

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: December 19, 2024
TIME: 10:00 AM
PLACE: 415 N. Zarfoss Dr, York, PA
PURPOSE: December 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. Executive Session
5. Approval of Minutes
 - A. Meeting Minutes of November 21, 2024 (Pages 3-5)
6. Communications
7. Treasurer's Report
8. Old Business
9. New Business

RESOLUTION 2447 – HONORING BOARD OF DIRECTORS MEMBER RICHARD CARSON FOR HIS DISTINGUISHED SERVICE TO THE AUTHORITY 2009-2024 (Page 6)

RESOLUTION 2448 – AUTHORIZATION TO PROCURE FIXED ROUTE VEHICLES FOR THE HARRISBURG AND YORK URBANIZED AREAS (Pages 7-8)

RESOLUTION 2449 – AWARD CONTRACT FOR MANAGED IT SERVICES (Pages 9-10)

Future Projects (Page 11)

Staff Report

- Climate Action Plan Update – Jenna Reedy

10. Executive Session
11. Adjournment

**Next Meeting: Thursday, January 23, 2024 at 901 N. Cameron St. Harrisburg, PA
10:00AM – SRTA Board Meeting**

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MINUTES OF SRTA BOARD MEETING

November 21, 2024

Present were board members: Diane Bosak, Eric Bugaile, Jason Graves, 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, Rich Farr, Brian Gillette, Nicole Hansen, Bev Hockenberry, Liza Hoover, Jamie Leonard, Eric Maguire, Trevor Manahan, Chip McBreen, Jenna Reedy, Bill Shaw, Rick Stepina 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 modifications to the Agenda.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Motion to approve the October 31, 2024 meeting minutes was raised by LaToya Winfield Bellamy, seconded by Ray Rosen, and passed unanimously.

COMMUNICATIONS

Chairman Bugaile shared a letter he received from York County Board Member, Rich Carson, who has resigned from the Board due to health reasons.

Cambria County put out to bid their MATP Administration program. They reached out to Rich Farr asking if rabbittransit would consider submitting a bid. There was a consensus among the board to assist.

TREASURER'S REPORT

Steve Baldwin presented details on the October 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 a 5% increase over last year.
 - Paratransit had an 8% increase over last year.
 - Commuter Express experienced a 9% increase from last year.

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- Microtransit's ridership was a 12% increase compared to the same time last year.
- REVENUE: October Year-to-date Grant and Contract Income is below budget by \$1.7 million because less subsidy was required than the budget anticipated.
- EXPENSES: Year-to-date Total Expenses are \$293,000 lower than budgeted.
- Unfilled positions increased by (7) to a total of (56).
- RESERVES: The Authority's cash balance is 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):
 - Seven (7) paratransit vehicles - \$972,760
 - Shop Equipment - \$203,269

After reviewing the dashboard and specifically the increase in total number of customer complaints, Steve Baldwin shared that rabbittransit installed a new complaint process. They believe this is a new system which gives us the ability to manage complaints in a more efficient fashion.

Motion to approve the Treasurer's Report was raised by Tom Wilson, seconded by Jason Graves and passed unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

RESOLUTION 2445 – ESTABLISHING BOARD MEETING CALENDAR FOR 2025

Motion to approve was raised by Tom Wilson seconded by Kirk Stoner and passed unanimously.

RESOLUTION 2446 - AUTHORIZATION TO ENTER INTO CNG FUELING FOR TRANSIT AGENCIES PARTNERSHIP PROJECT AGREEMENT WITH PENNDOT

Motion to approve was raised by Ray Rosen seconded by Kirk Stoner and passed unanimously.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

STAFF REPORT

Rich Farr presented the following staff updates:

- Staff completed Fall training during the months of October and November.
- The Strategic Plan will need to be updated in 2025. A Doodle Poll will be sent in the near future to establish the Board's availability during the month of March.
- Update on the new Harrisburg Facility.

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- Planning to hold another legislative briefing in early 2025.

EXECUTIVE SESSION

The Board went into Executive Session to discuss personnel matters.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on December 19, 2024 at 10:00 AM at 415 N. Zarfoss Dr, York.

The meeting adjourned at 11:42AM.

Respectfully Submitted,

Thomas Wilson
Secretary

RESOLUTION 2447

Honoring Board of Directors Member Richard Carson for his Distinguished Service to the Authority 2009 – 2024

WHEREAS, Richard Carson (Rich) began his exemplary public service as a Board Member of the Central Pennsylvania Transportation Authority (CPTA) in 2009, demonstrating unwavering commitment to public transportation excellence; and,

WHEREAS, Rich served with distinction as a founding board member of the Susquehanna Regional Transportation Authority (SRTA), helping establish its foundational principles and operational framework; and,

WHEREAS, Rich’s visionary leadership and collaborative spirit were instrumental in orchestrating the historic merger and regionalization of the Central Pennsylvania Transportation Authority and the Cumberland-Dauphin-Harrisburg Transit Authority, creating a more efficient and coordinated regional transportation network; and,

WHEREAS, Rich’s extensive expertise in public policy and human resource management has significantly shaped the strategic direction of both CPTA and SRTA, leading to improved operational efficiency and enhanced service delivery; and,

WHEREAS, Rich’s passionate advocacy for the Hanover Region, York County and surrounding communities has directly resulted in expanded mobility options, improved accessibility, and enhanced quality of life for countless residents throughout the service area; and,

WHEREAS, Rich’s fifteen years of dedicated service have left an indelible mark on the region's public transportation landscape, setting a high standard for public service and community engagement; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that it formally acknowledges and commends the outstanding achievements and lasting contributions of Richard Carson in his role as board member of the Transit Authorities, recognizing that his leadership strengthened public transportation in Central Pennsylvania and created a lasting legacy of improved mobility for future generations.

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 December 19, 2024.

Attest _____
Thomas Wilson, Secretary

Eric Bugaile, Chairman

RESOLUTION 2448

AUTHORIZATION TO PROCURE FIXED ROUTE VEHICLES FOR THE HARRISBURG AND YORK URBANIZED AREAS

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) identified a need to replace certain fixed route vehicles; and,

WHEREAS, SRTA participated in a Joint Procurement with South Central Transit Authority (SCTA) issuing a Request for Proposals for programmed replacement; and,

WHEREAS, Gillig LLC was the firm awarded the contract to build and deliver fixed route vehicles and Coach and Equipment was awarded the contract for body on chassis vehicles; and,

WHEREAS, the time necessary to source materials and build vehicles is approximately eighteen (18) months after receipt of a Purchase Order and SRTA has a number of vehicles that will exceed useful life within this timeframe; and,

WHEREAS, SRTA has determined that it is prudent to plan for the replacement of and order of vehicles prior to exceeding useful life to prevent unnecessary maintenance costs; and,

WHEREAS, SRTA has secured grant funding in total of Eleven Million, Five-Hundred, Sixty-Five Thousand, Three-Hundred, Twenty-Seven Dollars and Zero Cents (\$11,565,327.00) with Six Million, Three-Hundred Thousand Dollars, and Zero Cents (\$6,300,000.00) for fixed route vehicle replacements for the Harrisburg Urbanized Area and Five Million, Two-Hundred, Sixty-Five Thousand, Three-Hundred, Twenty-Seven Dollars and Zero Cents (\$5,265,327.00) for the York Urbanized Area; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves and authorizes the Executive Director to purchase up to ten (10) fixed route Gillig buses for the Harrisburg Urbanized Area at a project cost not to exceed Six Million, Three-Hundred Thousand Dollars, and Zero Cents (\$6,300,000.00).

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors hereby approves and authorizes the Executive Director to purchase up to three (3) fixed route Gillig buses along with five (5) fixed route cutaways for the York Urbanized Area at a project cost not to exceed Five Million, Two-Hundred, Sixty-Five Thousand, Three-Hundred, Twenty-Seven Dollars and Zero Cents (\$5,265,327.00).

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 December 19, 2024.

Attest:

Thomas Wilson,
Secretary

Eric Bugaile
Chairman

RESOLUTION 2448

AUTHORIZATION TO PROCURE HARRISBURG AND YORK URBANIZED AREA FIXED ROUTE VEHICLES

FACT SHEET

- Gillig LLC, and New Flyer Industries submitted Proposals in answer to the solicitation
- The existing Contract expires December 1, 2025 - Purchase Orders need to be placed prior to the Contract expiration. Delivery prior to Contract expiration is not required.
- The Purchase Order will be issued after a review of quoted pricing in line with Contract requirements including selected vehicle options.

RESOLUTION 2449
AWARDING CONTRACT FOR MANAGED IT SERVICES

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) utilizes a contracted Managed Information Technology Services (MITS) provider to maintain the organization's computer and communication systems; and,

WHEREAS, the existing provider's contract expires on February 28, 2025, necessitating a competitive procurement process in accordance with Federal and Commonwealth purchasing regulations; and,

WHEREAS, in light of SRTA's organizational changes and growth, the existing contract and services were comprehensively evaluated to ensure alignment with current technological and operational needs; and,

WHEREAS, detailed specifications were developed, and a Request for Proposals (RFP) was advertised in accordance with Federal and Commonwealth purchasing requirements; and,

WHEREAS, four (4) firms—Business Information Group, Externet, Softsages, and Telecom—submitted responsive and responsible proposals; and,

WHEREAS, the proposals were evaluated based on scoring criteria described in the RFP, with Telecom receiving the highest scoring proposal and provided a reasonable cost to perform the necessary work; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that the five-year contract for specified Managed IT Services be awarded to Telecom Business Solutions, Inc., with a not-to-exceed value of One Million, Thirty-Five Thousand, Eighteen Dollars (\$1,035,018.00).

CERTIFICATION OF OFFICERS
OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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Attest: _____
Thomas Wilson
Secretary

Eric Bugaile
Chairman

RESOLUTION 2449 AWARDING CONTRACT FOR MANAGED IT SERVICES

FACT SHEET

- SRTA has 44 Servers which require regular maintenance.
- SRTA has 162 computer workstations.
- Contracted Pricing will include 1,140 hours of included support service. This includes 24/7 help desk for SRTA staff.
- Contractor will support Cisco CUCM, Jabber, Novellvo, NICE-InContact, and related systems.
- The Contractor will support daily, automated emergency information backups and will provide a comprehensive Disaster Recovery Plan to ensure business continuity in the event of an IT infrastructure failure.

Proposal Scores

Identifier	Total Score	Percentage	Bidder Name	Evaluator
1	177	88.50%	BIG	Evaluator 1
1	144	72.00%	BIG	Evaluator 2
1	168	84.00%	BIG	Evaluator 3
2	159	79.50%	Externet	Evaluator 1
2	127	63.50%	Externet	Evaluator 2
2	140	70.00%	Externet	Evaluator 3
3	138	69.00%	Softsages	Evaluator 1
3	103	51.50%	Softsages	Evaluator 2
3	123	61.50%	Softsages	Evaluator 3
4	173	86.50%	Telecom	Evaluator 1
4	177	88.50%	Telecom	Evaluator 2
4	159	79.50%	Telecom	Evaluator 3
Average	149.00	74.50%		

Bidder	Total Points	Overall Percentage
BIG	489	81.50%
Externet	426	71.00%
Softsages	364	60.67%
Telecom	509	84.83%
Average	447	74.50%

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	Resolution This Meetir	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					\$ 11,400.00	FACILITIES-2025-0123 / On Going	
20240808 - NorCo Lift Replacemen	IFB					\$ 89,000.00	Waiting on Engineer	Maintenance 2022-2023-1.
20240814 - NorCo Maintenance Storag							Waiting on Project Manage	
20240820 - Union Co Shelter Additio							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		4 Proposals - Revue in Proce	
20240909 - Dauphin Utility Traile	Small Quote					\$ 20,000.00	Waiting on Project Manage	
20240910 - System Wide Electrical Contracto	RFP						RFP in developmen	
20240911 - Dauphin Consumable Storag	Small Quote					\$ 8,000.00	Waiting on Project Manage	
20241002 - Goodwill Winterizatic	TBD					TBD	Project Cancelec	
20241009- Statewide Cutaway Purchasi	RFP	TBD				TBD	Waiting on Project Manage	
20241023 - Adams Electrical Additior							Waiting on Project Manage	
20241028 - Zarfoss Fuel Tank Paintin							Waiting on Project Manage	
20241031 - Dauphin Gate Improvement						\$ 40,000.00	Waiting on Project Manage	
20241120 - York Cleaning Suppor	Small Quote					\$ 6,646.00	Waiting on Project Manage	
20241120 - York Fuel Island Vacuun	Small Quote					\$ 1,211.00	Waiting on Project Manage	
20241210 - Back Up Server	Sole Source					\$ 39,000.00	Waiting on Project Manage	

Current Projects

In Process Total \$ 2,830,480.60