<td></td>
</tr>
<tr>
<td>of CAT and rabbittransit services.</td>
<td></td>
</tr>
</tbody>
</table>

## Actions to Contain Operating Costs / Revenue Hour

<table>
<thead>
<tr>
<th>CPTA Action Plan</th>
<th>Progress Report Update(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTA requests assistance from PennDOT in the providing of templates, a framework,</td>
<td>This is significantly underway as SRTA has begun the process of a comprehensive analysis of the Authority’s cyber security and are using the results to inform major elements of the initial strategic IT plan draft.</td>
</tr>
<tr>
<td>or technical expertise in the development of such a plan with consideration given to</td>
<td></td>
</tr>
<tr>
<td>the coordination of CAT and rabbittransit services in terms of timeline factors.</td>
<td></td>
</tr>
</tbody>
</table>
### CPTA Act 44 Transit Performance Review Action Plan - April 2022

<table>
<thead>
<tr>
<th>2. Update its cost allocation plan to equitably assign costs across divisions, including other service lines like non-public transportation, CAT management, and 4Ride.</th>
<th>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.</th>
<th>SRTA continues to analyze and perfect the allocation plan as part of the regionalization process. Particular attention is paid to the merger and integration of services to be sure all items are adequately incorporated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Develop standards and monitor mechanic efficiency for routine tasks.</td>
<td>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.</td>
<td>SRTA is on target for the June 6, 2022 go live of the new maintenance software. Training weeks at both the York and Harrisburg locations are scheduled for May 16-27, 2022. Among the focuses are efficiencies, standards, and reporting.</td>
</tr>
</tbody>
</table>

### Other Actions to Improve Overall Performance

| 1. Implement a formal capital planning process agency-wide that it can use to identify and prioritize CPTA’s short and long-term capital needs. | 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. | SRTA continues to work with the PennDOT BPT workgroup on capital processes with the merger transition. |
RIGHT OF WAY AGREEMENT

KNOW ALL MEN BY THESE PRESENTS that, SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY (SRTA), 901 N. Cameron Street, Harrisburg, PA 17105, a Municipal Authority (hereinafter called "GRANTOR"), does hereby for itself and its successors and assigns, grant unto CENTURYLINK COMMUNICATIONS, LLC, whose principal place of business is located at 1025 Eldorado Blvd. Broomfield, CO 80021 (hereinafter called "COMPANY," which term shall include its affiliates, subsidiaries and parent entity), its successors, assigns and lessees, a nonexclusive right-of-way and easement, including all privileges and authority to construct, reconstruct, maintain and operate its telecommunications facilities (hereinafter the "Facilities") over and along the property which said Grantor owns or in which it has any interest located on the Grantor's Susquehanna River Bridge, said bridge being formerly owned by Cumberland Valley Railroad (hereinafter the "Bridge"). The Bridge crosses the Susquehanna River from Mulberry Street, in the City of Harrisburg, Dauphin County, to the southern part of City Island and on to a point in the Borough of Lemoyne County of Cumberland, Commonwealth of Pennsylvania; and along the public highways adjoining the said property, including the right of unlimited ingress and egress to and from the said Facilities for any of the aforesaid purposes. This Agreement shall commence upon execution of the Agreement by both parties and continue for one (1) year. Parties may agree to extend the agreement at any time. Should the agreement not be extended, the Company will remove its property within 180 days of the conclusion of the agreement, or with the agreement of Grantor, Grantee may abandon its facilities in place. Upon removal, the company will send a letter to Grantor certifying that the equipment has been removed; in the case of abandonment, Company will send a letter certifying that the equipment is longer in use. TO HAVE AND TO HOLD this right of way and easement unto Company.
together with the right, from time to time, to assign and convey this right of way and easement, and the rights granted hereunder, freely, in whole or in part.

At the time of execution of this Right of Way Agreement by both parties, Company shall pay to Grantor the sum of $XX.XX as full and complete consideration for the rights granted herein.

Grantor hereby approves the engineering specifications relative to the placement of the Facilities, attached hereto and incorporated herein as Exhibit A. Should Grantor determine that Company's Facilities require either temporary or permanent relocation of the Facilities due to scheduled maintenance or repair of structural damage, Grantor will provide Company with a minimum of one hundred eighty (180) days prior written notice of said relocation. Company will assume complete responsibility for the relocation, removal or maintenance of the Company owned Facilities.

Company shall install its conduits under the ballast and base materials in the body of the bridge. Company may not install manholes, handholes, or pull boxes under the track.

Company shall be responsible for ensuring that the track stability is not compromised by Company's construction or maintenance activities.

Company shall be responsible for performing (at its own cost) all maintenance and repairs of its facilities.

Each party agrees to indemnify and hold harmless the other from and against any and all claims, demands, damages, or causes of action for property damages or personal injury that are caused by:
(a) any activity, work, or thing done or permitted by such indemnifying party in or about the
easement area; (b) any negligent acts of such indemnifying party, or the employees, agents or
contractors of such party, unless said actions are a direct result of the other party's negligence or
willful misconduct.

Company shall ensure that its employees, contractors, and subcontractors engaged in
construction of its Facilities shall have had safety training and confined space training
and work in full compliance with OSHA and railroad worker rules.

Amtrak has a right-of-way agreement on the east end of the bridge. Company is responsible
to coordinate with Amtrak for any work within their right-of-way.

No portion of this agreement can be assigned or transferred, except by written
approval of SRTA. The Company must notify SRTA with any change of ownership.
Failure to notify SRTA of any ownership change will result in SRTA removing the
equipment from the bridge without need to notify the company and at the company’s
expense.

This Agreement shall be governed and construed under the laws of the Commonwealth of
Pennsylvania.

This Agreement constitutes the entire agreement between the parties and shall supersede
all previous negotiations, commitments, representations, and writings written or oral.
Any alteration or amendment to this Agreement shall be acceptable only if presented in
writing and signed by the party against whom enforcement of same is sought.

IN WITNESS WHEREOF, Grantor has caused this Agreement to be executed in its
corporate name by its proper officers, this day of 2022.

ATTEST: