

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: JANUARY 27, 2022

TIME: 10:00 AM

PLACE: 901 N. CAMERON STREET, HARRISBURG, PA 17101

PURPOSE: JANUARY BOARD MEETING

NOTE: The CDC states if you are not fully vaccinated, you should wear a mask in indoor public places.

A Zoom connection remains an option for convenience and/or personal safety.

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 16, 2021 (Pages 3-6)
5. Communications
 - A. FTA SRTA Designation
 - a. HATS SRTA Designation (Pages 7-8)
 - b. YAMPO SRTA Designation (Pages 9-10)
 - c. Gov. Wolf SRTA Designation (Pages 11)
 - d. Opinion of Counsel regarding Susquehanna Regional Transportation Authority as a Designated Recipient Under the Federal Transit Laws (Pages 12-13)
 - B. Gov. Wolf Announces Service to New Middletown Station Begins Monday, January 10 (Page 14)
6. Treasurer's Report (Pages 15-26)
7. Resolutions
 - A. RESOLUTION 2201 – REAFFIRMATION OF THE ELECTION OF OFFICERS FOR 2022-2023 (Page 27)
 - B. RESOLUTION 2202 – SRTA PROCUREMENT AND PURCHASING POLICY (Pages 28-40)

- C. RESOLUTION 2203 – AUTHORIZING THE CALL CENTER SOFTWARE ADD-ON PURCHASE (Pages 41-42)
 - D. RESOLUTION 2204 – ADOPTING THE YORK COUNTY TRANSPORTATION AUTHORITY SIMPLIFIED EMPLOYEE PENSION PLAN (Page 43)
 - E. RESOLUTION 2205 – A RESOLUTION ESTABLISHING SIGNATURE REQUIREMENTS FOR AUTHORITY CHECKING ACCOUNTS (Page 44)
 - F. RESOLUTION 2206 – RESOLUTION AUTHORIZING THE SUBMITTAL AND MODIFICATION OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DOTGRANT OBJECTS (Page 45)
 - G. RESOLUTION 2207 – AUTHORIZING THE EXECUTIVE DIRECTOR TO ASSIGN ROLES WITHIN DOTGRANTS AND TO SIGN PENNDOT'S AGREEMENTS TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS (Page 46)
 - H. RESOLUTION 2208 – AUTHORIZING THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY SAFETY MANAGEMENT POLICY (Pages 47-49)
8. Old Business
- A. Brand Transition Plan
 - B. Bridge Summary (Page 50-52)
 - C. Act 44 quarterly report to Board (Page 53-54)
9. New Business
10. Future Procurements (Page 55)
11. Staff Report
- A. Strategic Planning Session
 - B. Service Reduction for Workforce Shortage
 - C. Belmont/Market St Detour
 - D. PennDOT Modules Board Training
12. Adjournment

Next Meeting: Thursday, February 24, 2022

MINUTES OF SRTA BOARD MEETING

December 16, 2021

Present were board members: Raymond Rosen, York County; Richard Carson, York County; Keith Martin, York County; Neil Grover, City of Harrisburg; Richard Kotz, City of Harrisburg; Eric Bugaile, Dauphin County; LaToya Winfield Bellamy, Dauphin County; Kirk Stoner, Cumberland County and Carrie Gray, Franklin County. Jill Nagy, Counsel was also present.

Administrative Staff Members present were Richard Farr, Executive Director; Angela Bednar, Executive Assistant; Christopher Zdanis, Chief Operating Officer CAT; Jenna Reedy, Chief of Staff; David Juba, Planning Manager; Jamie Leonard, Director of Human Resources; Stephen Baldwin, Chief Financial Officer; Abby Davis, Marketing Manager; Brian Gillette, Accounting Manager; Eric Maguire, Grants Manager; Trevor Manahan, Chief Operating Officer rabbittransit; Corey Matthews, IT Manager and Richard Trout, Safety, Security and Training Officer.

Danielle Spila, Jennie Louwerse and Andy Batson of PennDOT were present.

CALL TO ORDER

The December Board meeting of the Susquehanna Regional Transportation Authority was called to order by Chairman Raymond Rosen at 10:06 am.

CHANGES OR MODIFICATIONS TO THE AGENDA

No changes or modifications to the agenda.

PUBLIC COMMENT

Jennie Louwerse, Deputy Secretary for Multimodal Transportation at PennDOT, provided an update on a bridge located in Harrisburg that was purchased and is owned by Capital Area Transit. The backstory of the purchase of this bridge was provided by Eric Bugaile. It is the recommendation of PennDOT that this bridge should be removed from the Authority for the reason that it is a liability and it is not currently being maintained per regulations. There are also limitations on what the bridge can be used for due to the property on the West Shore being owned by Norfolk Southern and the property on the East Shore being owned by Amtrak and under no circumstances will either allow use onto their property. Cost scenarios were reviewed. Raymond Rosen raised concern of the incredible liability to the new organization. Jill Nagy replied, liability-wise, the property is kept under CAT. Deputy Secretary Louwerse suggested the asset be offered to Amtrak or Norfolk Southern. Richard Farr requested verbal authorization from the Board to proceed with having conversations with stakeholders for possible options.

Keith Martin made a motion to allow the Executive Director to have preliminary conversation with entities, stakeholders and the neighboring rail owners to remove this Asset from CAT. Motion was seconded by Kirk Stoner, and passed unanimously.

It was recommended by Counsel to place “No Trespassing” signs and barriers in the interim.

Neil Grover requested more data and information to be presented to the Board before we move towards just one direction.

Ray Rosen recommended that this be made high priority and present meaningful and useful information to the Board.

Deputy Secretary Louwse provided an update to the Board on a new CAT facility with two possible locations.

APPROVAL OF MINUTES

Motion to approve the November 18, 2021 meeting minutes was raised by Richard Carson, seconded by Eric Bugaile, and passed unanimously.

COMMUNICATIONS

Richard Farr presented the RAISE Grant submission notification to the Board. The grant was not awarded, but will be applied for again.

A letter was presented to the Board for their review in regards to the I-83 South Bridge project. The letter outlines the significant impact that tolling the I-83 South Bridge would have on SRTA and asks that they take into consideration traffic avoiding the tolls and equity issues.

TREASURER'S REPORT

No Treasurer's report to review.

RESOLUTIONS

RESOLUTION 2108 – ADOPTING COVID VACCINATION INCENTIVE POLICY

Motion to approve was raised by Eric Bugaile, seconded by LaToya Winfield Bellamy, and passed unanimously.

RESOLUTION 2109 – APPROVING MUTUAL COOPERATION AGREEMENT WITH CPTA AND CAT

Motion to approve was raised by Keith Martin, seconded by Richard Kotz, and passed unanimously.

RESOLUTION 2110 – APPROVING THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY EMPLOYEE HANDBOOK

Motion to approve was raised by Keith Martin, seconded by Eric Bugaile, and passed unanimously.

RESOLUTION 2111 – AUTHORIZING TO NEGOTIATE AND AWARD CONTRACT FOR INTERCITY BUS PROGRAM

Motion to approve was raised by Keith Martin, seconded by Eric Bugaile, and passed unanimously.

RESOLUTION 2112 – APPROVING A LEASE AGREEMENT WITH CAT AND CPTA

Motion to approve was raised by Richard Kotz, seconded by LaToya Winfield Bellamy, and passed unanimously.

RESOLUTION 2113 – APPROVING A SUBCONTRACT AND SERVICE AGREEMENT WITH CAT AND CPTA

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

RESOLUTION 2114 – APPROVING THE SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY FRAUD, WASTE AND ABUSE POLICY

Motion to approve was raised by Eric Bugaile, seconded by Keith Martin, and passed unanimously.

RESOLUTION 2115 – APPROVING SRTA CORPORATE AUTHORIZATION RESOLUTION

Motion to approve was raised by Keith Martin, seconded by Kirk Stoner, and passed unanimously.

FUTURE PROCUREMENTS

Richard Farr presented a document which references all current and future procurement projects.

STAFF REPORT

Richard Farr provided the Board with the following staff updates:

- Microtransit in the Northern region launched November 29.
- The Authority is currently looking to implement temporary service reductions to right size the service. This will be revisited with the Board during the June meeting.
- CAT will be adopting a resolution at their meeting later today to approve the contractor to manage the Middletown Train Station.
- The CAT Market Street Shelters are being rehabbed. These shelters will include real-time bus signs.

- The contract has been signed for repair of the bus barn floor at CAT. Currently water tracing is being done.
- Additional new facilities were reviewed.

An update on the York Transfer Center was provided by Trevor Manahan.

SRTA branding and public advertising of the new organization was discussed.

ADJOURNMENT

The next scheduled Board meeting will take place on January 27, 2022, at 10:00am. This meeting will be held in person at 901 N. Cameron Street, Harrisburg, PA 17101.

Motion to adjourn was made by Richard Carson and seconded by Scott Wyland. The meeting adjourned at 11:25am.

Respectfully Submitted,



Richard Kotz
Secretary



112 Market Street, 2nd Floor
Harrisburg, Pennsylvania 17101-2031
Telephone: 717-234-2639
e-mail: planning@tcrpc-pa.org

RESOLUTION 2021-03

Resolution of the Harrisburg Area Transportation Study (HATS) Metropolitan Planning Organization (MPO) to designate SRTA to be recipient of transit funds for the Harrisburg Urbanized Area.

WHEREAS, the Secretary of Transportation of the United States of America is authorized to make grants for public transportation operating and capital assistance by virtue of the Public Transportation Law, as amended by MAP-21 enacted July 6, 2012 (Public Law 112-141); and

WHEREAS, the governor of a state or the governor's official designee may designate a recipient for Section 5307 funds under the Public Transportation Law, as amended by MAP-21 (Public Law 112-141) in an urbanized area over 200,000 in population; and

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) was designated as the recipient of federal transit funds under Section 5 of the National Mass Transportation Assistance Act of 1974; and

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) was designated as the recipient of federal transit funds under Section 5 of the National Mass Transportation Assistance Act of 1974; and

WHEREAS, the CPTA Board of Directors and the CAT Board of Directors have adopted Resolutions and requested the Board of Commissioners of Adams, Cumberland, Dauphin and York and the City of Harrisburg Counsel to form a new transit authority; and

WHEREAS, the County Commissioners of Adams, Cumberland, Dauphin and York and the City of Harrisburg Counsel has approved the legally required Resolutions and Articles of Incorporation to create the "Susquehanna Regional Transportation Authority" (SRTA); and

NOW, THEREFORE, BE IT RESOLVED, that the HATS Coordinating Committee hereby endorses the designation of the new "Susquehanna Regional Transportation Authority" (SRTA) as the recipient of federal funds under Section 5307 of the Public Transportation Law, as amended by MAP-21 (Public Law 112-141), for the Harrisburg Urbanized Area; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the HATS Coordinating Committee hereby requests that Governor Tom Wolf of Pennsylvania or his official designee notify the Regional Federal Transit Administrator that the "Susquehanna Regional Transportation Authority" (SRTA) be re-designated as the recipient of federal transit funds under Section 5307 of the Public Transportation Law, as amended by FAST ACT, for the Harrisburg Urbanized Area.

I, Jeff Haste, HEREBY CERTIFY that I am Chairman of the HATS MPO: that the foregoing resolution was adopted, in accordance with the Bylaws, by the Members of said MPO at a meeting duly called and held on the 17th day of December 2021, and that said resolution is now in full force and effect.

YORK AREA METROPOLITAN PLANNING ORGANIZATION (YAMPO)

RESOLUTION #002-2021

**A RESOLUTION REQUESTING YAMPO DESIGNATE “SUSQUEHANNA REGIONAL
TRANSPORTATION AUTHORITY” (SRTA) TO BE RECIPIENT OF TRANSIT FUNDS FOR THE
YORK/HANOVER URBANIZED AREA**

WHEREAS, the Secretary of Transportation of the United States of America is authorized to make grants for public transportation operating and capital assistance by virtue of the Public Transportation Law, as amended by MAP-21 enacted July 6, 2012 (Public Law 112-141); and

WHEREAS, the governor of a state or the governor’s official designee may designate a recipient for Section 5307 funds under the Public Transportation Law, as amended by MAP-21 (Public Law 112-141) in an urbanized area over 200,000 in population; and

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) was designated as the recipient of federal transit funds under Section 5 of the National Mass Transportation Assistance Act of 1974; and

WHEREAS, the Central Pennsylvania Transportation Authority (CPTA) was designated as the recipient of federal transit funds under Section 5 of the National Mass Transportation Assistance Act of 1974; and

WHEREAS, the CPTA Board of Directors and the CAT Board of Directors have adopted Resolutions and requested the Board of Commissioners of Adams, Cumberland, Dauphin and York and the City of Harrisburg Counsel to form a new transit authority; and

WHEREAS, the County Commissioners of Adams, Cumberland, Dauphin and York and the City of Harrisburg Counsel has approved the legally required Resolutions and Articles of Incorporation to create the “Susquehanna Regional Transportation Authority” (SRTA); and

NOW, THEREFORE, BE IT RESOLVED, that the YAMPO Coordinating Committee hereby endorses the designation of the new “Susquehanna Regional Transportation Authority” (SRTA) as the recipient of federal funds under Section 5307 of the Public Transportation Law, as amended by MAP-21 (Public Law 112-141), for the York/Hanover Urbanized Area; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the YAMPO Coordinating Committee hereby requests that Governor Tom Wolf of Pennsylvania or his official designee notify the Regional Federal Transit Administrator that the “Susquehanna Regional Transportation Authority” (SRTA) be re-designated as the recipient of federal transit funds under Section 5307 of the Public Transportation Law, as amended by the FACT ACT, for the York/Hanover Urbanized Areas.



ATTEST:

Felicia S. Dell

Felicia S. Dell, Secretary
YAMPO

Brian D. Hare

Brian Hare, Chairman
York Area Metropolitan Planning
Organization (YAMPO)



COMMONWEALTH OF PENNSYLVANIA
OFFICE OF THE GOVERNOR
HARRISBURG

THE GOVERNOR

January 20, 2022

Theresa Garcia Crews
Regional Administrator
United States Department of Transportation
Federal Transit Administration-Region III
1835 Market Street, Suite 1910
Philadelphia, PA 19103

Dear Ms. Crews:

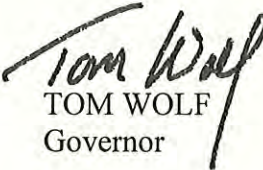
This letter is in regard to the re-designation of recipients for the Harrisburg, York and Hanover Urbanized Areas as a result of the consolidation of operations of the Cumberland-Dauphin-Harrisburg Transit Authority (CAT), the Central Pennsylvania Transportation Authority (CPTA) and the formation of the new Susquehanna Regional Transportation Authority (SRTA). At present, CAT and CPTA have been the designated recipients for their respective urbanized areas.

I have received a recommendation from the Harrisburg Area Transportation Study Coordinating Committee and the York Area Metropolitan Planning Organization Coordinating Committee to re-designate the Susquehanna Regional Transportation Authority as the designated recipient for federal funds under Section 5307 of the Public Transportation Law, as amended by the Building Infrastructure Law enacted November 5, 2021, for the Harrisburg, York and Hanover Urbanized Areas. Please be advised that I concur in this selection.

Enclosed for your review are Resolutions from the Harrisburg and York Metropolitan Planning Organizations and a legal opinion of the Susquehanna Regional Transportation Authority's counsel as to its legal capacity to perform the function of a designated recipient in accordance with FTA C 9030.1E, Section 7, Recipient Designation Process.

The concurrence of the Federal Transit Administration in this re-designation of recipients for the Harrisburg, York and Hanover Urbanized Areas would be greatly appreciated.

Sincerely,


TOM WOLF
Governor



December 21, 2021

Members of the Board
Susquehanna Regional Transportation Authority
901 N. Cameron Street
Harrisburg, PA 17101

**Re: *Opinion of Counsel re Susquehanna Regional Transportation Authority
as a Designated Recipient under the Federal Transit Laws***

Dear Board Members:

This communication will serve as the requisite opinion of counsel to be filed with the Office of the Governor of the Commonwealth of Pennsylvania, in connection with the letter of Governor Tom Wolf to be filed with Ms. Theresa Garcia Crews, Regional Administrator, Region III, Federal Transit Administration ("FTA").

The Susquehanna Regional Transportation Authority is a municipal authority organized and existing under the Municipality Authorities Act of the Commonwealth of Pennsylvania, Act of June 19, 2001, P.L. 287, 53 Pa.C.S.A., Sections 5601 et seq., as amended (the "Municipality Authorities Act").

The Susquehanna Regional Transportation Authority was formed on November 16, 2021, pursuant to resolutions duly passed by the Board of Commissioners of Adams, Cumberland, Dauphin and York Counties as well as the City Council of the City of Harrisburg. The Authority was formed for the following purposes: To acquire, purchase, hold, construct, improve, maintain, operate, repair, own and lease, either in the capacity of lessor or lessee, any franchise, property, business, real, personal or mixed, tangible or intangible, or any interest therein necessary or desirable for carrying out the purposes of the Authority as a public transportation authority and for any or all of the purposes carried out by the Central Pennsylvania Transportation Authority and the Cumberland-Dauphin-Harrisburg Transit Authority, and to sell lease as lessor, transfer and dispose of any property or interest therein at any time acquired by it; and to exercise any or all powers, necessary or convenient for the carrying out of its operation of a mass transportation service and all other transit and transportation related to its service area.

The Susquehanna Regional Transportation Authority is authorized by the Municipality Authorities Act to apply for mass transportation assistance.

Based on our review of the Municipality Authorities Act and such other matters as we have deemed appropriate, it is our opinion that the Susquehanna Regional Transportation Authority has the legal capacity to perform the functions of a designated recipient under the Public Transit Law, Title 49, United States Code, Chapter 53, including but not limited to the legal capacity to receive and dispense federal funds for public transit purposes, to submit a program of projects to the FTA and the Governor through the appropriate processes, to submit project applications to the FTA and the Governor, and to enter into formal project agreements with the FTA.

If you need any further information, please contact me at your earliest convenience.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jill E. Nagy". The signature is written in a cursive style with a large initial "J".

Jill E. Nagy

JEN:rmq

Gov. Wolf Announces Service to New Middletown Station Begins Monday, January 10

January 06, 2022

Economy, Infrastructure, Press Release, Transportation

Governor Tom Wolf today announced that the Middletown train station project is complete and Amtrak-service passengers may begin using the new station starting Monday, January 10. A ribbon cutting ceremony will be held at the new station on January 18.

"Pennsylvanians deserve connected communities supporting their movement and economies," Governor Wolf said. "We're pleased to bring these significant transportation improvements to Middletown."

The new station on West Emaus Street at West Main Street provides ADA accessibility and improved multimodal connections while anchoring nearby mobility and redevelopment.

"The department is committed to improved transportation options, and accessibility and multimodal connections are critical when we're making investments," said PennDOT Secretary Yassmin Gramian. "This collaboration with the community, federal, and transportation partners will serve the surrounding communities well into the future."

Following extensive PennDOT-led collaboration with Middletown Borough, Capital Area Transit, and Harrisburg International Airport, the station includes a high-level accessible boarding platform, pedestrian overpass to the platform, elevators and stair towers, on-site parking and designated bus loading zones.

"We applaud PennDOT on the completion of this new intermodal accessible station along the Keystone Corridor here in Middletown to connect rail, air and local bus services at one convenient location while also creating an anchor for potential development," said Amtrak AVP of Infrastructure Access & Investment Tom Moritz. "Amtrak was proud to support this project through an in-kind contribution of track work at the station valued at approximately \$8 million."

The \$49.5 million in right of way, design, and construction work at the station included \$25.6 million from the Federal Transit Administration, \$15.9 million from PennDOT, and \$8 million in in-kind work by Amtrak to shift track to accommodate the new station alignment.

More information on PennDOT's efforts to improve intercity passenger rail in Pennsylvania is available on the Plan the Keystone website.

Subscribe to statewide PennDOT news and traffic alerts at www.penndot.gov/news or choose a region under "Regional Offices." Information about the state's infrastructure and results the department is delivering for Pennsylvanians can be found at www.penndot.gov/results. Find PennDOT's planned and active construction projects at www.projects.penndot.gov.

Follow PennDOT on Twitter and like the department on Facebook and Instagram.

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

Although SRTA was not formed until January 2022 the following is a presentation utilizing December numbers for CPTA (rabbit) and Capital Area Transit (CAT). The purpose of this presentation is to demonstrate to the SRTA Board what future SRTA financial statements will include.

Financial Statement & Statistical Notes for December 2021

- The financial statements, enclosed with these notes, are as of December 31, 2021 they include the consolidation of rabbit and CAT operations. This is the end of the sixth month of fiscal year 2022. Beginning 1/1/2022 a consolidated statement of rabbit, CAT and SRTA will be presented to the SRTA board each month
- The presented financial statements reflect the adopted fiscal year 2022 budgets for rabbit and CAT combined.
- 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.

Ridership

- A look at year to date ridership as of December 31, 2021 compared to year to date ridership as of December 31, 2020 reveals very strong numbers for December which is helping recover from weak numbers earlier in the year. Here are the details:
 - The Paratransit divisions as a group were up 48% in December over last December bringing the increase over last year to 26% Year to Date
 - Fixed Route operations were up 21% in December bringing the Year to Date ridership to 4% below last year on a year to date basis.
 - The biggest jump in ridership was a 102% increase in December for commuter express bringing Year to Date commuter ridership to 29% above last year

Revenue

- Year to Date (six months) Operating revenue is 11% or \$900 thousand higher than budget. This is \$1.7 million or 22% above same time last year.
- Current period (December) Operating revenues is 8% over budget

Expenses

- Year to Date (six months) Total Expenses are \$2.7 million or 10% better than budget
- Current period (December) Total Expenses are \$567 thousand or 13% under budget
- Wage and benefit savings fully account for the favorable variances both in the current period and year to date.

Subsidy

- Year to Date, the Authorities have been able to defer the use of \$3.6 million of budgeted subsidy grant funding for future use to provide transportation services.
- In the current period, the Authorities have deferred \$670 thousand of budgeted subsidy.

Beginning in January we will provide the following information relative to Paratransit Division Performance

- Paratransit Division Performance

Division	REE/(EER) before Subsidy
York/Adams	
Perry	
Montour	
Union/Snyder	
Columbia	
Cumberland	
Northumberland	
Franklin	
Dauphin/Cumberland/Harrisburg	
All Paratransit Services	

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

- There have been no draws on the either of the Authorities' line of credit.
- Significant Capital expenditures for the month were:
 - rabbit Transfer Center Rehab - \$61,810
 - Paratransit Vehicles - \$1,186,969

**Susquehanna Regional Transportation Authority
Income Statement**

For The Period Ended December 31, 2021

	Period To Date		Year To Date		Budget Variance	Year To Date December 31, 2021
	Actual	Current Budget	Actual	Current Budget		
REVENUE						
Operating Revenue	\$ 1,482,761	\$ 1,372,163	\$ 9,130,500	\$ 8,231,920	\$ 898,580	\$ 7,458,181
Grant/Contract Inc	\$ 2,432,250	\$ 3,143,334	\$ 14,533,624	\$ 18,599,419	\$ (4,065,795)	\$ 14,938,372
TOTAL REVENUE	\$ 3,915,012	\$ 4,515,497	\$ 23,664,124	\$ 26,831,339	\$ (3,167,215)	\$ 22,396,553
EXPENSES						
Wages	\$ 1,658,735	\$ 1,987,240	\$ 10,573,081	\$ 11,969,628	\$ 1,396,547	\$ 10,459,274
Benefits	\$ 1,025,477	\$ 1,302,837	\$ 6,196,832	\$ 7,582,274	\$ 1,385,442	\$ 6,414,881
Services	\$ 292,591	\$ 242,902	\$ 1,436,780	\$ 1,457,412	\$ 20,632	\$ 1,083,248
Fuel	\$ 302,250	\$ 283,335	\$ 1,893,771	\$ 1,703,714	\$ (190,057)	\$ 1,470,838
Tires	\$ 21,143	\$ 26,404	\$ 125,661	\$ 158,251	\$ 32,590	\$ 119,759
Materials and Supp	\$ 126,596	\$ 125,822	\$ 804,650	\$ 754,102	\$ (50,548)	\$ 736,485
Utilities	\$ 129,129	\$ 82,728	\$ 519,087	\$ 496,370	\$ (22,718)	\$ 422,463
Casualty and Liabili	\$ 33,512	\$ 124,111	\$ 507,987	\$ 744,669	\$ 236,682	\$ 659,673
Purchased Transpo	\$ 286,920	\$ 262,394	\$ 1,614,508	\$ 1,498,484	\$ (116,024)	\$ 1,193,533
Miscellaneous Expi	\$ 21,616	\$ 27,842	\$ 141,260	\$ 167,159	\$ 25,899	\$ 119,771
Leases and Rentals	\$ 11,089	\$ 11,630	\$ 37,211	\$ 69,780	\$ 32,569	\$ 54,522
Passed Through Ex	\$ 26,194	\$ 25,000	\$ 158,797	\$ 150,000	\$ (8,797)	\$ 127,870
TOTAL EXPENSES	\$ 3,935,251	\$ 4,502,247	\$ 24,009,625	\$ 26,751,841	\$ 2,742,216	\$ 22,862,316
TOTAL NON OPERATING GRANT INCOME **	\$ 35,009	\$ -	\$ 346,423	\$ -	\$ (346,423)	\$ 181,277
TOTAL NON OPERATING GRANT EXPENSES **	\$ 35,009	\$ -	\$ 346,423	\$ -	\$ (346,423)	\$ 181,277
REE/(EER)	\$ (20,239)	\$ 13,250	\$ (345,501)	\$ 79,499	\$ (425,000)	\$ (260,442)
CAPITAL REVENUES AND EXPENSES						
Capital Grant Incor	\$ 1,300,295	\$ -	\$ 3,469,950	\$ -	\$ -	\$ 795,267
TOTAL CAPITAL REVENUES AND EXPENSES	\$ 1,300,295	\$ -	\$ 3,469,950	\$ -	\$ -	\$ 704,350
REE/(EER)	\$ 1,280,056	\$ 13,250	\$ 3,124,448	\$ 79,499	\$ -	\$ 443,908
NET REE/(EER)	\$ 1,280,056	\$ 13,250	\$ 3,124,448	\$ 79,499	\$ -	\$ 443,908

**FindMyRide, CAT TA

**Susquehanna Regional Transportation Authority
Balance Sheet**

As of December 31, 2021

ASSETS

CURRENT ASSETS			
	Unrestricted Cash	\$ 9,744,413	
	Restricted Cash	\$ 264,078	
	Reserved Cash - Capital Projects	\$ -	
	Accounts Receivable	\$ 24,414,055	
	Materials & Supplies Inventory	\$ 760,465	
	Prepaid Expenses	\$ 1,522,869	
	Other Current Assets	\$ -	
	TOTAL CURRENT ASSETS	\$	36,705,881
FIXED ASSETS			
	Buildings and Improvements	\$ 51,583,549	
	Revenue Equipment	\$ 89,979,507	
	Tools and Equipment	\$ 6,509,738	
	Accumulated Depreciation	\$ (69,954,084)	
	TOTAL FIXED ASSETS (NET)	\$	78,118,710
OTHER ASSETS			
	Pension Asset	\$ 75,915	
	TOTAL OTHER ASSETS	\$	75,915
	TOTAL ASSETS	\$	<u>114,900,505</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
	Accounts Payable	\$ 5,194,359	
	Accrued Leave and Payroll	\$ 757,189	
	Accrued Expenses	\$ 914,644	
	TOTAL CURRENT LIABILITIES	\$	6,866,193
DEFERRED REVENUE			
	Revenue Received in Advance	\$ 27,605,800	
	TOTAL DEFERRED REVENUE	\$	27,605,800
OTHER LIABILITIES			
	Capital Lease Obligation	\$ -	
	Accrued Sick Pay	\$ 251,960	
	Current Notes Payable	\$ -	
	Consortium Buses	\$ -	
	TOTAL OTHER LIABILITIES	\$	251,960
NET ASSETS			
	Unrestricted Equity	\$ 40,855,317	
	Restricted Equity	\$ 15,520	
	Capital Grants	\$ 39,305,715	
	TOTAL NET ASSETS	\$	80,176,553
	TOTAL LIABILITIES AND NET ASSETS	\$	<u>114,900,505</u>



MEMO

To: Capital Area Transit Board Members
From: Brian Gillette, Accounting Manager
Date: January 26, 2022
Re: **December 2021 CAT Financial Report (Unaudited)**

Attached are Capital Area Transit’s (CAT) unaudited financial statements for the month of December 2021 and the year-to-date period ending December 31, 2021.

Items of Interests:

- Fixed Route 2022/2021 YTD: Revenues: up 5.17%, Expenses: down 6.49%.
- Paratransit 2022/2021 YTD: Revenues: up 12.24%, Expenses: down 5.51%
- Combined 2022/2021 YTD: Revenues: up 7.52%, Expenses: down 6.32%
- Combined – Revenues: \$122K or 5.22% below budget, Expenses: \$1,641K or 14.93% below budget

Fixed Route Division – December 2021

YTD Passengers Served: Passengers/Vehicle Hour

	<u>Passengers</u>	<u>Revenue Vehicle Hours</u>	<u>Passengers Per Rev. Vehicle Hours</u>	<u>Change</u>
2022	520,059	75,190	6.92	0.09%
2021	489,919	70,897	<u>6.96</u>	unfavorable
2023 Goal			19.01	

YTD Operating Expenditures: Operating Cost / Revenue Vehicle Hour

	<u>Operating Expense</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Cost Per Rev. Vehicle Hours</u>	<u>Change</u>
2022	\$ 7,334,863	75,190	\$ 97.55	11.83%
2021	\$ 7,843,667	70,897	<u>\$ 110.63</u>	favorable
2023 Goal		Not to Exceed	\$ 154.61	

YTD Operating Revenue: Operating Revenue // Revenue Vehicle Hour

	<u>Operating Revenue</u>	<u>Revenue Vehicle Hours</u>	<u>Operating Rev. Per Rev. Vehicle Hours</u>	<u>Change</u>
2022	\$ 829,843	75,190	\$ 11.04	-0.84%
2021	\$ 789,087	70,897	<u>\$ 11.13</u>	unfavorable
2023 Goal			\$ 27.25	

YTD Operating Expense: Operating Cost / Passenger

	<u>Operating Expense</u>	<u>Passengers</u>	<u>Operating Cost Per Passenger</u>	<u>Change</u>
2022	\$ 7,334,863	420,059	\$ 14.10	11.91%
2021	\$ 7,843,667	489,919	<u>\$ 16.01</u>	favorable
2023 Goal		Not to Exceed	\$ 8.13	

Paratransit Division – December 2021

Revenue

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2022	\$ 214,126	\$ 1,391,534	12.24%
2021	\$ 179,147	\$ 1,239,743	favorable

Expenses

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2022	\$ 313,006	\$ 2,014,737	5.51%
2021	\$ 344,040	\$ 2,132,275	favorable

YTD Expenses are 24.15% favorable to budget by \$642K

Capital Area Transit
Income Statement - Combined
For the Period Ending December 2021

	Fiscal Year 2022					Fiscal Year 2021	
	PTD		YTD		Annual	PTD	YTD
	Actual	Budget	Actual	Budget	Budget	Actual	Actual
Revenue							
Passenger Revenue	116,080	146,020	811,432	875,060	1,756,481	90,986	781,393
Other Revenue	215,939	204,430	1,409,945	1,468,754	3,345,366	180,546	1,247,435
Total Revenue	332,019	350,450	2,221,377	2,343,814	5,101,847	271,532	2,028,828
Expenses							
Labor							
Labor - Operators	451,586	539,118	2,704,775	3,258,698	6,541,680	469,052	2,977,709
Labor - Operations Support	63,562	71,417	432,993	442,123	887,056	67,673	505,347
Labor - Maintenance	111,656	136,804	621,231	826,991	1,660,139	118,341	813,025
Labor - Administrative	32,763	50,277	232,097	304,070	610,399	40,471	258,879
Labor - Health Insurance	172,252	251,501	1,076,693	1,509,006	3,018,012	180,921	1,087,503
Labor - Other Fringes	215,452	287,912	1,406,183	1,492,722	3,875,369	269,349	1,609,237
Total Labor	1,047,270	1,337,029	6,473,972	7,833,610	16,592,655	1,145,807	7,251,700
Services	149,300	94,819	715,723	568,914	1,137,827	85,602	501,262
Fuel	82,457	103,204	547,510	622,926	1,257,564	85,787	568,796
Tires & Tubes	6,598	11,810	41,833	70,688	142,761	5,644	37,973
Materials & Supplies	59,200	66,618	321,495	398,877	804,284	47,718	347,302
Utilities	45,262	27,072	170,004	162,432	324,864	30,604	145,759
Casualty & Liability	(46,877)	46,668	144,912	280,008	560,000	44,768	270,682
Taxes	89	88	560	634	1,270	1,887	2,388
Purchase of Service	150,402	175,486	880,772	977,034	2,018,375	147,454	819,251
Miscellaneous	5,643	7,500	31,714	45,000	90,000	4,821	15,462
Marketing & Promotion	6,253	4,583	18,977	27,498	55,000	2,788	12,814
Interest	-	-	4	-	-	-	75
Leases & Rentals	425	430	2,124	2,580	5,160	413	2,475
Total Expenses	1,506,021	1,875,307	9,349,599	10,990,201	22,989,760	1,603,293	9,975,939
Surplus (Deficit)	(1,174,001)	(1,524,857)	(7,128,222)	(8,646,387)	(17,887,913)	(1,331,761)	(7,947,111)
Subsidy							
Local Subsidy	94,386	94,386	601,513	602,505	1,168,821	89,897	574,365
State Subsidy	809,728	63,151	4,776,166	4,824,871	4,870,798	-	-
Federal Subsidy	269,887	1,367,320	1,750,543	3,219,010	11,848,284	1,241,864	7,372,746
Total Subsidy	1,174,001	1,524,857	7,128,222	8,646,386	17,887,903	1,331,761	7,947,111
Difference	(0)	-	(0)	(1)	(10)	0	0

Capital Area Transit
Balance Sheet - Summary
As of December 2021

	2022	2021
Assets		
Current Assets		
Cash	7,652,385	6,909,427
Investments	15,267	15,264
Accounts Receivable	616,258	566,761
Capital Grants Receivable	2,069,021	3,337,645
Op. Assist. & Planning Grants Receivable	-	-
Inventory	420,842	398,994
Prepays	549,221	246,206
Total Current Assets	11,322,994	11,474,296
Capital Assets		
Fixed Assets	63,689,673	57,671,052
Accumulated Depreciation	(36,184,023)	(34,316,380)
Net Capital Assets	27,505,649	23,354,672
Other Assets	75,915	75,915
Total Assets	38,904,558	34,904,883
Liabilities		
Current Liabilities		
Accounts Payable	516,154	966,227
Accrued Wages & Payroll-Related Accruals	182,845	311,506
Payroll Withholdings - Taxes	5,649	11,854
Short-Term Debt & Accrued Interest	0	0
Accrued Expenses	796,640	591,704
Advances for Working Capital	624,137	630,099
Deferred Operating & Capital Grants	9,394,200	9,069,245
Total Current Liabilities	11,519,626	11,580,636
Long-Term Liabilities	251,960	340,786
Total Liabilities	11,771,586	11,921,422
Net Position	27,132,971	22,983,462
Total Liab, Total Def Inflow & Net Position	38,904,558	34,904,883

Central Pennsylvania Transportation Authority

Financial Statement & Statistical Notes for December 2021

- The financial statements, enclosed with these notes, are as of December 31, 2021. This is the end of the 2nd Quarter of fiscal year 2022 and the twentieth month under the Federal COVID-19 Emergency Proclamation.
 - The presented financial statements reflect the adopted fiscal year 2022 budget.
 - The budget is entered into the statements using 1/12 of the total budget monthly.
 - 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.
 - Ridership in December was strong across the board moving Year to Date ridership numbers in a favorable direction. Comparisons to same time last year are below.
 - In December Paratransit was up 62% over last December moving Year to Date numbers to 32% higher than same time last year.
 - December trips on Fixed Route exceeded last December by 17% bringing Year to Date ridership to 14% below same time last year.
 - The biggest jump in ridership was a 102% increase in December for commuter express bringing Year to Date commuter ridership to 29% above last year
- Total revenue is 10% under budget.
 - Operating revenues – 13% over budget
 - Grant income – 29% under budget
 - Paratransit divisional losses are evaluated for subsidy at the close of the fiscal year. The recording of this for the end of fiscal year 2022 audit preparation will change the grant income variance closer to budget values.
- Total expenses are 7% under budget
 - The Parts expense category is over budget by 40% for December and 15% over budget YTD.
 - After normalizing in November, there was greater than normal parts expense for December for various vehicle repairs.
 - The Fuel expense category is over budget by 22% for December; 25% over budget YTD
 - The outlying divisions purchase fuel “at the pump” and have seen increasing rates.
 - The Materials and Supplies expense category is over budget by 75% YTD
 - Bus barriers were purchased due to the ongoing COVID-19 pandemic. Operating funds were used as no capital funds had been designated for this purpose.
 - Year to Date wage and benefits savings of over \$1.4 million more than offset the overages mentioned above and produce the overall 7% favorable variance to budget. Staffing shortages are the biggest contributor to this occurrence.

- Paratransit Division Performance

Division	REE/EER*	Amount	Estimated Subsidy	Adjusted REE/EER	Variance Adjusted to Budget
York/Adams	EER	(\$974,218)**	\$474,339	(\$499,879)	(\$405,628)
Perry	EER	(\$21,378)		(\$21,378)	\$30,430
Montour	REE	\$38,865		\$38,865	\$50,568
Union/Snyder	EER	(\$35,494)		(\$35,494)	\$167,669
Columbia	REE	\$106,534		\$106,534	(\$114,033)
Cumberland	REE	\$117,002		\$117,002	\$128,070
Northumberland	REE	\$283,121		\$283,121	\$115,812
Franklin	REE	\$11,229		\$11,229	\$27,112
All Paratransit Services		(\$474,339)	\$474,339	\$ -	\$-

*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 process to fund the EER happens at the end of the fiscal year. New columns have been added to estimate the paratransit subsidy and adjust the REE/EER.

- There have been no draws on the ACNB line of credit.
- Capital expenditures for the month were:
 - Zarfoss Security Fence / Stone Installation - \$5,160
 - Transfer Center Rehab - \$61,810
 - Signal Prioritization - \$14,956
 - Non-Revenue Vehicle - \$29,300
 - Paratransit Vehicle - \$1,186,969
 - Maintenance Software - \$2,100

**Central Pennsylvania Transportation Authority
Income Statement**

For The Period Ended December 31, 2021

	Period To Date		Year To Date		Budget Variance	Year To Date December 31, 2020
	Actual	Current Budget	Actual	Current Budget		
REVENUE						
Operating Revenue	\$ 1,366,681.16	\$ 1,226,143.33	\$ 8,319,067.86	\$ 7,356,860.00	\$ 962,207.86	\$ 6,676,787.90
Grant/Contract Inc	\$ 1,042,309.72	\$ 1,414,046.50	\$ 5,995,457.17	\$ 8,484,279.00	\$ (2,488,821.83)	\$ 5,743,825.97
TOTAL REVENUE	\$ 2,408,990.88	\$ 2,640,189.83	\$ 14,314,525.03	\$ 15,841,139.00	\$ (1,526,613.97)	\$ 12,420,613.87
EXPENSES						
Wages	\$ 999,168.93	\$ 1,189,624.33	\$ 6,581,985.31	\$ 7,137,746.00	\$ 555,760.69	\$ 5,904,313.40
Benefits	\$ 637,772.79	\$ 763,424.25	\$ 3,713,955.94	\$ 4,580,545.50	\$ 866,589.56	\$ 3,718,141.46
Services	\$ 137,038.18	\$ 143,500.00	\$ 702,079.40	\$ 861,000.00	\$ 158,920.60	\$ 569,171.42
Fuel	\$ 219,793.04	\$ 180,131.25	\$ 1,346,260.53	\$ 1,080,787.50	\$ (265,473.03)	\$ 902,042.46
Tires	\$ 14,545.43	\$ 14,593.75	\$ 83,828.27	\$ 87,562.50	\$ 3,734.23	\$ 81,786.32
Parts	\$ 53,848.17	\$ 38,416.67	\$ 264,365.73	\$ 230,500.00	\$ (33,865.73)	\$ 196,026.59
Materials and Supp	\$ 13,547.26	\$ 20,787.50	\$ 218,790.04	\$ 124,725.00	\$ (94,065.04)	\$ 193,156.25
Utilities	\$ 83,867.63	\$ 55,656.25	\$ 349,083.31	\$ 333,937.50	\$ (15,145.81)	\$ 276,703.80
Casualty and Liabil	\$ 80,389.41	\$ 77,443.42	\$ 363,074.75	\$ 464,660.50	\$ 101,585.75	\$ 388,991.19
Purchased Transpo	\$ 136,517.81	\$ 86,908.33	\$ 733,736.47	\$ 521,450.00	\$ (212,286.47)	\$ 374,281.73
Miscellaneous Expi	\$ 15,883.74	\$ 20,254.17	\$ 108,982.83	\$ 121,525.00	\$ 12,542.17	\$ 101,845.60
Leases and Rentals	\$ 10,663.68	\$ 11,200.00	\$ 35,086.60	\$ 67,200.00	\$ 32,113.40	\$ 52,046.50
Passed Through Ex	\$ 26,194.16	\$ 25,000.00	\$ 158,797.24	\$ 150,000.00	\$ (8,797.24)	\$ 127,869.79
TOTAL EXPENSES	\$ 2,429,230.23	\$ 2,626,939.92	\$ 14,660,026.42	\$ 15,761,639.50	\$ 1,101,613.08	\$ 12,886,376.51
TOTAL NON OPERATING GRANT INCOME **	\$ 35,009.40	\$ -	\$ 346,423.40	\$ -	\$ (346,423.40)	\$ 181,277.04
TOTAL NON OPERATING GRANT EXPENSES **	\$ 35,009.40	\$ -	\$ 346,423.40	\$ -	\$ (346,423.40)	\$ 181,277.04
REE/(EER)	\$ (20,239.35)	\$ 13,249.92	\$ (345,501.39)	\$ 79,499.50	\$ (425,000.89)	\$ (465,762.64)
CAPITAL REVENUES AND EXPENSES						
Capital Grant Incor	\$ 1,300,294.94	\$ -	\$ 3,469,949.51	\$ -	\$ -	\$ 795,267.21
TOTAL CAPITAL REVENUES AND EXPENSES	\$ 1,300,294.94	\$ -	\$ 3,469,949.51	\$ -	\$ -	\$ 795,267.21
REE/(EER)	\$ 1,280,055.59	\$ 13,249.92	\$ 3,124,448.12	\$ 79,499.50	\$ -	\$ 329,504.57
NET REE/(EER)	\$ 1,280,055.59	\$ 13,249.92	\$ 3,124,448.12	\$ 79,499.50	\$ -	\$ 329,504.57

**FindMyRide, CAT TA

**Central Pennsylvania Transportation Authority
Balance Sheet**

As of December 31, 2021

ASSETS

CURRENT ASSETS			
	Unrestricted Cash	\$ 2,092,027.69	
	Restricted Cash	\$ 248,811.20	
	Reserved Cash - Capital Projects	\$ -	
	Accounts Receivable	\$ 21,728,776.99	
	Materials & Supplies Inventory	\$ 339,622.91	
	Prepaid Expenses	\$ 973,648.03	
	Other Current Assets	\$ -	
	TOTAL CURRENT ASSETS	\$ 25,382,886.82	
FIXED ASSETS			
	Buildings and Improvements	\$ 39,969,625.18	
	Revenue Equipment	\$ 41,437,970.83	
	Tools and Equipment	\$ 2,975,525.00	
	Accumulated Depreciation	\$ (33,770,060.20)	
	TOTAL FIXED ASSETS (NET)	\$ 50,613,060.81	
	TOTAL ASSETS	\$ 75,995,947.63	

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES			
	Accounts Payable	\$ 4,678,205.16	
	Accrued Leave and Payroll	\$ 568,694.44	
	Accrued Expenses	\$ 118,004.51	
	TOTAL CURRENT LIABILITIES	\$ 5,364,904.11	
DEFERRED REVENUE			
	Revenue Received in Advance	\$ 17,587,462.26	
	TOTAL DEFERRED REVENUE	\$ 17,587,462.26	
OTHER LIABILITIES			
	Capital Lease Obligation	\$ -	
	Current Notes Payable	\$ -	
	Consortium Buses	\$ -	
	TOTAL OTHER LIABILITIES	\$ -	
NET ASSETS			
	Unrestricted Equity	\$ 41,219,733.48	
	Restricted Equity	\$ 15,519.99	
	Capital Grants	\$ 11,808,327.79	
	TOTAL NET ASSETS	\$ 53,043,581.26	
	TOTAL LIABILITIES AND NET ASSETS	\$ 75,995,947.63	

RESOLUTION 2201

REAFFIRMATION OF THE ELECTION OF OFFICERS FOR 2022-2023

WHEREAS, the Susquehanna Regional Transportation Authority held its inaugural board meeting in November 2021, and

WHEREAS, at this meeting the SRTA Board of Directors elected a slate of officers, and

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

WHEREAS, the Board of Directors desires to reaffirm the action taken in November,

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 2022-2023 year:

Chairman	Raymond Rosen
Vice Chairman	Eric Bugaile
Secretary	Richard Kotz
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 27, 2022.

Richard Kotz
Secretary

attest: _____
Raymond Rosen
Chairman

RESOLUTION 2202

SRTA PROCUREMENT AND PURCHASING POLICY

WHEREAS, the Susquehanna Regional Transportation Authority has identified the need to detail policies related to procurements; and,

WHEREAS, this policy details the responsibilities of individual positions related to procurement steps and processes; and,

WHEREAS, the Board of Directors and Executive Director have ultimate responsibility and oversight of procurement activities; and,

WHEREAS, for the purposes of this policy, procurement and purchasing oversight are to ensure proper and responsible use of public funding; and,

WHEREAS, the Procurement Department is tasked with the responsibility of collaborating with all departments to ensure fiscally responsible purchases and procurements of equipment, supplies, and services required to operate interregional transportation options within the Susquehanna Region; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to adopt this policy for the administration of Procurement and Purchasing functions.

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 27, 2022.

attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2202
SRTA PROCUREMENT POLICY

FACT SHEET

- Provides consistency and uniformity between entities and locations
- Encourages competition and best value purchases
- Ensures supplier/service provider performance throughout contract lifecycles
- Demands compliance and proper documentation of all applicable Federal, state, and local laws or regulation
- Delineates purchasing, procurement, and oversight functions between employee positions
- Details penalties as described in the employee handbook for purchasing or procurement misconduct

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1. STRUCTURE AND ORGANIZATION

1.1 Susquehanna Regional Transportation Authority (SRTA):

In 2018, rabbittransit began a management contract with Capital Area Transit (CAT) for oversight of the CAT organization. Over the course of three years, the two organizations collaborated to enhance mobility for the region. In early 2021, both authorities held public meetings and the respective boards of directors approved the direction of regionalization; this meant a merging of the two authorities. The first meeting of the SRTA board occurred in November 2021 with ratification of leases and operating agreements the focus at these meetings.

1.2 Organization Information

While executive and administrative functions will be shared between the two authorities, daily operations will continue locally. By operating in this way, greater efficiencies in marketing, planning, leadership, purchasing, and maintenance will be realized while continuing local access for riders and drivers alike.

1.3 Document Purpose and Rationale

The goal of this manual is provide a consistent and uniform method for the replenishment of consumables, capital assets, and those goods necessary for the efficient delivery of quality transportation services in the Susquehanna Region. With this goal in mind, there are a number of objectives that must be accomplished. They are as follows:

- 1.3.1** To support transit operations with an uninterrupted supply of goods and services.
- 1.3.2** To make purchases in an environment of fair and open competition with a focus on product value.
- 1.3.3** To keep inventory investment and inventory losses to a practical minimum.
- 1.3.4** To maintain adequate sources of supply to assure constant availability of goods and adequate competition.
- 1.3.5** To assure that suppliers perform in accordance with the terms and conditions of their purchase agreements.
- 1.3.6** To maintain an atmosphere of honest and ethical conduct avoiding both actual and perceived conflicts of interest.
- 1.3.7** To ensure all applicable Federal, state, and local requirements governing procurements are met and properly documented.

1.4 Board of Directors

Authority and responsibility to enter into contracts for SRTA is vested in the Executive Director, the Chairperson of the Board, their designees, or others as appropriately determined. The responsibilities described herein remain with the enumerated SRTA job functions regardless of department or organization.

- 1.4.1** AUTHORITY - Any procurement authority delegated to persons, departments or divisions will also vest in the Executive Director, the Chairperson of the Board, and the Board.
- 1.4.2** REPORTING - With the exception of legal services, all contracts authorized and executed in excess of \$50,000 will either be presented to the Board for consideration or will be reported to the Board. Reports of the terms of any concession, lease, license, right of entry, permit

or easement of real property authorized by the Executive Director designee, will be provided to the Board. Reports of procurements not requiring Board consideration will be reported to the Board monthly.

1.5 Organization and Structure of Purchasing Functions

With the goal of the best utilization of funds, there is no centralized Purchasing Department consuming resources. The functions of Procurement and Purchasing are shared among several groups and individuals to properly supply the organization.

- 1.5.1** BOARD OF DIRECTORS - Develops and approves annual operating and capital budgets. Approves purchases in accordance with Board-adopted policy. Cosigner on all payables checks over \$150,000 excluding fuel purchases, intra-company account transfers, employee-related benefits and transportation service subcontractors where only one (1) signer is necessary.
- 1.5.2** EXECUTIVE DIRECTOR - Has supervisory oversight of the purchasing function, including the responsibility to assure that all policies and procedures are in accordance with pertinent laws and regulations. This position has final authority for bid protests. Can approve purchases up to \$150,000. Cosigner on payables checks over \$150,000.
- 1.5.3** CHIEF OPERATING OFFICER - Responsible for the approval of routine operating purchases in the Maintenance and Operations areas.
- 1.5.4** CONTROLLER - Responsible for assuring that purchasing procedures and reporting are organized within accepted accounting standards. Responsible for payment processing and purchasing reporting to outside agencies on such issues as Disadvantaged Business Enterprise.
- 1.5.5** CHIEF FINANCIAL OFFICER - Ensures procurement and purchasing standards, policies, and processes are developed, amended, and followed as necessary. This position guides the Controller, Chief Operating Officer(s), and Grants and Procurement Manager to ensure optimum use of public funding toward quality public transportation.
- 1.5.6** GRANTS AND PROCUREMENT MANAGER - Responsible for development of the Authority's annual capital plan that dictates long range purchasing planning for capital assets. Responsible for pre-purchase planning including the development of purchasing schedules. Additionally, responsible for coordinating funding sources and internal customers' material and support needs. In addition, this position works in concert with the PROCUREMENT ANALYST(s) to maintain compliance with all applicable Federal, state, and local requirements through the procurement function.
- 1.5.7** CHIEF OF STAFF - Responsible for the approval of purchases relating to marketing and business development.
- 1.5.8** MAINTENANCE MANAGER OR SUPERINTENDENT - Responsible for the approval of routine operating purchases in the Maintenance area, primarily with maintenance inventory and repairs. Conducts receiving inspections on goods received. Schedules physical inventory of maintenance supplies and enters received supplies into inventory system. Maintains purchasing information system. Monitors vendor's quality and maintains vendor lists for operating purchases.
- 1.5.9** PURCHASING AGENT - An assigned party within a department in charge of fulfilling the requirements of an individual procurement file. This role is interchangeable with the

PROCUREMENT FILE MANAGER role in reference to templates provided later in this document.

- 1.5.10** PROCUREMENT ANALYST - Facilitates purchases and ensures compliance with all applicable Federal, state, and local requirements through the procurement function. Will maintain an archive related to procurement activities.
- 1.5.11** PROCUREMENT FILE MANAGER - May be assigned to a party within the department or the PROCUREMENT ANALYST and is responsible for the files pertaining to a particular procurement occurrence.
- 1.5.12** EXECUTIVE ASSISTANT - Primarily responsible for the purchasing and inventory of office supplies and printing services.
- 1.5.13** MARKETING AND CUSTOMER SERVICE - Responsible for maintaining an adequate supply of timetables, route maps, and brochures. Route-by-route analysis shall also be monitored to assure the most efficient ordering quantities. The Chief of Staff will coordinate changes in public information among appropriate persons within the Company and will be responsible for the accurate interpretation of this information by the printing vendor.

Although the positions listed previously have primary responsibility for purchasing, certain other positions in the organization also play an important role. For instance, all Department Managers are responsible for initiating purchasing requests within their departments and assuring the quality of goods and services received. In addition, the Department Managers are tasked with coordinating with the Procurement Manager in an effort to reduce waste, ensure purchasing compliance, and the continuation the SRTA Procurement Strategy. .

1.6 Purchasing Ethics and Security

The purchasing function has more potential for creating conflicts of interest and impropriety (both real and perceived) than almost any other area of the Authority's operations. As a result, all employees involved in purchasing and vendor management must go out of their way to avoid such an interpretation by other employees, suppliers or the public at large. Important to this line of thinking is one fact: even if what you're doing is legal, if it could be perceived as improper by the general public, additional consideration should be given. Two benchmarks for testing whether an action meets this criteria may be helpful:

- 1.6.1** If I am deriving a benefit directly through my involvement in the purchasing function, could a member of the general public get the same benefit? An example that might fall under this benchmark would be the practice of taking volume discounts extended by vendors to the Authority for personal purchases. These discounts would not be available to you without your Authority affiliation.
- 1.6.2** Would I be pleased to see a description of my activities printed in the newspaper? This gets back to the "perception" of conflict. Even if the law (or for that matter, company policy) does not prohibit an action, it may still be wrong if the general public thinks less of the Authority as a result of your actions. Examples here would be accepting gifts from vendors.

The Susquehanna Regional Transportation Authority adopted two policies (see Appendix), the Code of Conduct and Code of Ethics. All those associated with the organization, from the Chairman of the Board to the frontline employees, received training, and were required to acknowledge these policies with their signature. These policies are introduced and reviewed in the new hire orientation. These policies provide the frame work for sound judgment of those employees involved in the purchasing function to

make sure that proper business dealings are pursued. Additionally, the policies provide all the guidance to identify and report potential issues. In addition to the policies, the following general guidelines that may be applied:

- 1.6.3** Treat all sources in an equal and equitable manner. There should be no favoritism applied toward any vendor, neither during procurement nor during the course of doing business with that vendor. Likewise, there should be no negative treatment of vendors, regardless of their past experience with the Authority, except as specifically documented in this manual and in formal purchasing solicitations.
- 1.6.4** Maximize full and open competition. Only when all suppliers perceive that they have an equal opportunity to obtain our business can we get the best product at the best price. Restricting competition can be found in the compilation of proprietary specifications, imposition of unreasonable contract terms or failure to respond to serious supplier inquiries and requests.
- 1.6.5** Establish an "arm's length relationship" with suppliers. This is a variation on the principle of equal treatment that bears repeating. Once a supplier believes that we prefer a particular vendor, it becomes impossible to promote competition. The "preferred" vendor feels no incentive to "sharpen their pencil," and any vendors who perceive preference will decline to participate in our solicitations.
- 1.6.6** Respond promptly and consistently to vendor requests for information. Keep in mind that consistency means the same way with each vendor.
- 1.6.7** Do not seek to take advantage of an "honest mistake" made by a vendor or to bury significant contract provisions where they are unlikely to be found.
- 1.6.8** Always award business in accordance with the terms and procedures outlined in solicitation documents. If an award is to be based on low price, do not change the "rules of the game" after bids have been submitted and seek to evaluate on any other factor.
- 1.6.9** Do not take personal advantage of "trade discounts" offered by vendors. A trade discount is an amount by which the catalog price of an item is reduced when sold to SRTA. Trade discounts generally limit purchasing competition.
- 1.6.10** The issue of gifts and gratuities is one which bears careful examination. The distribution of promotional materials (i.e.: baseball caps, coffee mugs, etc.) has been fairly standard industry practice for a number of years. Caution must be exercised in this area. It will be the policy of the SRTA that:
 - a.** Employees and board members must not accept entertainment, gifts, or personal favors that could, in any way, influence or appear to influence business decisions in favor of any person or organization with whom or with which SRTA has or is likely to have business dealings. Similarly, employees and board members must not accept any other preferential treatment under these circumstances because their position with CPTA might be inclined to or be perceived to place them under obligation.

- b. During the course of an active procurement (from specification development through contract award), no gift of any value may be accepted from any vendor that may be considered for contract award.

1.6.11 In the event an employee with purchasing responsibility becomes aware of a conflict of interest with a vendor with whom they may do business, such conflict must be disclosed to either the Executive Director or Chairperson of the Board of Directors immediately. In such case, the responsibility for that vendor relationship will be removed from the affected employee. Conflict of interest exists when any employee, member of his/her immediate family, partner, or any organization that employs or is about to employ any of the above has a financial or other interest in the firm selected for a contract award.

1.6.12 In order ensure confidentiality during the evaluation process, committee members shall refrain from discussing the RFP with any fellow committee members (outside official evaluation committee meetings), Board members, management, supervisors, employees or individuals outside the agency during the evaluation process. All questions or clarifications shall be addressed to the Procurement Officer. Committee members are not to discuss the content of the proposals, the RFP, or the agency's negotiation strategy with individuals outside the evaluation group.

1.6.13 Employees or members of the Board exhibiting or engaging in violations of these codes will be sanctioned or penalized by the Board or Executive Director within the limits of Federal, State, and local law up to and including termination.

1.7 Purchasing Thresholds

1.7.1 MICRO PURCHASES - for purchases of \$10,000 or less for awarded contracts. This type of purchase can be made with basic documentation and three quotes from fully qualified vendors or service providers. The full details regarding process for this type of purchase are recorded in the Procurement Manual.

1.7.2 SMALL PURCHASES (SIMPLIFIED ACQUISITION) - For purchases ranging from \$10,001 to \$150,000. This type of purchase can be made after receiving three qualified and documented quotes or by using one of the formal solicitation processes. The full details regarding process for this type of purchase are recorded in the Procurement Manual.

1.7.3 LARGE PURCHASES - For purchases with anticipated costs greater than \$150,000 formal solicitation processes MUST be followed as described within the Procurement Manual.

The Grants and Procurement Manager may evaluate purchasing patterns and determine that long-term contracts may present pricing, or other advantages. In addition, the formal solicitation process may present advantages for items which fall within the Small Purchase criteria. In addition, the CFO or Executive Director may present direction which provides the Authority additional advantages.

2. PRINCIPLES OF POLICY

2.1 Document Purpose and Rationale

The goal of this policy is to provide a consistent and uniform method for the replenishment of consumables, capital assets, and those goods necessary for the efficient delivery of quality transportation services in the Susquehanna Region. With this goal in mind there are a number of objectives that must be accomplished. They are as follows:

- 2.1.1** To support transit operations with an uninterrupted supply of goods and services.
- 2.1.2** To make purchases in an environment of fair and open competition with a focus on product value.
- 2.1.3** To keep inventory investment and inventory losses to a practical minimum.
- 2.1.4** To maintain adequate sources of supply to assure constant availability of goods and adequate competition.
- 2.1.5** To assure that suppliers perform in accordance with the terms and conditions of their purchase agreements.
- 2.1.6** To maintain an atmosphere of honest and ethical conduct avoiding both actual and perceived conflicts of interest.
- 2.1.7** To Ensure all applicable Federal, State, and Local requirements governing Procurements are met and properly documented.
- 2.1.8** To state explicitly that minority business enterprises are given full opportunity to submit bids and are not discriminated against on the grounds of race, color, or national origin.
- 2.1.9** The Federal Transit Administration (FTA) imposes additional contracting requirements for projects receiving federal funds. No resident supplier/ bidder preference shall apply to contracts that use federal funds.

2.2 Procurement or Purchasing Security Principles

As detailed in Section 1.6, there is a potential to create conflicts of interest or the *appearance* of any impropriety. Toward this end there must objectivity in the selection the selection process for contracted supplies and service.

The Susquehanna Regional Transportation Authority adopted two policies (see Appendix),: the Code of Conduct and the Code of Ethics. All those associated with the organization, from the Chairman of the Board to the frontline employees, received training and were required to acknowledge these policies with their signature. These policies are introduced and reviewed in the new hire orientation. These policies provide the frame work for sound judgment of those employees involved in the purchasing function to make sure that proper business dealings are pursued. Additionally, the policies provide all the guidance to identify and report potential issues. In addition to the policies, the following general guidelines that may be applied:

- 2.2.1** Treat all sources in an equal and equitable manner. There should be no favoritism applied toward any vendor, neither during procurement nor during the course of doing business with that vendor. Likewise, there should be no negative treatment of vendors, regardless of their past experience with the Authority, except as specifically documented in this manual and in formal purchasing solicitations.
- 2.2.2** Maximize full and open competition. Only when all suppliers perceive that they have an equal opportunity to obtain our business can we get the best product at the best price. Restricting competition can be found in the compilation of proprietary specifications,

imposition of unreasonable contract terms or failure to respond to serious supplier inquiries and requests.

- 2.2.3** Establish an "arm's length relationship" with suppliers. This is a variation on the principle of equal treatment that bears repeating. Once a supplier believes that we prefer a particular vendor, it becomes impossible to promote competition. The "preferred" vendor feels no incentive to "sharpen their pencil," and any vendors who perceive preference will decline to participate in our solicitations.
- 2.2.4** Respond promptly and consistently to vendor requests for information. Keep in mind that consistency means the same way with each vendor.
- 2.2.5** Do not seek to take advantage of an "honest mistake" made by a vendor or to bury significant contract provisions where they are unlikely to be found.
- 2.2.6** Always award business in accordance with the terms and procedures outlined in solicitation documents. If an award is to be based on low price, do not change the "rules of the game" after bids have been submitted and seek to evaluate on any other factor.
- 2.2.7** Do not take personal advantage of "trade discounts" offered by vendors. A trade discount is an amount by which the catalog price of an item is reduced when sold to CAT. Trade discounts generally limit purchasing competition.
- 2.2.8** The issue of gifts and gratuities is one which bears careful examination. The distribution of promotional materials (i.e.: baseball caps, coffee mugs, etc.) has been fairly standard industry practice for a number of years. Caution must be exercised in this area. It will be the policy of the SRTA that:
 - a. Employees and board members must not accept entertainment, gifts, or personal favors that could, in any way, influence or appear to influence business decisions in favor of any person or organization with whom or with which SRTA has or is likely to have business dealings. Similarly, employees and board members must not accept any other preferential treatment under these circumstances because their position with CPTA might be inclined to or be perceived to place them under obligation.
 - b. During the course of an active procurement (from specification development through contract award), no gift of any value may be accepted from any vendor that may be considered for contract award.
- 2.2.9** In the event an employee with purchasing responsibility becomes aware of a conflict of interest with a vendor with whom they may do business, such conflict must be disclosed to either the Executive Director or Chairperson of the Board of Directors immediately. In such case, the responsibility for that vendor relationship will be removed from the affected employee. Conflict of interest exists when any employee, member of his/her immediate family, partner, or any organization that employs or is about to employ any of the above has a financial or other interest in the firm selected for a contract award.
- 2.2.10** In order ensure confidentiality during the evaluation process, committee members shall refrain from discussing the RFP with any fellow committee members (outside official evaluation committee meetings), Board members, management, supervisors, employees or individuals outside the agency during the evaluation process. All questions or clarifications shall be addressed to the Procurement Officer. Committee members are not to discuss the

content of the proposals, the RFP, or the agency's negotiation strategy with individuals outside the evaluation group.

- 2.2.11** Employees or members of the Board exhibiting or engaging in violations of these codes will be sanctioned or penalized by the Board or Executive Director within the limits of Federal, state, and local law up to and including termination.

2.3 Methodology

Detailed procurement and purchasing processes are recorded in the SRTA Procurement Manual. The Procurement Manual shall serve as the roadmap for individuals performing purchasing and procurement functions. In addition to the initiation of contracts and purchases this manual will also provide techniques and mechanisms to ensure vendor or service provider compliance throughout the contract lifecycle. This policy along with the manual shall serve as the full set of rules to be followed when making purchasing or procurement decisions.

RESOLUTION 2203

AUTHORIZING THE CALL CENTER SOFTWARE ADD-ON

FACT SHEET

- Add-ons will provide adjustable notifications within customer knowledge bases
- These additions will provide a ticketing system which will track complaints, commendations, and escalations
- Will provide real-time Call Center reporting
- Will allow customer communication via email, chat, SMS, and mobile applications
- Installation cost \$54,195
- Year 2 cost \$10,991.50
- Year 3 cost \$10,413.00



RESOLUTION 2204

ADOPTING THE YORK COUNTY TRANSPORTATION AUTHORITY SIMPLIFIED EMPLOYEE PENSION PLAN

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to provide a deferred compensation plan arrangement for its employees and seeks to provide a plan that is identical to the benefits for the employees formerly of Central Pennsylvania Transportation Authority (CPTA) which was called the York County Transportation Authority Simplified Employee Pension Plan; and,

WHEREAS, it has been determined that the York County Transportation Authority Simplified Employee Pension Plan may be adopted for use and migration of benefits to SRTA Employees; and,

WHEREAS, SRTA shall adopt the York County Transportation Authority Simplified Employee Pension Plan, as amended from time to time, for all employees; and,

WHEREAS, the SRTA Board of Directors authorizes the Executive Director and Chief Financial Officer to execute any and all documents necessary to make available plan benefits for eligible employees; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the Susquehanna Regional Transportation Authority Simplified Employee Pension Plan be adopted and instituted.

**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 27, 2022.

Richard Kotz
Secretary

attest: _____
Raymond Rosen
Chairman

RESOLUTION 2205

A RESOLUTION ESTABLISHING SIGNATURE REQUIREMENTS FOR AUTHORITY CHECKING ACCOUNTS

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to ensure proper use of public funds while maintaining a control process with review and segregation of duties; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the following be resolved:

1. Only those individuals authorized by the Board and documented with signature cards for the SRTA Bank Accounts as Authorized Signatories may sign any SRTA check.
2. For checks drawn on SRTA's accounts, signature requirements are as follows:
 - a. One Authorized Signature for amounts up to \$25,000
 - b. Two Authorized Signatures for amounts above \$25,000 but below \$75,000 and exempted categories noted in number 3
 - c. Two Authorized Signatures – one being the Executive Director or CFO, for amounts above \$75,000 but below \$150,000
 - d. Two Authorized Signatures – including One Authorized Board Member for amounts above \$150,000
3. Exempted categories include – employee benefits, insurance payments, utility payments, subcontractor payments, fuel payments.
4. The SRTA Board of Directors authorizes the Executive Director and Chief Financial Officer to execute any and all documents necessary to make available plan benefits for eligible employees.
5. In the event any portion of this Resolution is contrary to law, all remaining portions of the resolution 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 27, 2022.

Richard Kotz
Secretary

attest: _____
Raymond Rosen
Chairman

RESOLUTION 2206

**RESOLUTION AUTHORIZING THE SUBMITTAL AND MODIFICATION
OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DOTGRANT OBJECTS**

BE IT RESOLVED, by the authority of Susquehanna Regional Transportation Authority that any individual holding the position title(s) listed below is authorized to submit and modify the dotGrant electronic objects indicated below. This resolution shall remain in effect until rescinded or replaced with a new resolution.

	Registration - Organization Core Info	Grant Applications	Projected Legacy Budget	Unaudited Actual Legacy Budget	Audited Actual Legacy Budget*	Grant Agreement Execution	Invoices	Progress Reports
Position Title:	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director
Position Title:	CFO	CFO	CFO	CFO		CFO	CFO	CFO
Position Title:	Controller	Controller	Controller	Controller		Controller	Controller	Controller
Position Title:	Senior Data Manager	Senior Data Manager	Senior Data Manager	Senior Data Manager		Senior Data Manager	Senior Data Manager	Senior Data Manager
Position Title:	Grants Manager	Grants Manager	Grants Manager	Grants Manager		Grants Manager	Grants Manager	Grants Manager
Position Title:	Financial Accountant	Financial Accountant	Financial Accountant	Financial Accountant		Financial Accountant	Financial Accountant	Financial Accountant

I, Raymond Rosen, Chairman of the Susquehanna Regional Transportation Authority Board of Directors do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of Susquehanna Regional Transportation Authority Board of Directors held the 27th day of January, 2022.

By: _____
(Signature and Official Title) (Date)

ATTEST: Susquehanna Regional Transportation Authority Board of Directors

By: _____
(Signature and Official Title) (Date)

* PennDOT requires the Audited Actual Legacy Budget to be submitted by the Chief Operating Officer (such as Executive Director, General Manager, etc.).

RESOLUTION 2207

AUTHORIZING THE EXECUTIVE DIRECTOR TO ASSIGN ROLES WITHIN DOTGRANTS AND TO SIGN PENNDOT'S AGREEMENTS TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS

BE IT RESOLVED, by the authority of the Board of Directors for the Susquehanna Regional Transportation Authority (SRTA) that the EXECUTIVE DIRECTOR of SRTA will be the AUTHORIZED INDIVIDUAL for SRTA and is directed to assign roles within DotGrants on its behalf; and,

BE IT FURTHER RESOLVED, by the Board of Directors for SRTA that the EXECUTIVE DIRECTOR is also authorized to sign the PennDOT Agreement to Authorize Electronic Access in PennDOT systems.

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

I, Raymond Rosen, Chairman of the Board of Directors for SRTA, do hereby certify that the foregoing is a true and correct copy of the RESOLUTION adopted at a regular meeting of the SRTA Board of Directors, held the 27th day of January, 2022.

Attest: _____

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION 2208

**APPROVING THE SUSQUEHANNA REGIONAL TRANSPORTATION
AUTHORITY SAFETY MANAGEMENT POLICY**

WHEREAS, the Susquehanna Regional Transportation Authority wishes to establish a safety management policy; and,

WHEREAS, the Susquehanna Regional Transportation Authority is committed to supporting its mission to provide safe and secure transit services; and,

WHEREAS, the Susquehanna Regional Transportation Authority is required to implement Safety Management Systems (SMS) as published in the Public Transportation Agency Safety Plan (PTASP) Final Rule and noted in 49 CFR Part 673; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the creation of the Susquehanna Regional Transportation Authority Safety Management Policy be adopted and instituted.

**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 27, 2022.

Richard Kotz
Secretary

attest: _____
Raymond Rosen
Chairman

Susquehanna Regional Transportation Authority (SRTA)

Public Transportation Agency Safety Plan

Policy Statement

The management of safety is the top priority of SRTA. SRTA is committed to implementing, maintaining and constantly improving processes to ensure that all our operational and maintenance activities are supported by an appropriate allocation of organizational resources and aimed at achieving the highest level of transit safety performance.

SRTA has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation within the SRTA service footprint. SRTA will follow the principles and methods of SMS in its development of rules, regulations, policies, guidance, best practices, and technical assistance.

Our commitment is to:

- Support the management of safety by providing appropriate resources to support an organizational culture that fosters safe operational practices, encourages effective safety reporting and communication, and actively manages safety with the same attention to results as that given to the other management systems of the transit agency.
- Integrate the management of safety as an explicit responsibility of all transit staff and employees.
- Clearly define for all transit management, staff, and employees, their accountabilities and responsibilities for the delivery of safety transit services and the performance of our safety management system.
- Establish and operate a safety reporting program as a fundamental tool in support of transit agency hazard identification and safety risk evaluation activities to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point that is as low as reasonably practicable.
- Ensure that no action will be taken against any transit employee who discloses a safety concern through the safety reporting program, unless such disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures in accordance with the established policies and procedures of SRTA.
- Comply with and, wherever possible, exceed any applicable legislative and regulatory requirements and standards.
- Ensure that sufficiently trained and skilled personnel are available and assigned to implement the transit agency's safety management processes and activities.
- Ensure that all transit staff are formally provided with adequate and appropriate safety management information, are competent in safety management system activities, and are assigned only safety related tests commensurate with their skills.

- Establish and measure our transit agency safety performance against a realistic safety performance indicators and safety performance targets.
- Continually improve our transit agency safety performance for rule management processes that ensure relevant safety action is taken in a timely fashion and is effective when carried out.
- Ensure contracted services that support our transit mission are delivered in meeting our safety performance standards.

CAT Bridge Timeline/Summary of Events

- **1995**
 - CAT took title of the bridge from Conrail in 1995 according to a report prepared by Gannett Fleming in 1997.

- **1997**
 - Gannett Fleming report dated 3/12/1997 identified CAT bridge as 3,700 feet long, containing 48 arches.
 - Report indicated there were two active cables on the bridge. One was a 12KV PP&L power cable running from the West Shore to City Island. The other was a communications cable running from the east shore to the West Shore (not accessing City Island).

- **2004**
 - CAT Bridge Inspection performed during 2004 per 2018 scoping document by Michael Baker.

- **October 2006**
 - Number of communications with PP&L investigating the possibility of PP&L using the bridge to supply power from the East Shore to City Island. Ultimately, PP&L opted not to use the CAT Bridge.

- **2010-2011**
 - In September 2010, G.A & F.C Wagman, Inc. received authorization to perform a \$5,865 concrete repair over the boat ramp.
 - In October 2010, Wagman authorized to make an \$8,000 rail replacement near the concrete repair.
 - **In total, \$71,087 was paid to Wagman for repairs in 2010-2011.**

- **Fall 2012 – Fall 2013**
 - Capital Area Cross-River Connections Study prepared by Gannett Fleming for Harrisburg Area Transportation Study (HATS) in cooperation with PennDOT.
 - Study Results for CAT Bridge (Estimated costs based on 2013 report):
 - Railroads are owners of right-of-way at the bridge termini
 - **It is estimated that periodic maintenance of the bridge will be required at 5-yr intervals at a cost of \$1.5 M**
 - **Concrete repairs will be necessary. This will be required whether or not the bridge is put to use**
 - Convert bridge to pedestrian and bicycle shared-use pathway (\$3.2 M)
 - Construct an elevated pedestrian connection from the bridge to the City Island parking garage (\$150k)
 - Construct pedestrian and bicycle connections between CAT bridge and Lemoyne-New Cumberland:
 - Bosler (\$450k)
 - Lowther (\$430k)
 - Build an elevated pedestrian and bicycle connection between the CAT and Market Street bridges on the West Shore (\$1.8 M)

- Construct a ramp to provide pedestrian and bicycle connection between the CAT bridge and Front Street/Greenbelt (\$1.7 M)
 - **Bridge Rehabilitation (\$12 - \$15 M)**
 - **Necessary at some point even if the bridge remains unused**
 - **Includes waterproof membrane, concrete repairs, and repair of scour holes with grout bags**
 - Potential alternative use considerations
 - **Transit use requires:**
 - Administration agreements with railroad owners
 - Pavement or rail to accommodate potential transit use
 - \$300,000 for pavement or \$700,000 for track
 - The limits of any potential transit corridor are uncertain, so cost for only on bridge itself and not approaches.
 - Does not include gates, signaling, lighting, and other appurtenances.
- **2013**
 - Bailey’s Landscaping was paid approximately \$1,800 per year to spray the top of the bridge to kill weeds. We have found evidence of this from 2013 through 2017, however, it may have started sooner since 2012 was the year that CAT transitioned to MAS 90 and records before that date are much less accessible.
- **April 2015**
 - CAT General Manager, Bill Jones, shared PennDOT comments with Attorney Jill Nagy regarding a draft General Reimbursement Grant Agreement for Federal-Aid Highway Projects.
 - The Grant Agreement’s General Provisions state: “The MUNICIPALITY shall participate in the preliminary engineering, including environmental studies, final design, utility relocation, right-of-way acquisition and construction of improvements (collectively, “Project”) at the following locations in accordance with policies, procedures and specification prepared for by the DEPARTMENT and the FHWA, where applicable...”
 - Grant Amount/Project Estimated Cost: \$6,122,800
- **September 24, 2015**
 - Cumberland-Dauphin-Harrisburg Transit Authority board resolution authorized the Chairman to sign agreement on Authority’s behalf.
- **March 16, 2016**
 - A General Reimbursement Grant Agreement for Federal–Aid Highway Projects was signed with PennDOT authorizing \$722,828 of engineering associated with Right of Way Acquisition. There is no record in the paper file of actual payments or reimbursements for this project in 2016.
- **May 25, 2016**
 - Advertisement published by Michael Baker for Statement of Interests for CAT bridge project described as: Part 1 will be for project initiation, site visit and scoping for the preliminary and final design of multi-modal projects involving conversion of the CAT Bridge in Harrisburg to pedestrian and bicycle use, and various locations on and between the East & West Shores and City Island. Required project work will include, but is not limited to: Project initiation, Site Visit

and Engineering and Environmental Scoping Field View, creation of the initial project schedule and other minor tasks.

- No record of contract award.
- **February 2018**
 - Scoping document prepared by Michael Baker for Cross River Improvements project with purpose of improving pedestrian and bicycle access.
 - **References cost of demolishing CAT bridge: \$10M.**
 - Costs of rehabilitating the bridge, basic maintenance, and/or potential demolition provided to understand full range of options and costs.
 - References CAT bridge still has original ballast which should have hazardous/waste testing conducted during preliminary engineering.
- **October 2020 – August 2021**
 - Approximately \$58,000 paid to Michael Baker between 10/16/2020 – 8/13/2021 for engineering studies and/or preliminary activities with the bridge under an agreement that expired 6/30/2021.
- **December 2021**
 - SRTA Executive Director, Richard Farr, sent letters to Amtrak and Norfolk Southern inquiring about taking ownership of the bridge.
 - Norfolk Southern declined ownership.
 - Requested deadline of 2/3/22 for Amtrak response.
- **January 2022**
 - SRTA Executive Director, Richard Farr, contacted Naval Base in Mechanicsburg regarding relocation of utilities and inquiry of interest of ownership.
 - Installed 48 feet of Concrete Jersey Barrier on the bridge (West Shore side) for safety/security purposes and no trespassing signs installed.
 - Contacted Amtrak for an agreement of use and certificate of insurance.

Note of Interest:

- Bridge is insured to cover any personal injury. The structure itself is not insured.

CPTA Act 44 Transit Performance Review Action Plan - January 2022

Actions to Increase Passengers / Revenue Hour	CPTA Action Plan	Progress Report Update(s)
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.	Requesting closure. It is on the list for the next TDP and therefore doesn't require ongoing reporting.
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, no update.
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.	Ongoing, no update.
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.	The Strategic IT Plan has been developed and is in the final stages of review with implementation anticipated in the new 2-3 months.

CPTA Act 44 Transit Performance Review Action Plan - January 2022

<p>2. Update its cost allocation plan to equitably assign costs across divisions, including other service lines like non-public transportation, CAT management, and 4Ride.</p>	<p>The authority will evaluate this recommendation, but has not identified any compelling reasons that the current model is not effective. CPTA's current model does allocate costs across divisions, including non-public transportation, but does not for fee for non-direct transportation services under an agreement such as the CAT management and 4Ride agreements CPTA would request PennDOT to provide expanded guidance to direct efforts.</p>	<p>No update.</p>
<p>3. Develop standards and monitor mechanic efficiency for routine tasks.</p>	<p>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.</p>	<p>CPTA and CAT continue implementation plan for AssetWorks Maintenance software with anticipated full deployment mid-2022. No changes.</p>
<p align="center">Other Actions to Improve Overall Performance</p>	<p align="center">CPTA Action Plan</p>	<p align="center">Progress Report Update(s)</p>
<p>1. Use a third-party contractor to independently conduct an agency-wide compensation analysis to ensure salaries of key positions reflect current roles, responsibilities, and local market conditions.</p>	<p>Preliminarily anticipate this would be possible to be complete in CY2022 with consideration for the coordination of CAT and rabbittransit services in the near-term future.</p>	<p>Requested closure in October 2021 report. Action taken relative to SRTA transition.</p>
<p>2. Implement a formal capital planning process agency-wide that it can use to identify and prioritize CPTA's short and long-term capital needs.</p>	<p>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.</p>	<p>CPTA and CAT are working with BPT staff in regard to the Capital Planning Tool (CPT) transition with SRTA and will be utilizing that working group to coordinate capital planning process efforts.</p>

Current and Future Procurement Projects

	Name	Type	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value	
SRTA	SRTA Audit Contractor	RFP	1/31/2022	2/25/2022	3/11/2022	5/1/2022	TBD	
Capital Area Transit	20220104 - Middletown Elevators	IFB					TBD	
rabbittransit	Intercity Bus	RFP	10/18/2021	10/22/2021	10/29/2021	1/30/2022	Unknown	
	20211013 - rabbit door maintenance contract	Small Quote	10/19/2021	NA	NA		\$ 2,000.00	
	Cameras at rural locations	RFP	TBD				\$ 100,000.00	
	rabbit - CAT Tire Lease	IFB	March - Extended CAT Lease					
	Annual Plumbing Maintenance Contract	RFP	TBD				Unknown	
	SRTA Audit Contractor	RFP	1/31/2022	2/25/2022	3/11/2022	5/1/2022		
	WIFI at other locations	Unknown	TBD				Unknown	
	Transfer Center Phone/ PA interface	Unknown						
	20211206 -rabbit Door C Repair	Small Quote						
	20211116 - Zarfoss Ductwork Correction	Small Quote						
	20211216 - rabbit Floor Scrubber	Small Quote						