

# SRTA

## SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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**DATE:** August 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:** August 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 July 25, 2024 (Pages 3-5)

5. Communications
6. Treasurer's Report
7. Old Business
8. New Business

RESOLUTION 2431 - HONORING SITE MANAGER MICHELE OCKER-HOLMAN FOR  
35 YEARS OF SERVICE (Page 6)

RESOLUTION 2432 – CONTRACT AWARD FOR FARE COLLECTION SYSTEM  
REPLACEMENT (Pages 7-8)

RESOLUTION 2433 – AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT  
NEW BERWICK-BLOOMSBURG SERVICE (Pages 9-10)

9. SRTA Program of Projects Draft (Page 11)
10. Staff Report
  - CPTA ACT 44 Performance Review Action Plan (Pages 12-13)
  - SAFTI Reports
11. Future Procurements (Page 14)
12. Executive Session

13. Adjournment

**Next Meeting: Thursday, September 26, 2024 901 N. Cameron St, Harrisburg, PA  
10:00AM – SRTA Board Meeting**

**SRTA**  
**SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY**

**MINUTES OF SRTA BOARD MEETING**

July 25, 2024

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

Guests and Administrative Staff Members present were: Steve Baldwin, Rich Farr, Brian Gillette, Hillary Griffie, David Juba, Donna Lattimore, Jamie Leonard, Eric Maguire, Trevor Manahan, Jenna Reedy, Bonnie Stine, 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

There were no changes or modifications to the agenda.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Motion to approve the May 23, 2024 meeting minutes was raised by Ray Rosen, seconded by Rich Carson, and passed unanimously.

COMMUNICATIONS

Chairman Bugaile introduced the SRTA Board's newest member, Diane Bosak, representing Cumberland County.

TREASURER'S REPORT

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

- RIDERSHIP: Year to date comparisons to the prior year are as follows:
  - Fixed Route ran 10% above last year.
  - Paratransit was 2% above the previous year.
  - Commuter Express experienced a 1% decrease from last year (YTD).
  - Microtransit's ridership was a 9% increase in ridership compared to the same time last year.
- REVENUE: Year to Date Grant and Contract Income is below budget by \$869,000 because less subsidy was required than the budget anticipated.

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- EXPENSES: Year to Date Total Expenses are \$2.3 million lower than budgeted.
- Unfilled positions increased by three (3) to seventy-five (75) in July, which was the result of four (4) approved positions being added during the month.
- RESERVES: The Authority's cash balances represent 122 days cash on hand. The Authority's target is to have 180 days of cash on hand. During May SRTA funded the purchase of property adjacent to its Harrisburg location to continue the renovation and expansion of the facility there. These funds will be reimbursed by PennDOT within the next 30 days.
- LINE OF CREDIT: There are no draws on the organization's line of credit.
- CAPITAL EXPENDITURES (over \$50,000):
  - Paratransit Vehicles \$260,369

OLD BUSINESS

There was no old business.

NEW BUSINESS

RESOLUTION 2427 – RENEWAL OF AGREEMENT WITH SHIPPENSBURG UNIVERSITY

Motion to approve was raised by Keith Martin, seconded by LaToya Winfield Bellamy, and passed unanimously.

RESOLUTION 2428 – CONTRACT AWARD FOR VANPOOL PILOT

Motion to approve was raised by Ray Rosen, seconded by Tom Wilson, and passed unanimously.

RESOLUTION 2429 – CONTRACT AWARD SYSTEM WIDE SOFTWARE PROCESS IMPROVEMENT

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

RESOLUTION 2430 – AWARD FOR CALL CENTER SOFTWARE

Motion to approve was raised by Rich Carson, seconded by Ray Rosen, and passed unanimously.

STAFF REPORT

David Juba reviewed the Transit Development Plan (TDP). Ray Rosen expressed the desire to cover this type of information at future board meetings.

Rich Farr presented the following staff updates:

- The Recruitment Action Plan continues to be monitored.
- SRTA was granted \$25M federal funds from the RAISE grant for the new Harrisburg facility project.
- SRTA is partnering with Penn College for a Maintenance Apprenticeship Program. Participants will receive credits towards an associate's degree at Penn State.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

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ADJOURNMENT

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

The meeting adjourned at 11:08AM.

Respectfully Submitted,

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Thomas Wilson  
Secretary

**RESOLUTION NO. 2431**

**RESOLUTION HONORING MICHELE OCKER-HOLMAN  
FOR 35 YEARS OF DEDICATED SERVICE TO PUBLIC TRANSPORTATION**

WHEREAS, Michele Ocker-Holman embarked on her distinguished career in public service in 1989, assuming a vital Administrative Staff role with the Union-Snyder Transportation Alliance (USTA), where she demonstrated exceptional skill and dedication in Data Entry and Accounting; and

WHEREAS, Ms. Ocker-Holman's expertise and commitment to excellence led her to join the rabbittransit team in 2012, as part of the strategic integration of USTA into the Authority, bringing with her a wealth of experience and insight; and

WHEREAS, the year 2024 marks a remarkable milestone of 35 years of unwavering service to public transportation and to the Authority, exemplifying Ms. Ocker-Holman's enduring dedication to the community and her profession; and

WHEREAS, throughout her tenure, Ms. Ocker-Holman has consistently demonstrated commitment to the core values of Safety, Service, and Stewardship, setting a standard of excellence that inspires her colleagues and enhances the quality of service provided to the public; and

WHEREAS, her tireless efforts, professional expertise, and dedication to continuous improvement have not only been commendable, but have significantly contributed to the success and reputation of the Authority; and

WHEREAS, Ms. Ocker-Holman's current role as Site Manager II is a testament to her leadership abilities, technical expertise, and the trust placed in her by the Transportation Authority;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Susquehanna Regional Transportation Authority hereby formally acknowledges and celebrates the 35 years of exemplary service of Michele Ocker-Holman to the field of public transportation and to this Authority. The Authority expresses its profound gratitude for Ms. Ocker-Holman's sustained commitment to excellence, her invaluable contributions to the Authority's mission, and her role in enhancing the quality of life for the communities we serve.

**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 August 22, 2024.

Attest: \_\_\_\_\_  
Thomas Wilson  
Secretary

\_\_\_\_\_  
Eric Bugaile  
Chairman

**RESOLUTION 2432**  
**CONTRACT AWARD FOR FARE COLLECTION SYSTEM REPLACEMENT**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has identified the need to replace the existing fare collection system and implement new fare collection technologies; and,

WHEREAS, the existing vehicle fare box system has reached the end of service life, there is an identified need to modernize fare collection systems, and a ridership desire to streamline fare collection. Because of these needs, SRTA researched current fare collection technologies and developed replacement criteria; and,

WHEREAS, SRTA and Lebanon Transit (LT), through a joint procurement, developed a project scope and selection measures, determined that a Request for Proposals (RFP) was the best method to identify a suitable replacement system, and released the RFP in accordance with Federal, State, and SRTA/LT procurement criteria; and,

WHEREAS, a total of fifteen (15) firms requested specifications, four (4) submitted responsive and responsible Proposals. Firms submitting Proposals were Flowbird, Genfare, Masabi, and Modeshift. The firms were compared to the developed criteria and it was found that the Modeshift product most closely matched SRTA identified needs and provided a competitive price while providing all of the necessary functionality; and,

WHEREAS, SRTA developed an ICE and found the Modeshift proposal to be a lower cost than the predicted cost. It was determined that the Modeshift Proposal and product was a fair and reasonable cost and will provide SRTA and its ridership the most positive user experience and necessary data for SRTA administration; and,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a Contract to Modeshift, Inc. in an amount not to exceed Four million, two-hundred and nineteen thousand, eight-hundred, twenty-three Dollars, and Zero Cents (\$4,219,823.00).

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 August 22, 2024.

attest:

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

\_\_\_\_\_  
Eric Bugaile  
Chairman

**RESOLUTION 2432  
CONTRACT AWARD FOR FARE COLLECTION SYSTEM REPLACEMENT**

**FACT SHEET**

- The new system will allow for mobile ticketing via cellular phones and regional fares
- There will be ticket vending machines strategically located in certain service areas
- All fixed route vehicles will receive new fare boxes
- This system will allow for ticketing systems and fare box installation in paratransit and stophopper vehicles
- The new system will encourage non-cash payments, enhancing SRTA efficiency and benefitting ridership

	Total Points Earned	Average Percentage	Average Score	SRTA Cost	LT Cost	SRTA Cost / Point	LT Cost / Point
Masabi	449	74.8%	149.67	\$ 5,567,076.00	\$ 1,467,866.00	\$ 12,398.83	\$ 3,269.19
Modeshift	460	76.7%	153.33	\$ 4,219,823.40	\$ 792,905.57	\$ 9,173.53	\$ 1,723.71



**RESOLUTION NO. 2433**

**AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT – NEW BERWICK-BLOOMSBURG SERVICE**

**(Original Award – Central Pennsylvania Transportation Authority Resolution 2025)**

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) awarded a contract to Via Mobility, LLC with authorization via Resolution 2025; and,

WHEREAS, CPTA has found Microtransit beneficial in adapting to and addressing the needs of the community while embracing new technology and expanding the Authority’s mobility options; and,

WHEREAS, CPTA’s current agreement with Via Mobility, LLC provides for options that were evaluated during the procurement process to expand the vehicles operated under the contract; and,

WHEREAS, CPTA has identified a service expansion to improve community mobility options through Microtransit in the Berwick-Bloomsburg region and received local match funding necessary to operate services; and,

WHEREAS, this expansion would require an increase to the awarded value of the not to exceed threshold to accommodate the increase in vehicles operated through the contract with Via Mobility, LLC’s platform; and,

WHEREAS, the Susquehanna Regional Transportation Authority, through contract, is responsible to administer all procurements for CPTA; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to authorize a modification of the contract with Via Mobility, LLC to increase the not to exceed threshold from one hundred fifty five thousand dollars and zero cents (\$155,000.00) to one hundred sixty five thousand dollars and zero cents (\$165,000.00) to be inclusive of this new service.

**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 August 22, 2024.

Attest: \_\_\_\_\_

Thomas Wilson  
Secretary

\_\_\_\_\_

Eric Bugaile  
Chairman

## **RESOLUTION NO. 2433**

### **AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT – NEW BERWICK-BLOOMSBURG SERVICE**

**(Original Award – Central Pennsylvania Transportation Authority Resolution 2025)**

#### Fact Sheet:

- The calculation for the change in total not to exceed value is based on the contracted value of \$350 per vehicle per month times two (2) vehicles times twelve (12) months for a total increase in threshold of \$8,400 plus a small contingency buffer to make up the \$10,000 increase.
- This new service was requested by Columbia County due to an unmet need connecting Berwick to Bloomsburg. This was particularly in relation to food and medical access concerns.
- This is for the demonstration of an alternative transportation mode in an area that has thus far not demonstrated the capacity for fixed route system by demographics and data, but also is underserved by traditional paratransit services. The specific purposes of interest revolve around job access, and independent living (i.e. Expanded access to medical, grocery, retail, recreation, etc.).
- The “Stop Hopper” service began piloting microtransit on-demand service in August of 2018 with the goal statement as follows: To create a transit system that adapts to and addresses the needs of the community through embracing of emerging technology while reducing costs and improving the diversity of the mobility ecosystem.
- The “Stop Hopper” service was originally defined to two geographic areas with a unique service model per each area. One was established to test the viability of microtransit in a “first and last mile” scenario, where it serves to connect a larger geographic area to our existing fixed route system. A second instance of microtransit was operated in an area beyond our fixed route service as a means to evaluate the corridor for potential expansion of the fixed route system.
- The “Stop Hopper” service has previously been expanded from original scope through several resolutions to include the following between December 2021 and August 2022 Sunbury-Selinsgrove, Lewisburg-Milton, Danville-Bloomsburg, Chambersburg, and the Chambersburg-Fayetteville expansion. This is a continued effort to expand community mobility options where viability and opportunity exist.

**Federal Fiscal Year 2025 Proposed Program of Projects**

The Susquehanna Regional Transportation Authority (SRTA), in fulfillment of requirements to receive financial assistance from the Federal Transit Administration, has developed and is announcing the activities for which Federal assistance is sought. SRTA is responsible for the administration of the Cumberland-Dauphin-Harrisburg Transit Authority (CDH) and the Central Pennsylvania Transportation Authority (CPTA).

<b>FFY 2025 Program of Projects</b>							
<b>Request</b>	<b>Total Amount</b>	<b>Federal 5307 (CMAQ)</b>		<b>Federal 5339</b>		<b>Federal 5307</b>	
		<b>CDH</b>	<b>CPTA</b>	<b>CDH</b>	<b>CPTA</b>	<b>CDH</b>	<b>CPTA</b>
Operating Assistance	\$8,259,896						\$4,129,948
Associated Capital Expenses	\$7,888,125					\$6,310,500	
Capital Purchases	\$3,646,582					\$1,087,530	\$1,829,735
Cameron Street Facility	\$144,000,000	\$25,000,000					
Fixed Route Vehicles	\$3,996,496	\$2,152,000		\$620,446	\$424,750		
<b>Totals</b>	<b>\$167,791,099</b>	<b>\$27,152,000</b>		<b>\$620,446</b>	<b>\$424,750</b>	<b>\$7,398,030</b>	<b>\$5,959,683</b>

This proposed program of projects is in conformance with the comprehensive land use and transportation planning in this area and has been included in the Transportation Improvement Plan (TIP).

The proposed program of projects will constitute the final program if there are no changes.

Citizens, private transportation providers, and local elected officials may review and provide written comments on the Program of Projects. These written comments should be addressed to the Susquehanna Regional Transportation Authority, Attention Eric Maguire, Manager of Grants, 901 N. Cameron Street, Harrisburg, PA, 17101, or by email at [emaguire@rabbittransit.org](mailto:emaguire@rabbittransit.org) and must be received by 4:00 PM, prevailing time, September 23, 2024.

The Susquehanna Regional Transportation Authority will hold a Public Hearing on its Program of Projects on September 26, 2024, at 10:00 AM, prevailing time at the rabbittransit administration building, 901 North Cameron Street, Harrisburg. PA 17101

**CPTA Act 44 Transit Performance Review Action Plan - July 2024**

<b>Actions to Increase Passengers / Revenue Hour</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
1. Assess alternative transportation options for southern York County as part of the next TDP update.	CPTA anticipates a TDP update in 2022. Based on the outcome of the TDP update, rabbittransit will prepare a pilot funding application that will be submitted to PennDOT should opportunities be identified.	SRTA 2024 Transit Development Plan finalized in June 2024. Alternative opportunities for service includes microtransit potential. However, based on other service area needs and priorities, no service expansion is anticipated in the near-term (3-5 years).
2. Continue to work with municipalities experiencing population growth and new commercial development to include a CPTA review of proposed site development plans.	CPTA is heavily engaged in local and regional planning organizations and has 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.	Ongoing. Increasing involvement in Transportation Impact Studies (TIS) and Highway Occupancy Permit (HOP) review with comments. Efforts have been expanded to incorporate new public right-of-way accessibility guidelines (PROWAG) guidance in decision making process with developers is continually.
<b>Actions to Increase Operating Revenue / Revenue Hour</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
1. Continue to monitor its fixed-route farebox recovery and maintain a satisfactory fare recovery level.	CPTA does maintain and monitor farebox recovery and will evaluate a potential change in fare and farebox collection policy. Special consideration will need to be given for pandemic / post-pandemic consumer needs and ability to pay. It is worth noting that this element may see significant updates with the coordination of CAT and rabbittransit services.	No significant changes or updates since previous reporting.
<b>Actions to Contain Operating Costs / Revenue Hour</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
1. Develop a more detailed strategic IT plan that defines desired IT specifications, interdepartmental information flow, and an investment plan.	CPTA requests assistance from PennDOT in the providing of templates, a framework, or technical expertise in the development of such a plan with consideration given to the coordination of CAT and rabbittransit services in terms of timeline factors.	SRTA recently issued a Notice of Intent to Award (NOIA) and have a designated board action requesting authorization to award a contract to a contractor. The objective of this contract would be to finalize development and implementation of drafted strategic IT plan.

**CPTA Act 44 Transit Performance Review Action Plan - July 2024**

3. Develop standards and monitor mechanic efficiency for routine tasks.	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.	No significant changes or updates since previous reporting.
<b>Other Actions to Improve Overall Performance</b>	<b>CPTA Action Plan</b>	<b>Progress Report Update(s)</b>
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.	No significant changes or updates since previous reporting.

### Current and Future Procurement Projects

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	Waiting on Engineer	
20220331 - Cameron Shelter	IFB	TBD				TBD	KCI design and solicitation	
20220428 - York Transfer Center Call Box	Small Quote					\$ 12,000.00	Need quotes for concrete cutting and repour	
20230313 - Systemwide Radio Upgrade	TBD					\$ 1,800,000.00	RFP Development	
20230517 - York Boardroom Tech Upgrade	TBD					TBD		No Grant Money Available
20230609 - Lemoyne Bus Shelter (Site Construction)	RFQ					\$ 30,000.00	Waiting on Engineer/Project Manager	
20230726 - Fare Box Replacement	RFP	2/22/2024	2/14/2024	4/10/2024	TBD	\$ 4,219,823.40	Resolution This Meeting	
20230807 - Renewable Natural Gas	RFP	5/14/2024		8/5/2024		Revenue	Scoring In Progress	
20230919 - Vanpool Pilot 2023	RFP	1/30/2024	2/22/2024	3/14/2024	TBD	\$ 100,000.00	Waiting on Contract Return	
20231110 - Training Material	TBD					TBD	Waiting on Project Manager	
20231113 - Safety Training Devices	TBD					TBD	Waiting on Project Manager	
20231116 - Facilities Trailer Purchase	Small Quote					\$ 10,000.00	Waiting on Project Manager	
20240112 - W. Milton Facility	TBD	TBD				TBD		
20240320 - Remote Video Surveillance	TBD					TBD	Waiting on Project Manager	
20240326 - HVAC Maintenance	IFB					TBD	No Bids	
20240326 - York Call Boxes	TBD					TBD	Waiting on Project Manager	
20240409 - Security Staffing	TBD					TBD	Waiting on Project Manager	
20240425 - Zarfoss Maintenance Heaters	TBD					TBD	Waiting on Engineer	
20240507 - Fleet Management Electrical Work	Small Quote					\$ 11,000.00	Waiting on Engineer	
20240516 - Adams Transfer Painting	Small Quote					\$ 2,160.00		FACILITIES-2025-0032
20240610 - MTS Signage Additions								
20240612 - Call Center Voice Software	TBD					TBD	Project On Hold - Project Manager 07/03/2024	
20240620 - Statewide Bus Purchase	TBD					TBD		
20240624 - AI Purchase	TBD						Waiting on Project Manager	
20240624 - HTC Camera Additions	TBD					TBD	Waiting on Engineer	
20240626 - York-Adams Call Boxes	TBD						Waiting on Project Manager	
20240628 - Call Center Software	Sole Source					\$ 116,540.00	Waiting on Contract Return	
20240703 - Adams Office Security	TBD					TBD		
20240708 - York Transfer Drain Repair	TBD					TBD		
20240709 - Dauphin Concrete Repair	IFB					\$ 25,000.00	Waiting on Engineer	
20240722 - MTS Security Repairs							Waiting on Engineer	
20240726 - IT Services							Waiting on Project Manager	
20240801 - Zarfoss Shelving							Waiting on Project Manager	
20240805 - Computer Replacement	IFB					\$ 73,000.00		
20240807 - Bollard Protection						TBD	Waiting on Project Manager	
20240807 - Paperless MSDS Record								
20240807 - Maintenance Forklift Replacement	IFB					\$ 2,000,000.00		
20240808 - Adams Carpet Replacement								
20240808 - Systemwide Lift Maintenance								
20240808 - Zarfoss Airline Change								
20240808 - Zarfoss Office Doors								
20240808 - NorCo Lift Replacement						\$ 89,000.00		Maintenance 2022-2023-1.
20240814 - NorCo Maintenance Storage								
<b>In Process Total</b>						<b>\$ 8,496,523.40</b>		