



DATE: June 25, 2020
TIME: 12:00PM
PLACE: Zoom Meeting
PURPOSE: June Board Meeting

ORDER OF BUSINESS

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - A. Meeting Minutes on May 28, 2020 (Pages 2-3)
4. Communications
5. Treasurer's Report
 - A. May 2020 Financial Report (Pages 4-10)
6. Old Business
7. New Business
8. Resolutions
 - A. Resolution 2020 – Adoption of Capital Area Transit's Diversity Statement (Pages 11-12)
9. Staff Report
10. Adjournment

Next Meeting: Thursday, July 30, 2020

**CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
901 N. Cameron Street, Harrisburg, PA 17101**

**MINUTES OF BOARD MEETING
MAY 28, 2020**

The regular meeting of the Authority's Board of Directors convened on this date at 12:00pm, of Capital Area Transit held by conference call, Chairman Eric Bugaile presiding. Present were board members: LaToya Bellamy, Bruce Weber, Chad Saylor, Al Bienstock, and Scott Wyland. Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Brianna Holmes, Jenna Reedy, Monica Young, Richard Farr, Christopher Zdanis, Mark Mitchell and Ray Girouard.

ATTENDANCE

Richard Kotz is excused. Motion by Al Bienstock, seconded by Chad Saylor, passed unanimously.

NEW BUSINESS

Richard Farr stated that CAT would like to establish a contract for audit services for the fiscal years 2020, 2021 and 2022 with two one year options. CAT's current contract is due to expire. The joint procurement is between CAT, CATA, LT, CPTA and SCTA. An RFP was advertised and after evaluation the committee is recommending to award a contract to RKL for three years with two one year options.

RESOLUTIONS

RESOLUTION 2019 – Awarding Audit Contract

Motion to approve was raised by Bruce Weber, seconded by Al Bienstock, and passed unanimously.

Pricing and references were discussed.

STAFF REPORT

Richard Farr reviewed the CAT Service Restoration Timeline. He mentioned that a Dauphin County senior called yesterday and voiced her concerns with being in her 80s and not being able to social distance on the bus effectively but that she must continue to ride. We are looking to see if there is a different way to approach this.

Chad Saylor asked for an update on the Elizabethville routes. Richard Farr stated that they will resume service on June 15.

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Chad Saylor also inquired about the joint committee meeting date which was confirmed for June 8.

Next meeting will be held June 25, 2020.


Meeting adjourned at 12:16PM. Chad Saylor made a motion to end the meeting.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Richard Kotz", is written over a horizontal line.

Richard Kotz
Secretary



To: Capital Area Transit Board Members
From: Raymond Girouard, Finance Director 
Date: June 15, 2020
Re: May 2020 CAT Financial Report (Unaudited)

Attached are the Capital Area Transit's (CAT) unaudited financial statements for the month of May 2020 and the year-to-date period ending May 31, 2020.

Items of Interests:

- CAT's CARES funding total award is \$ 14,630,648, of which we have received \$6MM ; PennDOT expited and approved our Fiscal 2021 Consolidated Operating Application so that funding will be available in July.
- Local matches for the 2nd quarter of 2020 have all been received, thank you. 3rd quarter invioeces will be sent in early July.
- The general checking account balance stands at \$1.6MM as of 6/15/20; we are not having to utilize our Line of Credit.
- May MTD/YTD Health Insurance Expenses

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>
Gross Health Insurance	\$ 206,169	\$ 2,198,984	\$ 2,414,794
Employee Premium Copay	\$ 23,643	\$ 262,475	\$ 298,006
Net Health Insurance	\$ 182,526	\$ 1,936,509	\$ 2,116,788

- Overtime for May 2020 and YTD Period Ending May 31, 2020.

	May 2020		YTD	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Operators	\$ 43,098	\$ 21,526	\$ 965,703	\$ 226,193
Operations	\$ 775	\$ 0	\$ 15,290	\$ 0
Maintenance	\$ 16,312	\$ 9,562	\$ 336,425	\$ 89,425
Admin.	\$ 15	\$ 0	\$ 598	\$ 0
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	\$ 60,200	\$ 31,088	\$ 1,318,016	\$ 315,618

The \$1MM of overtime greater than budget is being offset from savings in open positions in wages of \$563K and fringe benefits of \$507K. Net positive \$68K.

Fixed Route Division – May 2020

YTD Passengers Served: Passengers/Vehicle Hour

	<u>Passengers</u>	<u>Revenue Vehicle Hours</u>	<u>Passengers Per Rev. Vehicle Hours</u>	<u>Change</u>
2020	1,645,428	111,011	14.82	-13.90%
2019	1,821,838	105,829	<u>17.21</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>
2020	\$ 14,667,104	111,011	\$ 132.12	7.27%
2019	\$ 15,078,909	105,829	<u>\$ 142.48</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>
2020	\$ 2,363,763	111,011	\$ 21.29	-18.99%
2019	\$ 2,781,706	105,829	<u>\$ 26.28</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>
2020	\$ 14,667,104	1,645,428	\$ 8.91	-7.70%
2019	\$ 15,078,909	1,821,838	<u>\$ 8.28</u>	unfavorable
2023 Goal		Not to Exceed	\$ 8.13	

Paratransit Division – May 2020

Revenue

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2020	\$ 119,809	\$ 3,003,749	-10.14%
2019	\$ 318,221	\$ 3,342,717	unfavorable

2019 revenue has been “normalized” for comparative presentation.

Expenses

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2020	\$ 287,056	\$ 4,436,867	7.83%
2019	\$ 446,930	\$ 4,813,575	favorable

YTD Expenses are 14.2% favorable to budget by \$737K

Effect of COVID-19 quarantine				
	February 2020	March 2020	April 2020	May 2020
FR Passengers	158,391	122,322	60,503	63,289
FR Revenues	221,050	171,623	40,350	43,954
PT Passengers	17,205	12,593	6,161	6,441
PT Revenue	330,493	245,001	113,382	119,809
Total Passengers	175,596	134,915	66,664	69,730
Total Revenue	551,543	416,624	153,732	163,763

Notes:

- (1) Fare revenues only, does not include advertising revenue
- (2) Combined March & April revenues = February
- (3) For May:
 - Revenues down considerably
 - Overtime (lowest month in past 3 years) & lower this month.
 - FICA taxes lower due to stimulus credits

Capital Area Transit
Income Statement - Combined
For the Period Ending May 31, 2020

	Fiscal Year 2020				Fiscal Year 2019	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
Revenue						
Passenger Revenue	38,384	234,612	2,214,125	2,709,204	243,003	2,653,787
Other Revenue	125,379	360,635	3,153,389	3,905,851	313,009	3,672,209
Total Revenue	163,763	595,247	5,367,514	6,615,055	556,012	6,325,996
Expenses						
Labor						
Labor - Operators	399,074	451,412	5,341,129	5,065,353	500,627	5,462,933
Labor - Operations Support	74,424	82,129	873,910	914,701	80,113	908,611
Labor - Maintenance	132,544	119,625	1,607,138	1,341,533	150,756	1,548,915
Labor - Administrative	37,469	44,601	438,071	499,581	46,208	454,794
Labor - Health Insurance	182,526	202,980	1,936,509	2,116,788	185,884	2,074,054
Labor - Other Fringes	268,915	296,983	3,505,611	3,832,094	360,394	3,809,865
Total Labor	1,094,951	1,197,730	13,702,368	13,770,050	1,323,982	14,259,172
Services	56,306	78,087	875,478	858,963	49,775	805,406
Fuel	66,156	101,792	1,100,802	1,135,359	112,470	1,225,081
Tires & Tubes	6,251	10,563	100,520	117,714	7,432	94,426
Materials & Supplies	46,412	60,721	697,484	679,218	52,178	674,802
Utilities	22,662	23,839	296,995	316,014	16,024	301,842
Casualty & Liability	45,156	41,410	501,630	455,520	48,847	486,192
Taxes	87	136	1,255	1,459	144	1,498
Purchase of Service	78,370	195,138	1,733,388	2,206,593	173,107	1,951,965
Miscellaneous	608	9,727	22,809	106,989	605	35,967
Marketing & Promotion	759	2,056	8,657	22,624	-	8,411
Interest	-	3,334	58,030	36,667	156	43,182
Leases & Rentals	413	415	4,538	4,565	413	4,538
Total Expenses	1,418,131	1,724,948	19,103,954	19,711,735	1,785,133	19,892,481
Surplus (Deficit)	(1,254,368)	(1,129,701)	(13,736,440)	(13,096,680)	(1,229,121)	(13,566,485)
Subsidy						
Local Subsidy	85,507	85,610	975,973	975,965	81,209	930,402
State Subsidy	2,189	758,389	5,620,094	8,342,279	736,759	8,104,349
Federal Subsidy	1,166,671	285,701	7,140,373	3,778,434	350,062	4,149,083
Total Subsidy	1,254,368	1,129,700	13,736,440	13,096,678	1,168,030	13,183,834
Difference	-	(1)	-	(2)	(61,091)	(382,651)

Capital Area Transit
Income Statement Summary - Fixed Route
For the Period Ending May 31, 2020

	Fiscal Year 2020				Fiscal Year 2019	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
Revenue						
Passenger Fares	31,744	216,169	2,037,217	2,512,815	226,834	2,459,058
Other Revenue	12,210	10,724	326,547	121,502	10,957	322,647
Total Revenue	43,954	226,893	2,363,764	2,634,317	237,791	2,781,705
Expenses						
Labor						
Labor - Operators	357,775	379,173	4,718,846	4,296,135	432,539	4,723,453
Labor - Operations Support	51,933	58,906	622,429	667,422	59,907	668,460
Labor - Maintenance	109,788	99,320	1,323,503	1,125,318	124,519	1,289,718
Labor - Administrative	30,770	36,165	359,751	409,753	39,610	388,809
Labor - Health Insurance	143,570	158,945	1,494,458	1,657,567	140,967	1,572,418
Labor - Other Fringes	224,623	246,169	2,911,854	3,179,245	296,317	3,210,135
Total Labor	918,459	978,678	11,430,841	11,335,440	1,093,859	11,852,992
Services	49,699	61,038	772,701	671,410	44,232	692,071
Fuel	54,599	78,404	913,465	883,919	92,245	973,455
Tires & Tubes	4,609	7,937	78,495	89,482	7,432	74,672
Materials & Supplies	44,303	52,462	602,572	590,079	42,065	578,587
Utilities	15,601	16,365	207,287	220,149	10,657	211,947
Casualty & Liability	30,679	27,996	341,157	307,965	34,421	343,119
Taxes	-	-	-	-	-	-
Purchase of Service	11,519	14,802	238,297	324,047	12,268	272,755
Miscellaneous	436	5,009	16,562	55,098	471	27,453
Marketing & Promotion	759	2,056	8,657	22,624	-	8,411
Interest	-	3,017	52,523	33,187	140	38,907
Leases & Rentals	413	415	4,538	4,565	413	4,538
Total Expenses	1,131,076	1,248,179	14,667,092	14,537,965	1,338,203	15,078,907
Surplus (Deficit)	(1,087,122)	(1,021,286)	(12,303,328)	(11,903,648)	(1,100,413)	(12,297,201)
Subsidy						
Local Subsidy	85,507	85,610	975,973	975,965	81,209	930,402
State Subsidy	2,189	758,389	5,620,094	8,342,279	736,759	8,104,349
Federal Subsidy	999,425	177,286	5,707,261	2,585,406	221,354	2,879,799
Total Subsidy	1,087,122	1,021,285	12,303,328	11,903,650	1,039,322	11,914,551
Difference	-	(1)	-	2	(1)	(382,651)

Capital Area Transit
Income Statement Summary - Paratransit
For the Period Ending May 31, 2020

	Fiscal Year 2020				Fiscal Year 2019	
	PTD		YTD		PTD	YTD
	Actual	Budget	Actual	Budget	Actual	Actual
Revenue						
Passenger Fares	6,640	18,443	176,908	196,389	16,169	194,729
Other Revenue	113,169	349,911	2,826,842	3,784,349	302,052	3,349,561
Total Revenue	119,809	368,354	3,003,749	3,980,738	318,221	3,544,291
Expenses						
Labor						
Labor - Operators	41,300	72,239	622,283	769,218	68,088	739,481
Labor - Operations Support	22,491	23,223	251,481	247,279	20,207	240,150
Labor - Maintenance	22,756	20,305	283,635	216,215	26,237	259,196
Labor - Administrative	6,699	8,436	78,320	89,828	6,598	65,985
Labor - Health Insurance	38,955	44,035	442,051	459,221	44,917	501,637
Labor - Other Fringes	44,292	50,814	593,757	652,849	64,076	599,730
Total Labor	176,492	219,052	2,271,527	2,434,610	230,123	2,406,180
Services	6,607	17,049	102,778	187,553	5,544	113,336
Fuel	11,558	23,388	187,338	251,440	20,225	251,626
Tires & Tubes	1,642	2,626	22,025	28,232	-	19,754
Materials & Supplies	2,110	8,259	94,912	89,139	10,113	96,214
Utilities	7,061	7,474	89,708	95,865	5,367	89,895
Casualty & Liability	14,476	13,414	160,473	147,555	14,426	143,073
Taxes	87	136	1,255	1,459	144	1,498
Purchase of Service	66,851	180,336	1,495,091	1,882,546	160,838	1,679,210
Miscellaneous	171	4,718	6,248	51,891	134	8,514
Interest	-	317	5,507	3,480	16	4,275
Leases & Rentals	-	-	-	-	-	-
Total Expenses	287,055	476,769	4,436,862	5,173,770	446,930	4,813,574
Surplus (Deficit)	(167,246)	(108,415)	(1,433,112)	(1,193,032)	(128,708)	(1,269,284)
Subsidy						
Local Subsidy	-	-	-	-	-	-
State Subsidy	-	-	-	-	-	-
Federal Subsidy	167,246	108,415	1,433,112	1,193,028	128,708	1,269,284
Total Subsidy	167,246	108,415	1,433,112	1,193,028	128,708	1,269,284
Difference	-	-	-	(4)	(3)	(0)

Capital Area Transit
Balance Sheet - Summary
As of May 31, 2020

	<u>2020</u>	<u>2019</u>
Assets		
Current Assets		
Cash	3,515,000	1,910,348
Investments	15,235	14,929
Accounts Receivable	192,957	849,231
Capital Grants Receivable	2,277,647	710,445
Op. Assist. & Planning Grants Receivable	-	500
Inventory	402,644	390,930
Prepays	372,109	177,397
Total Current Assets	<u>6,775,591</u>	<u>4,053,780</u>
Capital Assets		
Fixed Assets	61,834,562	55,428,326
Accumulated Depreciation	(38,053,584)	(36,650,201)
Net Capital Assets	<u>23,780,979</u>	<u>18,778,125</u>
Other Assets		
Total Assets	<u>75,915</u>	<u>75,915</u>
	<u>30,632,484</u>	<u>22,907,820</u>
Liabilities		
Current Liabilities		
Accounts Payable	710,418	829,695
Accrued Wages & Payroll-Related Accruals	851,490	854,179
Payroll Withholdings - Taxes	98	25,292
Short-Term Debt & Accrued Interest	0	-
Accrued Expenses	552,478	590,742
Advances for Working Capital	771,447	765,761
Deferred Operating & Capital Grants	4,196,814	1,132,785
Total Current Liabilities	<u>7,082,745</u>	<u>4,198,455</u>
Long-Term Liabilities	316,172	394,025
Total Liabilities	<u>7,398,917</u>	<u>4,592,479</u>
Net Position	23,233,567	18,315,340
Total Liab, Total Def Inflow & Net Position	<u>30,632,484</u>	<u>22,907,820</u>

RESOLUTION NO. 2020

ADOPTION OF CAPITAL AREA TRANSIT'S DIVERSITY STATEMENT *A Commitment to Inclusion, Equity, Equality and Racial Justice*

WHEREAS, the Authority and its Board of Directors are mindful of the recent events throughout the country related to equity and racial justice, and;

WHEREAS, the Authority remains committed to being an organization that celebrates diversity and inclusion, and;

WHEREAS, racism, prejudice, discrimination, bigotry, nor hate have any place at the Authority, and the agency is committed to equity, and treating everyone in our workplace and community with dignity and respect, and;

WHEREAS, the Authority pledges to ensure it is doing its part to address solutions and uphold its responsibility to provide access to affordable, equitable mobility options for everyone, and;

WHEREAS, as a public transportation provider the Authority is proud to be part of an industry that plays a critical role in improving people's lives regardless of race, ethnicity, economic standing, age, gender, or physical ability;

NOW, THEREFORE, BE IT RESOLVED that the Authority Board of Directors hereby adopt the following Diversity Statement as a guiding principle:

The Diversity of the people of Cumberland County, Dauphin County and the City of Harrisburg has been the source of innovative ideas and creative accomplishments throughout the service area's history into the present. Diversity - a defining feature of our past, present and future - refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, socioeconomic status, geographic region and more.

Because the core mission of Capital Area Transit (CAT) is to serve the interests of the area, it must seek to serve the diversity among its passengers, stakeholders and among its employees. CAT has a compelling interest in making sure that people from all backgrounds are confident that access to our services and employment is possible from all groups.

Therefore, CAT renews its commitment to the full realization of its historic promise to recognize and nurture our mobility and employment goals by supporting diversity and equal opportunity in its employment and services.

CERTIFICATION OF OFFICERS

OF

CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY

I certify that the foregoing is a sound and true copy of a resolution adopted at a legally convened meeting of the Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on June 25, 2020.

Richard Kotz
Secretary
Cumberland-Dauphin-Harrisburg Transit Authority

attest: _____
Eric Bugaile
Chairman
Cumberland-Dauphin-Harrisburg Transit Authority