



DATE: October 28, 2021

TIME: 12:00PM

PLACE: 901 North Cameron Street, Harrisburg, PA

PURPOSE: October 2021 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 Hearing
 - A. FFY 2021 Proposed Program of Projects (Page 3)
4. Public Comment: Accepted in Person or in Writing
5. Approval of Minutes
 - A. Meeting Minutes of September 30, 2021 (Pages 4-7)
6. Communications
 - A. John Pague Follow Up Letter (Page 8)
 - B. FY 2021-2022 SECTION 1513 FUNDING INCREASE (Page 9)
7. Audit Draft Presentation by RKL
 - A. RESOLUTION 2128 – ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS (Page 10)
8. Treasurer's Report
 - A. September 2021 CAT Financial Report (Pages 11-16)
9. Resolutions
 - A. RESOLUTION 2129 – AWARD OF CONTRACTS FOR PROCUREMENT OF MAINTENANCE PARTS (Pages 17-18)
 - B. RESOLUTION 2130 – AUTHORIZING THE AWARD OF CONTRACT FOR SHARED RIDE AND PARATRANSIT SERVICE (Pages 19-20)
 - C. RESOLUTION 2131 – AUTHORIZING CAT STAFF TO DESTROY RECORDS (Pages 21)
 - D. RESOLUTION 2132 – A RESOLUTION OF THE BOARD OF DIRECTORS FOR AUTHORIZING EXECUTIVE DIRECTOR TO ADJUST SERVICE LEVELS RELATED TO STAFF AVAILABILITY (Pages 22-23)



10. Old Business

11. New Business

12. Future Procurements

A. Middletown Property Management

B. CAT Tire Lease

13. Staff Report

14. Adjournment

Next Meeting: Thursday, November 18, 2021

FFY 2021 Proposed Program of Projects
 Cumberland-Dauphin-Harrisburg Transit Authority – Capital Area Transit
 Public Notice

Proposed Program of Projects

Capital Area Transit in fulfillment of the requirements to receive financial assistance from the Federal Transit Administration has developed a special Program of Projects identifying those projects and activities for which assistance will be sought.

FFY 2021 Section 5307 Requests

	<u>Total</u>	<u>Federal</u>	<u>Non-Federal (Match)</u>
Capital Cost of Contracting	\$ 675,000	\$ 540,000	\$ 135,000
Preventative Maintenance	\$3,817,522	\$ 3,054,018	\$ 763,504
Non Fixed Route ADA			
Paratransit Service	\$ 691,802	\$ 553,442	\$ 138,360
Safety & Security	\$ 69,182	\$ 55,346	\$ 13,836
Capital Lease on Tires	\$ 102,000	\$ 81,600	\$ 20,400
Capital	\$ 1,562,500	\$ 1,250,000	\$ 312,500
Total 5307	<u>\$6,453,848</u>	<u>\$5,163,077</u>	<u>\$1,290,771</u>

FFY 2021 Bus and Bus Facilities Section 5339 Program Requests

	<u>Total</u>	<u>Federal</u>	<u>Non-Federal (Match)</u>
Bus & Bus Facilities Capital	\$ 739,900	\$ 581,920	\$ 157,980
Total 5339	<u>\$ 739,900</u>	<u>\$ 581,920</u>	<u>\$ 157,980</u>

FFY 2021 Congestion Mitigation and Air Quality Improvement (CMAQ) Program Requests

	<u>Total</u>	<u>Federal</u>	<u>Non-Federal (Match)</u>
CMAQ Capital	\$3,159,975	\$2,527,500	\$ 632,475
Total CMAQ	<u>\$3,159,975</u>	<u>\$2,527,500</u>	<u>\$ 632,475</u>

The total proposed program of project cost is \$10,817,881. Projects are funded at an eighty percent (80%) federal share. The FTA share for the total program of projects is \$8,643,826. The remaining funds will be provided by PennDOT, the counties of Cumberland and Dauphin, the City of Harrisburg, and social service contracts with state, local or private social service agencies or organizations.

This proposed program of projects is in conformance with the comprehensive land use and transportation planning in this area and has been included in the Transportation Improvement Plan (TIP).

The proposed program of projects will constitute the final program if there are no changes.

Written comments on the Program of Projects should be addressed to Capital Area Transit, Attention Eric Maguire, Manager of Grants, 901 N. Cameron Street, Harrisburg, PA, 17101, or by email at emaguire@cattransit.com and must be received by 4:00 pm October 26 2021.

Capital Area Transit will hold a public Hearing on its Program of Projects on October 28, 2021, at 12:00 noon in the CAT Board Room located on the 2nd floor at 901 N. Cameron Street, Harrisburg, PA, 17101.

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

MINUTES OF BOARD MEETING

September 30, 2021

The regular meeting of the Authority's Board of Directors convened September 30, 2021 at 12:00pm, at the office of Capital Area Transit located at 901 N. Cameron Street, Harrisburg, PA 17101. A Zoom option was made available for anyone who was unable to attend in person. Chairman Eric Bugaile presiding. Present were board members: Chad Saylor, Bruce Weber, Al Bienstock, LaToya Bellamy and Richard Kotz. Jill Nagy, Counsel was also present.

Administrative Staff Members present were Richard Farr, Angela Bednar, Christopher Zdanis, Jenna Reedy, Brianna Holmes, David Juba, Jamie Leonard, Stephen Baldwin, Abby Davis, Nicole Hansen, Paul Mathis, Brian Gillette, Darwin Craul, Jonathan Brouse and Miguel Aciri-Rodriguez.

Members of the ATU Local 1436 present were Rosalind Pope, Sophronia Rogers and John Pague.

Member of the public present was Gregory Richardson.

ATTENDANCE

All members of the Board of Directors were present except Scott Wyland. Motion to excuse Scott Wyland was raised by Richard Kotz and seconded by Al Bienstock. Motion approved.

CHANGES OR MODIFICATION TO THE AGENDA

A motion was made to update the agenda to consider Resolution 2126 based on an emergency basis. Motion to update the agenda was raised by Bruce Weber and seconded by Al Bienstock. Motion approved.

PUBLIC COMMENT

Veteran CAT rider, Gregory Richardson, commented on a lack of communication about new schedules, passenger confusion about detours, roadwork and insufficient driver knowledge about routes.

John Pague, a CAT fixed route operator, shared concerns regarding communication on route changes. He also communicated his concerns on a hostile work environment for the operators and how they fear losing their job daily.

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

Sophonria Rogers, a CAT fixed route operator, discussed confusion amongst the passengers due to recent routing changes and the poor communication of those changes, especially to the senior passengers. Sophronia Rogers also expressed a concern with the timing of certain routes, specifically not having enough time causing operators to arrive late and passengers to miss their connections.

APPROVAL OF MINUTES

Chad Saylor moved to accept the July 29, 2021 meeting minutes, seconded by Richard Kotz. Motion approved.

COMMUNICATIONS

No communications.

TREASURER'S REPORT

Al Bienstock deferred to Stephen Baldwin to present the unaudited financial statements for the month of August 2021 and the year-to-date period ending August 30, 2021.

Highlights of the report are as follows:

- Fixed route ridership was 89,000 passenger trips for the month which is a 4% increase over the previous month. Year-to-date ridership remains flat. Revenue for fixed route is down 17% and expenses are down 14%.
- Paratransit revenues are up for the fourth month in a row. Year-to-date revenues are up by 17% and expenses are down by 8%.
- Combined year-to-date revenues are up slightly under 2% and expenses are down 13% over the previous year.
- Year-to-date overtime is down \$104,000 over the prior year.

Stephen Baldwin reported, due to the previous highlights, CAT will hold \$158,000 in reserve for August and \$275,000 year-to-date of state subsidy.

Richard Farr stated, for the record, that this is the first time in decades which expenses did not exceed revenues without any external funding sources.

Stephen Baldwin also highlighted the CAT 2021 changes and the half-price ticket sales, which will reflect in next month's financials.

Al Bienstock moved to accept the August 2021 CAT Financial Report, seconded by Bruce Weber, motion approved.

RESOLUTIONS

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

**RESOLUTION 2121 – PENNDOT MANAGEMENT CONTRACT FOR MIDDLETOWN
PARKING**

Motion to approve was raised by Chad Saylor, seconded by Richard Kotz, and passed unanimously.

**RESOLUTION 2122 – MPO TO DESIGNATE SRTA AS FTA RECIPIENT OF TRANSIT
FUNDS FOR THE HARRISBURG URBANIZED AREA**

Motion to approve was made by Al Bienstock, seconded by Chad Saylor, and passed unanimously.

**RESOLUTION 2123 – APPROVING CONTRACT WITH HEMPT BROTHERS FOR
PAVING OF 901 N. CAMERON STREET FACILITY**

Motion to approve was made by Chad Saylor, seconded by Al Bienstock, and passed unanimously.

**RESOLUTION 2124 – APPOINTING CAT REPRESENTATIVES TO HATS (MPO
COMMITTEES)**

Motion to approve was made by Richard Kotz, seconded by Bruce Weber, and passed unanimously.

RESOLUTION 2125 – APPROVING SNOW REMOVAL SERVICES

Motion to approve was made by Chad Saylor, seconded by Al Bienstock, and passed unanimously.

**RESOLUTION 2126 – AUTHORIZING THE FILING OF A STATE CAPITAL GRANT
APPLICATION AND CERTIFICATION OF LOCAL MATCH**

Motion to approve was made by Al Bienstock, seconded by Bruce Weber, and passed with Chad Saylor abstaining at the advice of the Dauphin County's council.

**RESOLUTION 2127 – APPROVING THE TRESPASS POLICY FOR CAPITAL AREA
TRANSIT**

Motion to approve was made by Richard Kotz, seconded by Chad Saylor, and passed unanimously.

OLD BUSINESS

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

There was no old business.

NEW BUSINESS

There was no new business.

FUTURE PROCUREMENTS

Richard Farr made the Board aware of upcoming procurements for vehicle advertisement and rooftop HVAC replacement at 901 N. Cameron Street

STAFF REPORT

Richard Farr reported on fixes that need to take place in the bus barn.

Mr. Richard Farr provided the following staff updates:

- Hiring and recruitment
- Possible temporary service reductions
- Update on regionalization-Inaugural SRTA Board Meeting

ADJOURNMENT

The next scheduled Board meeting will take place on October 28, 2021 at 12:00pm. This meeting will be held in person in the second floor Board Room at 901 N. Cameron Street with a Zoom option available for anyone who is unable to attend in person.

Motion to adjourn into an executive session to discuss employment matters was made by Al Bienstock and seconded by Chad Saylor. The meeting adjourned at 12:47pm.

Respectfully Submitted,



Richard Kotz
Secretary

Capital Area Transit



John Pague
October 11, 2021
RE: Follow Up

901 N. Cameron Street
Harrisburg, PA 17101
www.cattransit.com

John,

I hope this letter finds you well. On Thursday, September 30th, 2021 you went before the board to express your concerns about the environment at Capital Area Transit. You reported a hostile work environment to the board and those in attendance, which prompted Human Resources to investigate further.

Fixed Route Division
Information Center
717-238-8304

Administrative Office
717-233-5657
Fax: 717-238-8307

I was hoping to reach you to speak with you regarding this matter, and have made multiple attempts to reach you by phone:

Share-A-Ride Division

Share-A-Ride Reservations
717-232-6100

Share-A-Ride Administration
717-232-6104
Fax: 717-232-6973

Friday, 10/01/2021 – Left a voicemail
Wednesday, 10/06/2021 – Left a voicemail
Friday, 10/08/2021 – No answer

Board of Directors

This letter is an attempt to reach you to schedule a meeting or phone call to discuss your concerns. We value your opinion and hope to try and resolve this matter in good faith.

Eric Bugaile
Chairman

Bruce Weber
Vice Chairman

Please contact me at your earliest convenience.
Sincerely,

Al Bienstock
Treasurer

Rich Kotz
Secretary

Bri Holmes
Human Resources Manager, SHRM-CP
717-233-5657
HR@cattransit.com
(f) 717-674-5977

Scott Wyland
Member

Chad Saylor
Member

LaToya Bellamy
Member

Jill E. Nagy
Counsel

Richard Farr
Executive Director



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION

RECEIVED
OCT 08 2021
BY: DMB

September 21, 2021

Mr. Richard Farr, Executive Director
Capital Area Transit (CAT)
901 N. Cameron Street
Harrisburg, Pennsylvania 17101

Re: FY 2021-22 Section 1513 Funding Increase

Dear Mr. Farr:

In March I wrote to inform you of your Section 1513 funding for the upcoming fiscal year. In that letter I explained that funding for FY 21-22 would be the same as FY 20-21 due to the impact of the COVID-19 pandemic on Act 89's revenue streams. Current estimates indicate the impact to the Act 89 revenue streams has been less severe than originally expected. As a result, PennDOT had decided to increase the Statewide Section 1513 Operating Allocation by 3% for FY 21-22. The increase will be distributed using performance factors as required in Act 44. Your monthly payments for February to June 2022 will be adjusted to reflect the increase to your agency. Your local match requirements will not change unless you are currently collecting 15% local match. If that is the case, you will need to collect additional local match to receive this additional funding.

PennDOT will need to adjust your Consolidated Operating Agreement Grant to award the additional funding. We will be working over the next few weeks to process letter adjustments and notify you of specific funding amounts. Please feel free to contact me or your program manager if you have any questions.

Sincerely,

Jennie A. Louwerse, AICP, Deputy Secretary
Multimodal Transportation

RESOLUTION NO. 2128

ACCEPTING ANNUAL REPORT OF AUTHORITY AUDITORS

WHEREAS, the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority (CAT) engaged the Certified Public Accounting firm of RKL LLP to undertake its financial and compliance audit for the fiscal year ending June 30, 2021, and

WHEREAS, RKL LLP has completed this work, delivered their draft written report for CAT, and made an oral presentation to the Board of Directors on their findings, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority accept the draft audit report as final, barring no material changes, and that their results be distributed to all necessary parties after final printing.

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 October 28, 2021.

Richard Kotz
Secretary

attest: _____
Eric Bugaile
Chairman



To: Capital Area Transit Board Members
From: Brian Gillette, Accounting Manager
Date: October 27, 2021
Re: September 2021 CAT Financial Report (Unaudited)

Attached are Capital Area Transit's (CAT) unaudited financial statements for the month of September 2021 and the year-to-date period ending September 30, 2021.

Items of Interests:

- Fixed Route 2022/2021 YTD: Revenues: down 6%, Expenses: down 10.1%.
- Paratransit 2022/2021 YTD: Revenues: up 14.3%, Expenses: down 6.6%
- Combined 2022/2021 YTD: Revenues: up 5.7%, Expenses: down 9.4%
- Combined – Revenues: \$80K or 6.5% below budget, Expenses: \$790K or 14% below budget
- September MTD/YTD Health Insurance Expenses

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>
Gross Health Insurance	\$ 203,685	\$ 618,564	\$ 754,503
Employee Premium Copay	\$ 18,577	\$ 59,688	\$ 84,396
Net Health Insurance	\$ 185,108	\$ 558,876	\$ 670,107

- Overtime for September 2021 and YTD Period Ending September 30, 2021.

	September 2021		YTD	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Operators	\$ 36,685	\$ 35,675	\$ 144,747	\$ 112,816
Operations	\$ 742	\$ 433	\$ 1,932	\$ 1,300
Maintenance	\$ 7,825	\$ 11,892	\$ 30,559	\$ 37,605
Admin.	\$ 313	\$ 0	\$ 656	\$ 0
	-----	-----	-----	-----
	\$ 45,565	\$ 47,999	\$ 177,893	\$ 151,721

- YTD Overtime is down \$141K over the prior year

Fixed Route Division – September 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	254,649	38,206	6.67	-0.71%
2021	259,961	38,726	<u>6.71</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	\$ 3,718,587	38,206	\$ 97.33	8.85%
2021	\$ 4,135,343	38,726	<u>\$ 106.78</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	\$ 437,340	38,206	\$ 11.45	-4.72%
2021	\$ 465,242	38,726	<u>\$ 12.01</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	\$ 3,718,587	254,649	\$ 14.60	8.20%
2021	\$ 4,135,343	259,961	<u>\$ 15.91</u>	favorable
2023 Goal		Not to Exceed	\$ 8.13	

Paratransit Division – September 2021

Revenue

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2022	\$ 234,225	\$ 724,741	14.28%
2021	\$ 216,355	\$ 634,173	favorable

Expenses

	<u>MTD</u>	<u>YTD</u>	<u>Change</u>
2022	\$ 325,322	\$ 1,024,800	6.64%
2021	\$ 332,337	\$ 1,097,642	favorable

YTD Expenses are 23% favorable to budget by \$314K

Capital Area Transit
Balance Sheet - Summary
As of September 30, 2021

	2022	2021
Assets		
Current Assets		
Cash	8,756,464	4,055,771
Investments	15,267	15,258
Accounts Receivable	697,803	700,148
Capital Grants Receivable	1,507,748	3,241,732
Op. Assist. & Planning Grants Receivable	-	-
Inventory	403,800	408,070
Prepays	334,924	467,307
Total Current Assets	11,716,005	8,888,285
Capital Assets		
Fixed Assets	66,013,894	56,388,723
Accumulated Depreciation	(37,456,865)	(33,376,380)
Net Capital Assets	28,557,028	23,012,343
Other Assets	75,915	75,915
Total Assets	40,348,948	31,976,543
Liabilities		
Current Liabilities		
Accounts Payable	571,065	330,293
Accrued Wages & Payroll-Related Accruals	522,963	637,772
Payroll Withholdings - Taxes	10,977	10,807
Short-Term Debt & Accrued Interest	0	0
Accrued Expenses	685,043	601,440
Advances for Working Capital	613,288	662,402
Deferred Operating & Capital Grants	9,469,354	6,746,215
Total Current Liabilities	11,872,689	8,988,929
Long-Term Liabilities	311,812	339,687
Total Liabilities	12,184,501	9,328,615
Net Position	28,164,448	22,647,928
Total Liab, Total Def Inflow & Net Position	40,348,948	31,976,543

Capital Area Transit
Income Statement - Combined
For the Period Ending September 30, 2021

	Fiscal Year 2022					Fiscal Year 2021	
	PTD		YTD		Annual	PTD	YTD
	Actual	Budget	Actual	Budget	Budget	Actual	Actual
Revenue							
Passenger Revenue	159,098	140,974	424,089	449,885	1,756,481	129,732	461,729
Other Revenue	236,688	271,737	737,992	792,669	3,345,366	216,628	637,685
Total Revenue	395,787	412,711	1,162,081	1,242,554	5,101,847	346,360	1,099,414
Expenses							
Labor							
Labor - Operators	426,196	526,931	1,391,437	1,683,617	6,541,680	468,337	1,569,882
Labor - Operations Support	73,927	72,743	225,804	230,089	887,056	70,910	292,358
Labor - Maintenance	96,229	133,733	320,540	427,280	1,660,139	119,097	445,100
Labor - Administrative	39,115	49,188	122,817	157,125	610,399	33,360	143,430
Labor - Health Insurance	185,108	251,501	558,877	754,503	3,018,012	182,035	546,424
Labor - Other Fringes	242,666	247,502	712,706	723,479	3,875,369	236,033	906,640
Total Labor	1,063,241	1,281,598	3,332,181	3,976,093	16,592,655	1,109,773	3,903,833
Services	101,495	94,819	317,062	284,457	1,137,827	55,910	230,624
Fuel	87,678	102,321	294,023	318,488	1,257,564	92,131	302,696
Tires & Tubes	7,654	11,546	22,179	36,071	142,761	5,946	16,763
Materials & Supplies	66,045	65,373	170,615	202,851	804,284	50,190	180,032
Utilities	25,084	27,072	66,986	81,216	324,864	20,345	65,033
Casualty & Liability	15,267	46,668	94,633	140,004	560,000	44,631	136,651
Taxes	100	115	303	336	1,270	95	328
Purchase of Service	142,499	152,649	424,765	456,756	2,018,375	128,392	382,340
Miscellaneous	5,981	7,500	12,758	22,500	90,000	2,278	5,237
Marketing & Promotion	4,309	4,583	6,603	13,749	55,000	3,913	8,181
Interest	-	-	4	-	-	-	27
Leases & Rentals	425	430	1,274	1,290	5,160	413	1,238
Total Expenses	1,519,777	1,794,674	4,743,387	5,533,811	22,989,760	1,514,016	5,232,983
Surplus (Deficit)	(1,123,990)	(1,381,963)	(3,581,305)	(4,291,257)	(17,887,913)	(1,167,656)	(4,133,569)
Subsidy							
Local Subsidy	104,070	100,545	310,746	316,322	1,168,821	110,349	290,132
State Subsidy	720,976	922,547	2,379,573	2,856,343	4,870,796	-	-
Federal Subsidy	298,944	358,871	890,987	1,118,592	11,848,284	1,057,307	3,843,437
Total Subsidy	1,123,990	1,381,963	3,581,305	4,291,257	17,887,901	1,167,656	4,133,569
Difference	-	-	-	-	(12)	-	-

Capital Area Transit
Income Statement Summary - Fixed Route
For the Period Ending September 30, 2021

	Fiscal Year 2022					Fiscal Year 2021	
	PTD		YTD		Annual	PTD	YTD
	Actual	Budget	Actual	Budget	Budget	Actual	Actual
Revenue							
Passenger Fares	149,852	128,082	393,851	410,718	1,610,330	119,145	429,787
Other Revenue	11,710	11,024	43,488	34,372	556,581	10,860	35,454
Total Revenue	161,562	139,106	437,339	445,090	2,166,911	130,005	465,241
Expenses							
Labor							
Labor - Operators	383,171	440,573	1,254,044	1,421,255	5,562,674	421,303	1,410,661
Labor - Operations Support	51,124	48,400	154,109	156,134	611,095	48,101	198,759
Labor - Maintenance	79,862	111,720	265,046	360,403	1,410,586	99,123	379,260
Labor - Administrative	33,110	40,922	102,870	132,013	516,692	27,396	117,787
Labor - Health Insurance	152,044	190,814	451,987	572,442	2,289,776	145,510	438,126
Labor - Other Fringes	207,313	207,604	611,336	607,721	3,257,986	192,724	755,733
Total Labor	906,625	1,040,033	2,839,392	3,249,968	13,648,809	934,158	3,300,326
Services	86,083	77,481	271,499	232,443	929,770	46,154	199,356
Fuel	70,347	81,493	235,474	257,712	1,027,965	76,660	251,879
Tires & Tubes	6,130	9,732	18,439	30,777	122,760	5,946	16,763
Materials & Supplies	56,800	54,667	147,078	171,430	684,102	41,601	152,736
Utilities	16,692	18,662	45,370	55,986	223,935	13,825	44,462
Casualty & Liability	12,793	31,773	70,043	95,319	381,272	30,524	92,616
Taxes	-	-	-	-	-	-	-
Purchase of Service	29,738	28,872	74,428	68,940	318,376	26,438	63,130
Miscellaneous	4,588	5,753	9,582	17,259	69,027	2,046	4,631
Marketing & Promotion	4,235	4,583	6,005	13,749	55,000	3,913	8,181
Interest	-	-	3	-	-	-	24
Leases & Rentals	425	430	1,274	1,290	5,160	413	1,238
Total Expenses	1,194,455	1,353,479	3,718,587	4,194,873	17,466,176	1,181,679	4,135,342
Surplus (Deficit)	(1,032,893)	(1,214,373)	(3,281,248)	(3,749,783)	(15,299,265)	(1,051,674)	(3,670,101)
Subsidy							
Local Subsidy	104,070	100,545	310,746	316,322	1,168,821	110,349	290,132
State Subsidy	720,976	883,018	2,379,573	2,704,521	4,570,761	-	-
Federal Subsidy	207,847	230,810	590,930	728,940	9,559,679	941,325	3,379,969
Total Subsidy	1,032,893	1,214,373	3,281,248	3,749,783	15,299,261	1,051,674	3,670,101
Difference	-	-	-	-	(4)	-	-

Capital Area Transit
Income Statement Summary - Paratransit
For the Period Ending September 30, 2021

	Fiscal Year 2022					Fiscal Year 2021	
	PTD		YTD		Annual	PTD	YTD
	Actual	Budget	Actual	Budget	Budget	Actual	Actual
Revenue							
Passenger Fares	9,247	12,892	30,237	39,167	146,151	10,587	31,943
Other Revenue	224,978	260,713	694,505	758,297	2,788,785	205,768	602,231
Total Revenue	234,225	273,605	724,742	797,464	2,934,936	216,355	634,173
Expenses							
Labor							
Labor - Operators	43,025	86,358	137,393	262,362	979,006	47,034	159,221
Labor - Operations Support	22,802	24,343	71,695	73,955	275,961	22,809	93,598
Labor - Maintenance	16,367	22,013	55,495	66,877	249,553	19,974	65,840
Labor - Administrative	6,005	8,266	19,947	25,112	93,707	5,964	25,643
Labor - Health Insurance	33,064	60,687	106,889	182,061	728,236	36,525	108,298
Labor - Other Fringes	35,354	39,898	101,370	115,758	617,383	43,309	150,907
Total Labor	156,616	241,565	492,789	726,125	2,943,846	175,615	603,507
Services	15,412	17,338	45,563	52,014	208,057	9,755	31,268
Fuel	17,331	20,828	58,550	60,776	229,599	15,471	50,818
Tires & Tubes	1,524	1,814	3,740	5,294	20,001	-	-
Materials & Supplies	9,245	10,706	23,537	31,421	120,182	8,589	27,296
Utilities	8,392	8,410	21,616	25,230	100,929	6,519	20,571
Casualty & Liability	2,474	14,895	24,590	44,685	178,728	14,107	44,035
Taxes	100	115	303	336	1,270	95	328
Purchase of Service	112,761	123,777	350,337	387,816	1,699,999	101,954	319,210
Miscellaneous	1,394	1,747	3,176	5,241	20,973	232	606
Marketing & Promotion	74	-	598	-	-	-	-
Interest	-	-	0	-	-	-	3
Leases & Rentals	-	-	-	-	-	-	-
Total Expenses	325,322	441,195	1,024,799	1,338,938	5,523,584	332,337	1,097,642
Surplus (Deficit)	(91,097)	(167,590)	(300,058)	(541,474)	(2,588,648)	(115,982)	(463,468)
Subsidy							
Local Subsidy	-	-	-	-	-	-	-
State Subsidy	-	39,529	-	151,822	300,035	-	-
Federal Subsidy	91,097	128,061	300,058	389,652	2,288,605	115,982	463,468
Total Subsidy	91,097	167,590	300,058	541,474	2,588,640	115,982	463,468
Difference	-	-	-	-	(8)	-	-

RESOLUTION NO. 2129

**AWARD OF CONTRACTS FOR PROCUREMENT OF
MAINTENANCE PARTS**

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority currently purchases a significant number of vehicle parts and components on an ongoing basis, and,

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority must comply with Federal Procurement Guidelines when purchasing all parts, and,

WHEREAS, an Invitation For Bids was conducted and publicly advertised for all anticipated parts, and,

WHEREAS, the Invitation For Bids was released August 10, 2021 and bids due September 13, and

WHEREAS, Eleven (11) entities submitted bids for parts and Five (5) entities submitted bids for oils and fluids, and

WHEREAS, the firms included Kirk's Automotive, Fred Beans Parts, Cummins Inc., SP Auto Parts, Petro Choice, Neopart Transit, The Best Battery Co., Vehicle Maintenance Program, D&W Diesel, New Flyer Industries, Mowhawk Industries, and Muncie Transit Supply. Please note that there was overlap between parts bids and fluids bids, and

WHEREAS, One-hundred, Sixty-eight (168) distinct part numbers and Twenty-one (21) various fluid types were evaluated with a combined, approximated annual value of Two-hundred, Twenty-eight thousand, Four-hundred, Thirty-two Dollars (\$228,432), and

WHEREAS, of the entities submitting bids, all were successful in garnering some aspect of the part and fluid supply,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority award a contract to each firm for the supply of those parts for which it was the lowest Bidder.

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 Board Members held on October 28, 2021.

Richard Kotz
Secretary

attest: _____

Eric Bugaile
Chairman

RESOLUTION NO. 2129

AWARD OF CONTRACTS FOR PROCUREMENT OF MAINTENANCE PARTS

- According to federal guidelines, all purchases of maintenance parts are subject to the procurement rules including securing a 'lowest price' among potential suppliers. This involves soliciting prices for each part.
- This Resolution grants management the ability to award contracts to those firms that tendered responsive and responsible bids on a per-part basis.
- The resulting contract awards to each supplier will be for a period of one (1) year. In the unlikely event the cost of any part would decrease over the course of the contract, the Cumberland-Dauphin-Harrisburg Transit Authority will pursue the lower cost.
- The bidding process also identified vendors that may provide a low price if the contracted vendor is out of stock when a particular item is in critical need.
- Contracts will be structured to provide Cumberland-Dauphin-Harrisburg Transit Authority preference for part supply.
- Cumberland-Dauphin-Harrisburg Transit Authority will seek the best value on items not listed within the Invitation for Bids.

RESOLUTION NO. 2130

AUTHORIZING THE AWARD OF CONTRACT FOR SHARED RIDE AND PARATRANSIT SERVICE

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority has identified a need for a contract operator and has had a long history of contracting a portion of the daily operation of the shared ride and paratransit system and improving operating efficiencies; and,

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority identified that a Request for Proposals would be the best method to award due to the quality, capacity, and functional considerations of the various service providers that required evaluation beyond price; and,

WHEREAS, a Request for Proposals was released July 6, 2021, seeking proposals for a period of Three (3) years, with Two (2), One (1) year optional contract periods; and,

WHEREAS, One (1) responsive proposal was received and was scored according to published criteria by a committee consisting of operations, accounting, and procurement, and

WHEREAS, the firm, Easton Coach Company, was the only company to submit a proposal, and therefore a single proposal justification exercise was completed, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority to award a three year contract with two, one-year contract extension options to Easton Coach Company, and

NOW, BE IT FURTHER RESOLVED that a contract in the amount of \$54,333.33 monthly for fixed costs and \$24.51 for variable cost for each operating hour with an anticipated contract cost not to exceed \$2,064,000.00 be awarded for the purpose of operating a portion of the Capital Area Transit shared ride and paratransit transportation service.

**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 Cumberland-Dauphin-Harrisburg Transit Authority Board Members held on October 28, 2021.

Richard Kotz
Secretary

attest: _____
Eric Bugaile
Chairman

RESOLUTION NO. 2130

AUTHORIZING THE AWARD OF CONTRACT FOR SHARED RIDE AND PARATRANSIT SERVICE

FACT SHEET

- The current contract expires October 31, 2021.
- The current contracted provider is Easton Coach Company.
- Easton Coach Company agreed during contract negotiation to continue to service and abide by the previous contract until a new contract was set in place.
- Evaluations were based on Nine (9) criteria, comprised of Technical and managerial ability, Training Programs, Staff Qualifications, Maintenance Programs, Plan to Manage Driver Retention, Employee Incentives, Experience, and Financial Stability, and the Contract Implementation Program.
- The Easton Coach proposal was scored, receiving 323 of 400 points, or a 80.75%
- Easton Coach Company was the only interested party which submitted a proposal. Post bid opening, the Procurement Analyst questioned those initially interested with the following responses:
 - A number of interested parties provide software solutions and assumed that there was a software component to the RFP. These entities did not submit bids since there was not a software requirement.
 - Staffing was cited as a hurdle.
 - A surveyed company did not have the capability to provide storage or for the maintenance of the vehicles.
- The Easton pricing was evaluated, using the ICE, and historic costs. It was determined that negotiations were necessary to reach a price that was beneficial to CAT and to Easton Coach.
- Negotiations began on September 28 with a meeting between Easton Coach representatives and CAT. The Easton negotiation team included David Batchelor, Jr., President and COO; Chris Ambrogi, Regional VP; Heather Petty, VP Human Resources and Mark Glatz, Executive VP, Finance and Development. The CAT team included Steve Baldwin, Chris Zdanis, and Allen Hollenbach. There were additional conference calls and emails exchanged, which resulted in the current terms of this contract.
- The cost of the contract is \$1,500,000. The Board authorization is for 30% higher as this is for demand responsive service and if COVID recovery happens faster, trips could increase.
- The negotiation resulted in the annual pricing as listed above and a provision to allow the evaluation of pricing at the end of each contract year, allowing for an equitable adjustment to contract pricing in place of the previous automatic contract price increases.

RESOLUTION NO. 2131

AUTHORIZING CAT STAFF TO DESTROY RECORDS

WHEREAS, Cumberland-Dauphin-Harrisburg Transit Authority (CAT) is required to maintain records in accordance to the rules defined by The Pennsylvania Historical and Museum Commission Bureau of Archives and History, Pennsylvania Department of Transportation Grant agreements, and the Department of Public Welfare's MATP Instructions and Regulations; and,

WHEREAS, CAT has met the time requirements of keeping the following records and will dispose of them as per the policy adopted on March 27, 2014:

- Accounts Payable FY2011-FY2014 - 14 boxes
- Accounts Receivable Farebox Reports FY2009-2014 - 4 boxes
- Accounts Receivable Paratransit Billing FY2012-2014 - 2 boxes
- Accounts Receivable Reports FY2011-FY2014 - 3 boxes
- Child Support Records FY2004-2013 - 3 boxes
- Daily Consignment (Information Specialists) 2008-2014 - 4 boxes
- Farebox Report FY2011-FY2014 - 2 boxes
- GFI Reports FY 2011 - FY2014 - 2 boxes
- Journal Entries FY2011-2014 - 3 boxes
- MATP/Welfare to Work/SET/PwD 2008-2011 - 2 boxes
- Mileage Sheets FY2010-2014 - 2 boxes
- Paratransit Billing 2013-2014 - 2 boxes
- Payroll Deduction FY2012 - 1 box
- Payroll Journal FY2012-2014 - 1 box

WHEREAS, CAT staff has determined the best way to destroy these files would be shredding them through Tri-State Shredding; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cumberland-Dauphin-Harrisburg Transit Authority that it authorizes the CAT staff to destroy the records identified.

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 October 28, 2021.

Rich Kotz
Secretary

attest: _____
Eric Bugaile
Chairman

RESOLUTION NO. 2132

A RESOLUTION OF THE BOARD OF DIRECTORS FOR AUTHORIZING EXECUTIVE DIRECTOR TO ADJUST SERVICE LEVELS RELATED TO STAFF AVAILABILITY

WHEREAS, the staffing shortages have been an issue locally, regionally and nationally; and

WHEREAS, the Cumberland-Dauphin-Harrisburg Transit Authority has also been affected by the challenges associated with recruiting new staff members; and

WHEREAS, the employee shortages are affecting the Authority's ability to deliver service at normal operating levels; and

WHEREAS, based on staffing levels, the Authority may be required to make service adjustments to ensure life-sustaining services are maintained and to allow for customers to plan their transportation effectively; and

NOW THEREFORE, BE IT RESOLVED, the Board of Directors has authorized the Executive Director to carry out necessary fixed route and shared ride service changes, on a temporary and/or rolling basis, and where no service change can extend beyond six (6) months, and where said service changes are communicated via the website, social media and onboard vehicles as appropriate and is subject to notification to the Board Chairman; and

NOW THEREFORE, BE IT FURTHER RESOLVED, that service adjustments that extend beyond the six month (6) window may be subject to the service reduction requirements outlined in the approved Title VI plan and may also require Board approval.

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 October 28, 2021.

Rich Kotz
Secretary

attest: _____
Eric Bugaile
Chairman

CAPITAL AREA PROCEDURE MEMO

PROCEDURE TITLE: **PARATRANSIT PRIORITIZATION**

Effective Date: March 13, 2020

Capital Area Transit is committed to meeting its passenger's transportation needs as defined in the Shared Ride Application submitted to the Pennsylvania Department of Transportation. However, should CAT experience trip volume or service issues that would prevent CAT from providing service as requested, the following will apply:

Capital Area Transit will prioritize requests based on trip purpose. Scheduling will begin with trips that fall in the *highest* priority trip purpose category and then to the *medium* and *lowest* respectively.

High Priority

- ADA trips – these cannot be denied unless outside of the 3/4th mile guidelines or outside the fixed route hours of operation.
- Dialysis, radiation trips, including appropriate out-of-service area.
- Doctor appointments and medical tests, including appropriate out-of-service area.
- Counseling appointments, such as mental health, drug and alcohol, etc.
- Work related trips, including childcare.
- MH/MR trips to and from work.

Medium Priority

- Trips for shopping for basic necessities, such as groceries, pharmacy, banking, etc.
- Trips for volunteer activities.

Low Priority

- Trips for hairdresser/barber.
- Trips for recreational, religious and social purposes.

Should a trip need to be canceled it will be done so as outline in trip reservation/cancellation procedure. Capital Area Transit will make every effort to contact the effected passenger to make alternate arrangements.

This procedure is in effect until modified or revoked.