



Lehigh and Northampton Transportation Authority
1060 Lehigh Street, Allentown, PA 18103
Phone: 610-435-4517

LANTA Board of Directors Meeting Minutes

March 8, 2022

LANTA Administrative Offices, Allentown, PA

Members Attending: Kim Schaffer – Chair of the Authority; Matt Malozi – Vice Chair of the Authority; Fred Williams – Treasurer of the Authority; Cordelia Miller; Iris Linares; and Sheila Alvarado.

Members Attending via Webinar/Teleconference: Becky Bradley – Secretary of the Authority; Mike Lichtenberger; Jennifer Ramos; and Amy Beck.

Members Absent: Holly Edinger.

Staff/Contractors Attending: O. O’Neil, B. Cotter, N. Ozoa, R. Flyte, A. Yacko, Ja. Ozoa, J. Polster-Abel, T. Williams – LANTA Staff; K. Herman – Solicitor.

Public Attending: Bill Spraul, Ben Kletti – TransDev.

Public Attending via Webinar/Teleconference: None.

1. Call to Order

The meeting was called to order at 12:00 noon by Kim Schaffer, Chair of the Authority.

2. Public Comment

No comments were provided during Public Comment.

3. Approval of the Minutes

The minutes of the February 15, 2022 Board of Directors meeting were approved on a motion made by Ms. Miller and seconded by Mr. Lichtenberger.

4. Report of the Chair

As part of the Report of the Chair, Ms. Schaffer noted that a major milestone will be reached this month. March 28, 2022 will mark the official 50th anniversary of the creation of the Lehigh and Northampton Transportation Authority.

Since the creation of LANTA, the Authority has provided over 200 million passenger trips on our regional bus and paratransit networks. LANTA has grown along with the Lehigh Valley and has become a vital part of our quality of life and economic development of the region. LANTA will be commemorating this important milestone through various events and outreach throughout the year.

Ms. Schaffer then concluded her Report of the Chair.

5. Report of the Committees

- A. Finance & Administration Committee – Mr. Williams reported that the Finance & Administration Committee met on Tuesday March 1. As part of the agenda, staff presented the financial statements for the LANtaBus, LANtaVan, and Carbon Transit operating divisions for January 2022, subject to audit, which are attached. The meeting included a detailed presentation and discussion of the financial statements.

On a motion made by Mr. Williams and seconded by Mr. Malozi, the Board voted to approve the LANtaBus, LANtaVan, and Carbon Transit financial statements for January 2022, subject to audit.

As part of the agenda, staff presented the award recommendation for the Request for Proposals for Employee Health and Wellness Brokerage services. The discussion included a description of the proposal process, the review and scoring of the proposals, and the rationale for staff's recommendation. The process and recommendation summary is attached.

On a motion made by Mr. Williams and seconded by Ms. Bradly, the Board voted to approve the award of a three-year contract with two one-year optional extensions for employee health and wellness brokerage services to BSI Corporate Benefits of Bethlehem, PA.

In addition, staff presented a summary of the projects completed in 2021 in coordination with LANTA's IT contractor, Syncretic Solutions. Planned projects for 2022 were also described. The summary document is attached.

Mr. Williams then concluded his report.

- B. LANTaBus Rider Experience & Planning Committee – Mr. Malozi, Chair of the LANTaBus Rider Experience & Planning Committee, reported that the Committee did not meet in March and that the next meeting of the Committee is scheduled for Tuesday May 10.
- C. Capital Asset Management Committee – Ms. Bradley, Chair of the Capital Asset Management Committee, reported that the Capital Asset Management Committee met on Tuesday March 1.

The agenda included a review of the Capital Asset Management Dashboard Report for the period of October through December 2021. The report is attached. The Dashboard shows that maintenance and fleet reliability measures are better than benchmark with the exception of bus preventive maintenance inspections which were slightly below target levels. Staff noted that this performance was due to staffing issues during the period which have since been resolved.

Under procurements, staff provided updates on the paratransit van and transit bus orders. Fifteen (15) paratransit vans are expected to be delivered in October of this year, while seven (7) new transit buses for the LANTaBus fleet will be arriving this month.

In addition, staff provided updates on several facilities and capital improvement projects including:

- Renovation of the interior and exterior areas of the Bethlehem Transportation Center;
- The impending completion of construction to the exterior areas of the Allentown Transportation Center;
- The replacement of garage doors for the bus storage areas of the Allentown and Easton operating garages;
- The upgrade of the sprinkler system in the bus storage area of the Allentown operating garage;

- The progress of construction of the 12th Street paratransit operating facility;
- An upgrade to the CNG fueling facility at the Allentown garage; and
- The update of the Federal Transit Administration required Transit Asset Management Plan.

Graphics depicting many of the projects are attached.

Ms. Bradley then concluded her Committee Report.

- D. LANTaVan & Accessibility Committee – Ms. Miller, Chair of the LANTaVan & Accessibility Committee, reported that the Committee met on Tuesday March 8 prior to the Board meeting.

The agenda included an opportunity for public comment as well as an update on comments received at the December meeting of the Committee. The summary of the follow up is attached.

The agenda also included a review of the LANTaVan Dashboard report for the second quarter of fiscal year 2022. The report is attached. The report shows that ridership was up in the second quarter of fiscal year 2022 compared to the same quarter in fiscal year 2021 by approximately 23 percent. Ridership for the fiscal year to date is also up compared to the previous fiscal year. Staff did note that ridership is still below normal pre-COVID levels.

For the quarter, the percentage of trips that were in the on-time window or earlier was 75 percent. Staff noted that on-time performance for the quarter was affected by an increase in trip volumes combined with a significant driver shortage during the period.

The dashboard also provided data regarding the number and nature of complaints processed regarding LANTaVan service as well as ADA related complaints on the LANTaBus system.

Lastly, the agenda included an introduction to representatives of the newly selected paratransit contractor, TransDev. The presentation is attached.

Ms. Miller then concluded her Committee Report.

6. Other Items

Under Other Items, Mr. O'Neil reported that LANTA had been awarded supplementary operating funds in the amount of \$12.5 million through a competitive Federal Transit Administration grant program of the American Rescue Plan. Mr. O'Neil noted that the purpose for which the funds could be used was prescribed by the grant program and are to be used for operating expenses for the purposes of financial stabilization. LANTA's grant will be used for operating expenses in its fiscal year 2024 budget. Mr. O'Neil commended Mr. Cotter and Ms. Ozoa for their work in completing and submitting the grant application.

7. Adjournment

The meeting was adjourned at 12:14 p.m.

Respectfully Submitted



4/5/2022

Becky Bradley
Secretary

Date



Lehigh and Northampton Transportation Authority

**LANTA Board Meeting
Agenda
March 8, 2022**

1. Call to Order
 2. Public Comment
 3. Approval of the Minutes – February 15, 2022 Board Meeting
 4. Report of Committees
 - A. Finance & Administration – Fred Williams
 - i. Items for consideration of approval:
 - a. Financial Statements January 2022
 - b. Contract Authorization – Employee Health & Wellness Benefits Broker
 - B. LANTaBus Rider Experience & Planning Committee – Matt Malozi
 - C. Capital Asset Management – Becky Bradley
 - D. LANTaVan & Accessibility Committee – Cordelia Miller
 5. Other Items
 - A. American Rescue Plan Act (ARPA) Grant Award
 6. Adjournment
-



**LANTA Finance & Administration Committee
Agenda
March 1, 2022**

1. Call to Order
 2. Public Comment
 3. Review and Recommendation – Financial Statements January 2022, subject to audit
 4. Procurements
 - A. Award Recommendation – Employee Health & Wellness Broker Services
 5. Actions
 6. Report on Initiatives
 - A. IT Projects Summary Report
 7. Other Items
 8. Adjournment
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Lehigh and Northampton Transportation Authority

TO: Owen O'Neil, Executive Director and Authority Members
FROM: Nicole L. Ozoa, Director of Finance
DATE: February 28, 2022
SUBJECT: Unaudited January 2022 Financial Statement

Attached for your review are the unaudited financial statements for the period ended January 31, 2022 for LANTaBus, LANTaVan and Carbon Transit.

Items of Interest:

- LANTA's portion of the Line of Credit Balance as of February 28th stands at \$0 of an available \$6,000,000. The balance in the combined LANTA general checking account stands at \$5K. State ACT 89 funds due to LANTA for FY 21/22 are current. The balance in the ACT 44 checking account stands at \$7,750,529. The account is currently underfunded by approximately \$9.8M. In addition, approximately \$12.6M are either currently owed to LANTA from State Funds or can now be drawn down from Federal Grants:
 - State Shared Ride/PWD - \$142,847 (THRU 1/31/2022)
 - Lehigh County MATP - \$307,569 (THRU 1/31/2022)
 - Northampton County MATP - \$109,912 (THRU 1/31/2022)
 - Federal Capital/Ops Funding - \$9,913,599 (THRU 1/31/2022)
 - State Capital Funding - \$2,187,119 (THRU 1/31/2022)
- The balance in the Carbon's general checking account stands at approximately \$4K. The balance in the Carbon's Act 44 checking account stands at \$1K. The account is currently underfunded by approximately \$13K. Carbon's portion of the Line of Credit balance stands at \$96,458. State ACT 89 funds due to Carbon for FY 21/22 are approximately \$22K. In addition, approximately \$312K are currently owed to CT from the following sources:
 - State Shared Ride/PWD - \$19,648 (THRU 1/31/2022)
 - Carbon County MATP - \$293,047 (THRU 1/31/2022)
- Fulton Financial ACT 72 Letter for period ended 1/31/2022 has been received and all bank accounts are in compliance.
- 2022/2023 Preliminary Budget data is being prepared. Budget spreadsheets have been distributed to Directors and appropriate staff. Departmental meetings will be conducted over the next two weeks to assist in the completion of LANTA 2022/2023 Budgets.

LANTA's Health Insurance expense is currently the single largest expense outside of salary and wages. MTD & YTD Health Insurance expense:

	MTD Actual	Fiscal YTD Actual	Fiscal YTD Budget
Net Health Insurance	\$488,214	\$2,955,934	\$3,001,723

The current health insurance participation census stands at 81 Employee Only; 72 Employee Plus 1; 44 Employee Plus 2; 25 Employee Plus 3 and 25 Employee Plus 4 or more.

LANtaVan Accounts Receivable Aged Invoice Report - January 31, 2022

	Total	Current	30 Days	60 Days	90 Days	120 Days +
Lehigh County MATP	\$ 307,569	\$ 256,251	\$ 11,337	\$ (13,966)	\$ -	\$ 53,948
Northampton County MATP	\$ 199,591	\$ 143,852	\$ (22,173)	\$ -	\$ (34,412)	\$ 112,324
Other(PaDOT Shared Ride;PwD)	\$ 466,550	\$ 357,884	\$ 10,392	\$ -	\$ 625	\$ 97,649
Total AR January 31, 2022	\$ 973,710	\$ 757,986	\$ (444)	\$ (13,966)	\$ (33,787)	\$ 263,921
	100%	77.85%	-0.05%	-1.43%	-3.47%	27.10%
Total AR December 31, 2021	\$ 1,204,371	\$ 187,343	\$ (13,966)	\$ (33,787)	\$ 43,918	\$ 1,020,862
	100%	15.56%	-1.16%	-2.81%	3.65%	84.76%
AR Change	\$ (230,661)	\$ 570,643	\$ 13,522	\$ 19,821	\$ (77,705)	\$ (756,941)
	-19.15%	304.60%	-96.82%	-58.66%	-176.93%	-74.15%

Accounts Payable Aged Invoice Report - January 31, 2022

	Total	Current	30 Days	60 Days	90 Days	120 Days +
LANtaBus	\$ 880,650	\$ 660,705	\$ 25,763	\$ 498,514	\$ 2,090	\$ (306,422)
LANtaVan	\$ 495,931	\$ 489,226	\$ 3,517	\$ 432	\$ 456	\$ 2,299
CCCT	\$ 617,041	\$ 96,546	\$ 110,461	\$ 111,150	\$ 115,136	\$ 183,747

Please Note: LANtaBus 120 Days+ Balance pertains to overpayment of SAFTI P&L payment. LANtaVan 120 Days+ Balance is comprised of MATP Reimbursement invoices. CT 120 Days+ Balance pertains to ECC invoices.

LANTaBus

Year-to-date revenues for the fixed route division totals \$1,066,276. This represents a 20.77 percent decrease from the current year budget projection of \$1,345,824. Fare collection revenue is currently running below budget projections by approximately \$266K, a 27.99 percent decrease from the budget projection of \$951,493. The Other Revenue section, which includes Advertising Revenue, is above the current year budget projection amount by approximately \$24K. This is due to the additional revenue of \$24,185 earned above the guaranteed annual contract amount.

Year-to-date expenses for the fixed route division totals \$20,640,147. This represents a 6.11 percent increase from the current year budget projection of \$19,450,916. For the current fiscal year, Labor & Fringe Benefits, Casualty and Liability Insurance, Utilities and Services are the top expense variables contributing to the budget variances. These categories, as well as all variables, will be continually monitored with further investigation occurring as required. The first area to be examined in detail is the area of Labor and Fringe Benefits. Sick and vacation accruals were reset as of January 1, 2022, and actual expense aligns with budget with little variance. Operators' actual wages are above budgeted amounts by approximately \$168K. This variance is attributed to the overtime paid to cover for the numerous absences amongst the bus operators. Health Insurance expense is currently running approximately \$46K below budget. An additional \$9K of stop loss reimbursement is expected in the near future. The second area of variance to be detailed is the Casualty and Liability Insurance. Current year expense for both Physical Damage and Liability and Property Damage insurance is running approximately \$301K above budget. It appears a too conservative approach was used by our carrier when calculating our budget amounts for FY22. Approximately \$131K of insurance recoveries were received YTD which helped reduce costs further. Insurance recoveries are booked when received and are not budgeted. The next area to be detailed are the Utilities. Utilities are running above current budget projections by approximately \$83K. Currently the Utilities section is compiled by not only the utilities for the Allentown and Easton facilities but also the Allentown, Bethlehem, and Easton Transit Centers. All overhead costs for each transit center are recorded under the Utilities section. There have been numerous improvements to each of the transit centers which were not capitalized projects, therefore the total costs for those improvements were recorded as an expense. In addition, Electric and Heating are continuing above the current budget projections by \$41K and \$26K, respectively.

Year-to-date deficit recorded on the fixed route division totals \$19,573,871. This represents an 8.11 percent increase from the current budget projection. Current total subsidies equal the deficit and include the following sources:

Federal ARPA Funds - \$6,046,677
Federal Subsidy - \$3,279,786
State Subsidy - \$9,582,796
Local Subsidy - \$664,612

LANtaVan

Year-to-date revenues for LANtaVan totals \$4,184,913. This represents a 33.21 percent decrease from the current year budget projection of \$6,266,173. Total YTD completed trips are up approximately 27% from prior year with ADA, MATP and Lottery continuing to have the largest increases in trips. Local revenues, which includes ADA, are currently \$883K below budget projections, a 43.07 budget variance. State revenues are currently \$1.1M below budget, a 29.59 percent decrease from current budget projections.

Year-to-date expenses for LANtaVan totals \$4,764,710. This represents a 22.64 percent decrease from the current year budget projection of \$6,159,261. Utilities, Materials and Supplies along with Purchased Transportation are the top expense variables experiencing the largest budget variances. Utilities are currently running over budget by approximately \$8K. This is due to the increase in current internet service for the tablets on the vans as well as for the Rider Resources Center. The Materials and Supplies expense line is currently above budget projections by \$13K. This is due to the purchase of additional ticket stock and preprinted forms to meet current business needs. Lastly, the Purchased Transportation area continues to operate below budget projections by approximately \$1.3M, which represents a 24.99 percent budget variance. This is a direct result of the proper allocation of fuel expense for Carbon Transit vehicles. All other variances are smaller in individual value but continue to be monitored and analyzed to ensure correct coding and valid expense.

Year-to-date deficit recorded on LANtaVan totals \$579,797.

The unfunded YTD deficit equals \$579,797.

Carbon Transit

Year-to-date revenues for Carbon Transit totals \$513,949. This represents a 15.52 percent increase from the current year budget projection of \$444,883. MATP revenue continues above budget projections by approximately \$56K, which represents a 22.15% increase. Total YTD completed trips have increased approximately 20% from the prior year with ADA, MATP and PWD continuing with the largest increases.

Year-to-date expenses for Carbon Transit totals \$833,049. This amount is 7.17 percent above the budget projection of \$777,323. Materials and Supplies, Utilities and Purchased Transportation are the top expense variables experiencing the largest budget variances. The Materials and Supplies expense line is currently above budget projections by approximately \$7K. This is due to the purchase of additional ticket stock as well as replenishment of stock of various applications and forms. Utilities are also above budget by approximately \$1K due to the proper allocation of internet usage of the tablets on the Carbon vans. Lastly, the Purchased Transportation area continues to operate above budget projections by approximately \$63K, which represents a 9.37 percent budget variance. This is due to the proper recognition of the fuel expense for the Carbon vans. All other variances are smaller in individual value but continue to be monitored and analyzed to ensure correct coding and valid expense.

Year-to-date deficit recorded on Carbon Transit totals \$319,100. Current total subsidies include the following sources:

Federal Subsidy - \$0
State Subsidy – \$294,635
Local Subsidy - \$24,465

The unfunded YTD deficit equals \$0.

LANtaBus
Income Statement Summary
For the Period Ending January 31, 2022

	Fiscal Year 2022				YTD Budget Variance		
	PTD		YTD		Annual Budget	Favorable (Unfavorable) Amount	Percent
	Actual	Budget	Actual	Budget			
Revenue							
Passenger Fares	88,131	154,594	685,142	951,493	1,700,000	(266,351)	-27.99%
Special Transit Fares	28,796	-	70,097	105,000	210,000	(34,903)	-33.24%
Auxiliary Transportation Revenue	57,516	33,333	257,516	233,331	400,000	24,185	10.36%
NonTransportation Revenue	3,165	8,000	53,521	56,000	96,000	(2,479)	-4.43%
Total Revenue	177,607	195,927	1,066,276	1,345,824	2,406,000	(279,548)	-20.77%
Expenses							
Labor	1,624,987	1,178,472	8,739,041	7,880,000	13,758,775	(859,041)	-10.90%
Fringe Benefits	2,197,091	2,545,550	7,034,960	7,062,248	11,865,348	27,288	0.39%
Total Labor and Fringe Benefits	3,822,078	3,724,022	15,774,001	14,942,248	25,624,123	(831,753)	-5.57%
Services	212,585	157,671	1,063,686	1,107,077	1,943,785	43,391	3.92%
Fuel	143,348	44,153	785,960	668,909	1,120,326	(117,051)	-17.50%
Tires & Tubes	9,614	11,031	67,066	68,012	112,500	947	1.39%
Materials & Supplies	130,528	89,622	703,491	718,495	1,158,317	15,004	2.09%
Utilities	89,585	58,571	432,713	350,145	647,400	(82,569)	-23.58%
Casualty & Liability	274,973	5,958	486,885	316,997	1,102,000	(169,888)	-53.59%
Taxes	110	320	1,996	2,431	3,825	435	17.88%
Purchase of Transportation Service	170,985	120,867	1,184,824	1,100,353	3,525,520	(84,471)	-7.68%
Miscellaneous	12,655	12,178	90,507	118,732	218,920	28,225	23.77%
Interest	107	1,000	1	7,000	12,000	6,999	99.98%
Leases & Rentals	6,202	12,878	49,016	50,517	85,431	1,501	2.97%
Total Expenses	4,872,770	4,238,271	20,640,147	19,450,916	35,554,147	(1,189,231)	-6.11%
Gross Surplus (Deficit)	(4,695,163)	(4,042,344)	(19,573,871)	(18,105,092)	(33,148,147)	(1,468,779)	-8.11%
Subsidy							
Local Subsidy	124,024	96,980	664,612	678,860	1,163,784	14,248	2.10%
State Subsidy	1,825,725	2,577,114	9,582,796	7,848,482	15,565,328	(1,734,315)	-22.10%
Federal Subsidy	1,169,277	516,393	3,279,786	3,614,751	6,196,750	334,965	9.27%
Federal Subsidy - ARPA	1,576,137	851,857	6,046,677	5,962,999	10,222,285	(83,678)	-1.40%
Total Subsidy	4,695,163	4,042,344	19,573,871	18,105,092	33,148,147	(1,468,779)	-8.11%
Surplus (Deficit)	-	-	-	-	-	-	#DIV/0!

LANTaBus
Statement of Net Assets
January 31, 2022

CURRENT ASSETS

Cash	\$ 97,693
Accounts Receivable	179,824
Interdivisional Receivable	2,309,335
Inventories	441,277
Prepaid Expenses	12,260,446
Grants Receivable	12,100,718
Total Current Assets	<u>27,389,293</u>

RESTRICTED ASSETS

Cash	<u>7,821,338</u>
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CAPITAL ASSETS

Capital Assets Not Being Depreciated	147,970
Capital Assets Being Depreciated - Net	46,375,049
Total Capital Assets	<u>46,523,019</u>

TOTAL ASSETS	<u>\$ 81,733,650</u>
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CURRENT LIABILITIES

Note Payable	\$ -
Loan Payable	-
Interdivisional Payable	-
Accounts Payable	1,066,845
Accrued Expenses:	-
Wages	2,430,808
Professional Fees	18,977
Other	668,007
Deferred Other Funding	25,375,635
Due To Commonwealth of PA	17,646,788
Deferred Local Grant Funding	522,337
Total Current Liabilities	<u>47,729,397</u>

NET ASSETS

Invested In Capital Assets	46,525,784
Unrestricted Equity	(12,604,531)
Restricted Equity	83,000
Total Net Assets	<u>34,004,253</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	<u>\$ 81,733,650</u>
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LANTaVan
Income Statement Summary
For the Period Ending January 31, 2022

	Fiscal Year 2022					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable) Amount	Percent
	Actual	Budget	Actual	Budget			
Revenue							
Passenger Fares	36,346	129,314	382,855	482,009	1,299,162	(99,154)	-20.57%
Non-Transportation Revenues	-	5,417	32,500	37,915	65,000	(5,415)	-14.28%
Local Special Fare Assistance	167,848	292,738	1,166,782	2,049,612	3,579,620	(882,830)	-43.07%
State Special Fare Assistance	342,160	521,124	2,602,776	3,696,637	6,119,201	(1,093,861)	-29.59%
Total Revenue	546,354	948,593	4,184,913	6,266,173	11,062,983	(2,081,260)	-33.21%
Expenses							
Labor	84,811	65,257	397,121	456,802	783,087	59,681	13.07%
Fringe Benefits	73,785	59,384	345,495	415,689	712,609	70,194	16.89%
Total Labor and Fringe Benefits	158,596	124,641	742,616	872,491	1,495,696	129,875	14.89%
Services	6,397	6,266	45,361	47,166	89,115	1,805	3.83%
Fuel	-	-	-	-	-	-	0.00%
Tires & Tubes	-	-	-	-	-	-	0.00%
Materials & Supplies	2,622	1,573	39,297	25,982	55,476	(13,315)	-51.25%
Utilities	7,747	9,644	49,927	57,667	96,168	7,740	13.42%
Casualty & Liability	542	542	3,794	3,794	6,500	-	0.00%
Taxes	-	-	-	-	-	-	0.00%
Purchase of Transportation Service	507,673	781,969	3,810,014	5,079,558	8,771,536	1,269,544	24.99%
Miscellaneous	845	593	5,252	4,157	7,500	(1,095)	-26.34%
Interest	-	-	-	-	-	-	0.00%
Rent	9,778	9,778	68,449	68,446	353,342	(3)	0.00%
Total Expenses	694,200	935,006	4,764,710	6,159,261	10,875,333	1,394,551	22.64%
Gross Surplus (Deficit)	(147,846)	13,587	(579,797)	106,912	187,650	(686,709)	-642.31%
Subsidy							
Local Subsidy	-	-	-	-	-	-	-
State Subsidy	-	-	-	-	-	-	-
Federal Subsidy	-	-	-	-	-	-	-
Total Subsidy	-	-	-	-	-	-	-
Surplus (Deficit)	(147,846)	13,587	(579,797)	106,912	187,650	(686,709)	-642.31%

LANTA Van
Statement of Net Assets
January 31, 2022

CURRENT ASSETS

Cash	\$	(5,950)
Accounts Receivable		(464,152)
Interdivisional Receivable		-
Inventories		
Prepaid Expenses		100,791
Grants Receivable		1,435,772
Total Current Assets		<u>1,066,461</u>

TOTAL ASSETS

\$ 1,066,461

CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		2,309,335
Accounts Payable		487,948
Accrued Expenses:		454,453
Deferred Revenue		(39,283)
Total Current Liabilities		<u>3,212,453</u>

NET ASSETS

Unrestricted Equity		(2,145,992)
Restricted Equity		-
Total Net Assets		<u>(2,145,992)</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS

\$ 1,066,461

Carbon County Community Transportation
Income Statement Summary
For the Period Ending January 31, 2022

	Fiscal Year 2022				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
Revenue						
Passenger Fares	2,082	1,470	17,659	11,937	5,722	47.93%
Non-Transportation Revenues	-	-	9	-	9	#DIV/0!
Local Special Fare Assistance	1,649	1,346	13,958	10,947	3,011	27.50%
State Reimbursements	19,648	24,752	174,372	169,881	4,491	2.64%
State Special Fare Assistance	28,249	39,598	307,951	252,118	55,833	22.15%
Total Revenue	51,627	67,166	513,949	444,883	69,066	15.52%
Expenses						
Labor	-	-	-	-	-	0.00%
Fringe Benefits	-	-	-	-	-	0.00%
Total Labor and Fringe Benefits	-	-	-	-	-	0.00%
Services	1,092	11,841	70,456	82,803	12,347	14.91%
Fuel	-	-	-	-	-	0.00%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	586	367	12,118	5,562	(6,556)	-117.88%
Utilities	843	1,158	11,010	9,823	(1,187)	-12.08%
Casualty & Liability	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	0.00%
Purchase of Transportation Service	94,448	101,914	735,620	672,583	(63,037)	-9.37%
Miscellaneous	803	311	1,255	2,177	922	42.36%
Interest	-	625	2,590	4,375	1,785	40.80%
Leases & Rentals	-	-	-	-	-	0.00%
Total Expenses	97,772	116,216	833,049	777,323	(55,726)	-7.17%
Gross Surplus (Deficit)	(46,145)	(49,050)	(319,100)	(332,440)	13,340	4.01%
Subsidy						
Local Subsidy	3,495	3,414	24,465	23,898	(567)	-2.37%
State Subsidy	42,650	20,318	294,635	151,771	(142,864)	-94.13%
Federal Subsidy	-	25,318	-	156,771	156,771	100.00%
Total Subsidy	46,145	49,050	319,100	332,440	13,340	4.01%
Surplus (Deficit)	-	-	(0)	-	(0)	#DIV/0!

Carbon County Community Transportation
Statement of Net Assets
January 31, 2022

CURRENT ASSETS

Cash	\$	11,120
Accounts Receivable		5,863
Due from LANTA - FOA		185,751
Due From Carbon County		3,981
Prepaid Expenses		501
Grants Receivable		364,095
Total Current Assets		<u>571,311</u>

TOTAL ASSETS	\$	<u>571,311</u>
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CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		87,428
Due to the Commonwealth		4,424
Accounts Payable		616,858
Accrued Expenses		113,468
Deferred Revenue		2,822
Total Current Liabilities		<u>825,000</u>

NET ASSETS

Unrestricted Equity	(253,689)
Restricted Equity	-
Total Net Assets	<u>(253,689)</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>571,311</u>
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MEMORANDUM

To: LANTA Board of Directors, Finance & Administration Committee
Fr: Owen O'Neil, Executive Director
Re: Contract Award Recommendation – Employee Health & Wellness Benefits Brokerage Services
Date: March 1, 2022

On November 19, 2021, LANTA issued a Request for Proposals (RFP) seeking submittals from qualified insurance brokers desiring to provide employee health and welfare benefits management services. The RFP was posted on PennBID on that date. The announcement informed bidders that submittals would be due January 7, 2022. The scope of the contract requires the broker to propose the most advantageous placement of insurance coverage, including but not limited to the terms and conditions of coverage, continuity, and cost. In addition, the Broker must be capable of providing a full range of value-added services which were described in the RFP.

Ten proposals were submitted by the established due date from the following firms:

- AIA, Alera Group
- Arthur J. Gallagher
- BSI Corporate Benefits
- Conrad Siegel
- Equinox Benefits Consulting
- National Benefits Service Center
- NFP Corporate Services
- One on 1 Accounting & Consulting Services
- Trion/Marsh McLennan Agency
- USI Insurance Services

Proposals were reviewed by a committee consisting of the Executive Director, Director of Finance, and the Director of Administration. Scores for each submittal were calculated based on the following criteria as outlined in the RFP:

- Relevant Qualifications and Experience of the of the Proposing Firm(s);
- Proposed Account Manager's Qualifications and Experience;
- Proposing Firm's Services and Approach to Serving Account; and
- Fee Structure.

From the initial ten proposals, the Committee developed a list of three firms with which in-person interviews were conducted. All members of the Committee were present at each interview. Guidelines and follow up questions were provided to the three finalists prior to the interview session. After the interview sessions, the Committee members provided an interview score for each of the three finalists and a total final score was calculated.

The proposal receiving the highest combined score for the proposal and interview was **BSI Corporate Benefits** of Bethlehem, PA. It is staff's recommendation to enter into a three-year on-call contract (with two one-year optional extensions) with BSI Corporate Benefits based on scope and fee structure submitted with their proposal.



Summary

Syncretic handled 869 LANTA tickets in 2021, down from 975 in 2020. We are monitoring 14 servers, 8 firewalls, 16 wireless access points, approximately 136 workstations, and LANTA's Microsoft Office 365 Tenant. We are also monitoring the VPN tunnels between all the sites. Here are some of our weekly activities:

- Monitoring, remediation & restoration of backups for both email and server files
- Hardening of Windows servers and computers (Windows OS, Hardware Firmware & BIOS Updates)
- Hardening of network devices such as firewalls, wireless access points, and switches
- Weekly update meetings to review progress, outstanding issues, and planning

Project Complete by Site

Allentown: Syncretic replaced three large APC battery backups (from 2011) in the server room, reorganized the power, and removed aging and unused equipment. We upgraded 25 workstations and laptops. We worked with the wiring contractor to install wiring in the former schedule room, next to dispatch. We decommissioned many of the Avail servers, due to Avail moving them to the cloud (Microsoft Azure). We worked with Genfare to plan, test, and roll-out the new Genfare farebox application to the Allentown and Easton garages. We added email security features to LANTA's Office 365 Tenant: attachment scanning and link protection. Syncretic worked with LANTA to transition work performed in the past by a former employee to LANTA departments and Syncretic.

Rider Resource: We designed, planned, and implemented the data and phone networks at the new Rider Resource Center in Bethlehem. We moved the firewall and server from the Easton Coach Call Center to the new Rider Resource Center. We moved workstations and phones from the former Easton Coach Call Center, the ATC, and from 1060 Lehigh Street to Rider Resource. We helped manage the implementation of the camera system at Rider Resource. We also implemented LANTA's wireless network at Rider Resource.

ATC: Syncretic worked with the wiring vendor to move the network rack and infrastructure from the driver lounge into the main ATC office area. We installed a new APC UPS battery backup at the ATC. We also worked with the Easton City Center project team to network cameras and displays on the new ATC platform to LANTA's network.

EITC: Syncretic worked with the wiring vendor to install a new rack at the EITC and clean up the old rack. We worked with the wiring vendor to test the wiring and put a plan in place to replace the faulty wiring.

Avigilon Camera System: Syncretic researched camera vendors, requested proposals, developed a plan, and worked with the camera vendor to roll out new video servers (including licensing) to all locations. The existing servers were out of warranty and the software licenses were no longer supported.



2022 Initiatives

Our preliminary plans for 2022 are to develop group policies and procedures to manage network data, rebuild Active Directory and Groups, upgrade the Allentown firewall, rollout Microsoft Teams and SharePoint, continue to harden LANTA against external threats, implement additional Microsoft Office 365 security features, and conduct security, sensitive data policy, and HIPAA training. We are also planning to implement a new phone system, with site independence. The system will also have a state-of-the-art call center system for better call management and training.



Capital Asset Management Committee

Agenda

March 1, 2022

1. Call to Order
2. Public Comment
3. Capital Asset Management Dashboard Report
4. Procurements
 - A. Status Update - Paratransit Vehicle Order – LANtaVan
 - B. Status Update – Transit Bus Order
5. Report on Initiatives
 - A. Bethlehem Transportation Center Renovation
 - B. Allentown Transportation Center Construction Replacement
 - C. Allentown/Easton Garage Doors Replacements
 - D. Allentown Garage Bus Storage Area Sprinkler System Upgrade
 - E. 12th Street Paratransit Facility Update
 - F. TAM Plan
 - G. CNG Station Upgrade – Compass
 - H. Carbon Transit Building Lease
6. Actions
 - A. None
7. Other Items
8. Adjournment



Capital Asset Management Dashboard - October - December 2021
Tuesday, March 1, 2022

LANtaBus MAINTENANCE FIGURES				
Vehicle Availability - percent pull outs made	100%			
Vehicle Availability - Number of road failures	15			
	%	Required	On-time	Benchmark
LANtaBus Vehicle Preventive Maintenance On Time %	85%	149	126	90%
ATMS Preventive Maintenance On Time %	75%	91	68	90%
On-Time % for bus detail cleaning (within 5 weeks)	90%	181	162	90%
	Current Q	Benchmark	Previous Q	Prior Q
Revenue Miles between Road Failure	54,318	40,000	54,637	73,099















LANtaVan & Accessibility Committee

Agenda

March 8, 2022

1. Call to Order
 2. Courtesy of the Floor
 - A. Public Comment
 - B. Update on comments received at December LANtaVan Committee meeting
 3. Dashboard Report
 4. Actions
 - A. None
 5. Report on Initiatives
 - A. St. Luke's App/Website Link
 - B. TransDev Introduction
 6. Other Business
 7. Adjournment
-



**Response to Comments Received During Courtesy of the Floor
at the December 14, 2021 LANtaVan & Accessibility Committee Meeting**

No comments were received during Courtesy of the Floor at the December 14, 2021 meeting of the Committee.



LANtaVan Dashboard Report

Tuesday, March 8, 2022

Reporting Period:

Q2 October 2021 - December 2021

Total Completed Trips by Funding Source

Q2 Comparison

Program	Q2 FY2022		Q2 FY2021		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total	Total		
ADA	10,103	27%	7,295	24%	38%	LANTA	LANtaBus Op/Cap
Lottery	16,637	44%	12,815	42%	30%	PennDOT	PA Lottery Funds
MATP	9,103	24%	8,751	28%	4%	PA DHS	CMS/State MA Funding
PwD	1,149	3%	1,094	4%	5%	PennDOT	Proj of Stwde Signif
Other	970	3%	916	3%	6%	Various	Various
Total	37,962	100%	30,871	100%	23%		

Total Completed Trips by Funding Source

YTD Comparison

Program	YTD FY2022		YTD FY2021		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total	Total		
ADA	20,667	27%	14,914	22%	39%	LANTA	LANtaBus Op/Cap
Lottery	33,762	43%	27,242	41%	24%	PennDOT	PA Lottery Funds
MATP	18,936	24%	19,936	30%	-5%	PA DHS	CMS/State MA Funding
PwD	2,452	3%	2,542	4%	-4%	PennDOT	Proj of Stwde Signif
Other	1,943	2%	2,210	3%	-12%	Various	Various
Total	77,760	100%	66,844	100%	16%		

MATP Out of County Trip Statistics

Q2 FY 2022		
Program	Completed Trips	Revenue Miles
MA OOC LC	237	9720.16
MA OOC NC	40	1970.00
Total	277	11690.16

Service Productivity - All

Q2 FY2022				
Service Hours	Revenue Hours	Passenger Trips	PT/Rev Hours	Scheduled Eff
22,050.87	18,078.24	43,077	2.38	3.32

Scheduled Trip Summary - All

Q2 FY2022			
Scheduled Trips	IVR Cancels	Day of Service Cancel	No Shows
60,105	2530	5304	666

Riders by Fare Zone - All

Q2 FY2022				
Zone	Full Fare	Copay	Trips	% of Trips
Base	29.35	\$4.40	17,194	50%
2	35.35	\$5.30	11,327	33%
3	41.35	\$6.20	5,802	17%
Total			34,323	100%

Trip Pattern Statistics - All Passengers

Quarter Comparison

	Q2 FY2022			Q2 FY2021			% Change		
	Average Length			Average Length			Average Length		
	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed
Total	10.2	34.85	17.56	8.1	26.6	18.27	26%	31%	-4%
	LANtaBus Figure		13.5	LANtaBus Figure		12.8			

Duration of Trips - Q2 FY2022

Q2 FY 2022					
Minutes	<30	31-60	61-90	>90	>120
Trip Total	20,915	10,033	4,072	1685	1257
Trip Total As Percentage	55.1%	26.4%	10.7%	4.4%	3.3%

Percent Trips 30 mins or less	55%
Percent Trips 90 mins or less	92%
% ADA Trips within FRE	71%
% ADA within 15 mins. of FRE	85%

On Time Performance - Client Pick Up Trips

Q2 FY 2022			
Time vs Window	Before Pick Up Window	In Pick Up Window	After Pick Up Window
Trip Total	5834	22170	9958
Trip Total As Percentage	15.4%	58.4%	26.2%

Total % On Time & Early	74%
LANtaBus On Time	60%

LANTA Call Center Report

Comparison

	Q2 FY2022 (Current)			Q1 2022 (Previous)		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Call Volume	542	118	79	558	106	71
Average Call Wait Time	0:49	0:39	0:42	1:06	0:46	0:59

Complaints Received

Q2 Comparison

	Q2 FY2022		Q2 FY2021	
Subject of Complaint	Number	% of Total	Number	% of Total
Late	35	38%	22	16%
Early	7	8%	12	9%
Driver Attitude	9	10%	24	17%
Care Driving/Comfort	13	14%	6	4%
Van did not show	7	8%	22	16%
Fare Disputes	4	4%	3	2%
Overcrowding	0	0%	-	0%
Trip Length	6	7%	9	6%
Other	11	12%	42	30%
Total	92	100%	140	100%
Trips per Complaint	413		221	
Complaints Deemed Valid	56		76	
Trips per Complaints Deemed Valid	678		406	

LANtaBus ADA Related Complaints			
Oct - Dec 2021			
Month	Issue	Details and Response	Determination
October	Bus Stop Announcements	Automated bus stop announcements were not working. Passenger deboarded at unfamiliar location. Driver was coached on policy to make manual announcements when automated system is not working.	Valid
November	Reduced Fare Disability Pass	Driver refused to sell Emergency 31 Day Pass for Reduced Fare rate. Passenger presented their Reduced Fare card upon boarding. Driver was coached and complimentary passes were mailed to passenger.	Valid
December	None		

Total Complaints for Quarter	2
Total Valid	2
Total Valid or Inconclusive	2
LANtaBus Passenger Trips per Valid Complaint	348,816