

SRTA

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

DATE: July 28, 2022

TIME: 10:00 AM

PLACE: Zoom

PURPOSE: JULY 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 June 30, 2022 (Pages 3-6)
5. Communications
 - A. Correspondence from George Wolff (Page 7)
6. YAMPO Transit Committee
7. Treasurer's Report (Pages 8-12)
8. Resolutions
 - A. RESOLUTION 2234 – CONTRACT FOR CONFERENCE ROOM TECHNOLOGY INSTALLATION (Pages 13-14)
 - B. RESOLUTION 2235 – CONSTRUCTION CONTRACT HARRISBURG TRANSPORTATION CENTER (Pages 15-16)
 - C. RESOLUTION 2236 – CONTRACT AWARD FOR ANNUAL HVAC MAINTENANCE (Pages 17-18)
 - D. RESOLUTION 2237 – CONTRACT FOR SURVEILLANCE CAMERA INSTALLATION (Pages 19-20)
 - E. RESOLUTION 2238 – AUTHORIZATION TO RENEGOTIATE CONTRACT FOR INTERCITY BUS PROGRAM RELATED TO FUEL COSTS (Pages 21-22)
 - F. RESOLUTION 2239 – AUTHORIZING THE UTILIZATION OF MEMBERS 1ST BANKING SERVICES (Pages 23-24)
 - G. RESOLUTION 2240 – AUTHORIZATION TO APPROVE THE SAFETY COMMITTEE OF AGENCY OF AGENCY SAFETY PLAN (Pages 25-31)
9. Old Business
 - A. ACT 44 Quarterly Report (Pages 32-33)

10. New Business

11. Future Procurements (Page 34)

12. Staff Report

13. Adjournment

**Next Meeting:
Thursday, August 25, 2022
901 N. Cameron Street
Harrisburg, PA 17101**

SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

MINUTES OF SRTA BOARD MEETING

June 30, 2022

Present were board members: Raymond Rosen, York County; Thomas Wilson, Adams County; Keith Martin, York County; Richard Kotz, City of Harrisburg; Neil Grover, 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; Christopher Zdanis, Chief Operating Officer - Harrisburg; Trevor Manahan, Chief Operating Officer – York; Jenna Reedy, Chief of Staff; Jamie Leonard, Chief Human Resources Officer; Stephen Baldwin, Chief Financial Officer; Jonathan Brouse, Transit Planner; Richard Trout, Safety, Security and Training Officer; Brian Gillette, Controller; David Juba, Planning Manager; Nicole Hansen, Human Resources Business Partner – Labor Relations; Sherry Welsh, Senior Project Manager/rabbitcares Administrator.

CALL TO ORDER

The June Board meeting of the Susquehanna Regional Transportation Authority was called to order by Chairman Raymond Rosen at 10:14 AM.

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 May 26, 2022, meeting minutes was raised by Thomas Wilson, seconded by Eric Bugaile, and passed unanimously.

Correction noted to the May 26, 2022 meeting minutes by Carrie Gray. Meeting minutes state that the April Board meeting was called to order and it should say the May Board meeting was called to order.

COMMUNICATIONS

No communications.

YAMPO TRANSIT COMMITTEE

There was no YAMPO Transit Committee business.

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TREASURER'S REPORT

Keith Martin presented the May 2022 Financial Statement and Statistical Notes. Keith Martin noted that June is the last month of the 2022 Fiscal Year. Keith Martin also pointed out some important notes to the report:

- The yearly audit process has begun.
- Check reviews have been done for both Harrisburg and York.

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

- **RIDERSHIP**: Fixed route ran 5% above last year and remains at 54% of pre-COVID ridership levels. Paratransit was 25% above the previous year at 71% of pre-COVID ridership levels. Commuter Express rose to 70% above last year YTD but only 31% of pre-COVID levels. Microtransit is reaching monthly ridership that is double its level at the beginning of the fiscal year.
- **REVENUE**: Year to Date Operating revenue is 14% or \$2.2 million higher than budget. This is \$3.2 million or 23% above the same last year. Current period Operating revenues outperformed the budget by 24%.
- **EXPENSES**: Year to Date Total Expenses are \$2.9 million or 6% better than budget. In the current period, Total Expenses were better than budget by \$129,000 or 3% due to lower than budgeted labor costs.
- **RESERVES**: SRTA currently has 154 days of cash on hand. The Authority's target is to have reserve for 180 days.
- **CAPITAL EXPENDITURES**: Capital expenditures are over \$50,000 for the month. Capital expenditures include the York Transfer Center, a back-up server and vehicles.

Stephen Baldwin concluded his report by reviewing the June 2022 SRTA Dashboard.

RESOLUTIONS

RESOLUTION 2229 – AWARD OF LEASE CONTRACT FOR TRANSIT VEHICLE TIRES

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

RESOLUTION 2230– AUTHORIZATION TO PROCURE MICROTRANSIT VANS BY EXERCISING OUR OPTIONS ON THE CURRENT STATEWIDE CONTRACT

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

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SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

RESOLUTION 2231 – AUTHORIZING THE FILING OF A STATE CAPITAL GRANT APPLICATION AND CERTIFICATION OF LOCAL MATCH

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

RESOLUTION 2232 – AUTHORIZING A CHANGE ORDER TO VIA MOBILITY CONTRACT – CHAMBERSBURG MICROTRANSIT PILOT

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

OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

FUTURE PROCUREMENTS

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

STAFF REPORT

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

- CAT Triennial review
- Merged Ecolane database
- GOODWILL new facility
- Franklin County Microtransit update
- Same Day Shared Ride Implementation Plan
- UPMC & Geisinger progress
- Negotiation preparation

ADJOURNMENT

The next scheduled Board of Directors meeting will take place on July 28, 2022, at 10:00 AM at 415 N. Zarfoss Drive, York, PA 17404.

The meeting adjourned at 10:49 AM.

Respectfully Submitted,



SRTA
SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

Richard Kotz
Secretary

Rich Farr

From: George Wolff <wolf___aol.com>
Sent: Tuesday, July 12, 2022 11:06 AM
To: Rich Farr; wolff George
Subject: Fwd: Rabbit Transit Letter

Rich,

You've heard me express on many occasions how fortunate I am to be able to have Rabbit transportation transporting me from my place of independent living to the numerous doctors' offices I am required to visit. Without exception every driver goes out of their way to demonstrate their concern and compassion for the riders. The system is established to give those of us who are forgetful reminders of the rides we have scheduled and then a time to pick up at both at our residence and the doctor's office which is extremely comforting.

However, last week as a Rabbit was transporting me from my doctor at Central Pennsylvania Retina Specialists back to my residence, we stopped to pick up another rider. There was no one waiting at the stop so the driver, Bill Henning, left the bus and went to the door of the facility looking for the rider. Not seeing any sign of him, he came back to the bus and called dispatch to ask them what they want him to do. They said they will call the doctor's office and he's to standby. They called and reported that the patient would soon be coming out. After a little wait, the driver once again called dispatch. Once again they said they will call the patient or the doctor's office again, which they did. In a few minutes, a nurse from the doctor's office brought this gentleman out in his wheelchair with your driver waiting for him. Showing the greatest compassion for that patient, Bill loaded he and his wheelchair on the vehicle, saw that he was safely hooked up and proceeded to deliver me to my residence and then off to deliver him. But it inevitably demonstrated to me that concern and compassion is not only demonstrated by the drivers, but a systemwide approach. Listening to the calls between the driver and dispatch, it was clear that this type of thing happens on a regular basis and this concern of the system is for the well-being of the rider! I later learned that this rider is completely deaf and almost totally blind whereupon I could only imagine the panic in that rider's mind if he had been abandoned at the doctor's office by a non-caring system.

It was abundantly clear to me that PENNSYLVANIA seniors are not only extremely fortunate to have this form of transportation available to them, but that we are extremely fortunate to have a compassionate, caring attitude, obviously displayed by the entire system. Thank you as a leader of the system for making it very clear that none of us are left behind.

Be of good cheer.
The Wolff

George B. Wolff

SUSQUEHANNA REGIONAL TRANSPORTATION AUTHORITY

Financial Statement & Statistical Notes for June 2022

- The financial statements, enclosed with these notes, are as of June 30, 2022. They include the consolidation of Susquehanna Regional Transportation Authority (SRTA), Central Pennsylvania Transportation Authority (CPTA) and Cumberland Dauphin Harrisburg Transit Authority (CDH) operations.
- The presented financial statements reflect the adopted fiscal year 2022 budgets for CPTA and CDH combined which included the activity, which is now in SRTA.
- A column has been added to the income statement with the previous fiscal year to date information. This column has been shaded in grey.
- This is the final Internally Prepared Financial Statement for Fiscal 2022 and is unaudited. A presentation of the Audited Results for Fiscal 2022 will be presented to the Board when the Audit currently being performed by RKL, the Authority's external auditors is complete.

Ridership

- Year to date comparisons to the prior year and to pre-Covid levels improved slightly during June:
 - Fixed Route ran 6% above last year and rose to 55 % of pre-Covid ridership
 - Paratransit was 27% above the previous year and bumped up to 72% of pre-Covid ridership levels.
 - Commuter Express rose to 71% above last year (YTD) but remained at 31% of pre-Covid levels
 - In the Month of June, Microtransit's, ridership increase over the prior year (year to date) reached 59% up from 52% in May.

Revenue

- Year to Date Operating revenue is 16% or \$2.6 million higher than budget. This is \$3.5 million or 23% above same time last year.
- Current period Operating revenues beat budget by 32%.

Expenses

- Year to Date Total Expenses are \$1.4 million or 3% better than budget.
- A large jump in the purchased services line item (in June) is the result of kicking off the intercity bus management project. The million dollar purchased services expense (reflecting start-up payments to the bus vendors running the intercity routes) is more than offset by the project revenues, which are in the grant/contract income line item.

Reserves

- SRTA currently has 163 days of cash on hand.
- The Authority's target is to have reserves of 180 days.

Paratransit Division Performance

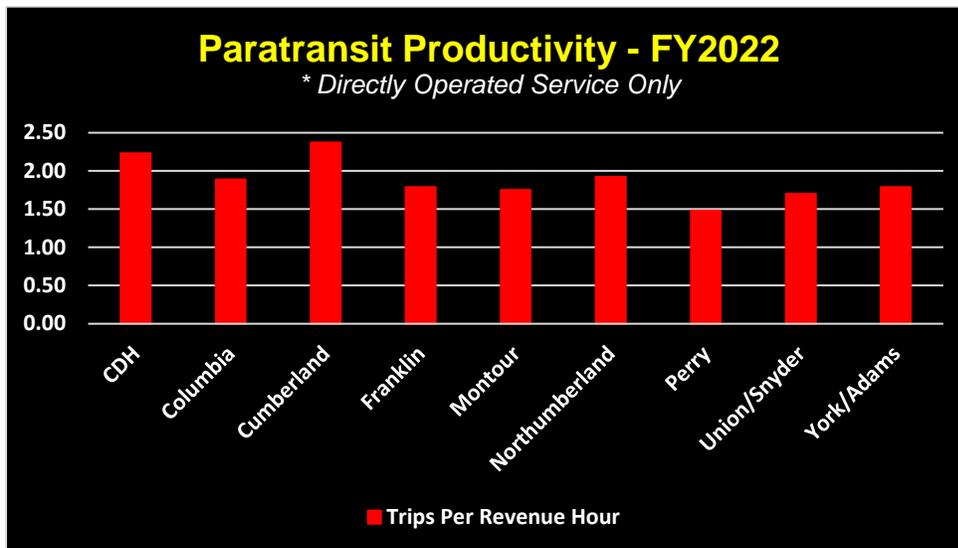
Division	REE/(EER)*
All Paratransit Services	(3,252,669)
York/Adams	(2,295,463)
Perry	(133,889)
Montour	55,063
Union/Snyder	(345,978)
Columbia	250,464
Cumberland	256,016
Northumberland	231758
Franklin	(81,985)
CDH	(1,188,655)

*REE=Revenue in Excess of Expenses; (EER) =Expenses in Excess of Revenue

- There are no draws on the organization's lines of credit.
- Capital expenditures over \$50,000 for the month were:
 - Zarfoss Roof - \$86,062
 - York Transfer Center - \$53,174
 - Maintenance Software (Assetworks) - \$54,411

Efficiency

Riders per revenue hour is a key management statistic used to provide insight into the operating efficiency of each of the Authority's Divisions. Below is a graph of the paratransit operation by Division.



**Susquehanna Regional Transportation Authority
Income Statement**

For The Period Ended June 30, 2022

	Period To Date		Year To Date		Budget Variance	Year To Date 30, 2021	June
	Actual	Current Budget	Actual	Current Budget			
REVENUE							
Operating Revenue	\$ 1,852,715	\$ 1,397,918	\$ 19,090,784	\$ 16,470,201	\$ 2,620,583	\$ 15,551,925	
Grant/Contract Inc	\$ 4,044,918	\$ 3,250,493	\$ 32,218,993	\$ 38,201,827	\$ (5,982,834)	\$ 30,335,822	
TOTAL REVENUE	\$ 5,897,633	\$ 4,648,411	\$ 51,309,777	\$ 54,672,028	\$ (3,362,251)	\$ 45,887,747	
Wages	\$ 2,006,118	\$ 2,139,103	\$ 22,215,712	\$ 23,974,766	\$ 1,759,054	\$ 20,860,231	
Benefits	\$ 1,071,184	\$ 1,264,564	\$ 13,731,770	\$ 16,054,472	\$ 2,322,702	\$ 13,480,800	
Services	\$ 511,185	\$ 242,903	\$ 3,474,383	\$ 2,914,827	\$ (559,556)	\$ 2,361,857	
Fuel	\$ 448,813	\$ 305,357	\$ 4,017,314	\$ 3,419,139	\$ (598,175)	\$ 3,096,336	
Tires	\$ 21,316	\$ 28,883	\$ 258,919	\$ 317,886	\$ 58,967	\$ 231,150	
Materials and Supp	\$ 210,870	\$ 137,474	\$ 1,673,253	\$ 1,514,734	\$ (158,519)	\$ 1,459,690	
Utilities	\$ 94,412	\$ 82,728	\$ 1,142,903	\$ 992,739	\$ (150,164)	\$ 913,745	
Casualty and Liabili	\$ 284,183	\$ 124,109	\$ 1,297,843	\$ 1,489,321	\$ 191,478	\$ 1,443,168	
Purchased Transpo	\$ 1,364,351	\$ 245,538	\$ 4,521,418	\$ 3,061,275	\$ (1,460,143)	\$ 2,626,307	
Miscellaneous Expi	\$ 28,773	\$ 27,869	\$ 301,933	\$ 334,320	\$ 32,387	\$ 232,831	
Leases and Rentals	\$ 10,715	\$ 11,630	\$ 105,931	\$ 139,560	\$ 33,629	\$ 100,048	
Passed Through Ex	\$ 38,923	\$ 25,000	\$ 361,431	\$ 300,000	\$ (61,431)	\$ 278,524	
TOTAL EXPENSES	\$ 6,090,843	\$ 4,635,160	\$ 53,102,810	\$ 54,513,039	\$ 1,410,229	\$ 47,084,688	
TOTAL NON OPERATING GRANT INCOME **	\$ 176,848	\$ -	\$ 700,329	\$ -	\$ (700,329)	\$ 399,990	
TOTAL NON OPERATING GRANT EXPENSES **	\$ 176,848	\$ -	\$ 700,329	\$ -	\$ (700,329)	\$ 399,990	
REE/(EER)	\$ (193,209)	\$ 13,251	\$ (1,793,033)	\$ 158,989	\$ (1,952,022)	\$ (260,442)	
CAPITAL REVENUES AND EXPENSES							
Capital Grant Income/(Refund)	\$ 273,501	\$ -	\$ 6,125,511	\$ -		\$ 5,882,878	
TOTAL CAPITAL REVENUES AND EXPENSES	\$ 273,501	\$ -	\$ 6,125,511	\$ -		\$ 5,882,878	
REE/(EER)	\$ 80,292	\$ 13,251	\$ 4,332,479	\$ 158,989		\$ 4,685,937	
NET REE/(EER)	\$ 80,292	\$ 13,251	\$ 4,332,479	\$ 158,989		\$ 4,685,937	

**FindMyRide, CAT TA

**Susquehanna Regional Transportation Authority
Balance Sheet**

As of June 30, 2022

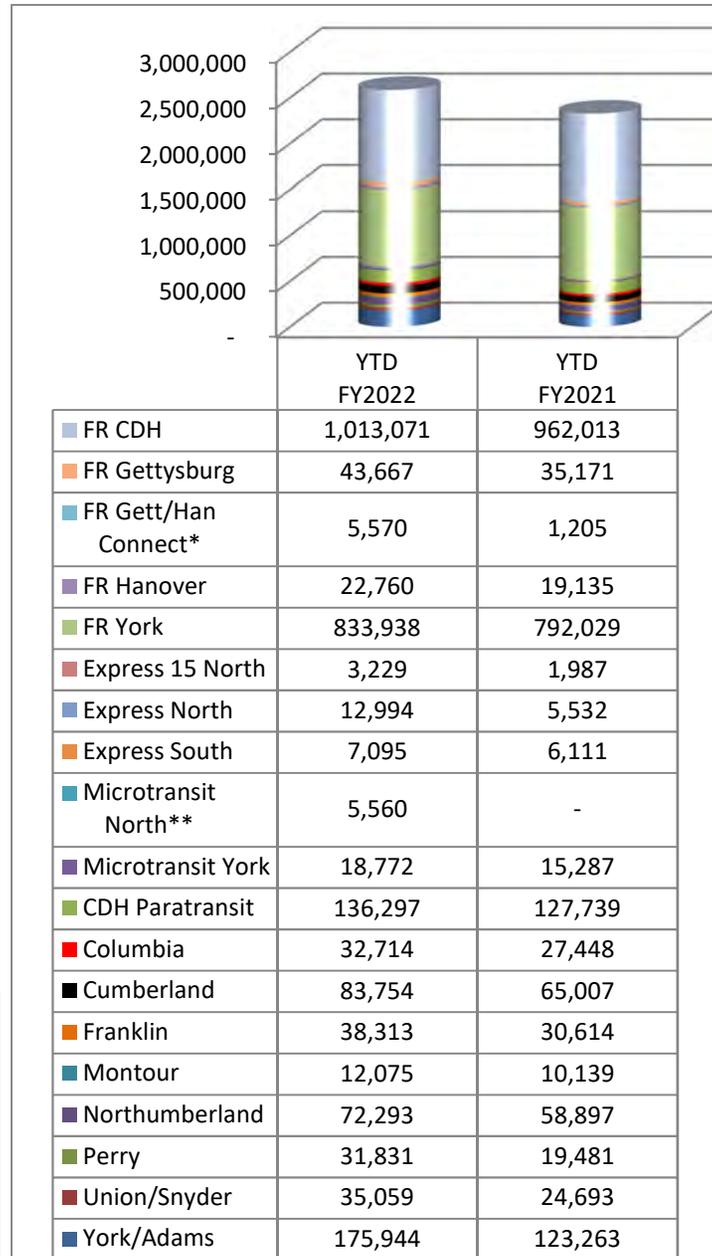
ASSETS

CURRENT ASSETS			
	Unrestricted Cash	\$	14,965,923
	Restricted Cash	\$	95,542
	Reserved Cash - Capital Projects	\$	-
	Accounts Receivable	\$	18,291,472
	Materials & Supplies Inventory	\$	770,511
	Prepaid Expenses	\$	881,316
	Other Current Assets	\$	-
TOTAL CURRENT ASSETS		\$	35,004,764
FIXED ASSETS			
	Buildings and Improvements	\$	54,317,580
	Revenue Equipment	\$	90,292,798
	Tools and Equipment	\$	7,157,365
	Accumulated Depreciation	\$	(71,161,764)
TOTAL FIXED ASSETS (NET)		\$	80,605,979
OTHER ASSETS			
	Pension Asset	\$	75,915
TOTAL OTHER ASSETS		\$	75,915
TOTAL ASSETS		\$	115,686,658

LIABILITIES AND NET ASSETS

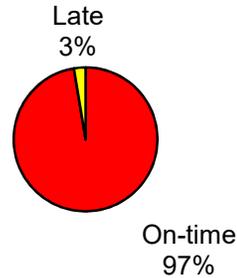
CURRENT LIABILITIES			
	Accounts Payable	\$	3,185,330
	Accrued Leave and Payroll	\$	2,106,630
	Accrued Expenses	\$	820,575
TOTAL CURRENT LIABILITIES		\$	6,112,536
DEFERRED REVENUE			
	Revenue Received in Advance	\$	29,323,968
TOTAL DEFERRED REVENUE		\$	29,323,968
OTHER LIABILITIES			
	Capital Lease Obligation	\$	-
	Accrued Sick Pay	\$	237,597
	Current Notes Payable	\$	-
	Consortium Buses	\$	-
TOTAL OTHER LIABILITIES		\$	237,597
NET ASSETS			
	Unrestricted Equity	\$	40,909,514
	Restricted Equity	\$	15,520
	Capital Grants	\$	39,087,523
TOTAL NET ASSETS		\$	80,012,557
TOTAL LIABILITIES AND NET ASSETS		\$	115,686,658

OPERATIONS – June



MAINTENANCE – June

Preventative Maintenance



191 PMs Complete ; 5 Overdue
 CDH –49 Completed; 4 Overdue
 York –66 Completed; 0 Overdue
 Adams – 12 Completed; 0 Overdue
 Cumberland –14 Completed; 0 Overdue
 Northumberland – 23 Completed; 0 Overdue
 Franklin – 5 Completed; 1 Overdue
 Columbia –3 Completed; 0 Overdue
 Montour – 4 Completed; 0 Overdue
 Union/Snyder –8 Completed; 0 Overdue
 Perry – 7 Completed; 0 Overdue

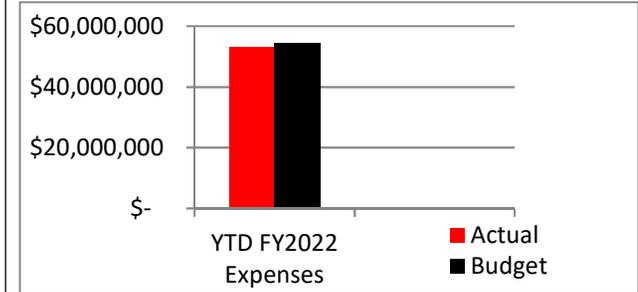
Road Calls:

	June 2022	YTD FY2022#	June 2021	YTD FY2021^
Mechanical	18	167	8	99
Non-Mech.	11	172	15	260

SAFETY – June

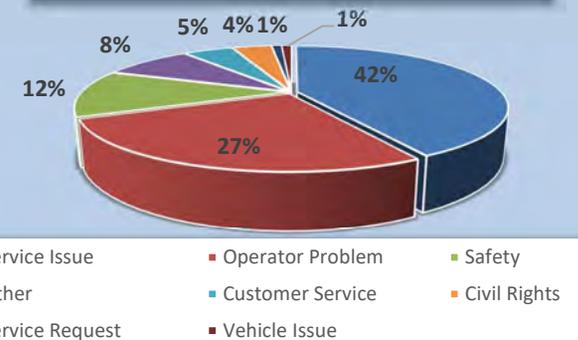
	June 2022	YTD FY2022	June 2021	YTD FY2021
Preventable	20	170	10	179
Non-Preventable	9	75	5	62
Passenger Injury	1	11	1	15
Employee Injury	2	42	2	33

FINANCE – June



CUSTOMER COMPLAINTS – June

Count Distribution By Category 105 Complaints/Commendations



	June 2022	YTD FY2022	June 2021	YTD FY2021
Total Complaints	105	1,477	78	796

MARKETING – June

	June 2022	YTD FY2022	June 2021	YTD FY2021
PR Exposures#	6	130	13	102
Outreaches#	3	46	6	10
Pageviews#	146,997	1,120,701	51,709	558,915
Unique Pageviews#	117,670	909,590	40,003	430,621
Bikes	2,336	22,693	1,806	18,731

RESOLUTION 2234

CONTRACT FOR CONFERENCE ROOM TECHNOLOGY INSTALLATION

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) recognized a need to install a video conferencing system in the conference room located within the Cameron Street location to provide better communication between the Board of Directors, SRTA staff, and the public; and,

WHEREAS, various vendors were queried according to SRTA procurement criteria and the most beneficial quote was provided by Illuminated Integration; and,

WHEREAS, the Illuminated Integration quote includes technology which will enhance verbal communication for teleconferencing, allow recording, enable content sharing, provide full room camera coverage, and improve conference call quality; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to Illuminated Integration in an amount not to exceed \$78,524.24.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTION 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 July 28, 2022.

attest:

Keith Martin
Treasurer

Richard Kotz
Secretary

RESOLUTION 2234

CONTRACT FOR CONFERENCE ROOM TECHNOLOGY INSTALLATION

FACT SHEET

- Audio
 - This will add eight (8) ceiling speakers and two (2) ceiling subwoofers.
 - The audio system speaker.
 - Layout designed to achieve even coverage of sound throughout the room for sound intelligibility.
 - The system will also contain one in ceiling array tile microphone for even sound pickup throughout the room for video and phone conference calls.
- Video
 - There will be a 110" diagonal viewing area made up of four video displays.
 - The four displays can be used as four separate screens or one large screen.
 - There will be two pan, tilt, zoom cameras which can have presets to move to a certain visual area.
- Control
 - There is an 11" touch screen, which is preset capable for camera settings, video display, volume control, and conference call dial out.
 - Flexible system to allow user preference editing.
 - One control unit manages the entire room system.

RESOLUTION 2235

CONSTRUCTION CONTRACT HARRISBURG TRANSPORTATION CENTER

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) desires to engage a general construction contractor to affect the necessary renovation of the bus stop at the Harrisburg Transportation Center; and,

WHEREAS, Michael Baker International (MBI), an Engineering and Construction Management firm, retained by the Pennsylvania Department of Transportation prepared specifications congruent with SRTA and Commonwealth of Pennsylvania procurement guidelines, advertised the project, and will provide project construction management; and,

WHEREAS, MBI and SRTA administration determined that an Invitation For Bids (IFB) was the most advantageous method to involve contractors and the same was released May 13, 2022 with bids originally being due June 15, 2022; and,

WHEREAS, three firms submitted complete bids and Lauer Construction Services provided the lowest bid price, which is a total bid price of \$719,792.00 and was found to be responsive and of reasonable cost as defined by MBI. This cost includes the Base Bid of \$689,792.00. There is a contingency of \$10,000.00 for permitting purposes and another contingency of \$20,000 for lead-based paint mitigation if necessary; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a Contract to Lauer Construction Services in an amount not to exceed \$719,792.00.

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 July 28, 2022.

attest: _____

Keith Martin
Treasurer

Richard Kotz
Secretary

RESOLUTION 2235

CONSTRUCTION CONTRACT HARRISBURG TRANSPORTATION CENTER

FACT SHEET

- The current glass and aluminum framing will be removed while the steel frame will be retained with the installation of new glass and matching framework.
 - This was done to retain historic architecture.
 - Also decreases refurbishment cost.
- Concrete will be repaired.
- Plantings will be retained as much as possible.
- Contingency monies not spent will be retained by the SRTA.
- Bid Tabulation.

Reference Number	Description	Type	UOM	Quantity	Extended Estimate	Lauer Construction Services	Wagman Construction Inc.	Schauer Electric	Average
Bid Price Ratio						100%	90.53%	77.62%	
Total Extended						\$719,792.00	\$795,000.00	\$927,328.00	
General Trades Construction						\$719,792.00	\$795,000.00	\$927,328.00	
GTC Base Bid	Bidder will complete the Work in accordance with the Contract Documents for the following lump sum (stipulated) price(s):	Base	Lump Sum	1		\$689,792.00	\$765,000.00	\$897,328.00	\$784,040.00
Allowance No. G-1:	Include a contingency allowance of \$10,000.00 for use, according to Owner's written instructions, related to Building Permit under the General Contractor that is beyond the Base Bid Scope of Work. This allowance shall include agency fees only. No contractor labor, material, equipment or other costs shall be paid in addition to the agency fees under this allowance. This allowance is for the plan review and permit fees associated with each contractor. No markups shall be allowed on the permit fees charged by the authority having jurisdiction.	Base	Lump Sum	1	10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Allowance No. G-2	Include a contingency allowance of \$20,000.00 for use, according to Owner's written instructions, related to unforeseen lead-based paint testing and removal under the General Contractor that is beyond the Base Bid Scope of Work.	Base	Lump Sum	1	20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00

RESOLUTION 2236

CONTRACT AWARD FOR ANNUAL HVAC MAINTENANCE

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) historically contracted for Heating, Ventilation, and Air Conditioning (HVAC) service as two separate efforts. It was determined that combining procurements efforts and also including the Gettysburg Office would provide economy of effort and may reduce overall service costs; and,

WHEREAS, a Request For Quotes (RFQ) was determined by SRTA to be the best method to engage possible service providers. The RFQ was developed and advertised in accord with Federal and SRTA procurement criteria; and,

WHEREAS, three companies submitted complete responsive quotes and James Craft, and Son Inc. submitted the most advantageous quote. This quote provides annual inspection and maintenance services to the Harrisburg, Gettysburg, and York locations; and,

WHEREAS, this contract will guarantee inspection prices and labor rates for a period of two (2) years with three option years. The option year rates were analyzed as part of the quote evaluation and SRTA has sole authority to accept rate changes; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to James Craft, and Son Inc. for the inspection and maintenance of HVAC systems with a not to exceed value of \$167,091.00.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTION 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 July 28, 2022.

Keith Martin
Treasurer

attest: _____
Richard Kotz
Secretary

RESOLUTION 2236

CONTRACT AWARD FOR ANNUAL HVAC MAINTENANCE

FACT SHEET

- The Contract sets the annual costs for inspection and preventative equipment maintenance.
- Additionally, the Contract locks labor rates for repair and additional services.
- This process streamlines repair orders since the labor rates and additional fees are set via the Contract. Necessary repairs are quoted, evaluated by SRTA staffing to ensure Contract compliance and are accepted or negotiated.

James Craft and Son, Inc. Annual Preventative Maintenance and Inspection Costs

	2022 Inspection	2023 Inspection	2024 Inspection	2025 Inspection	2026 Inspection
Dauphin	\$ 7,549.00	\$ 7,813.00	\$ 8,086.00	\$ 8,370.00	\$ 8,663.00
Gettysburg	\$ 3,423.00	\$ 3,542.00	\$ 3,667.00	\$ 3,795.00	\$ 3,928.00
York	\$20,188.00	\$ 20,894.00	\$21,625.00	\$ 22,382.00	\$ 23,166.00
Annual Total	\$31,160.00	\$32,249.00	\$33,378.00	\$34,547.00	\$35,757.00

James Craft and Son, Inc. Service Rates Not Included in PM and Inspection Costs

	Regular Pricing	Emergency	Weekends/ Holidays	Overtime	Travel Charges ¹	Emergency Charge	Response Time (Hours)
Dauphin	\$ 155.55	\$ 207.40	\$ 155.55	N/A	N/A	2.00	
Gettysburg	\$ 155.55	\$ 207.40	\$ 155.55	N/A	N/A	2.00	
York	\$ 155.55	\$ 207.40	\$ 155.55	N/A	N/A	2.00	

RESOLUTION 2237

CONTRACT FOR SURVEILLANCE CAMERA INSTALLATION

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) recognized a need to install surveillance cameras at the Emigsville and Shrewsbury Hop and Go locations; and,

WHEREAS, this addition will help decrease various forms of vandalism and increase operational efficiency by providing alerts when vehicles enter the premises during inactive hours and will allow operations managers to determine if there are transit riders at the site during snowfall events. This remote visual assessment will allow operations managers to determine the necessity of routing an Express vehicle to either site during snowfall events and when plowing or de-icing activities are necessary; and,

WHEREAS, a Request for Proposals (RFP) was determined by SRTA to be the best method to engage an installation contractor, obtain the best equipment, and best features best utilizing public funding. The RFP was developed and advertised according to Federal and SRTA procurement criteria with two firms submitting complete and responsive proposals while a third tendered an incomplete proposal; and,

WHEREAS, the firm Berkshire Systems Group, Inc. (BSGI) provided the Proposal which earned the highest average score. While the BSGI Proposal did receive the highest average score, the proposed cost was 24 percent above the Independent Cost Estimate (ICE). The evaluation team examined the costs and proposals again and determined that a Best and Final Offer (BAFO) request should be made of BSGI; and,

WHEREAS, BSGI submitted a revised BAFO cost which was nearly 8 percent less than the ICE and was determined to be a reasonable cost; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to award a contract to Berkshire Systems Group, Inc. (BSGI) for the installation of surveillance equipment at the Emigsville and Shrewsbury Hop A Ride locations with a not to exceed value of \$81,887.24.

CERTIFICATION OF OFFICERS

OF

SUSQUEHANNA REGIONAL TRANSPORTION 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 July 28, 2022.

attest:

Keith Martin
Treasurer

Richard Kotz
Secretary

RESOLUTION 2237

CONTRACT FOR SURVEILLANCE CAMERA INSTALATION

FACT SHEET

- The Emigsville location will have 8 cameras and the Shrewsbury location will have 5 cameras.
- Camera views are visible in the fixed route dispatch office, via operations managers' computers, and the Safety, Security, and Training Officer's computer, and possible on cellular phones.
- Alerts can be sent via text or email to multiple recipients.
 - Surveillance software can identify persons, vehicles, and conditions.
 - This can be used to prevent vandalism, damage, and ensure efficient operation.
- During snowfall events, operations managers previously drove to the sites.
- The recorded images can be shared as necessary for loss prevention purposes.

RESOLUTION 2238

AUTHORIZATION TO RENEGOTIATE CONTRACT FOR INTERCITY BUS PROGRAM RELATED TO FUEL COSTS

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

WHEREAS, the Susquehanna Regional Transportation Authority awarded contracts to ICB carriers; and,

WHEREAS, the current cost of fuel is having a significant impact on the ICB carriers' budgets; and,

WHEREAS, SRTA staff consulted with PennDOT on the best means to address the fuel cost concern;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority to grant the Executive Director the authority to re-negotiate on behalf of the Susquehanna Regional Transportation Authority and amend current contracts within available resources for the program.

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 July 28, 2021.

attest:

Keith Martin
Treasurer

Richard Kotz
Secretary

Resolution 2238 Fact Sheet

Executive Summary – ICB Fuel Surcharge Strategy

Due to the ongoing global issue of increasing fuel costs, Fullington Auto Bus Company (FABCO) has asked SRTA to explore the possibility of including a fuel surcharge in our ICB budget, invoicing and contractor payments.

Background – During the ICB contract negotiations from November 2021 through January 2022, FABCO made multiple requests for PennDOT/SRTA to consider including a fuel surcharge in the budget/allocation design of the SRTA-administered ICB program. It should be noted that FABCO did not include a surcharge in their proposal submission. PennDOT’s representative decided that a fuel surcharge was not viable at that time and a separate cost per mile budget model was developed and contracted.

Current Issue – Since the ICB proposal submissions in November 2021, diesel fuel cost have increased 52% in the Central Atlantic Region: the median diesel fuel cost for September – December 2021 was \$3.77; the median diesel fuel cost for March – June 2022 was \$5.73 ([Federal Energy Information Administration](#)(EIA)). In May-June 2022, FABCO made another request for SRTA to explore a fuel surcharge to meet these unforeseen fuel cost extremes. Additionally, FABCO inquired whether an approved surcharge could be applied retroactively.

Proposed Solution – The proposed budget for the ICB program for March 2022-February 2023 is \$4.6mil (\$4.2 Federal 5311(f) for program and \$400k State 1516 for administration). Because FABCO did not begin service delivery under this new design until April 2022, there is \$239,046 in 5311(f) that will not be expended during this budget period. In addition, with the missed trips and stops being reported by Greyhound (GLI) through May invoicing, funding for that contract’s mileage reimbursement will not be fully expended - \$20k underspending estimated. It is estimated that the total underspending for 2022-23 will be approximately **\$259,356** based on service to date trending.

A surcharge model that incorporates the median diesel fuel cost at the time of the ICB proposal/contract negotiation period will be used as the base fuel cost (\$3.77). It will be compared initially to the median diesel fuel cost during the initial four months of SRTA ICB operations (\$5.73) to derive a cost per mile surcharge of **\$.30 per mile**. This surcharge will be applied to the actual mileage reported in contractor invoicing up to the budgeted mile per route. A new surcharge will be calculated each quarter based on the median cost of the preceding 4 months compared to the base fuel cost. Using a \$.30 surcharge to start this effort, estimated cost could be **\$370,026**.

There could be a funding shortfall of **\$110,670**. It is anticipated that the program can support this shortfall without any substantive changes. However, with permission from PennDOT, underspending in the SRTA administration funding in the TA grant could cover this amount assuming scope and purpose provide for its use. This underspending strategy using federal and state dollars could fully support this surcharge strategy without the need for additional funding or service impact.

In addition, it is not recommended that SRTA apply this surcharge retroactively. With the uncertain future of fuel costs, it would seem most beneficial to reserve funds for future surcharge costs rather than attempt to reconcile the initial costs in the first quarter of the program.

Conclusion – Considering that fuel costs are not likely to decline to the level they were six or nine months ago and no one could have forecasted that fuel costs would reach current levels, it is critical for continued operation of the ICB program that a surcharge method be developed to continue future operations of the program. FABCO reports that “...**our diesel fuel costs (contract and retail combined) have increased on average 117% (up more than 2X) so far in 2022 over 2021 with continued increases in prices expected. More specifically, our contract diesel fuel prices are 130% higher than less than a year ago.**” Understanding that there are variables that are outside of SRTA’s control, such as the availability of additional state/federal funding, it is proposed that the initial surcharge could be supported using existing TA grantfunding. This initial strategy would allow SRTA to monitor and assess fuel costs and develop a long-term strategy, which could include a request for additional funding, if necessary, and/or the inclusion of fuel surcharge costs in a new RFP.

RESOLUTION 2239
AUTHORIZING THE UTILIZATION OF MEMBERS
1ST BANKING SERVICES

WHEREAS, the Susquehanna Regional Transportation Authority (SRTA) recognized a need to explore banking services which are advantageous to SRTA; and,

WHEREAS, SRTA efforts have identified those services as offered by Members 1st Credit Union as best serving Authority interests; and,

WHEREAS, SRTA will establish and utilize a relationship with Members 1st Credit Union in order to avail itself of these services; and,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority, that the Executive Director, Chief Financial Officer, Controller and/or Senior Data Manager be authorized to establish and manage accounts and meet any other requirements of Members 1st Credit Union in order to utilize the banking services offered by said Banking Institution.

CERTIFICATION OF OFFICERS
OF
SUSQUEHANNA REGIONAL TRANSPORTION 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 July 28, 2022.

Keith Martin
Treasurer

attest: _____

Richard Kotz
Secretary

RESOLUTION 2239
AUTHORIZING THE UTILIZATION OF MEMBERS
1ST BANKING SERVICES

FACT SHEET

- The SRTA Finance staff continually evaluates banking institutions, options and offerings to find the best banking rates, products and relationship.
- Members 1st Federal Credit Union recently reached out to familiarize Finance staff with their products and advantages for the Authority.
 - They are in a position to fully collateralize Authority funds under Act 72.
- This resolution would allow the mentioned positions to open and manage accounts with Members 1st Federal Credit Union on behalf of the Authority.
- Members 1st Federal Credit Union currently has a fully manageable credit card product.
 - This program has full control and scalability by SRTA staff.
 - With this program, petty cash would be eliminated at our divisional sites, which would establish better control and information reporting.
 - Additionally, this would replace the issued debit cards by CPTA.
 - The product rebates and credits the Authority for purchases made.
 - Up to 1% rebate on usage
 - No fees.
- Further investigation of additional accounts, products and relationship will be ongoing.

RESOLUTION 2240

AUTHORIZATION TO APPROVE THE SAFETY COMMITTEE OF AGENCY SAFETY PLAN

WHEREAS, the Infrastructure Investment and Jobs Act was signed into law in November 2021; and,

WHEREAS, 49 U.S.C § 5329(d) requires each recipient receiving assistance under section 5307 to establish a comprehensive safety plan and have it approved by its governing body; and,

WHEREAS, the law also requires a safety committee be established as part of the plan; and,

WHEREAS, the committee's responsibilities include, but are not limited to, identifying plan updates, identifying and evaluating risks, and identifying strategies to minimize exposure; and,

WHEREAS, the committee must be convened by a joint labor-management process with a focus on the frontline employees participating; and,

WHEREAS, a committee has been established with employee members from SRTA and CPTA, and management continues to work with employees of CDHTA to define plan language and membership; and,

WHEREAS, SRTA is required to establish the committee by July 31, 2022; and,

WHEREAS, upon the finalization of the committee structure a subsequent action will be required by the board; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Susquehanna Regional Transportation Authority that it approves the adoption of the Safety Committee Standard Operating Procedures as an addendum to the Agency Safety Plan.

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 July 28, 2022.

attest:

Keith Martin
Treasurer

Richard Kotz
Secretary

Susquehanna Regional Transportation Authority Safety Committee Standard Operating Procedure

At SRTA, we believe that one of our most important priorities is to keep you, your coworkers, our customers, and our visitors safe. We are committed to maintaining a workplace environment that promotes and protects the health and safety of everyone who comes through our doors. Keeping our workplace safe—and being ready for any emergencies that might happen—requires the commitment of every employee.

To that end, SRTA has established a Safety Committee, which shall meet quarterly and be implemented to help achieve these goals. Some of the techniques or procedures used by the committee to implement this safety policy shall include, but are not limited to:

1. Reviewing and providing input regarding the Public Transportation Agency Safety Plan, (PTASP).
2. Reviewing accident and incident statistical data presented by the Safety, Security and Training Officer or his designee.
3. Promoting safety awareness and a positive safety culture throughout the organization. Members of the committee will be expected to be champions for safety throughout the organization, set a positive example, and to help build a positive safety culture*.
4. Supporting the implementation of required safety programs that are mandated by law.
5. Supporting the implementation of safety programs that are based on best practices or in response to incident and accident trends.
6. Reviewing and actively participating in the creation of safety training programs for staff.
7. Reviewing current and recommended safety procedures and recommending any changes.

The Safety Committee chairperson will give reports at committee meetings and provide a report to the Executive Safety Committee as needed regarding the status of the safety program and for making recommendations for change to enhance the overall safety of the organization.

Our process for reporting safety concerns will continue to be the incident reporting system that is already established. This reporting process not only allows for the tracking and management of safety concerns and trends, but also allows safety concerns to be immediately addressed. Waiting for a Safety Committee meeting to bring up specific safety events or concerns **IS NOT** the function of this Committee.

The complete cooperation of all committee members and agency personnel regarding this program is expected. The following pages will address the basic structure and responsibility of the committee and its' members.

(Executive Director)

(Date)

I. Purpose

It is the mission of the Safety Committee to promote a safe working environment for each employee by creating and maintaining an active interest in safety by each employee, visitors and the general public, as well as to protect the buildings, equipment, grounds and other Authority property and to assist in the overall effort to minimize the frequency of accidents in the workplace.

Pursuit of 49 US Code Section 5329(d)(5) the safety committee shall—

- be convened by a joint labor-management process
- consist of an equal number of
 - frontline employee representatives, selected by a labor organization representing their members and by the Authority for non-cba frontline employees
 - management representatives; and
- have, at a minimum, responsibility for—
 - identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment;
 - identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and
 - identifying safety deficiencies for purposes of continuous improvement.

II. Scope

The objectives of the Safety Committee will include:

- A. Gather and promote ideas and suggestions for improving workplace safety.
- B. Influence others to work safely and to report safety concerns by using the incident reporting process. **
- C. Review accident and incident data to identify trends and suggest risk-based mitigation techniques to reduce the likelihood and severity of consequences.
- D. Provide written recommendations to management regarding any unsafe work conditions or practices or occupational health concerns with suggested mitigations and remedies.
- E. Review programs for compliance with all applicable federal, state, and local laws, rules and regulations regarding personnel and equipment safety.
- F. Conduct follow-up evaluations to review the effectiveness of newly implemented safety equipment or safety and health procedures.
- G. Identify mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended.

**ATU Local 1463 objects to item #B.

- H. Help promote the safety program and help build a positive safety culture.
- I. Make suggestions relative to selection of safety equipment.
- J. Report as needed to the Executive Safety Committee on the accomplishments and goals for the coming period.

III. Selection and Term of Office

A. Committee Members:

The Safety Committee shall be made up of 6 individuals representing SRTA and 6 individuals representing union employees. The Safety and Training Manager will serve as project manager for the Safety Committee but will not have voting privileges except to break a tie vote.

B. Selection:

The Executive Safety Committee will select members representing management of the organization and the head of the respective Unions shall select the members representing the employees. Safety Committee member representatives will be selected from the following departments:

<u>SRTA</u> Executive Director (1) Harrisburg COO (1) York COO (1) Operator/Safety Staff (2) Safety, Security and Training Officer (1)	
<u>HARRISBURG - CDH</u> Fixed Route Operator (1) Paratransit Operator (1) Maintenance (1)	<u>YORK - CPTA</u> Fixed Route Operator (1) Paratransit Operator (1) Maintenance (1)

Safety and Training Manager: Project Manager

The committee members will be selected based on their knowledge, experience, and willingness to serve. One member will be selected from each group of employees, so that all areas are represented.

C. Term:

The term of the committee members will be three years. Terms will begin January 1 and end on December 31. Members may be re-appointed with approval of the Executive Safety Committee. In the event that a member cannot fulfill their term, a person from the same group or a substitute from another department (as appointed by the Executive Safety Committee or the

respective union and approved Executive Safety Committee) will serve until the end of the member's term. Committee members may be replaced for failing to attend regularly scheduled meetings.

D. Officers:

Election of officers will be held at the first quarterly meeting of each year.

E. Quorum:

A quorum will consist of seven (7) members.

IV. Committee Member's Responsibilities

A. Chairperson Duties

- i. Coordinate with Project Manager to arrange meeting place
- ii. Coordinate with Project Manager to notify members of meetings
- iii. Coordinate with Project Manager set time for the meeting
- iv. Coordinate with Project Manager to review previous meeting minutes
- v. Coordinate with Project Manager to set an agenda for meeting
- vi. Appoint appropriate sub-committees as needed
- vii. Report sub-committee activities to the full committee
- viii. Coordinate with Project Manager to prepare and present the Safety Committee report to The Executive Safety Committee
- ix. Coordinate with Project Manager to prepare and distribute meeting minutes
- x. Report on the status of recommendations

B. Secretary (Vice-Chair)

- i. Record meeting minutes
- ii. Coordinate with Project Manager and chairperson in the presentation and distribution of the minutes
- iii. Coordinate with Project Manager to maintain meeting minutes as a permanent record during quarterly meetings

- iv. Assume temporary chairperson duties in their absence

C. Members

- i. Attend all safety meetings in person or by Zoom.
- ii. Review and discuss unsafe conditions and practices that have been reported.
- iii. Review and analyze accident and incident data looking for trends.
- iv. Contribute ideas and suggestions for improvement of safety.
- v. Influence others to work safely and to properly report safety concerns.

D. Voting

Motions considered by the committee shall require a simple majority vote of the committee members present to be adopted

V. Committee Meetings

- A. The committee will meet quarterly as scheduled by the Chairperson and Program Manager.
- B. Members can attend in person or via Zoom. If attending by Zoom, members are strongly encouraged to have video and audio in use at all times so that they can fully participate.
- C. Attendance at these meetings by committee members will be compensated as work time by the Authority.

VI. Order of Business

- A. Call to order:
The meeting will be called to order promptly at appointed time
- B. Attendance:
Name of members and others present will be recorded
- C. Minutes:
Review and approval of minutes from the previous meeting
(Corrections/Additions will be noted at this time)
- D. Accident and Incident Review:
- E. Review of accidents and incident data. Discuss, analyze the data and formulate recommendations for safety initiatives based on this data.

- F. Old Business:
Review items that were unresolved at the prior meeting

- G. Safety Inspections:
Review and discuss inspection findings and other applicable reports/findings

- H. Safety Education:
Conduct safety training, review handouts, videos, speaker, etc.,-Time permitting

- I. New Business:

- J. Next Meeting Schedule:
Review tentative date, time and location

- K. Adjournment:
Meeting should stay within one-hour time frame

NOTE: The order of business may be modified if necessary.

CPTA Act 44 Transit Performance Review Action Plan - July 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.	Currently undergoing a Stop and Shelter Assessment with assistance from PennDOT and a contractor. This will add a framework for the future TDP scope.
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.	SRTA has continued tracking and reporting fixed-route ridership and farebox recovery monthly to internal teams and the Board. Dashboards and reports have been consolidated for SRTA.
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.	SRTA has completed a comprehensive analysis of the Authority's cyber security and is using the results to inform major elements of the initial strategic IT plan draft.

CPTA Act 44 Transit Performance Review Action Plan - July 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>SRTA has received guidance from its auditors and is engaged in the allocation process as part of the regionalization process. Particular attention is paid to the merger and integration of services to be sure all items are adequately incorporated.</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>SRTA launched new maintenance software on scheduled June 6, 2022 go live. Maintenance Performance Analyst has begun the process of utilizing the new system to develop standards from product reporting suite.</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. 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>SRTA continues to work with the PennDOT BPT workgroup on capital processes with the merger transition.</p>

Current and Future Procurement Projects

Name	Type	Released	Questions Due	Bid/ Proposal Due	Contract Start	Value
20211217 -rabbit Dispatch Area Remodel	Small Quote	Need Quotes				\$ 50,000.00
20220217 - Stand up Desks	small Quote					\$ 17,000.00
20220218 - Zarfoss Compressor	Small Quote	TBD				\$ 20,000.00
20220304 - HTC Bus Stop Renovation	IFB	5/12/2022	5/26/2022	6/23/2022	7/6/2022	\$ 550,000.00
20220311 - Cumberland Temporary Office	IFB	TBD				\$ 200,000.00
TASK ORDER - CAMERON STREET BUS SHELTER	Task Order					\$ 8,000.00
20220328 - Dauphin Oil-Water Separator	IFB	Initially released 05/23 No interest. Will Delay until autumn				\$ 300,000.00
20220331 - Cameron Shelter	IFB	TBD				
20220411 - Plumbing Maintenance Contract RFP	RFQ	4/19/2022	5/5/2022	5/23/2022	7/6/2022	\$ 10,000.00
20220420 - Emigsville-Shrewsbury Camera Install RFP	RFP	5/3/2022	5/26/2022	6/14/2022	7/11/2022	\$ 87,000.00
20220428 - York Transfer Center Call Box	Small Quote	4/28/2022				\$ 12,000.00
20220506 - HVAC Maintenance	RFP	5/11/2022	6/6/2022	6/17/2022	7/7/2022	\$ 20,000.00
20220519 - Zarfoss Camera Replacement	Small Quote	5/18/2022				\$ 35,000.00
20220605 - King Street Station Sign Change	Small Quote	6/5/2022				\$ 12,000.00
20220606 - Zarfoss Water Line Retrofit	Small Quote	6/6/2022			TBD	\$ 40,000.00
20220610 - Snow Removal	IFB	7/1/2022	7/26/2022	8/8/2022	9/15/2022	\$ 50,000.00
20220611 - York Vending RFP	RFP	7/25/2022	8/22/2022	9/5/2022	10/14/2022	TBD
20220614 - Dauphin Headlight Aimer	Small Quote	6/14/2022			TBD	\$ 1,500.00
20220614 - Northumberland Network Switch	Small Quote	6/14/2022			TBD	\$ 5,600.00
20220617 - York Transfer Pavement Marking	Small Quote	6/17/2022			7/1/2022	\$ 6,005.00
20220622 - Zarfoss Fire Pump Valve	Emergency	6/22/2022			6/22/2022	\$ 2,900.00
20220622 - York Transfer Rain Gutter Caps	Small Quote	6/22/2022			7/15/2022	\$ 6,300.00
20220628 - York Bus Wash Repairs	Contracted Vendor					\$ 27,000.00
20220628 - York Alignment Tool	COSTARS				7/12/2022	\$ 42,231.83
20220701 - Dauphin Conference Room Media	Small Quote					\$ 75,000.00
20220711 - Zarfoss Fire Pump Exhaust - Pump	Emergency				7/15/2022	\$ 11,388.00
20220712 - Genfare Boxes - FastFare Conversion	Sole Source					\$ 1,400,000.00
In Process Total						\$ 2,988,924.83

In Process

Shop Supply Contract - Dauphin/York	IFB	TBD				Need Informaton
20211223 - York/Adams Pressure Washing/ Window Cleaning	TBD	Need Quotes				
20220317 - Cameron Street Shelter	IFB					TBD
Vehicle Parts Bids Contracts expire 12/31/2022	IFB	October				\$ 300,000.00
Call Center Recording Software						
Northumberland Cameras	Small Quote					\$ 35,000.00
Fuel Management Software	RFP					
IT Services	Contract renewed in May for both York and Harrisburg without procurement procedures.					
MTS - Mobilitiy Transport Services Paratransit	TBD					
Future Total						\$ 335,000.00

Future Activity