

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: November 17, 2022

TIME: 10:00 AM

PLACE: Zoom Meeting. Public may participate at Cameron Street or Zarfoss Drive Locations.

PURPOSE: November 2022 Board Meeting

ORDER OF BUSINESS

1. Call to Order
2. Changes or Modifications to the Agenda
3. Public Comment: Accepted in Person or in Writing
4. Approval of Minutes
 - A. Meeting Minutes of October 27, 2022 (Pages 2-4)
5. Communications
6. YAMPO Transit Committee – No Business
7. Treasurer’s Report
8. Old Business
9. New Business
 - Resolution 2249 – APPROVAL TO PROCEED WITH TITLE VI MAJOR SERVICE CHANGE PROCESS (Pages 5-7)
 - Resolution 2250 – AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION (Pages 8-9)
 - Resolution 2251 – CONTRACT FOR SERVICE – SAGE INTEGRATION (Pages 10-11)
10. Future Procurements (Page 12)
11. Staff Report – Provided for Information Only.
 - Service reduction plan
12. Adjournment

Next Meeting: Thursday, December 22, 2022 - 415 N. Zarfoss Drive, York, PA

MINUTES OF SRTA BOARD MEETING

October 27, 2022

Present were board members: LaToya Winfield Bellamy, Eric Bugaile, Richard Carson, Carrie Grey, Neil Grover, Richard Kotz, Keith Martin, Thomas Wilson; and Jill Nagy, Counsel, was also present.

Administrative Staff Members present were Richard Farr, Stephen Baldwin, Abby Davis, Brian Gillette, Nicole Hansen, David Juba, Eric Maguire, Trevor Manahan, Cory Matthews, Jenna Reedy, Jamie Leonard, Richard Trout, Sherry Welsh and Christopher Zdanis.

CALL TO ORDER

The October Board meeting of the Susquehanna Regional Transportation Authority was called to order by Vice Chairman Eric Bugaile at 10:01 AM.

PROGRAM OF PROJECTS – PUBLIC HEARING

The Program of Projects for the Federal Fiscal Year 2023 will stand as presented with no changes.

CHANGES OR MODIFICATIONS TO THE AGENDA

No changes or modifications to the agenda.

PUBLIC COMMENT

No public comment.

APPROVAL OF MINUTES

Motion to approve the September 29, 2022, meeting minutes was raised by Richard Carson, seconded by Keith Martin, and passed unanimously.

COMMUNICATIONS

A Contract Compliance Monitoring Report from the Dauphin County Area Agency on Aging and correspondence from an Adams County customer were presented to the Board.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

TREASURER'S REPORT

Keith Martin presented the September 2022 Financial Statement and Statistical Notes. Keith Martin noted the auditors should be finishing next week.

Keith Martin deferred to Stephen Baldwin for further details on the September 2022 Financial Statement and Statistical Notes. Stephen Baldwin noted the following highlights from the report:

- RIDERSHIP: Year to date comparisons to the prior year and to pre-covid levels are as follows:
 - Fixed Route ran 15% above last year and at 59% of pre-covid ridership.
 - Paratransit was 13% above the previous year and 79% of pre-covid ridership levels.
 - Commuter Express was 56% above last year (YTD) but only 34% of pre-covid levels.
 - During July and August, Microtransit's ridership was 191% above same time last year.
- REVENUE: Year to Date Operating Revenue is 16% or \$911 thousand higher than budget and \$1.3 million higher than same time last year.
- EXPENSES: Year to Date Total Expenses are \$1.8 million or 11.8% lower than budget. This favorable budget variance is primarily the result of wage and associated benefit expenses being less than budgeted levels. Unfilled positions are responsible for the lower than budgeted wages. Please see the Graph of Positions by Division.
- RESERVES: SRTA currently has 191 days of cash on hand. The Authority has reached its target of 180 days cash on hand.
- LINE OF CREDIT: There are no draws on the organization's line of credit.
- CAPITAL EXPENDITURES: Capital expenditures over \$50,000 for the month included York Transfer Center (includes retainage released) for \$343,334.

Stephen Baldwin noted the Dashboard highlights including the number of bikes that are being transported on fixed route, which is up to almost 7,800 trips. He concluded his report by reviewing the preventative maintenance information within the Dashboard, which included 12 missed preventative maintenance inspections. Chris Zdanis explained the context for this as the Authority's recovery of several catalytic converter thefts in addition to a new reporting malfunction.

RESOLUTIONS

RESOLUTION 2248 – AUTHORIZING THE PURCHASE OF DAUPHIN MAINTENANCE SERVICE VEHICLE

Richard Farr discussed the concern of supply chain challenges for vehicles, which has been shared at both the state and federal levels.

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

OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

FUTURE PROCUREMENTS

The list of procurement projects was reviewed.

STAFF REPORT

The following staff updates were presented by Richard Farr. Updates included:

- Act 44 Transit Performance Review Action Plan Quarterly Update
- EEO Update: SRTA EEO Dashboard charts were reviewed with the board.
- Shared Ride Data: Ridership recovery was discussed as paratransit data was reviewed in three stages including pre-COVID, during the pandemic and following the peak of the pandemic. The Ecolane database will eventually be merged to combine “North”, “South” and “Dauphin” data into a combined database.
- Service Reduction: The Authority will offer a public comment period regarding a continuation of the service reduction plan. A formal proposal will be presented to the board at the November 17, 2022, SRTA board meeting.
- CBA: There are negotiations for three different collective bargaining agreements. The contract for York Paratransit/Specialized operations was passed. The contract for York Fixed Route/Maintenance and the contract for Cumberland/Dauphin/Harrisburg Operators/Maintenance continue to be negotiated.
- Electric Charging Stations: The Authority is exploring the opportunity of adding charging stations to the Middletown Train Station as a potential source of revenue generation.

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on November 17, 2022, at 10:00 AM.

The meeting adjourned at 10:31 AM.

Respectfully Submitted,



Richard Kotz
Secretary

RESOLUTION 2249

APPROVAL TO PROCEED WITH TITLE VI MAJOR SERVICE CHANGE PROCESS

WHEREAS, Susquehanna Regional Transportation Authority (SRTA) is a recipient of federal funding primarily from the Federal Transit Administration (FTA); and

WHEREAS, consistent with Title VI of the Civil Rights Act of 1964 and guidance per FTA’s Circular 4702.1B, SRTA is committed to:

- Providing services without regard to race, color, or national origin,
- Promoting the full and fair participation of affected populations in transit decision making,
- Preventing denial, reduction, or delay in benefits related to programs and activities that benefit minority or low-income populations, and

WHEREAS, in accordance with Title VI requirements and guidelines for FTA recipients, SRTA conducts a service equity evaluation when the major service change threshold is met; and

WHEREAS, in accordance with CDHTA and CPTA’s Title VI plan, a service equity analysis is required based on a temporary service reduction enacted in February 2022 that will be meeting the twelve month window in February 2023; and

WHEREAS, SRTA, through its management contract with CDHTA and CPTA, is to ensure inclusive public participation and take all reasonable steps to remove, explore alternatives or otherwise mitigate and reduce impacts on identified populations; and

WHEREAS, SRTA will proceed with the process as defined by the Title VI program.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that in accordance with Title VI of the Civil Rights Act of 1964, and the Title VI program that the agency proceed with the public participation and analysis to support the determination of any permanent service modifications beyond February 2023.

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 November 17, 2022.

attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

FACT SHEET – Page 2 of 3

APPROVAL TO PROCEED WITH TITLE VI MAJOR SERVICE CHANGE PROCESS

HARRISBURG UZA

- Fixed route service was reduced effective February 7, 2022 due to ongoing operator workforce shortages.
- Per FTA Circular 4702.1B guidance: “If a temporary service addition or change lasts longer than twelve months, then FTA considers the service addition or change permanent and the transit provider must conduct a service equity analysis if the service otherwise qualifies as a major service change.”
- Services were reduced for the Routes 1, 7, 9, 12, 17, 19, 322, 81X, A, B, C, and M.
 - Some service was restored in May 2022 based on addition of operators to the workforce. This included full restoration of the Routes A, and C services and restoration of a selection trips on the Routes 7 and 19.
 - The Routes 1, 9, 81X, and B reduced services trigger the 25% threshold on revenue miles, per CDHTA’s Title VI Program.
- CAT defines a major service change as any service change meeting the following criteria:
 - Major service reduction shall be defined as a reduction of 25% or more in the route miles traveled by a revenue vehicle in the performance of regularly scheduled service on any one of the Authority’s established routes or an aggregate reduction of 25% or more of the route miles traveled by revenue vehicles in the performance of regularly scheduled service on all established routes.
 - Establishing a new transit route.
 - Discontinuing any transit route in its entirety.
- The Authority has not and does not anticipate adequately fulfilling the operator workforce shortage by the February 2023 timeline to fully restore impacted services.

YORK UZA

- Fixed route service was reduced effective February 6, 2022 due to ongoing operator workforce shortages.
- Per FTA Circular 4702.1B guidance: “If a temporary service addition or change lasts longer than twelve months, then FTA considers the service addition or change permanent and the transit provider must conduct a service equity analysis if the service otherwise qualifies as a major service change.”
- Services were reduced for the Routes 4E, 5E, 6N, 15N, 83N, and 83S.

FACT SHEET – Page 3 of 3

APPROVAL TO PROCEED WITH TITLE VI MAJOR SERVICE CHANGE PROCESS

- The Routes 5E, 15N, 83N, and 83S reduced services trigger the 25% threshold on revenue hours, per CPTA’s Title VI Program.
- CPTA defines a major service change as any service change meeting the following criteria:
 - “A “major” reduction in service will be defined to be any change in specific route that reduces its daily, weekly, or annual revenue miles or hours of service by twenty-five percent (25%) or more.”
- The Authority has not and does not anticipate adequately fulfilling the operator workforce shortage by the February 2023 timeline to fully restore impacted services.
- Below is the tentative calendar for this process:

| Action | Start Date | End Date |
|-------------------------------------|-----------------------------|-----------------------------|
| Board Resolution to Begin Process | Thursday, November 17, 2022 | Thursday, November 17, 2022 |
| Public Participation Period | Monday, November 21, 2022 | Friday, December 30, 2022 |
| Data and Impact Analysis | Monday, January 2, 2023 | Thursday, January 12, 2023 |
| Executive Review | Thursday, January 13, 2022 | Thursday, January 13, 2022 |
| Prepare Final Service Change Report | Monday, January 16, 2023 | Wednesday, January 18, 2023 |
| Board Approval to Implement | Thursday, January 26, 2023 | Thursday, January 26, 2023 |

RESOLUTION NO. 2250

AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION

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

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

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

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

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

1. That Grants Manager, Chief Financial Officer, Controller, Senior Data Manager and the Executive Director is authorized to execute and file an application for federal assistance on behalf of Susquehanna Regional Transportation Authority with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. (If the applicant is requesting Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307, either alone or in addition to other federal assistance administered by the Federal Transit Administration, the resolution should state whether the applicant is the designated recipient as defined by 49 U.S.C.5307(a)(2), or whether the applicant has received authority from the designated recipient to apply for Urbanized Area Formula Program assistance.)

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

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

Page 2 of 2
RESOLUTION NO. 2250
AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL
TRANSIT ADMINISTRATION

CERTIFICATION OF OFFICERS
OF
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

I certify that the foregoing is a sound and true copy of a resolution adopted at a legally convened meeting of the Susquehanna Regional Transportation Authority Board Members held on November 17, 2022.

Richard Kotz
Secretary

attest: _____
Raymond Rosen
Chairman

RESOLUTION NO. 2251

CONTRACT FOR SERVICE – SAGE INTEGRATION

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to establish a contract for the unification of the Cumberland-Dauphin-Harrisburg Transit Authority (CDH) and the Central Pennsylvania Transportation Authority (CPTA) accounting systems; and,

WHEREAS, in order to achieve system-ness within the accounting department it is necessary to combine the accounting software systems of CDH and CPTA. This will allow an efficient transfer of historical knowledge and allow for a more seamless administration of grant funding, partner revenue, financial reporting, and vendor payments; and,

WHEREAS, the Sage 100 system is currently in use by both preceding organizations and the individual systems were designed, installed, and managed for two distinct and separate organizations; and,

WHEREAS, it is necessary for administration and accounting staff to access information for both organizations and for the new SRTA. With the goals of system-ness, integration, efficiency, and the best use of public funds integration options were evaluated; and,

WHEREAS, companies capable of supporting the Sage 100 system were researched, only two capable companies were identified. After interviewing and initial examinations, one company declined to engage further because of the integration’s necessary work and management needs; and,

WHEREAS, the firm, nextstep, fully evaluated the two systems and determined that the two, separate systems could safely be merged to create streamlined access across SRTA. Additionally, nextstep can provide an update for the Sage 100 Premium along with providing training for the full utilization of the integrated and updated systems; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approve and award the contract for accounting software integration to nextstep with a not to exceed value of Ninety-thousand Dollars and zero Cents (\$90,000.00) which represents a base cost of Seventy-five thousand Dollars and zero Cents (\$75,000) and a twenty percent (20%) contingency for custom reports, additional data migration, and unforeseen conversions.

DULY RESOLVED, this 17th day of November 2022, by the Board of Directors in a lawful session Duly assembled.

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 November 17, 2022.

attest:

Richard Kotz
Secretary

Raymond Rosen
Chairman

RESOLUTION NO. 2251

CONTRACT FOR SERVICE – SAGE INTEGRATION

FACT SHEET

- Integration will allow for the generation of historical reports combining information for both organizations. This will allow for more accurate forecasting.
- Account and general ledger codes will be standardized across the organization.
- Testing will be performed throughout the data migration and update process to ensure regulatory compliance and information accuracy.
- System security will be improved and updated.
- nextstep will provide training on new features and operational differences between the current system and Sage 100 Premium 2022.
- There was not a need to seek competitive proposals for this service, based on the Municipal Authorities Act professional services criteria. There was effort made to determine the best value and least cost service provider.

Current and Future Procurement Projects

| Name | Type | Released | Questions Due | Bid/ Proposal Due | Contract Start | Value | Notes | Notes | Grant Number | Federal? |
|---|-------------|---|---------------|-------------------|----------------|------------------------|---|--|------------------------|--------------------|
| 20211217 - rabbit Dispatch Area Remodel | Small Quote | | | | | \$ 50,000.00 | Have PO's for Construction, Glass, and Electric. Need Paint, Furniture, and Flooring Quotes and PO's CPTA-21-22-#8164 | | | |
| 20220217 - Stand up Desks | small Quote | | | | | \$ 17,000.00 | | Trevor to try one from Amazon | | |
| 20220218 - Zarfoss Compressor | Small Quote | TBD | | | | \$ 20,000.00 | | | Need Grant Information | |
| 20220311 - Fleet Management Software | RFP | 8/8/2022 | 8/29/2022 | 9/19/2022 | 11/10/2022 | \$ 400,000.00 | | | | |
| TASK ORDER - CAMERON STREET BUS SHELTER | Task Order | | | | | \$ 8,000.00 | Design | | JMT Work | |
| 20220328 - Dauphin Oil-Water Separator | IFB | Initially released 05/23 No interest. Will Delay until autumn | | | | \$ 300,000.00 | JMT design and solicitation | | 21-22 CCA | |
| 20220331 - Cameron Shelter | IFB | TBD | | | | | KCI design and solicitation | | | |
| 20220411 - Plumbing Maintenance Contract RFP | RFQ | 4/19/2022 | 5/5/2022 | 5/23/2022 | 7/6/2022 | \$ 10,000.00 | No Response TBD | | | |
| 20220428 - York Transfer Center Call Box | Small Quote | 4/28/2022 | | | | \$ 12,000.00 | Need quotes for concrete cutting and repour | | | |
| 20220519 - Zarfoss Camera Replacement | Small Quote | 5/18/2022 | | | | \$ 35,000.00 | | Need PO | Operating Expense | |
| 20220606 - Zarfoss Water Line Retrofit | Small Quote | 6/6/2022 | | | TBD | \$ 40,000.00 | | Need Quotes. Difficult to obtain | TBD | |
| 20220611 - York Vending RFP | RFP | 7/25/2022 | 8/22/2022 | 9/5/2022 | 10/14/2022 | TBD | No Cost/No Income | | | |
| 20220721 - Zarfoss Fire Suppression Inspections | | | | | | | Need Quotes | | | |
| 20220712 - Genfare Boxes - FastFare Conversion | Sole Source | | | | | \$ 1,400,000.00 | | | Need Details | Yes |
| 20220725 - Parts Contract | IFB | 8/22/2022 | | 10/14/2022 | 1/2/2023 | | | | | |
| 20220727 - NovelVox Server Upgrade | IFB | TBD | | | | \$ 30,000.00 | | | Need PO | |
| 20220809 - Dauphin Admin Vehicle Lights | Small Quote | | | | | TBD | Waiting on Information | | | |
| 20220815 - Union County Lot Cameras | Small Quote | | | | | \$ 35,000.00 | Need Direction and confirmation of grant. | | | |
| 20220824 - Engine Coolant Recovery Machine | RFI | 8/30/2022 | 9/16/2022 | 9/30/2022 | No Purchase | Unknown | Need to determine options for increased service efficiency. No purchase planned at this time. | | | |
| 20220910 - Ambassador Vehicle | Small Quote | | | | | TBD | | | Operating Expense | |
| 20220912 - Seat Cleaning | Small Quote | | | | | \$ 10,000.00 | | | | |
| 20220916 - Dauphin Emergency Shelter Repair | Small Quote | | | | | TBD | | | | |
| 20220930 - York Vacuum | Small Quote | | | | | \$ 2,000.00 | | | | |
| 20221003 - Dauphin Torque Wrench | Small Quote | | | | | \$ 4,000.00 | | | | |
| 20221011 - Dauphin Lighting Repairs | Small Quote | | | | | \$ 30,000.00 | | | | |
| 20221011 - Dauphin Lighting Repairs | RFP | | | | | TBD | | | | |
| In Process Total | | | | | | \$ 2,357,000.00 | | | | |
| Future Activity | | | | | | | | | | |
| Shop Supply Contract - Dauphin/York | IFB | TBD | | | | Need Informaton | Need to receive total costs from accounting | | | |
| 20211223 - York/Adams Pressure Washing/ Window Cleaning | TBD | Need Quotes | | | | | Waiting until Spring 2023 | | | |
| 20220317 - Cameron Street Shelter | IFB | | | | | TBD | | | Operating Expense | |
| Call Center Recording Software | | | | | | | | Need Details | | |
| Northumberland Cameras | Small Quote | | | | | \$ 35,000.00 | | Need Details | Funding Confirm | |
| Paperless Pre/Post Trip Inspections | RFP | | | | | | | Need Details part of Fleet Management? | | |
| IT Services | | | | | | | Contract renewed in May for both York and Harrisburg without procurement procedures. | | | - Contract expired |
| MTS - Mobilitiy Transport Services Paratransit | TBD | | | | | | | Expires August 2022 | Operating Expense | |
| York and Dauphin Groundskeeping | Small Quote | October | | | | | | | | |
| Future Total | | | | | | \$ 35,000.00 | | | | |
| Combined Total | | | | | | \$ 2,392,000.00 | | | | |