

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: February 22, 2024

TIME: 10:00 AM

PLACE: 415 N. Zarfoss Dr, York
A Zoom option will also be offered.
Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: February 2024 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 January 25, 2024 (Pages 2-4)
5. Communications
6. Treasurer's Report
7. Old Business
8. New Business

RESOLUTION 2406 – CONTRACT FOR VEHICLE VIDEO MONITORS THROUGH TSI
(Pages 5-6)

RESOLUTION 2407 – LOCAL MATCH RESOLUTION CCA 2023-2024 (Pages 7-8)

RESOLUTION 2408 - APPROVING THE REVISING OF THE SUSQUEHANNA
REGIONALTRANSPORTATION AUTHORITY EMPLOYEE
HANDBOOK (Page 9)

9. Future Procurements (Page 10)

10. Staff Report

A. YAMPO Transit Committee

11. Executive Session

12. Adjournment

Next Meeting: March 28, 2024 901 N. Cameron St, Harrisburg, PA
10:00AM – SRTA Board Meeting

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SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

January 25, 2024

Present were board members: LaToya Winfield Bellamy, Eric Bugaile, Rich Carson, Jason Graves, Carrie Gray, Jarrod Johnson, Rich Kotz, Keith Martin, Raymond Rosen, Kirk Stoner and Tom Wilson.

Guests and Administrative Staff Members present were Stephen Baldwin, Al Bienstock, Amber Blaylock, Rich Farr, Brian Gillette, Nicole Hansen, Bev Hockenberry, David Juba, Donna Lattimore, Jamie Leonard, Eric Maguire, Cory Matthews, Jill Nagy, Jenna Reedy, Rick Trout, and Chris Zdanis.

CALL TO ORDER

The January Board meeting of the Susquehanna Regional Transportation Authority was called to order by Counsel, Jill Nagy at 10:00 AM.

RESOLUTION 2401 - REAFFIRMATION OF THE ELECTION OF OFFICERS FOR 2024

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

Ms. Nagy turned the meeting over to Chairman Bugaile at 10:02am.

CHANGES OR MODIFICATIONS TO THE AGENDA

There were no changes or modifications to the agenda.

PUBLIC COMMENT

Ms. Amber Blaylock expressed concern about bus stop signage in the community.

APPROVAL OF MINUTES

Motion to approve the December 21, 2023 meeting minutes was raised by Tom Wilson, seconded by Keith Martin, and passed unanimously.

COMMUNICATIONS

There were no communications.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

Stephen Baldwin presented details on the December 2023 Financial Statement and Statistical Notes. Stephen Baldwin noted the following highlights:

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SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

- **RIDERSHIP**: Year to date comparisons to the prior year are as follows:
 - Fixed Route ran 12% above last year.
 - Paratransit was 2% above the previous year.
 - Commuter Express experienced a 3% decrease from last year (YTD).
 - Microtransit's ridership was a 22% increase in ridership compared to the same time last year.
- **REVENUE**: Year to Date Grant and Contract Income is below budget by \$2.3M because less subsidy was required than the budget anticipated.
- **EXPENSES**: Year to Date Total Expenses are \$2.9 million lower than budgeted.
- Unfilled positions reduced by 13 to 61 this month. This is 9% of approved positions.
- **RESERVES**: The Authority's cash balances were consistent with its target to have 180 days cash on hand.
- **LINE OF CREDIT**: There are no draws on the organization's line of credit.
- **CAPITAL EXPENDITURES (over \$50,000)**
 - Computer and Networking Equipment \$ 82,435
 - Maintenance Software \$191,300

OLD BUSINESS

Rich Farr announced that Carrie Gray, Franklin County Board Member, is officially a voting Board Member.

NEW BUSINESS

RESOLUTION 2402 - CONTRACT AWARD FOR YORK MAINTENANCE LIFT PURCHASE

Motion to approve was raised by Tom Wilson, seconded by Rich Carson, and passed unanimously.

RESOLUTION 2403 - AUTHORIZATION TO EXECUTE OPTION YEAR TWO FOR INTERCITY BUS PROGRAM CONTRACTS

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

Tom Wilson noted that SRTA manages this program and does not operate the service.

RESOLUTION 2404 - MUNICIPALITY/AUTHORITY RESOLUTION

Motion to approve was raised by LaToya Winfield Bellamy, seconded by Jarrod Johnson, and passed unanimously.

RESOLUTION 2405 - ADOPTION OF THE ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY

Motion to approve was raised by Tom Wilson, seconded by Rich Carson, and passed unanimously.

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FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

STAFF REPORT

Rich Farr presented the following staff updates:

- Presented CPTA Act 44 Performance Review Plan.
- The High Intensity Corridor Study kickoff is scheduled for February 12, 2024.
- There will be a ribbon cutting ceremony for Veteran's Service in Franklin County on February 14, 2024.
- Work continues on the RAISE grant, which is due February 28, 2024.
- The Board Retreat is scheduled for February 29, 2024, at the Harrisburg Hilton.
- rabbittransit is scheduled to take over Shippensburg bus service on March 2, 2024.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on February 22, 2024 at 10:00 AM at 415 N. Zarfoss Dr, York, PA.

The meeting adjourned at 10:58AM.

Respectfully Submitted,

Thomas Wilson
Secretary

RESOLUTION NO. 2406
EXECUTING CONTRACT FOR ON-BOARD VEHICLE MONITORS

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has a need to install a video monitor in each transit vehicle to assist drivers with on board safety and provide a visual reminder of video surveillance recording cameras; and,

WHEREAS, SRTA explored various options and monitor sizes, it was discovered that only video monitors which were proprietary to the installed TSI video surveillance recording camera system would function in concert with the existing TSI system; and,

WHEREAS, TSI provided a signed letter providing details and information regarding the need to utilize TSI provided monitors and integration service, the SRTA staff reviewed this letter, and developed a sole source justification in alignment with Federal, State, and SRTA Procurement criteria; and,

WHEREAS, SRTA developed an Independent Cost Estimate (ICE) to determine fair and reasonable costs, then TSI was contacted for a quote; and,

WHEREAS, TSI provided a quote which was nearly twenty-four percent (24%) less than the ICE predicted average cost. This quote was compared to the ICE and determined to be a fair and reasonable cost based on similar, commercially available video monitors, the rabbittransit internal labor rate, and an estimate of required internal labor time to perform the installation for one-hundred, four (104) fixed route vehicles; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to TSI for the supply of one-hundred four (104) ten-inch (10") video display monitors and required installation with a not to exceed value of Seventy-seven thousand eight-hundred fifty-four Dollars and zero Cents (\$77,854.00).

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 February 22, 2024.

Attest:

Thomas Wilson,
Secretary

Eric Bugaile,
Chairman

RESOLUTION NO. 2406
EXECUTING CONTRACT FOR ON-BOARD VEHICLE MONITORS

FACT SHEET

- This procurement will support the RISE (Response Incident Support for Employees) internal safety program.
- Video Monitors have a ten inch (10") display, connect to the TSI system cameras, connect to the recording software, and will operate on vehicle power.
- Monitors will be attached to the interior front of the vehicle under the destination sign to allow for better driver view of boarding area and vehicle's interior.
- Will provide a visual display to each passenger who boards and alights the vehicle that the SRTA video system has recorded clear images.
- It is intended to be a deterrent to passengers with ill intent.
- Four (4) spare video monitors will be purchased to provide back-up/redundancy so failed units can quickly be replaced and functional while a display is possibly repaired. If necessary failed units will be replaced to ensure spare inventory.

RESOLUTION NO. 2407

AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND CERTIFICATION OF LOCAL MATCH

The Board of Directors of the Susquehanna Regional Transportation Authority resolves and certifies that the requested state amount of \$8,987,562 of Section 1514 state discretionary trust funds are requested for Fiscal Year 2023-2024 to help pay for projected capital costs, excluding asset maintenance, and that these funds will only be used for this purpose since these funds are ineligible to be used for operating costs. Any of these funds not used this Fiscal Year will be used only for capital assistance in a subsequent year.

Further, the Board of Directors of the Susquehanna Regional Transportation Authority resolves and certifies that in Fiscal Year 2023-2024 that the local cash matching funds of no less than \$166,765 will be provided to match the requested amount of Section 1514 state discretionary trust funds.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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Thomas Wilson
Secretary

Eric Bugaile
Chairman

RESOLUTION NO. 2407
AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND
CERTIFICATION OF LOCAL MATCH
Fact Sheet

- Annual certification of State capital funding request and associated matching local funds.
- Amount determined based on requested projects. PA DOT has approved for each of the following projects listed below in the final approved CCA Grant Application.
- Funding represents the projects requesting State 1514 Discretionary funds and the required match for each
- Capital Projects applied for are:

| <u>Capital Project</u> | <u>Total Amount</u> | <u>Federal</u> | <u>State</u> | <u>Local</u> |
|------------------------------------------------|---------------------|--------------------|--------------------|------------------|
| Maintenance Equipment | \$252,992 | | \$244,834 | \$8,158 |
| Zarfoss Facility | \$1,042,750 | | \$1,008,889 | \$33,861 |
| Dauphin Facility | \$97,000 | | \$93,872 | \$3,128 |
| Adams Facility | \$15,008 | | \$14,524 | \$484 |
| Facilities Equipment | \$98,750 | | \$95,567 | \$3,183 |
| Safety & Security Projects | \$167,819 | | \$162,095 | \$5,724 |
| Hardware and Software | \$705,000 | | \$682,265 | \$22,735 |
| Bus Stop Improvements | \$1,000,000 | | \$967,750 | \$32,250 |
| Electronic Vehicle Inspections | \$325,008 | | \$314,527 | \$10,481 |
| Harrisburg Facility (Goodwill Property) | \$5,000,000 | | \$4,967,752 | \$32,248 |
| Fixed Route Vehicles | \$2,250,000 | \$1,800,000 | \$435,487 | \$14,513 |
| Grand Totals | \$10,954,327 | \$1,800,000 | \$8,987,562 | \$166,765 |

- **Local breakdown for the projects by Municipality is as follows:** Adams County = \$5,869; Cumberland County = \$18,440; Dauphin County = \$24,225; City of Harrisburg = \$18,558; York = \$99,673

RESOLUTION NO. 2408

**APPROVING THE REVISING OF THE SUSQUEHANNA REGIONAL TRANSPORTATION
AUTHORITY EMPLOYEE HANDBOOK**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) wishes to update established guidelines 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 equal opportunity with respect to all aspects of its employment practices; and,

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

WHEREAS, the Susquehanna Regional Transportation Authority is committed to maintaining a work environment that is consistent and free of discrimination. In keeping with this commitment, SRTA will include employment policies in one booklet to serve as a guideline for employees and managers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the revision of the Susquehanna Regional Transportation Authority Employee Handbook be adopted and instituted.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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Attest: _____
Thomas Wilson
Secretary

Eric Bugaile
Chairman

Current Projects

| Name | Type | Released | Questions Due | Bid/ Proposal Due | Contract Start | Value | Notes | Notes |
|----------------------------------------------------|----------------|------------|---------------|-------------------|-------------------------|------------------------|---------------------------------------------|--------------------------------|
| TASK ORDER - CAMERON STREET BUS SHELTER | Task Order | | | | | \$ 8,000.00 | Design | |
| 20220331 - Cameron Shelter | IFB | TBD | | | | | KCI design and solicitation | |
| 20220428 - York Transfer Center Call Box | Small Quote | | | | | \$ 12,000.00 | Need quotes for concrete cutting and repour | |
| 20221019 - Dauphin Service Truck | Small Quote | | | | | \$ 120,000.00 | | Waiting on Dealer Availability |
| 20230302 - Remote Site WiFi | RFP | 5/19/2023 | 6/12/2023 | 6/26/2023 | No Proposals | \$ 60,000.00 | Need information for Franklin County Now | |
| 20230313 - Systemwide Radio Upgrade | TBD | | | | | \$ 1,800,000.00 | | |
| 20230316 - Zarfoss Door Repairs | TBD | | | | | \$ 35,000.00 | | |
| 20230411 - Call Center Software | RFP | 5/1/2023 | 6/1/2023 | 6/22/2023 | 9/1/2023 | \$ 165,000.00 | \$50,000 Remaining in Grant | |
| 20230511 - PTASP Software | RFP | 9/25/2023 | 11/6/2023 | 12/11/2023 | TBD | TBD | Waiting on Proposal Scoring Committee | |
| 20230517 - York Boardroom Tech Upgrade | TBD | | | | | TBD | Need Information | No Grant Money Available |
| 20230609 - Lemoyne Bus Shelter (Site Construction) | RFQ | | | | | \$ 30,000.00 | | |
| 20230616 - Locust Lane ADA Access | RFQ | | | | | \$ 60,000.00 | | |
| 20230726 - Fare Box Replacement | RFP | 2/22/2024 | 2/14/2024 | 3/6/2024 | 6/3/2024 | \$ 2,282,000.00 | | |
| 20230807 - Renewal Natural Gas | RFP | | | | | TBD | | |
| 20230811 - York AC Machine | TBD | | | | | TBD | | |
| 20230824 - Zarfoss Line Stripe | Small Quote | | | | | \$ 6,000.00 | | FEDERAL |
| 20230919 - Vanpool Pilot 2023 | RFP | 1/30/2024 | 2/22/2024 | 3/14/2024 | 7/1/2024 | \$ 100,000.00 | | |
| 20231016 - Zarfoss Shop Sink | TBD | | | | | TBD | | |
| 20231017 - Zarfoss Dispatch Acoustic Improvement | TBD | | | | | \$ 27,843.00 | | |
| 20231024 - System Wide Software Process | RFP | 12/14/2023 | 1/5/2024 | 2/12/2024 | 4/1/2024 | \$ 110,000.00 | | |
| 20231110 - Training Material | TBD | | | | | TBD | | |
| 20231113 - Safety Training Devices | TBD | | | | | TBD | | |
| 20231113 - System Wide AED Devices | TBD | | | | | TBD | | |
| 20231116 - Eyewash Station Replacement | Micro Purchase | | | | | \$ 1,074.50 | | FACILITIES-2024-0044 |
| 20231116 - Facilities Trailer Purchase | Small Quote | | | | | \$ 10,000.00 | | |
| 20231130 - Compressor Maintenance | Small Quote | | | | | \$ 20,000.00 | | Operating |
| 20231211 - System Wide Para Subcontractors | IFB | 1/16/2024 | 2/14/2024 | 3/15/2024 | 4/29/2024 | Unknown | | Operating |
| 20231211 - Maintenance Scanners | Small Quote | | | | | \$ 9,817.00 | | YORK-2024-1414 |
| 20231215 - York Plasma Cutter | Small Quote | | | | | \$ 2,000.00 | | YORK-2024-1447 |
| 20231219 - ICB Website Design | Small Quote | | | | | \$ 10,800.00 | | FACILITIES-2024-0056 |
| 20240109 - Engineering RFP | RFP | 2/2/2024 | 2/2/2024 | 3/21/2024 | 5/31/2024 | TBD | | |
| 20240112 - W. Milton Facility | TBD | TBD | | | | TBD | | |
| Task Order 6 - Cameron Street Power Quality Study | Contract | | | | | \$ 8,827.00 | | FACILITIES-2024-0074 |
| 20240119 - York Cleaning | TBD | | | | | | Paused by Project Manager | |
| 20240123 - Vehicle Video Displays | Sole Source | | | | | \$ 77,854.00 | Resolution for 02/29/24 | |
| 20240124 - York Landscape Maintenance | Small Quote | | | | | \$ 42,550.00 | TBD | |
| 20240129 - MTS HVAC Maintenance | Small Quote | | | | | \$ 4,700.00 | | |
| 20240213 - Gasoline Purchase | IFB | 2/20/2024 | 3/6/2024 | 3/20/2024 | 4/1/2024 | \$ 1,657,843.00 | | |
| | | | | | In Process Total | \$ 6,661,308.50 | | |