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**DATE: June 10, 2021**

**TIME: 7:00 PM**

**PLACE: Zoom**

**PURPOSE: JUNE BOARD MEETING**

**REGULAR MONTHLY MEETING**  
**ORDER OF BUSINESS**

1. Call to Order
2. Public Comment - Due to COVID-19, all public comment must be submitted in writing prior to the meeting.
3. Approval of Minutes
  - A. Meeting Minutes on May 13, 2021 (Pages 2-6)
4. YAMPO Transit Committee
  - A. GOYORK2045, The 2021 Metropolitan Transportation Plan by Chris Caba
  - B. RESOLUTION 2118– RECOMMENDATION TO THE YAMPO COORDINATING COMMITTEE FOR THE APPROVAL OF GOYORK 2045, THE 2021-2045 METROPOLITAN TRANSPORTATION PLAN FOR YORK COUNTY (Pages 7)
5. Communications
  - A. Diversity Equity and Inclusion in Public Transportation (Pages 8-12)
6. Treasurer's Report (Pages 13-21)
7. Resolutions
  - A. RESOLUTION 2119 – MODIFICATION OF FIXED ROUTE AND EXPRESS MULTI-RIDE PASS SALES FOR SEPTEMBER 2021 AS PART OF RIDER RECOVERY EFFORTS (Pages 22)
  - B. RESOLUTION 2120– AUTHORIZING THE AWARD OF CONTRACT FOR FLEET MANAGEMENT MAINTENANCE SOFTWARE (Pages 23-24)
8. Old Business
9. New Business
10. Future Procurement Activities
  - A. No Future Procurements
11. Staff Reports
12. Adjournment

Next Meeting: Thursday, July 8, 2021



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## MINUTES OF BOARD MEETING MAY 13, 2021

Upon duly given notice, the monthly Board Meeting of the Central Pennsylvania Transportation Authority (CPTA) Board of Directors was held by Zoom on May 13, 2021.

Members Present: Raymond Rosen, Darlene Brown, Thomas Wilson, Carrie Gray, Kirk Stoner, Annie Strite, Philip Robbins, Richard Carson and Keith Martin.

Others Attending: Richard Farr, Executive Director; Bonnie Stine, Controller; Jenna Reedy, Chief of Staff; Jamie Leonard, Director of Human Resources; Tony Mundy, Maintenance Superintendent; Trevor Manahan, Chief Operating Officer rabbittransit; Stephen Baldwin, Chief Financial Officer; Chris Zdanis Chief Operating Officer CAT, Fixed Route Operator; Angela Bednar, Executive Assistant CAT.

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

### PUBLIC COMMENT:

No Public Comment.

### APPROVAL OF MINUTES:

A motion to approve the minutes from the regular CPTA Board of Directors meeting on April 8, 2021, was moved by Richard Carson, seconded by Philip Robbins and passed unanimously.

### YAMPO TRANSIT COMMITTEE:

Chris Caba, from the York MPO long range planning committee will be presenting GOYORK2045, The 2021 Metropolitan Transportation Plan, at the June Board meeting.

### COMMUNICATIONS:

No Communications.



## TREASURER'S REPORT:

Keith Martin deferred to Steve Baldwin for a review of the financial statements for the period ending March 31, 2021. Highlights of the financial statements were as follows:

- The last of the CARES Act funds were spent in February and none of the American Rescue Plan Act funds have been spent to date. Regular funding has been used and no reserve funds have been spent. Finance remains optimistic that none of the American Rescue Plan Act funds or reserve funds will need to be used the remainder of the fiscal year.
- In the month of March, ridership saw an increase, but it continues to be up and down and nowhere near pre-COVID levels.

## RESOLUTIONS

RESOLUTION 2112 – APPROVING CONTRACT WITH DETWILER ROOFING, LLC FOR THE ROOF REPLACEMENT OF THE BUILDING LOCATED AT 415 ZARFOSS DR.

Motion to approve was raised by Darlene Brown, seconded by Thomas Wilson and passed unanimously.

RESOLUTION 2113 – APPROVING THE REVISING OF THE CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY EMPLOYEE HANDBOOK

Motion to approve was raised by Richard Carson, seconded by Kirk Stoner and passed unanimously.

RESOLUTION 2114 – APPROVING THE PENNDOT ACT 44 PERFORMANCE REVIEW ACTION PLAN

Motion to approve was raised by Thomas Wilson, seconded by Keith Martin and passed unanimously.

RESOLUTION 2115 – ADOPTING THE MANAGEMENT WORK PLAN FOR FISCAL YEAR 2021/2022

Motion to approve was raised by Thomas Wilson, seconded by Keith Martin and passed unanimously.

The 2021/2022 Management Work Plan was presented by Richard Farr. Highlights of the Management Work Plan were as follows:

- Workforce Continuity, how to retain employees in an area where hiring is difficult, Richard Farr stressed the importance of wellness and promoting self-care.
- Redefining service models and the shift to micromobility was discussed. Northern Microtransit has already started to advance with the help of PennDOT and



rabbittransit will continue to work on Franklin Microtransit and the Harrisburg/Carlisle Microtransit, which is tied to the 81 corridor workforce development.

Bonnie Stine presented the draft budget portion of the Annual Management Work Plan. Highlights of the draft budget includes:

- Impacts of COVID-19 and recovery effects are unknown, but estimated there will be a 15-18% recovery over FY2021 levels.
- All operations have a balanced budget with small amounts of revenues in excess of expenditures as a result of non-operating activities such as the Geisinger Health Plan project.
- Projected proposed changes to the FY2021 budget and FY 2021 Projected financial information was reviewed.
- Assume all open and proposed positions would be filled as of July 1, 2021.
- A COVID-19 recovery period was discussed which includes fixed route service performing normal hours, ridership recovery to +15-18% and ongoing sanitizing, cleaning and employee protective measures.
- Economic concerns were discussed which includes supply chain disruption, increased costs, and hiring and retention of employees with a potential of minimum law changes.
- All paratransit divisions, in total, have a balanced budget and there will be no fare increase budgeted for this fiscal year. The Federal Rescue Plan Act will fund all paratransit losses in the amount of \$1,854,353
- There will be an increase in the overall grant subsidy of 24% with a large portion of this subsidy coming from the Federal Rescue Plan Act. This budget will increase the ACT 44 reserves as of 6/30/2022 by \$3,746,646.
- Wages were budgeted at 3-4%.
- Benefits were adjusted to reflect more than anticipated participation in rabbittransit's insurance health plan. Health insurance premium increase is estimated at about 6% for all divisions and services. All other insurance contracts estimated at a 0%-5% increase.
- Pricing on fuel contracts was primarily flat.
- Minimal increase in tires due to mileage variations.
- Training and travel expenses has been increased over FY2021 in anticipation of trainings and conferences beginning to be reinstated.
- PA DOT Act 44 funds received, used & reserved was presented.

#### RESOLUTION 2116 – APPROVING THE EXECUTION OF EASEMENT AGREEMENTS WITH PEDYC AT THE YORK TRANSFER CENTER PROPERTY

Motion to approve was raised by Richard Carson, seconded by Darlene Brown and passed unanimously.

#### OLD BUSINESS:

No old business.



### NEW BUSINESS:

Philip Robbins provided a statement to the board. “Mr. Chairman, I have some new business, Phil. I have really enjoyed meeting in person and I hope someday, perhaps, we’ll get back to that. But, as you may or may not know, my term expires December 31<sup>st</sup>, the end of the year. On Monday, I submitted a letter to our chairman of the board who is Brian Allen, that I would be unable to fulfill the remainder of my term. That stemmed from a late, late last week conversation with Gary Eby, whom aligned the organization operation of the shared ride program in Perry County. Frankly wanted me to help and make assertions that this program was being mismanaged and that we should bring it up to the board. I declined and submitted my resignation. I have since been informed that Mr. Eby will be appointed to fill my position for the remaining term. I will really miss you guys and ladies, I have been humbled by the folks on this board.”

### FUTURE PROCUREMENT ACTIVITIES:

Fleet management maintenance software resolution to award is targeted for the June 10<sup>th</sup> Board meeting.

### STAFF REPORTS:

Richard Farr presented the following staff updates to the Board:

- 2,037 vaccination trips have been completed.
- Fixed Route service has been completely restored to pre-COVID levels.
- Triennial review is currently in process and is taking place virtually.
- Discussed new CDC mask guidelines and the need to still wear masks on the buses.

### EXECUTIVE SESSION:

No executive session.

Meeting adjourned at 7:50 PM.

Next Meeting:           Thursday, June 10, 2021



Respectfully Submitted,

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Angela Bednar  
Executive Assistant  
Central Pennsylvania Transportation Authority

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Thomas Wilson  
Secretary  
Central Pennsylvania Transportation Authority

**RESOLUTION 2118**

**RECOMMENDATION TO THE YAMPO COORDINATING COMMITTEE FOR THE APPROVAL OF *GOYORK 2045, the 2021-2045 Metropolitan Transportation Plan for York County***

WHEREAS, the Board of Directors of the Central Pennsylvania Transportation Authority (CPTA) serves as the Transit Committee for the York Area Metropolitan Planning Organization (YAMPO); and,

WHEREAS, the Transit Committee reviews and recommends transit-related plans and projects to the Coordinating Committee of YAMPO as the final decision-making body that acts upon recommendations from the Transit Committee; and,

WHEREAS, YAMPO is required, under 23 CFR Sec. 450.322 Metropolitan transportation planning process: Transportation plan to develop a transportation plan addressing at least a twenty year planning horizon. The plan shall include both long-range and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods and to update this plan periodically to confirm its validity and its consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. The transportation plan must be approved by the MPO; and,

WHEREAS, *GOYORK 2045, the 2021-2045 Metropolitan Transportation Plan for York County* is the update to the plan that meets the requirements of 23 CFR Sec. 450.322; and,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors that as the Transit Committee, it recommends to the YAMPO Coordinating Committee that *GOYORK 2045, the 2021-2045 Metropolitan Transportation Plan for York County* be approved.

**CERTIFICATION OF OFFICERS**

**OF**

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on June 10<sup>th</sup>, 2021.

\_\_\_\_\_

Thomas Wilson  
Secretary

attest: \_\_\_\_\_

Raymond Rosen  
Chairperson

Full Article:

## **Diversity, Equity and Inclusion in Public Transportation**

[https://www.nationalrtap.org/Portals/0/Diversity\\_Equity\\_and\\_Inclusion\\_in\\_Public\\_Transportation.pdf](https://www.nationalrtap.org/Portals/0/Diversity_Equity_and_Inclusion_in_Public_Transportation.pdf)



# Diversity, Equity and Inclusion in Public Transportation



This National RTAP Best Practices Spotlight Article on Diversity, Equity and Inclusion in Public Transportation outlines the background, history, and issues around these related concepts that are critical to providing equal rights in transit workplaces and transit services for all. The article contains case studies showcasing best practices from rural and tribal transit agencies (such as rabbittransit, shown in the photo at left), a state-wide transit authority, and State RTAP programs throughout the country. The article also provides tips for transit agencies to get started with developing their own diversity, equity and inclusion programs.

## Background

Diversity, equity and inclusion in public transportation has made great strides since civil rights leader Rosa Parks refused to give up her bus seat to a white man in 1955, paving the way for the desegregation of buses. Inequity in transportation was an issue long before then; as early as 1887, The Interstate Commerce Act forbade any interstate common carrier by motor vehicle to subject any person to unjust discrimination. Reaching back in time even further to 1866, the fourteenth amendment to the Constitution to the United States reads, “Everyone has the right to freedom of movement and residence within the borders of each state.” Fast forward to today, where a myriad of events, movements, and public protests have brought civil rights issues to the forefront and spurred rural and tribal transit agencies to rethink how they can deliver more equitable service to all.

The government has set forth laws that address discrimination, justice, and equity. Rural transit agencies are required to comply with the following regulations:

- [Title VI of the Civil Rights Act of 1964](#) states that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”
- The U.S. DOT [Disadvantaged Business Enterprise \(DBE\)](#) requirements are intended to create a level playing field for DBEs in competing for federally-funded contracts. A DBE is a for-profit small business owned and controlled by a socially and economically disadvantaged individual.

They are also tailoring marketing campaigns to reach specific demographic segments, such as persons with disabilities. 100% of the HIRTA vehicle fleet is ADA-accessible.

HIRTA makes every effort to match the cultural preferences of their community members. Special requests are heard and always acted upon. One county requested a brochure translated into Arabic, which was quickly accomplished. Agency leadership actively seeks out and considers the viewpoints of minority and low-income populations, as well as individuals who do not fluently speak English. They are seeking to target more of their area's Latino population, and are proactively translating their rider materials. Going one step further, they are looking at new ways to better meet this population's transportation needs. For example, they found that many of the Latino riders in their service area preferred not to have to call ahead for rides, so they structured their routes with more stops in neighborhoods with a higher percentage of that population. They are also looking to hire a native Spanish speaker to perform outreach and hire more Spanish-speaking drivers.

"HIRTA's services, by design, invite diversity," explained Castillo. "For example, you don't have to be able-bodied to ride, but you can be. English doesn't have to be your first language to ride, but it can be. You don't have to be 80 to ride, but you can be. We are truly committed to diversity, inclusion and equity in our services and employment and will continue to evolve ensuring everyone feels welcome with HIRTA."

### **rabbittransit**

rabbittransit, a regional public transportation provider, offers a variety of transportation services to eleven counties in Pennsylvania, providing about 8,000 daily rides and covering many rural areas. Executive Director Richard Farr is passionate about diversity, equity and inclusion and looks for ways to incorporate it into rabbittransit's vision, strategic planning, and operations every step of the way. Management both shapes and leverages the agency's Civil Rights and Equal Opportunity Employment (EEO) policies to maximize the benefits of their efforts. "If you do a good job at equity," says Farr, "diversity and inclusion come naturally."

The transit agency has approached issues in many ways. Internally, they are currently looking at bias and working with a consultant to plan a full staff training on that topic. They want their board to reflect the diversity of their community and strive to include minorities and persons with disabilities. They also make accommodations available so that all staff, board members, and the public can easily participate in meetings. For example, they provided closed captioning for a board member with a hearing disability. A staff member with epilepsy had difficulty with screen-time, so they were able to structure his workday to limit the time he needed to work on a computer, as well as purchase screen filters to make screen viewing more comfortable.

At their regular staff meetings, the agency's EEO officer updates the team on progress and leads a discussion about how rabbittransit can fill gaps. One gap that was identified was a lack of women in administrative positions at the agency. That led to a job opening being posted on the Women in Transportation website. Another gap that was identified through customer feedback was a need for larger print materials for individuals with low vision. That gap was quickly addressed, both in print

and online. rabbittransit is also a founding member of the Welcoming Workplaces Council of the York County Economic Alliance, a community group that is working to create open and inviting workplaces and create equitable policies and procedures. rabbittransit even started their own non-profit organization – 3P Ride, whose mission is to advance affordable and convenient mobility solutions that allow all Central Pennsylvania’s residents to connect to their most basic needs. 3P Ride brings together many stakeholders with diverse perspectives and interests to hold focus groups and break down transportation barriers. Its very inception was based on the award of a grant for inclusion.

The agency’s focus on equity and inclusion translates to improvements in customer service. Their website can be viewed in many languages, and some webpages, such as Civil Rights, and ADA, have been professionally translated into Spanish. Their Ride Guides were rewritten to a 6<sup>th</sup> grade, plain-language level. Travel trainers present the information to riders who learn best in a one-to-one situation.



Farr stresses that diversity is more than just showing people of different backgrounds in photos. “A lot of it is common sense,” he says, “and it is always about being better.”

### **Samish Indian Nation**

The Samish Indian Nation believes in creating a respectful, compassionate organization and community that mentors and nurtures individuals, values cooperation and harmony, and seeks to find balance, happiness, and grace. They are governed by a Tribal Council elected to oversee the welfare and resources of the Tribe, people, and justice.

The Samish Indian Nation was an early participant in the Island Transportation Equity Network (TEN). TEN’s *Transportation Equity-Island Style* report was developed to be a resource for Island Region communities to understand and address transportation barriers for those with limited options to manage them. Populations targeted in the project included Native Americans, older residents, persons with disabilities, veterans, low-income individuals and families, individuals with Limited English Proficiency (LEP), and disadvantaged and homeless youth.

Washington State’s Island Region is associated with four tribal nations; however, no tribal reservations are located within the region itself. The TEN project stressed that Tribal transportation options are important to consider both for Tribal members and others who reside in Island Region and travel to, or through, Tribal lands. Coordination, inclusion, and engagement were key goals.

- Transportation facilities and vehicles should reflect universal design to accommodate people with disabilities and other special needs. (Littman, 2020).
- Tamika L. Butler gave another example during HIRTA's Beyond the Bus: Inclusion Matters plenary session about how a transit agency enacted positive change. A heavily-used bus stop in a low-income area did not have a covered shelter. Many of the riders waited under a tree across the street for protection from the sun and heat. When the bus came, the riders often ran across the street to catch it, which was far from safe. The agency realized that this was an unfair situation, built a covered shelter for the bus stop, resulting in a more inclusive, and much safer, rider experience.

### **Definitions:**

- Bias: non-objective personal judgement for or against a person, group, object, or idea, often based on prejudice.
- Civil Rights: the rights of citizens to political and social freedom and equality (Oxford English Dictionary)
- Diversity: includes an infinite range of individuals' unique characteristics (physical characteristics, age, language, experiences, and many other factors) (Simpson, 2003)
- Environmental Justice: efforts that avoid, lessen, or improve harmful health, environmental, social, or economic effects on minority or low-income populations
- Equal Opportunity: statutes and regulations that prohibit employment discrimination and provide employees and job applicants protections and remedies against employment discrimination
- Equity: the fairness with which impacts (such as benefits and costs) are distributed. (Littman, 2020)
- Inclusion: creating an environment where all people feel welcomed, valued, and respected
- Plain Language: simple communication someone can understand the first time they read or hear it
- Social Justice: efforts to provide everyone in a society with equal rights, opportunities, and treatment

### **Acknowledgements**

National RTAP gratefully acknowledges the contributions of the following individuals to this Best Practices Spotlight Article: Julia Castillo, HIRTA Public Transit; Richard Farr, rabbittransit; Wil Giron, Louisiana RTAP; Marianna Hanefeld, Washington RTAP; Danny Schnathorst, HIRTA Public Transit; David Stritch, Samish Indian Nation; Kim Ulibarri, Utah Transit Authority (UTA).

Photo credits: HIRTA Public Transit, rabbittransit

### **References**

## Financial Statement & Statistical Notes for April 2021

- The financial statements, enclosed with these notes, are as of April 30, 2021. This is the end of the 10<sup>th</sup> Month of fiscal year 2020/2021 and the thirteenth month under the Pennsylvania COVID-19 Emergency Proclamation.
  - The presented financial statements have been updated for the adopted fiscal year 2021 budget.
    - The budget is entered into the statements using 1/12 of the total budget monthly.
    - The adopted budget was prepared pre-COVID-19 and does not reflect any anticipated impacts to the Authority.
  - A column has been added to the income statement with the previous fiscal year to date information. This column has been shaded in grey to identify it is for comparative purposes and not part of the normal income statement.
- This month continues to reflect the ongoing impact of the COVID-19 pandemic on our operating performance.
  - The performance measurement charts shows a drop from March for all metrics. This is due to expenses normalizing in February and continuing into March plus a nice increase in ridership during March.
  - Paratransit trips have decreased in April compared to March which was the highest ridership month this fiscal year.
  - We have continued to use begin using subcontractors, who were used pre-COVID, for paratransit trips in April.
    - Pre-COVID, about 7% of all paratransit trips are subcontracted; however, this month, 3.6% of the trips are being subcontracted.
  - A preliminary look at May 2021 ridership appears to return a drop in ridership again
    - 2% less for paratransit
    - 6% less for fixed route
- Total revenue is 20% under budget for April; 24% under budget YTD.
  - Operating revenues – 8% over budget for April; at budget YTD
  - Grant income – 41% under budget for April; 41% under budget YTD
    - Paratransit divisional losses are evaluated for subsidy at the close of the fiscal year.
    - We utilized the remaining available Federal CARES Act funding during February and have used other operating funds to cover our monthly deficit. These other operating funds are available for future use to assist with cash flows and future sustainability of the system.
- Total expenses are 16% under budget for April; 20% under budget YTD
  - The Materials and Supplies expense category is under budget by 24% for April, but remains over budget YTD by 9%.
    - This is an ongoing effect of out of the ordinary supplies needed for pandemic purposes.
  - No other major expense category exceeded the expense budget, with the exception of Passed Through Expenses.

- This category is used for the MATP program mileage reimbursements. It is fully covered through our funding agreement with Department of Human Services.

- Paratransit Division Performance

Division	REE/EER*	Amount	Estimated Subsidy	Adjusted REE/EER	Variance Adjusted to Budget
York/Adams	EER	(\$1,766,733)**	\$1,275,392	(\$491,341)	(\$478,999)
Perry	EER	(\$60,629)		(\$60,629)	(\$60,629)
Montour	REE	\$34,393		\$34,393	\$22,048
Union/Snyder	EER	(\$81,679)		(\$81,679)	(\$81,678)
Columbia	REE	\$227,093		\$227,093	\$227,093
Cumberland	REE	\$4,647		\$4,647	\$4,648
Northumberland	REE	\$315,132		\$315,132	\$315,133
Franklin	REE	\$52,384		\$52,384	\$52,384
All Paratransit Services		(\$1,275,392)	\$1,275,392	\$ -	\$ -

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

\*\*The York/Adams actual EER is the unfunded amount as the decision to fund the EER is made at the end of the fiscal year. New columns have been added to estimate the paratransit subsidy and adjust the REE/EER.

- Even with the dismal ridership, a paratransit division could have revenue in excess of expenses based on their mix of trip rates and division expenditures.

- There have been no draws on the ACNB line of credit.
- Capital purchases for the month of April 2021 total \$341,110
  - Zarfoss Roof Project - \$9,458
  - Zarfoss Breakroom Floor Replacement - \$25,036
  - York Transfer Center Renovation - \$193,074
  - Signal Prioritization - \$7,458
  - Radio Installs on new Para Vehicles - \$2,746
  - Computer Hardware – (3) Servers - \$91,700
  - Computer Software – Barracuda Essentials - \$11,638

**Central Pennsylvania Transportation Authority  
Income Statement**

For The Period Ended April 30, 2021

	Period To Date		Year To Date		Budget Variance	Year To Date April 30, 2020
	Actual	Current Budget	Actual	Current Budget		
<b>REVENUE</b>						
Operating Revenue	\$ 1,250,756.96	\$ 1,156,239.00	\$ 11,532,735.25	\$ 11,562,390.00	\$ (29,654.75)	\$ 14,251,999.59
Grant/Contract Income	\$ 910,109.60	\$ 1,553,858.00	\$ 9,167,186.02	\$ 15,538,580.00	\$ (6,371,393.98)	\$ 9,393,761.66
<b>TOTAL REVENUE</b>	<b>\$ 2,160,866.56</b>	<b>\$ 2,710,097.00</b>	<b>\$ 20,699,921.27</b>	<b>\$ 27,100,970.00</b>	<b>\$ (6,401,048.73)</b>	<b>\$ 23,645,761.25</b>
<b>EXPENSES</b>						
Wages	\$ 1,065,460.46	\$ 1,222,028.00	\$ 9,951,217.02	\$ 12,220,280.00	\$ 2,269,062.98	\$ 10,907,328.66
Benefits	\$ 604,187.04	\$ 686,042.00	\$ 6,145,793.67	\$ 6,860,420.00	\$ 714,626.33	\$ 6,183,380.48
Services	\$ 96,295.98	\$ 145,075.00	\$ 1,014,287.12	\$ 1,450,750.00	\$ 436,462.88	\$ 1,083,020.60
Fuel	\$ 183,291.72	\$ 209,192.00	\$ 1,546,967.52	\$ 2,091,920.00	\$ 544,952.48	\$ 1,861,936.31
Tires	\$ 10,000.75	\$ 15,436.00	\$ 127,021.57	\$ 154,360.00	\$ 27,338.63	\$ 155,342.91
Parts	\$ 42,166.47	\$ 50,445.00	\$ 343,345.34	\$ 504,450.00	\$ 161,104.66	\$ 481,461.44
Materials and Supplies	\$ 19,735.40	\$ 25,880.00	\$ 280,766.93	\$ 258,800.00	\$ (21,966.93)	\$ 254,781.65
Utilities	\$ 54,098.77	\$ 59,284.00	\$ 494,593.36	\$ 592,840.00	\$ 98,246.64	\$ 566,943.53
Casualty and Liability Costs	\$ 60,638.63	\$ 69,765.00	\$ 712,462.50	\$ 697,660.00	\$ (14,802.50)	\$ 689,568.95
Purchased Transportation	\$ 94,361.03	\$ 178,532.00	\$ 694,811.27	\$ 1,785,320.00	\$ 1,090,508.73	\$ 1,616,586.53
Miscellaneous Expenses	\$ 10,813.58	\$ 21,438.00	\$ 148,671.87	\$ 214,380.00	\$ 65,508.13	\$ 182,937.23
Leases and Rentals	\$ 11,178.83	\$ 10,881.00	\$ 95,982.21	\$ 108,810.00	\$ 12,827.79	\$ 107,613.03
Passed Through Expenses	\$ 24,677.79	\$ 13,830.00	\$ 220,463.15	\$ 138,300.00	\$ (82,163.15)	\$ 125,576.42
<b>TOTAL EXPENSES</b>	<b>\$ 2,276,906.45</b>	<b>\$ 2,707,829.00</b>	<b>\$ 21,776,583.33</b>	<b>\$ 27,078,290.00</b>	<b>\$ 5,301,706.67</b>	<b>\$ 24,216,577.74</b>
<b>TOTAL NON OPERATING GRANT INCOME **</b>	<b>\$ 37,523.80</b>	<b>\$ -</b>	<b>\$ 313,550.63</b>	<b>\$ -</b>	<b>\$ (313,550.63)</b>	<b>\$ 238,456.74</b>
<b>TOTAL NON OPERATING GRANT EXPENSES **</b>	<b>\$ 37,523.80</b>	<b>\$ -</b>	<b>\$ 313,550.63</b>	<b>\$ -</b>	<b>\$ (313,550.63)</b>	<b>\$ 238,456.74</b>
<b>REE/(EER)</b>	<b>\$ (116,039.89)</b>	<b>\$ 2,268.00</b>	<b>\$ (1,076,662.06)</b>	<b>\$ 22,680.00</b>	<b>\$ (1,099,342.06)</b>	<b>\$ (570,816.49)</b>
<b>CAPITAL REVENUES AND EXPENSES</b>						
Capital Grant Income/(Refund)	\$ 341,109.66	\$ -	\$ 3,421,932.51	\$ -	\$ -	\$ 6,941,210.92
<b>TOTAL CAPITAL REVENUES AND EXPENSES</b>	<b>\$ 341,109.66</b>	<b>\$ -</b>	<b>\$ 3,421,932.51</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,941,210.92</b>
<b>REE/(EER)</b>	<b>\$ 225,069.77</b>	<b>\$ 2,268.00</b>	<b>\$ 2,345,270.45</b>	<b>\$ 22,680.00</b>	<b>\$ -</b>	<b>\$ 6,370,394.43</b>
<b>NET REE/(EER)</b>	<b>\$ 225,069.77</b>	<b>\$ 2,268.00</b>	<b>\$ 2,345,270.45</b>	<b>\$ 22,680.00</b>	<b>\$ -</b>	<b>\$ 6,370,394.43</b>

\*\*Para Demonstration, 3P Ride, FindMyRide, CAT TA

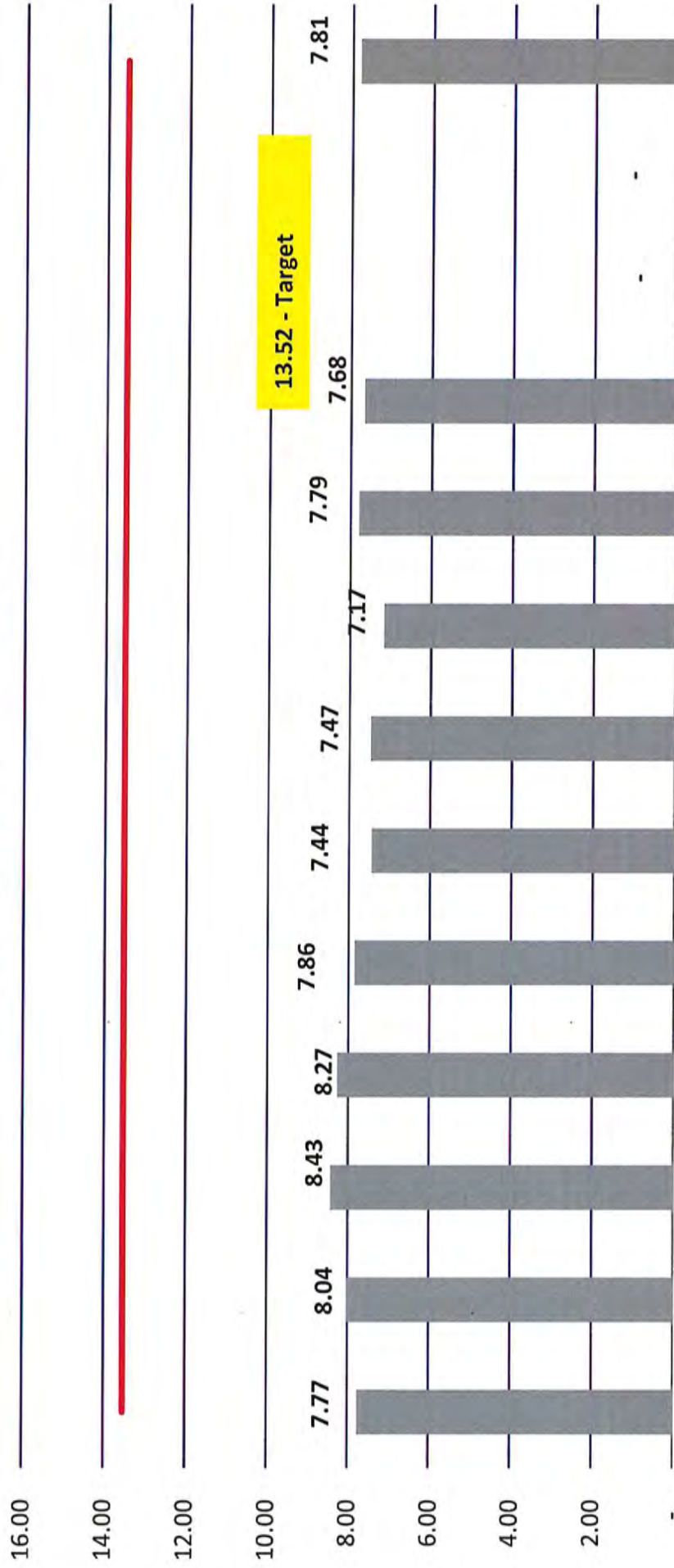
**Central Pennsylvania Transportation Authority**  
**Balance Sheet**

As of April 30, 2021

ASSETS			
<b>CURRENT ASSETS</b>			
	Unrestricted Cash	\$	5,719,884.45
	Restricted Cash	\$	246,356.59
	Reserved Cash - Capital Projects	\$	-
	Accounts Receivable	\$	15,673,818.91
	Materials & Supplies Inventory	\$	379,934.34
	Prepaid Expenses	\$	588,476.99
	Other Current Assets	\$	-
	<b>TOTAL CURRENT ASSETS</b>	<b>\$</b>	<b>22,608,471.28</b>
<b>FIXED ASSETS</b>			
	Buildings and Improvements	\$	37,389,628.59
	Revenue Equipment	\$	39,789,078.43
	Tools and Equipment	\$	2,895,121.48
	Accumulated Depreciation	\$	(31,135,455.20)
	<b>TOTAL FIXED ASSETS (NET)</b>	<b>\$</b>	<b>48,938,373.30</b>
	<b>TOTAL ASSETS</b>	<b>\$</b>	<b>71,546,844.58</b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>CURRENT LIABILITIES</b>			
	Accounts Payable	\$	2,953,079.56
	Accrued Leave and Payroll	\$	820,295.90
	Accrued Expenses	\$	59,290.86
	<b>TOTAL CURRENT LIABILITIES</b>	<b>\$</b>	<b>3,832,666.32</b>
<b>DEFERRED REVENUE</b>			
	Revenue Received in Advance	\$	18,008,178.48
	<b>TOTAL DEFERRED REVENUE</b>	<b>\$</b>	<b>18,008,178.48</b>
<b>OTHER LIABILITIES</b>			
	Capital Lease Obligation	\$	-
	Current Notes Payable	\$	-
	Consortium Buses	\$	-
	<b>TOTAL OTHER LIABILITIES</b>	<b>\$</b>	<b>-</b>
<b>NET ASSETS</b>			
	Unrestricted Equity	\$	37,882,152.00
	Restricted Equity	\$	15,519.99
	Capital Grants	\$	11,808,327.79
	<b>TOTAL NET ASSETS</b>	<b>\$</b>	<b>49,705,999.78</b>
	<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$</b>	<b>71,546,844.58</b>



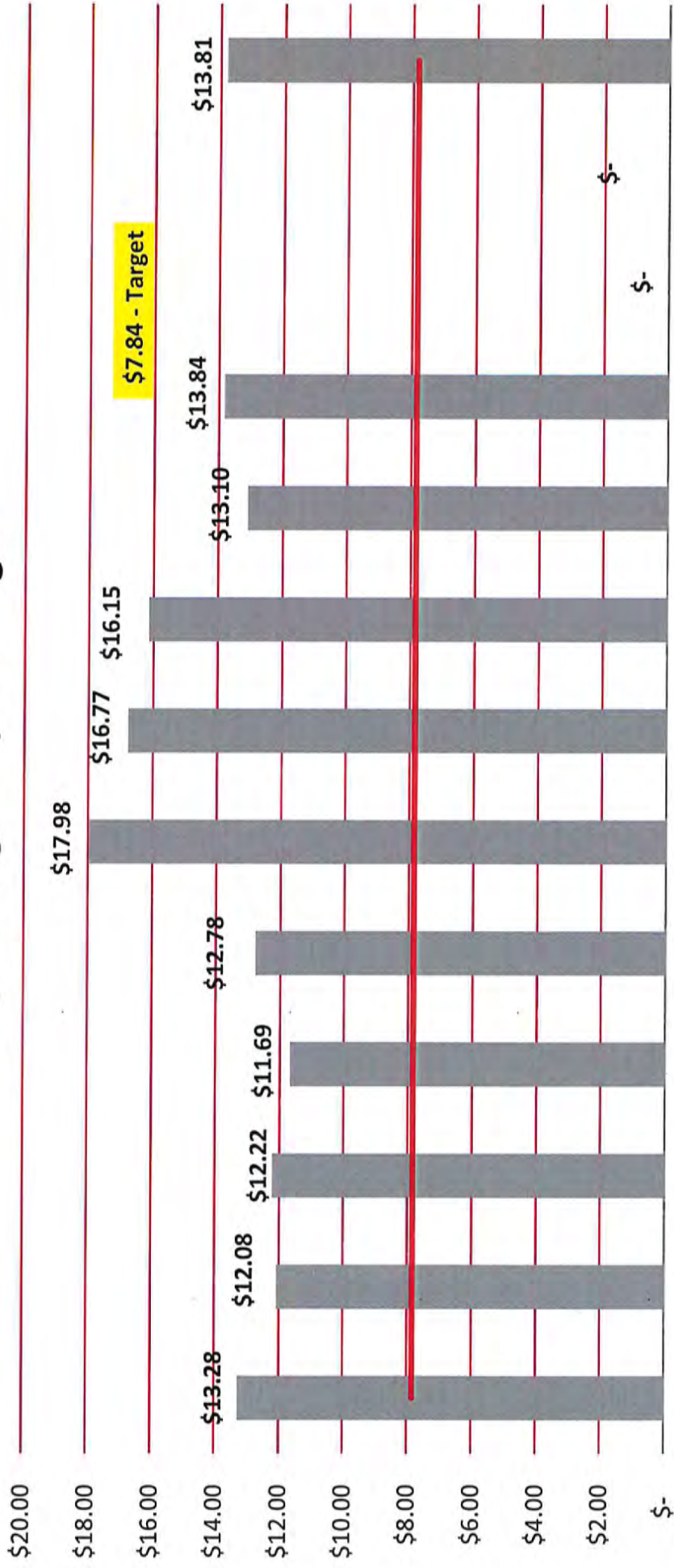
## Passengers/Revenue Hour



Jul 2020 Aug 2020 Sep 2020 Oct 2020 Nov 2020 Dec 2020 Jan 2021 Feb 2021 Mar 2021 Apr 2021 May 2021 Jun 2021 YTD FY2021

\*\*FY2021 PA DOT target assigned for passengers/revenue hour is 13.52. Actual performance should exceed this target.

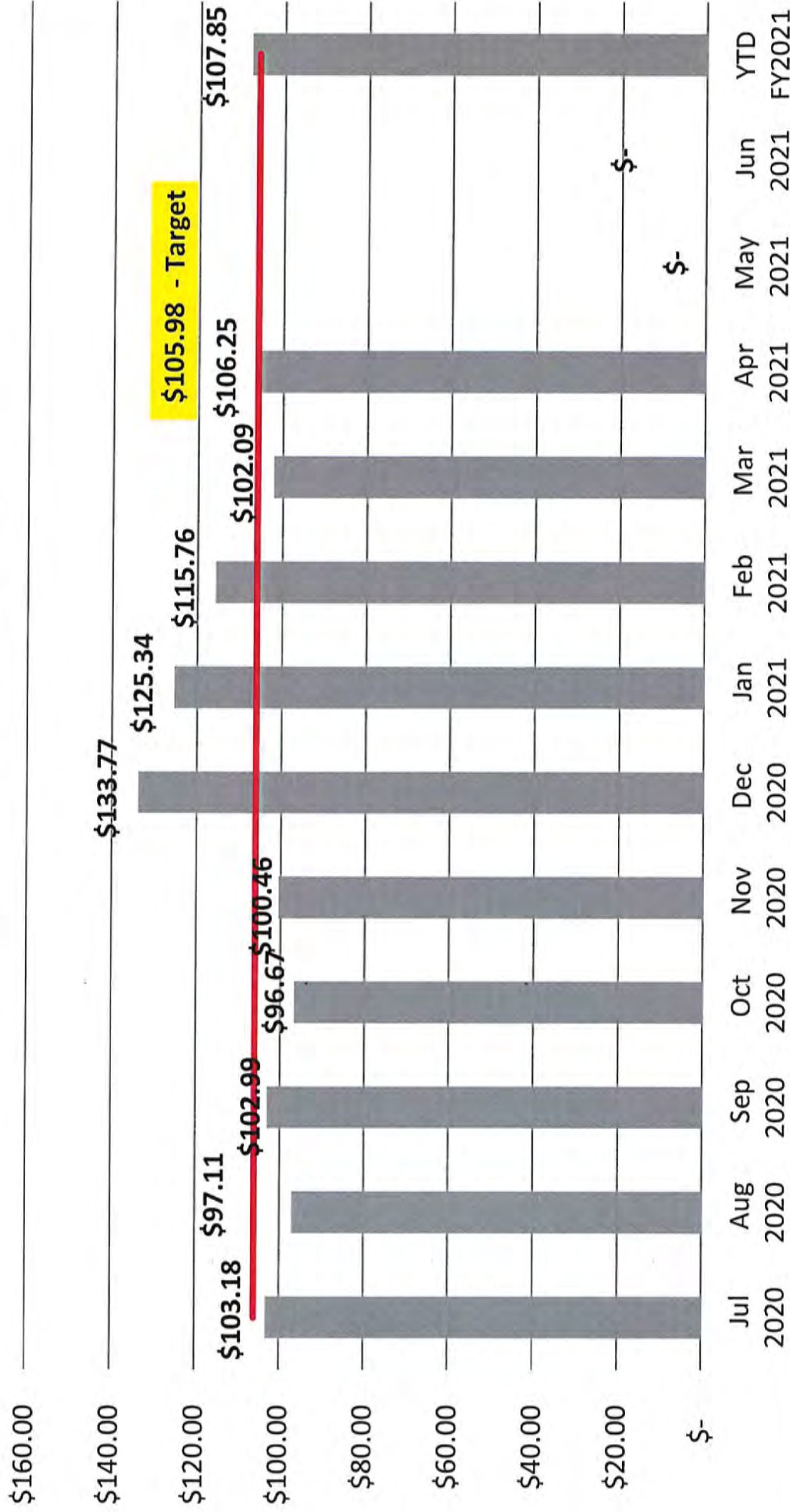
## Operating Cost/Passenger



Jul 2020 Aug 2020 Sep 2020 Oct 2020 Nov 2020 Dec 2020 Jan 2021 Feb 2021 Mar 2021 Apr 2021 May 2021 Jun 2021 YTD FY2021

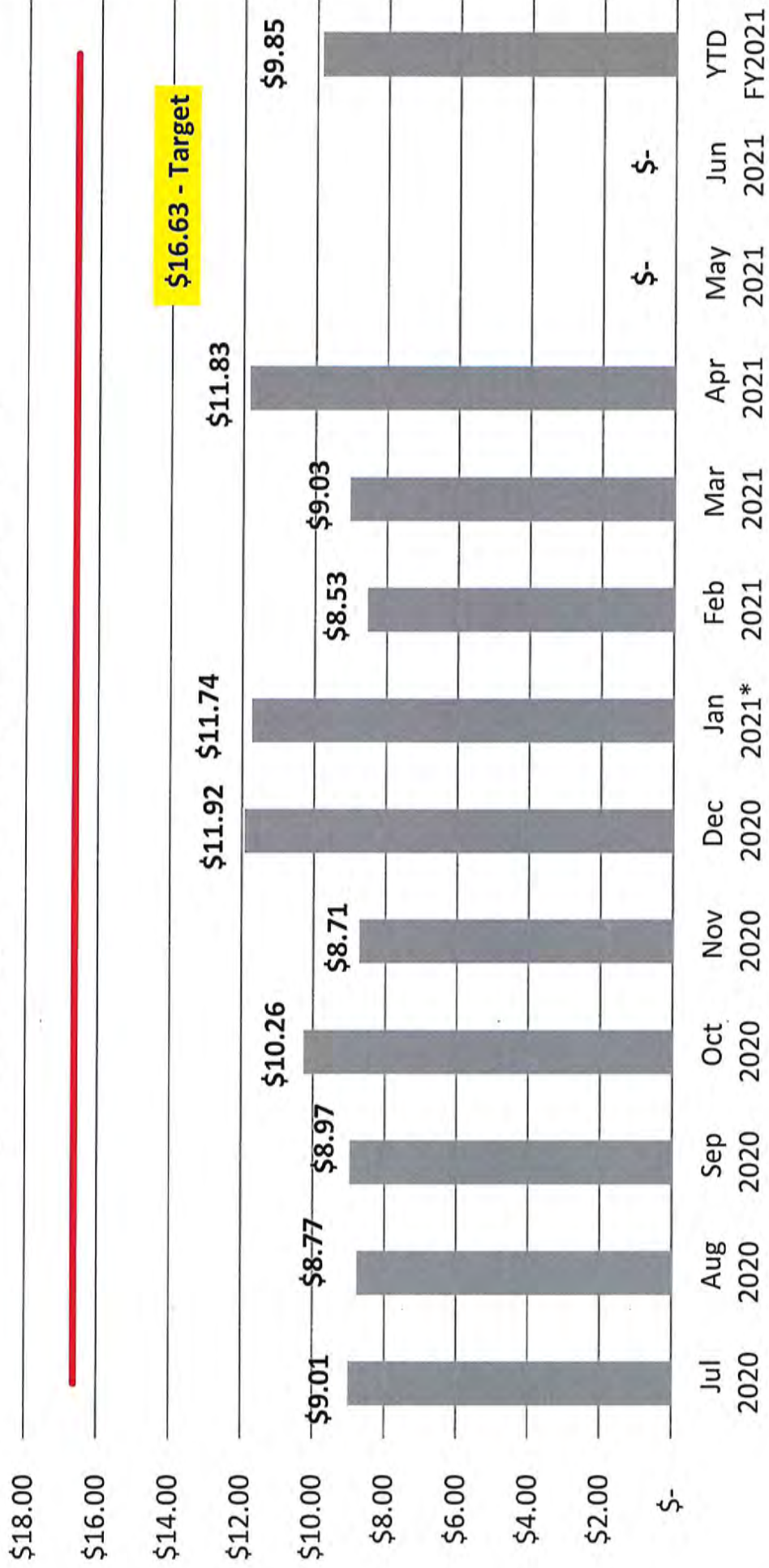
\*\*FY2021 PA DOT target assigned for operating cost/passenger is \$7.84. Actual performance should be less than or equal to this target.

# Operating Cost/Revenue Hour



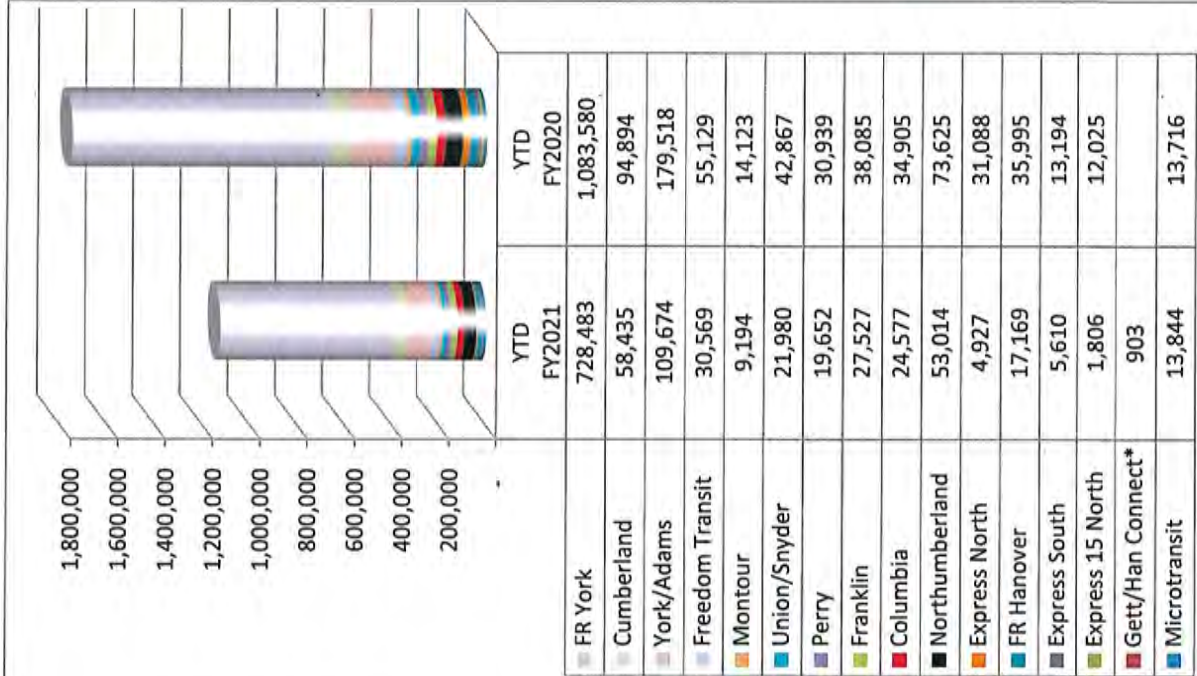
\*\*FY2021 PA DOT target assigned for operating cost/revenue hour is \$105.98. Actual performance should be less than or equal to this target.

# Operating Revenue/Revenue Hour

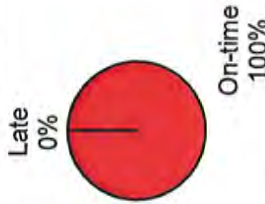


\*\*FY2021 PA DOT target assigned for operating revenue /revenue hour is \$16.63. Actual performance should be higher than or equal to this target.

**OPERATIONS – May**



**MAINTENANCE – May**  
Preventative Maintenance



144PMs Complete; 0 Overdue  
 York – 65 Completed; 0 Overdue  
 Adams – 10 Completed; 0 Overdue  
 Cumberland – 13 Completed; 0 Overdue  
 Northumberland – 18 Completed; 0 Overdue  
 Franklin – 7 Completed; 0 Overdue  
 Columbia – 7 Completed; 0 Overdue  
 Montour – 0 Completed; 0 Overdue  
 Union/Snyder – 12 Completed; 0 Overdue  
 Perry – 7 Completed; 0 Overdue

**Road Calls:**

	May 2021	YTD FY2021	May 2020	YTD FY2020
Mechanical	6	91	7	89
Non-Mech.	23	245	2	379

**FINANCE – April**



**CUSTOMER COMPLAINTS – May**

Count distribution by Category  
**60 Total Complaints**



	May 2021	YTD FY2021	May 2020	YTD FY2020
Total Complaints	60	718	37	1,107

**MARKETING – May**

	May 2021	YTD FY2021	May 2020	YTD FY2020
PR Exposures	11	89	7	76
Outreaches	1	4	0	65
Pageviews Unique	48,785	507,206	36,319	137,091
Pageviews Bikes	37,514	390,618	26,856	101,153
	608	7,323	697	9,544

\*\*New website launched 2/2020

**SAFETY – May**

	May 2021	YTD FY2021	May 2020	YTD FY2020
Preventable Non-Preventable	8	89	3	90
Passenger Injury	4	37	3	59
Employee Injury	1	14	1	15
	0	17	3	16

\*New Service Begin 2/2021

**RESOLUTION NO. 2119**

**MODIFICATION OF FIXED ROUTE AND EXPRESS MULTI-RIDE PASS SALES FOR SEPTEMBER 2021 AS PART OF RIDER RECOVERY EFFORTS**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) has experienced significant ridership declines as a result of a worldwide pandemic since March 2020; and

WHEREAS, CPTA recently restored fixed route service to pre-pandemic levels on May 9, 2021, as the Governor of Pennsylvania began to reduce COVID mitigations; and

WHEREAS, CPTA is attempting to restore rider confidence as residents return to community activities and businesses expand or resume services; and

WHEREAS, such efforts will include a plan to welcome back riders including a 50% pass sale for multi-ride fixed route and rabbitExpress passes during the month of September 2021; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors that it authorizes the modification of fixed route and rabbitExpress multi-ride pass prices for the month of September 2021.

**CERTIFICATION OF OFFICERS**

**OF**

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of the Central Pennsylvania Transportation Authority Board Members held on June 10<sup>th</sup>, 2021.

\_\_\_\_\_

Thomas Wilson  
Secretary

attest: \_\_\_\_\_

Raymond Rosen  
Chairperson

**RESOLUTION NO. 2120**

**AUTHORIZING THE AWARD OF CONTRACT FOR FLEET MANAGEMENT  
MAINTENANCE SOFTWARE**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) has identified a need for fleet management maintenance software to improve on the maintenance operation of the transit system and improve operating efficiencies; and,

WHEREAS, CPTA identified that a Request for Proposals would be the best method to award due to the quality considerations of the various products available on the market that required evaluation beyond price; and

WHEREAS, a joint Request For Proposals was released on March 1, 2021 with the Central Pennsylvania Transportation Authority seeking qualified proposals for a five (5) year contract to provide fleet management maintenance software and associated professional services for the data conversion process and any hardware required to successfully implement the solution; and,

WHEREAS, six (6) responsive proposals were received and each was scored according to published criteria by a committee of staff from Capital Area Transit and Central Pennsylvania Transportation Authority; and,

WHEREAS, the firm AssetWorks LLC was judged to be the best value by that committee after a complete evaluation process based on the published criteria; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Pennsylvania Transportation Authority to award a contract to AssetWorks LLC in an amount not to exceed \$140,547.24 to award a five (5) year contract for the proposed solution and associated implementation and ongoing maintenance and support.

**CERTIFICATION OF OFFICERS OF**

**OF**

**CENTRAL PENNSYLVANIA TRANSPORTATION AUTHORITY**

I certify that the foregoing is a sound and true copy of a Resolution adopted at a legally convened meeting of Central Pennsylvania Transportation Authority Board Members held on June 10, 2021.

\_\_\_\_\_  
Thomas Wilson  
Secretary

attest: \_\_\_\_\_  
Raymond Rosen  
Chairman

## RESOLUTION NO. 2120

### AUTHORIZING THE AWARD OF CONTRACT FOR FLEET MANAGEMENT MAINTENANCE SOFTWARE

#### FACT SHEET

- The Central Pennsylvania Transportation Authority (CPTA) and Capital Area Transit (CAT) worked together on a joint procurement for fleet management maintenance software due to the developing needs of both authorities.
- CPTA's current maintenance software, CFA Software, is beyond useful life and has been identified as a high priority capital need by the Maintenance department. This is based on identified limitations of the current platform comparative to the growth of the agency's understanding and needs.
- CAT's current maintenance software, TransTrack Systems Inc, is still within its contract term, but is due to expire within the near future and provides an opportunity to align both CPTA and CAT on the same software for future and ongoing operational efficiencies. Signing this agreement at this time will permit for the timely data conversion and migration to the new solution.
- Scoring of the proposals was based on evaluation of four (4) criterion: Proposer's Qualifications and Experience, Assessment of Maintenance Software Capabilities, Approach to Implementing, Supporting and Training, and Pricing. The highest total scoring vendor was viewed as the top-ranked vendor. Scores for each submitting vendor are identified below.

VENDOR	TOTAL SCORE
ASSETWORKS	<b>612.20</b>
AVAIL	507.80
DOSSIER	603.80
FASTER	592.90
RTA	494.00
TRANSTRACK	503.90

- The not to exceed value identified in the resolution is based on the vendor's proposal (\$127,770.22), with an additional 10% contingency value to permit flexibility relative to unforeseen costs or expanded training and implementation support. The value included in the contract agreement with the vendor will be based on the proposed contract value.