

# SRTA

## SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

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**DATE:** January 23, 2025  
**TIME:** 10:00 AM  
**PLACE:** 901 N. Cameron St. Harrisburg  
**PURPOSE:** January 2025 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 December 19, 2024 (Pages 3-5)
5. Communications
6. Treasurer's Report
7. Old Business
8. New Business
  - RESOLUTION 2501 – ELECTION OF OFFICERS - (Page 6)
  - RESOLUTION 2502 – AUTHORIZATION TO PROCURE PARATRANSIT VEHICLES (Page 7-8)
  - RESOLUTION 2503 – AWARDED CONTRACT FOR FIXED ROUTE SOFTWARE (Pages 9-10)
  - RESOLUTION 2504 – AUTHORITY TO EXECUTE ICB OPTION YEAR THREE (Pages 11-12)
  - RESOLUTION 2505 – AUTHORIZATION TO ACQUIRE EASEMENT RIGHTS BY AGREEMENT OR CONDEMNATION (Pages 13-14)
  - RESOLUTION 2506 - AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (Page 15-16)
9. Staff Report
  - A. CPTA ACT 44 Performance Review Action Plan (Pages 17)
  - B. SRTA Disadvantaged Business Enterprise (DBE) Policy Statement (Page 18)

10. Future Procurements (Page 19)

11. Executive Session

12. Adjournment

*REMINDER: The SRTA Board Retreat will take place on March 6, 2025 at the Hampton Inn 4950 Ritter Road, Mechanicsburg*

**Next Meeting: Thursday, February 27, 2025 at 901 N. Cameron Street, Harrisburg, PA  
10:00AM – SRTA Board Meeting**

## MINUTES OF SRTA BOARD MEETING

December 19, 2024

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

### PUBLIC COMMENT

There was no public comment.

### EXECUTIVE SESSION

The Board went into Executive Session to discuss legal matters.

### APPROVAL OF MINUTES

Motion to approve the November 21, 2024 meeting minutes was raised by Ray Rosen, seconded by Keith Martin, and passed unanimously.

### COMMUNICATIONS

There were no Communications.

### TREASURER'S REPORT

Steve Baldwin presented details on the November 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 4% increase over last year.
  - Paratransit had a 7% increase over last year.

- Commuter Express experienced a 12% increase from last year.
- Microtransit's ridership was a 12% increase compared to the same time last year.
- REVENUE: November Year-to-date Grant and Contract Income is below budget by \$2.1 million because less subsidy was required than the budget anticipated.
- EXPENSES: Year-to-date Total Expenses are \$756,000 lower than budgeted.
- Unfilled positions increased by (7) to a total of (63).
- 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):
  - Fare Collection Equipment - \$84,396
  - Vehicle Radios - \$60,920
  - Call Center Software - \$86,440

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

### OLD BUSINESS

There was no old business.

### NEW BUSINESS

#### RESOLUTION 2447 – HONORING BOARD OF DIRECTORS MEMBER RICHARD CARSON

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

#### RESOLUTION 2448 - AUTHORIZATION TO PROCURE HARRISBURG AND YORK URBANIZED AREA FIXED ROUTE BUSES

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

#### RESOLUTION 2449 – AWARDING CONTRACT FOR MANAGED IT SERVICE

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

### FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

### STAFF REPORT

Rich Farr presented the following staff updates:

- Jenna Reedy updated the Board on the Climate Action Plan
- The 2023/2024 Annual Report was distributed to the Board
- The Board Retreat is scheduled for March 6, 2025

- The kickoff meeting was held yesterday for the update to rabbittransit's Act 44 Performance Review.

EXECUTIVE SESSION

The Board went into Executive Session to discuss personnel matters.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on January 23, 2025 at 10:00 AM at 901 N. Cameron St. Harrisburg.

The meeting adjourned at 10:46AM.

Respectfully Submitted,

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Thomas Wilson  
Secretary

**RESOLUTION 2501**

**REAFFIRMATION OF THE ELECTION OF OFFICERS FOR 2025**

WHEREAS, the Susquehanna Regional Transportation Authority’s By-Laws call for an annual meeting and election of officers at its January meeting; and,

WHEREAS, at this meeting the SRTA nominating committee presented a slate of officers to the Board of Directors; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that the following board members shall be elected and hold the stated offices for 2025 year:

Chairman	Eric Bugaile
Vice Chairman	Raymond Rosen
Secretary	Thomas Wilson
Treasurer	Keith Martin

**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 January 23, 2025.

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

Thomas Wilson  
Secretary

\_\_\_\_\_

Eric Bugaile  
Chairman

**RESOLUTION 2502**

**AUTHORIZATION TO PROCURE PARATRANSIT VEHICLES**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) identified a need to replace certain paratransit vehicles in several counties; and,

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

WHEREAS, Rohrer Bus Sales and Service was awarded the contract in the Statewide procurement managed by the South Central Transit Authority to supply Ford Transit paratransit vehicles; and,

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

WHEREAS, Rohrer Bus Sales and Service provided a quote within contract constraints which was evaluated and determined to be a fair and reasonable cost to replace the vehicles reaching end of life; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves and authorizes the Executive Director to purchase eleven (11) Ford Transit paratransit vehicles with a not to exceed cost of One Million, Six-Hundred, Ninety-Six Thousand, Six-Hundred, Twenty-Nine Dollars and Zero Cents (\$1,696,629.00).

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 January 23, 2025.

**CERTIFICATION OF OFFICERS OF SUSQUEHANNA  
REGIONAL TRANSPORTATION AUTHORITY**

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

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

## RESOLUTION 2502

### AUTHORIZATION TO PROCURE PARATRANSIT VEHICLES

#### FACT SHEET

- Vehicle Distribution by county

Columbia	2
Cumberland	1
Franklin	2
Montour	1
Northumberland	1
Union/Snyder	1
York	3



**RESOLUTION 2503**

**AWARDING CONTRACT FOR FIXED ROUTE SCHEDULING SOFTWARE**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) identified a need to renew or replace the fixed route scheduling software contract; and,

WHEREAS, SRTA investigated various options and determined that developing specifications to include desired features and needs, then releasing a Request for Proposals (RFP) in accord with Federal, Commonwealth, and local procurement requirements was the best method to find a suitable solution; and,

WHEREAS, the RFP was released on October 21, 2024 with Proposals due December 9, 2024, and two (2) Proposals were received. Optibus, Inc. and Trapeze each submitted responsive and responsible Proposals which were evaluated using the criteria published within the Solicitation; and,

WHEREAS, Optibus received the highest score and was determined to provide the best possible solution for SRTA, the pricing was compared to the required Independent Cost Estimate (ICE) and the other Proposal. The Optibus pricing was determined to be a fair and reasonable cost for the necessary software functionality; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a five-year fixed route scheduling software Contract to Optibus, Inc. with a not to exceed value of Four-hundred, fifty-four thousand, six-hundred, seventy-three Dollars, and Zero Cents (\$454,673.00).

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 January 23, 2025.

**CERTIFICATION OF OFFICERS OF SUSQUEHANNA  
REGIONAL TRANSPORTATION AUTHORITY**

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

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

## RESOLUTION 2503

### AWARDING CONTRACT FOR FIXED ROUTE SCHEDULING SOFTWARE

#### FACT SHEET

- Contract is for Software as a Service (SaaS), which does not require SRTA server space, but ensures SRTA access to functions and data
- Allows SRTA to efficiently develop and maintain fixed route schedules
- Facilitates driver scheduling in alignment with Union Contract requirements
- Two (2) received Proposals
- Bidder Scores

<b>Bidder</b>	<b>Total Points</b>	<b>Overall Percentage</b>
Optibus	773	96.63%
Trapeze	665	83.13%
0	0	0.00%
0	0	0.00%
<b>Average</b>	<b>719</b>	<b>89.88%</b>

**RESOLUTION NO. 2504**

**AUTHORIZATION TO EXECUTE OPTION YEAR ONE FOR INTERCITY BUS PROGRAM CONTRACTS**

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) has been engaged by PennDOT to administer the Intercity Bus Program; and,

WHEREAS, the third year of the negotiated contracts with the Intercity Bus Program contractors providing the services is due to conclude in the next two months; and,

WHEREAS, the term of the Agreements with the contractors may be extended through mutual agreement of SRTA and the Contractor for up to four extensions of one year each on the same terms and conditions unless additional terms are required based upon operational needs of the program or mutually agreeable to the parties, which shall be communicated sixty (60) days prior to the expiration date, excepting cost per vehicle revenue-mile and revenue recovery (i.e., net operating cost, fee for service), which will be renegotiated three months before the Agreement's current expiration; and,

WHEREAS, on October 1, 2024, SRTA communicated its intention to exercise the third of four extension options; and,

WHEREAS, the approved funding levels for the fourth year of the Agreement are contingent upon the availability of federal and state funding; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to grant the Executive Director and designated staff the authority to execute the contract's option year three of four.

**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, January 23, 2025.

Attest:

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

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

## RESOLUTION NO. 2504

# AUTHORIZATION TO EXECUTE OPTION YEAR ONE FOR INTERCITY BUS PROGRAM CONTRACTS

### FACT SHEET

- Original authorization to negotiate and award contracted services was approved through Board Resolution 2111.
- There are currently two contracted service providers, Fullington and Greyhound operating a selection of the ten (10) routes funded through the Intercity Bus Program.
- Annual operational funding for 2025-2026 for the ICB program's ten (10) routes is not to exceed \$5,683,044, an increase of \$714,901 (14.39%) over 2024-25, pending final execution of the option year three agreements:
  - Fullington's 2025-26 funding to operate seven (7) routes is \$4,026,687, an increase of \$523,110 (14.93%) over 2024-25.
  - Greyhound's 2025-26 funding to operate three (3) routes is \$1,656,357, an increase of \$191,791 (13.1%) over 2024-25.
- The Intercity Bus Program contracted rates are based on a net operating cost per mile basis.
- The 2025-2026 rates, negotiated by SRTA staff, have been reviewed and received concurrence from PennDOT's Bureau of Public Transportation.

### ICB 2025-26 Budget

		2025-26 Intercity Bus Service						2025-26 Operating Cost		2025-26 Revenue			2025-26 Net Operating Cost (Fee for Service)	
		Daily		Annualized						Fare Per Route Mile	Other per Route Mile	Annual	Annual	Per Mile
Route	Vendor Route ID	One-way Route Miles	One-way Trips	Days per Week	Weeks	Route Miles	Per Route Mile	Annual	Fare Per Route Mile	Other per Route Mile	Annual	Annual	Per Mile	
Williamsport - Easton	FAB 10/11	157	2	7	52.14	114,604	\$7.05	\$808,094	\$3.71	\$0.00	\$425,259	\$382,835	\$3.34	
Williamsport - Philadelphia	FAB 20/21	204	2	7	52.14	148,912	\$7.21	\$1,073,654	\$3.03	\$0.00	\$451,917	\$621,737	\$4.18	
Williamsport - Harrisburg	FAB 26/29	108	2	7	52.14	78,836	\$7.12	\$561,625	\$1.91	\$0.00	\$150,931	\$410,695	\$5.21	
Pittsburgh - State College	FAB 600/605	201	2	7	52.14	146,722	\$7.17	\$1,051,351	\$2.01	\$0.00	\$294,876	\$756,475	\$5.16	
Pittsburgh - Bradford	FAB 600/605 - 510/530	187	2	7	52.14	136,503	\$7.17	\$978,122	\$1.62	\$0.00	\$221,616	\$756,506	\$5.54	
Scranton - Harrisburg	FAB 770/771	133	2	7	52.14	97,085	\$7.12	\$691,631	\$2.32	\$0.00	\$225,615	\$466,016	\$4.80	
State College - Wilkes Barre	FAB 805/815	144	2	7	52.14	105,114	\$7.05	\$741,182	\$1.03	\$0.00	\$108,759	\$632,423	\$6.02	
<b>Total</b>		<b>1,134</b>	<b>14</b>	<b>7</b>	<b>52.14</b>	<b>827,775</b>	<b>\$7.13</b>	<b>\$5,905,660</b>	<b>\$2.27</b>	<b>\$0.00</b>	<b>\$1,878,972</b>	<b>\$4,026,687</b>	<b>\$4.86</b>	
Pittsburgh-Erie	GLI 4637 / 4646	151	2	7	52.14	110,157	\$7.00	\$771,573	\$2.23	\$0.00	\$245,387.00	\$526,186	\$4.78	
Pittsburgh-Harrisburg	GLI 4690 / 4693	254	2	7	52.14	185,697	\$7.00	\$1,300,698	\$3.38	\$0.00	\$627,058.00	\$673,650	\$3.63	
Philadelphia-Scranton	GLI 7955 / 7956	163	2	7	52.14	119,282	\$7.00	\$835,487	\$3.18	\$0.00	\$378,966.00	\$456,521	\$3.83	
	<b>Subtotal</b>	<b>569</b>	<b>6</b>	<b>7</b>	<b>52.14</b>	<b>415,136</b>	<b>\$7.00</b>	<b>\$2,907,758</b>	<b>\$3.01</b>	<b>\$0.00</b>	<b>\$1,251,411</b>	<b>\$1,656,357</b>	<b>\$3.99</b>	
	<b>Total</b>	<b>1,703</b>	<b>20</b>	<b>7</b>	<b>52.14</b>	<b>1,242,911</b>	<b>\$13.49</b>	<b>\$8,813,418</b>	<b>\$5.41</b>	<b>\$0.00</b>	<b>\$3,130,383</b>	<b>\$5,683,044</b>	<b>\$4.57</b>	

## **RESOLUTION 2505**

### **AUTHORIZATION TO ACQUIRE EASEMENT RIGHTS BY AGREEMENT OR CONDEMNATION**

WHEREAS, in order to better support and maintain public transit in Union County and for the benefit of the citizens of Union County and Central Pennsylvania, the Susquehanna Regional Transportation Authority (SRTA) is authorized and empowered to acquire, build and construct a transit facility utilizing real estate fronting on Old Route 15 (S.R. 1011) identified at PIN Number 014-060-010.00000, White Deer Township, Pennsylvania, a taking;

WHEREAS, pursuant to 53 Pa. C.S. §5615 acquisition of land, water and water rights, SRTA has eminent domain powers to acquire said property by condemnation;

WHEREAS, the property that SRTA intends to acquire is in the form of a permanent access easement for the installation and maintenance of an on-lot sewage disposal system, stormwater outfall, and related improvements for use by SRTA, members of the public and business invitees as the case may be; and

WHEREAS, the required easement consists of a 50-foot wide corridor which includes a 25-foot wide existing gravel driveway and an additional 20-foot wide rock access path, which depiction is incorporated herein as if more fully set forth, and

WHEREAS, the Pennsylvania Eminent Domain Code, as amended, enables the Authority to appropriate and condemn properties pursuant to the procedures set forth in the Code. See, 26 Pa. Stat. Ann. § 1-101, et seq.; and

WHEREAS, SRTA is willing to pledge its taxing authority in lieu of a bond required under the Code by way of a Pennsylvania Department of Transportation Grant and through its funding partners the Department of Transportation based upon the SRTA's inability to directly tax property owners within its service area; and

WHEREAS, the SRTA Board of Directors have determined that it is in the best interest of SRTA to acquire the Easement at this time.

NOW, THEREFORE; BE IT RESOLVED, by SRTA and it is hereby resolved by authority of the same, that the acquisition of easement for property by purchase or condemnation according to the law is authorized for the construction of the Operating Facility of the Parcel with PIN Number 014-053-024.10000 (Beiber property), Union County, a taking, for purposes as access as more fully set forth in the above recitals;

BE IT FURTHER RESOLVED, that the easement over property necessary for the Project that currently lies parallel to Old Route 15 and is noted as an existing property

easement shall be acquired for additional use by SRTA by purchase or condemnation under the provisions of the acts of assembly in fee simple or such lessor estate as SRTA shall determine necessary therefore.

BE IT FURTHER RESOLVED, the Executive Director and counsel for the Board are hereby empowered to represent the Board of Directors as part of any eminent domain proceeding or Board of View if the same becomes necessary. In the event of such litigation, the Executive Director may authorize the use of any experts as may be fair and reasonable based upon the nature of the proceedings.

BE IT FURTHER RESOLVED, SRTA shall pledge its taxing authority, through funding partner contributions and Pennsylvania Department of Transportation funding pledges, in lieu of a bond as part of the initial condemnation proceedings.

BE IT FURTHER RESOLVED, the provisions of this Resolution are severable. If any provision, sentence, clause, phrase, section or part thereof shall for any reason be found unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, phrases, sections or parts thereof, but the same shall remain in effect. It is hereby declared to be the intent of SRTA that this Resolution shall stand notwithstanding the invalidity of any part included herein.

BE IT FURTHER RESOLVED, that if any part of this Resolution is considered unconstitutional or illegal, the remaining provisions shall remain in full force and effect.

**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 January 23, 2025.

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

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

## RESOLUTION NO. 2506

### AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, this resolution authorizes the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other federal statutes administered by the Federal Transit Administration; and,

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project; and,

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost; and,

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY the board of the Susquehanna Regional Transportation Authority (SRTA) that:

1. That Grants Manager, Chief Financial Officer, Controller, Senior Data Manager and the Executive Director is authorized to execute and file an application for federal assistance on behalf of Susquehanna Regional Transportation Authority with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. SRTA will be requesting Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307 for federal assistance administered by the Federal Transit Administration. SRTA is the designated recipient as defined by 49 U.S.C.5307(a)(2) for the Harrisburg, York and Hanover Pennsylvania UZAs.

2. That Grants Manager, Chief Financial Officer, Controller, Senior Data Manager, Executive Director and Authority Solicitor is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.

3. That Grants Manager, Chief Financial Officer, Controller, Senior Data Manager and the Executive Director is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Susquehanna Regional Transportation Authority.

4. The Authority, through the actions of its authorized representatives, will be legally bound to comply with the terms of the grant award.

RESOLUTION NO. 2506  
AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL  
TRANSIT ADMINISTRATION

**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 January 23, 2025.

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attest: Thomas Wilson  
Secretary

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Eric Bugaile  
Chairman



**SRTA's Disadvantaged Business Enterprise (DBE) Policy Statement**

*In relation to 49 CFR Part 26.21 and 26.23*

The Susquehanna Regional Transportation Authority (dba rabbittransit) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. SRTA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, SRTA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of SRTA to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. The following indicate the objectives of this policy:

- (a) To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- (b) To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- (c) To ensure that the Department's DBE program is narrowly tailored in accordance with applicable law;
- (d) To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs;
- (e) To help remove barriers to the participation of DBEs in DOT-assisted contracts;
- (f) To promote the use of DBEs in all types of federally-assisted contracts and procurement activities conducted by recipients;
- (g) To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and
- (h) To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

The Grants and Procurement Manager has been delegated as the DBE Liaison Officer (DBELO). In that capacity, the Grants and Procurement Manager is responsible for implementing all aspects of the DBE program, inclusive of this policy.

Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by SRTA in its financial assistance agreements with the Department of Transportation.

SRTA has disseminated this policy statement to Board of Directors and all of the components of our organization, SRTA, has also circulated the statement to the DBE and non-DBE business communities that perform work on its DOT-assisted contracts.

Signature \_\_\_\_\_

Date 1/17/25

**CPTA Act 44 Transit Performance Review Action Plan - January 2025**

Actions to Increase Passengers / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
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.
Actions to Increase Operating Revenue / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
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.
Actions to Contain Operating Costs / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
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.	No significant changes or updates since previous reporting.
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.
Other Actions to Improve Overall Performance	CPTA Action Plan	Progress Report Update(s)
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 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
20231110 - Training Materiz	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	\$ 990,400.00	Resolution This Meetir	TBD
20240112 - W. Milton Facilit	IFB						Plumbing Delayed- Waiting on Cf	
20240320 - Remote Video Surveillanc	TBD					TBD	Waiting on Engineer	
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	1/27/2025	3/1/2025	\$ 105,000.00	Bid Due Date Delayed. No Interes	
20240507 - Fleet Management Electrical Worl	IFB	4/6/2025	1/21/2025	2/6/2025	3/3/2025	\$ 100,000.00	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	
20240801 - Zarfoss Shelvin							Waiting on Project Manage	
20240807 - Paperless MSDS Recori							Appalachia?	
20240807 - Maintenance Forklift Replacemen	RFP					\$ 200,000.00	In Process	
20240808 - Systemwide Lift Maintenanc							RFP in developmen	
20240808 - NorCo Lift Replacemen	IFB					\$ 89,000.00	Waiting on Engineer	Maintenance 2022-2023-1.
20240814 - NorCo Maintenance Storar							Waiting on Project Manage	
20240820 - Union Co Shelter Additi							Waiting on Project Manage	
20240823 - Facilities Planning Softwar							Assetwork:	
20240823 - Zarfoss Paintin	IFB					\$ 148,000.00	In Process	
20240824 - Remote Generator Monitorin							RFP in developmen	
20240827 - Fixed Route Scheduling Softwar	RFP	10/21/2024	11/4/2024	12/9/2024	3/1/2025		Resolution This Meetir	
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 Storar	Small Quote					\$ 8,000.00	Waiting on Project Manage	
20240620 - Statewide Cutaway Purchas	RFP	1/10/2025	1/31/2025	2/25/2025	5/1/2025	TBD		
20241023 - Adams Electrical Additior							Waiting on Project Manage	
20241028 - Zarfoss Fuel Tank Paintin	Small Quote					\$ 12,900.00	Waiting on Project Manage	PTCA-2023-2024
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	State Contract					\$ 27,820.80	FACILITIES-2025-0166	CCA-G-22-23-SRTA-00476.
PROJECT #19-2020 State Wide Bus Procuremer	RFP					\$ 2,036,307.00	YORK-2025-0948 PROJECT #19-2020 - T&I	TBD
20241216 - Dauphin Code Reade	Small Quote					\$ 1,312.33	DAUPHIN-2025-0734	PTCA-23-24
20241216 - Surveillance - Access Contr						TBD		
20241218 - MTS Shaft Heaters	Micro Purchase					\$ 2,000.00	Waiting on Project Manage	
20250108 - HTC-Transfer Maintenance								Operating
20250108 - Dauphin Transmission Jac	Small Quote							
20250108 - Dauphin-York Coffee Machin								
20250115 - Mapping Softwar	Sole Source							
20250115 - Microtransit Softwar								
20250115 - NorCo Tire Storar								

Current Projects

In Process Total \$ 5,612,688.13