

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: November 21, 2024
TIME: 10:00 AM
PLACE: ZOOM ONLY
PURPOSE: November 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 October 31, 2024 (Pages 2-4)
5. Communications
6. Treasurer's Report
7. Old Business
8. New Business

RESOLUTION 2445 - ESTABLISHING BOARD MEETING CALENDAR FOR 2025 (Page 5)

RESOLUTION 2446 - AUTHORIZATION TO ENTER INTO CNG FUELING FOR TRANSIT AGENCIES PARTNERSHIP PROJECT AGREEMENT WITH PENNDOT (Pages 6-7)

Future Procurements (Page 8)

9. Staff Report
10. Executive Session
11. Adjournment

Next Meeting: Thursday, December 19, 2024 at 415 N. Zarfoss Dr. York, PA
10:00AM – SRTA Board Meeting

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MINUTES OF SRTA BOARD MEETING

October 31, 2024

Present were board members: Diane Bosak, Eric Bugaile, Jason Graves, Carrie Gray, Keith Martin, Ray Rosen, Kirk Stoner, Tom Wilson and LaToya Winfield Bellamy. Jill Nagy, Counsel, was also present.

Guests and Administrative Staff Members present included: Steve Baldwin, Samantha Clare of RKL, Lisa DeGroft, Rich Farr, Brian Gillette, Nicole Hansen, Bev Hockenberry, David Juba, Jamie Leonard, Eric Maguire, Trevor Manahan, Jenna Reedy, Bill Shaw, Rick Trout, Sherry Welsh and Jason Wolfgang.

CALL TO ORDER

Chairman Bugaile called the meeting to order at 10:00am.

CHANGES OR MODIFICATIONS TO THE AGENDA

A change was made to the Agenda to present the Fiscal Year 2023/2024 Audit after Communications.

Motion to approve the modification was raised by LaToya Winfield Bellamy and seconded by Keith Martin.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Motion to approve the September 26, 2024, meeting minutes was raised by Tom Wilson, seconded by Kirk Stoner, and passed unanimously.

COMMUNICATIONS

Representative Ed Neilson sent a thank you letter to Rich Farr for his presentation on the need for transportation funding.

AUDIT PRESENTATION

RKL conducted a presentation regarding the Authority Audit.

TREASURER'S REPORT

Steve Baldwin presented details on the September 2024 Financial Statement and Statistical Notes. He noted the following highlights:

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- **RIDERSHIP**: Year-to-date comparisons to the prior year are as follows:
 - Fixed Route ran 3% above last year.
 - Paratransit was 8% above the previous year.
 - Commuter Express experienced a 5% increase from last year (YTD).
 - Microtransit's ridership was a 10% increase in ridership compared to the same time last year.
- **REVENUE**: September Year-to-date Grant and Contract Income is below budget by \$1.2 million because less subsidy was required than the budget anticipated.
- **EXPENSES**: Year-to-date Total Expenses are \$375,000 lower than budgeted.
- Unfilled positions decreased by (14) to a total of (49).
- **RESERVES**: The Authority's cash balances represent 180 days cash on hand. State Operating funds have been fully released to the Authority.
- **LINE OF CREDIT**: There are no draws on the organization's line of credit.
- **CAPITAL EXPENDITURES (over \$50,000)**:
 - Paving of CDH bus barn floors - \$100,000
 - Shop Equipment - \$133,800
 - Computer Equipment - \$83,570
 - 1 Paratransit Vehicle - \$140,841

After reviewing the dashboard and specifically the Preventative Maintenance (PM) on-time performance, Rich Farr announced two staff members have been hired to fill open positions in the Dauphin Maintenance Department, bringing the Dauphin facility to full staff in the maintenance department. There were over forty (40) PMs performed during the month of September. Tom Wilson recognized Rich and his team for their hard work.

Motion to approve the Treasurer's Report was raised by Kirk Stoner, seconded by Ray Rosen and passed unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

RESOLUTION 2441 – PARATRANSIT RADIO PURCHASE

Motion to approve was raised by Ray Rosen seconded by Keith Martin and passed unanimously.

RESOLUTION 2442 – AUTHORIZING UTILITY MANAGEMENT

Motion to approve was raised by Kirk Stoner seconded by LaToya Winfield Bellamy and passed unanimously.

RESOLUTION 2443 – CONTRACT AWARD FOR HVAC MAINTENANCE

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Motion to approve was raised by Jason Graves seconded by Kirk Stoner and passed unanimously.

RESOLUTION 2444 – ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS

Motion to approve was raised by Keith Martin seconded by Ray Rosen and passed unanimously.

Rich Farr expressed his gratitude to the finance team as the timeliness of this audit has set a record for SRTA.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

STAFF REPORT

Rich Farr presented the following staff updates:

- Review of the Act 44 Performance Review Action Plan.
- PennDOT has expressed that the new Dauphin facility project should be made more visible throughout the community. Planning has begun to hold a State of Transit session in the capital region in January. Plans include invitations to business leaders, Chamber members and elected officials to discuss the importance of the project.
- Staff will begin preparations to begin the process for updating the Strategic Plan.
- A new fare collection system is advancing. Staff will present a new fare policy to the Board in the near future.
- rabbittransit will provide rides at no cost to fixed route riders on Election Day to York County residents, as Shiloh Baptist Church sponsored the trips.
- Driver assaults continue to be a challenging concern. The Authority is expanding its de-escalation training for drivers.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on November 21, 2024 at 10:00 AM at 901 North Cameron Street, Harrisburg.

The meeting adjourned at 11:21AM.

Respectfully Submitted,

Thomas Wilson
Secretary

RESOLUTION NO. 2445

ESTABLISHING BOARD MEETING CALENDAR FOR 2025

WHEREAS, the Board Meeting Calendar of the Susquehanna Regional Transportation Authority must be established and published annually; and,

WHEREAS, the Board Committee Calendar of the Susquehanna Regional Transportation Authority will be published along with the established Board Meeting Calendar to avoid any conflicts with existing laws and requirements; and,

WHEREAS, SRTA is responsible for administrative support for the Cumberland-Dauphin-Harrisburg Transit Authority (CDHTA) and the Central Pennsylvania Transportation Authority (CPTA); and as such, SRTA will be setting the CDHTA and CPTA month meeting to be held at 9:45 am on the same dates at the SRTA board meetings; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that they shall meet according to the following calendar with all Board meetings commencing at 10:00 a.m.

January 23, 2025* – Harrisburg	July 24, 2025 – Harrisburg
February 27, 2025 – York	August 28, 2025 – York
March 27, 2025 – Harrisburg	September 25, 2025 - Harrisburg
April 24, 2025** – York	October 23, 2025 – York
May 29, 2025^ – Harrisburg	November 20, 2025 – Harrisburg
June 26, 2025 – York	December 18, 2025 – York

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 November 21, 2024.

attest: _____
Thomas Wilson
Secretary

Eric Bugaile
Chairman

CDHTA and CPTA meetings will be advertised for 9:45 AM on the same dates as SRTA.

*CDHTA Annual Meeting – 9:45 am,

**CPTA Annual Meeting – 9:45 am

^Notes the meeting is on the fifth (5th) Thursday of the month

RESOLUTION 2446

AUTHORIZATION TO ENTER INTO CNG FUELING FOR TRANSIT AGENCIES PARTNERSHIP PROJECT AGREEMENT WITH PENNDOT

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) wishes to convert some or all of its fleet vehicles to accommodate compressed natural gas (CNG) through future vehicle purchases; and

WHEREAS, the Pennsylvania Department of Transportation (PennDOT) has established a Public-Private Partnership Project with Trillium Transportation Fuels, LLC to provide CNG fueling solutions to transit agencies across the Commonwealth, and

WHEREAS, PennDOT and Trillium Transportation Fuels, LLC have entered into a Public-Private Partnership Agreement for designing, constructing, financing, operating and maintaining CNG fueling stations and upgrading maintenance facilities; and

WHEREAS, SRTA's participation in the project requires entering into a Transit Agency Agreement (Agreement No. CNG-TAA-SRTA-0032) with PennDOT; and

WHEREAS, the Agreement establishes the roles, responsibilities, and obligations of both SRTA and PennDOT regarding the CNG facilities, including but not limited to:

- Project site access rights
- Natural gas supply arrangements
- Environmental and hazardous materials responsibilities
- Fueling windows and dispatch times
- Payment terms including the CNG Availability Charge
- Governmental approvals and permits

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SRTA that the Chairman and/or Executive Director is hereby authorized to Agreement No. CNG-TAA-SRTA-0032 with the Pennsylvania Department of Transportation for the CNG Fueling for Transit Agencies Partnership Project. The Chairman and/or Executive Director is further authorized to execute any additional documents and take any additional actions necessary to implement and effectuate the Agreement.

**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 November 21, 2024.

Attest: _____
Thomas Wilson, Secretary

Eric Bugaile, Chairman

RESOLUTION 2446 FACT SHEET

Parties

- Pennsylvania Department of Transportation (PennDOT) & SRTA

Purpose

To establish a partnership enabling SRTA to convert its fleet to compressed natural gas (CNG) through PennDOT's Public Private Partnership with Trillium Transportation Fuels, LLC ("Development Entity")

Project Scope

- Design, construction, and maintenance of CNG fueling stations
- Upgrade of existing maintenance and storage facilities to be CNG-ready
- Implementation of CNG fueling operations
- Potential commercial sales to non-transit customers

Key SRTA Responsibilities

Site Access

- a. Provide access to project sites for construction and maintenance
- b. No additional restrictions beyond those specified

Natural Gas Supply

- a. Enter into natural gas supply contracts
- b. Monitor gas quality and content
- c. Coordinate with utility providers

Environmental

- a. Manage hazardous materials not caused by Development Entity
- b. Maintain necessary environmental permits

Financial Terms

CNG Availability Charge

- a. \$0.60 per GGE (Gasoline Gallon Equivalent)
- b. Indexed to CPI annually starting January 1, 2017
- c. Billed annually by PennDOT

Term & Termination

- a. Agreement terminates upon:
 - a. PennDOT's notice of PPSA termination
 - i. Removal of project site from scope
 - ii. Completion of agreed-upon term

Risk Allocation

- a. Development Entity responsible for construction and operational risks
- b. SRTA responsible for environmental conditions not caused by Development Entity

Commercial Sales Option

- a. Development Entity has exclusive right to commercial sales
- b. If not implemented within 5 years of CNG readiness, SRTA may authorize other vendors and commercial sales must not interfere with transit operations

This agreement is part of PennDOT's larger initiative to promote CNG use in public transit across Pennsylvania, providing SRTA with necessary infrastructure while sharing costs and responsibilities among multiple parties.

Current and Future Procurement Project:

Name	Type	Released	Questions Due	Bid/ Proposa Due	Contract Start	Value	Notes	Grant Number
TASK ORDER - CAMERON STREET BUS SHELTER	Task Order					\$ 8,000.00	Waiting on Engineer	
20220331 - Cameron Shelter	IFB	TBD				TBD	KCI design and solicitation	
20230313 - Systemwide Radio Upgrad	TBD					\$ 1,800,000.00	RFP Development	
20230517 - York Boardroom Tech Upgrad	TBD					TBD	In Process	No Grant Money Available
20230807 - Renewable Natural Ga	RFP	5/14/2024		8/5/2024		Revenue	Waiting on Contract Retur	
20230919 - Vanpool Pilot 202	RFP	1/30/2024	2/22/2024	3/14/2024	TBD	\$ 100,000.00	Waiting on Contract Retur	
20231110 - Training Materis	TBD					TBD	Waiting on Project Manage	
20231113 - Safety Training Devices	TBD					TBD	Waiting on Project Manage	
20231116 - Facilities Trailer Purchas	Small Quote					\$ 10,000.00	Waiting on Project Manage	CPTA-21-22-114-3, CCA-G21-22 CPTA-066
20240112 - W. Milton Facilit	IFB	11/5/2024	11/19/2024	12/13/2024	1/13/2025	TBD	PA DOT Engineer Developin	TBD
20240320 - Remote Video Surveillanc	TBD					TBD	Waiting on Engineer	
20240326 - HVAC Maintenanc	IFB					\$ 318,163.00	Waiting on Contract Retur	
20240326 - York Call Boxe	TBD					TBD	Waiting on Project Manage	
20240409 - Security Staffing	TBD					TBD	Waiting on Project Manage	
20240425 - Zarfoss Maintenance Heater	TBD					\$ 6,091.00	FACILITIES-2025-0104	PA-2017-003—100% Federal—
20240425 - Zarfoss Maintenance Heater	IFB	10/30/2024	11/25/2024	12/4/2024	12/30/204	\$ 105,000.00		
20240507 - Fleet Management Electrical Worl	Small Quote					\$ 30,000.00	Waiting on Engineer	
20240612 - Call Center Voice Softwar	TBD					TBD	Project On Hold - Project Manager 07/03/202	
20240620 - Statewide Bus Purchas	TBD					TBD	David Kilmer Developin	
20240624 - AI Purchase	TBD						Waiting on Project Manage	
20240624 - HTC Camera Additior	TBD					TBD	Waiting on Engineer	Funding?
20240626 - York-Adams Call Boxe	TBD						Waiting on Project Manage	
20240703 - Adams Office Security	TBD					TBD	Waiting on Engineer	
20240708 - York Transfer Drain Repai	TBD					TBD	Waiting on Engineer	
20240722 - MTS Security Repair							Waiting on Engineer	
20240726 - IT Services	RFP	10/14/2024	10/31/2024	11/13/2024	3/1/2024	TBD	Proposals in Review - 4 Receive	Operating
20240801 - Zarfoss Shelvin							Waiting on Project Manage	
20240807 - Bollard Protectio	Micro Purchase					\$ 10,469.60	FACILITIES-2025-0102 / FACILITIES-2025-0103	
20240807 - Paperless MSDS Recor							Appalachia?	
20240807 - Maintenance Forklift Replacemen	IFB					\$ 200,000.00	Waiting on Project Manage	
20240808 - Adams Carpet Replacemen	Small Quote					\$ 21,500.00	Waiting on Project Manage	
20240808 - Systemwide Lift Maintenanc							RFP in developmen	
20240808 - Zarfoss Office Door	Small Quote					\$ 11,776.00	Waiting on Project Manage	
20240808 - NorCo Lift Replacemen	IFB					\$ 89,000.00	Waiting on Engineer	Maintenance 2022-2023-1.
20240814 - NorCo Maintenance Stora							Waiting on Project Manage	
20240820 - Union Co Shelter Additi							Waiting on Project Manage	
20240823 - Facilities Planning Softwar							Appalachia?	
20240823 - Zarfoss Paintin							Waiting on Project Manage	
20240824 - Remote Generator Monitorin							RFP in developmen	
20240826 - Dauphin Battery-Alernator Extracto	Micro Purchase					\$ 6,000.00	Waiting on Project Manage	
20240827 - Fixed Route Scheduling Softwar	RFP	10/21/2024	11/4/2024	12/9/2024	3/1/2025			
20240909 - Dauphin Utility Traile	Small Quote					\$ 20,000.00	Waiting on Project Manage	
20240910 - System Wide Electrical Contracto	RFP							
20240911 - Dauphin Consumable Stora	Small Quote					\$ 8,000.00	Waiting on Project Manage	
20240926 - Dauphin Line Strip	Micro Purchase						Waiting on Project Manage	
20241002 - Goodwill Winterizati	TBD					TBD	Waiting on Project Manage	
20241009 - Adams Break Area Improvemen	Micro Purchase					TBD	FACILITIES-2025-0120	PTCA-23-24 grant
20241009 - Statewide Cutaway Purchas	RFP	12/13/2024				TBD	Waiting on Project Manage	
20241021 - York Transfer Center Leaf Blowe	Micro Purchase					\$ 1,399.98	FACILITIES-2025-0114	Maintenance 2022-2023-1 11.42.06
20241023 - Adams Electrical Additio							Waiting on Project Manage	
20241028 - Zarfoss Fuel Tank Paintin							Waiting on Project Manage	
20241029 - Zarfoss Filter Crushe	Micro Purchase					\$ 6,478.50	YORK-2025-0724	CA-G-22-23-SRTA
20241031 - Dauphin Gate Improvement:						\$ 40,000.00		

In Process Total \$ 2,791,878.08

Current Projects