



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

## **LANTA Board of Directors Meeting Minutes**

**May 10, 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: Mike Lichtenberger; and Amy Beck.

Members Absent: Becky Bradley; Holly Edinger; and Jennifer Ramos.

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

Public Attending: None.

Public Attending via Webinar/Teleconference: Sara Cassi.

### **1. Call to Order**

The meeting was called to order at 12:01 p.m. 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 April 5, 2022 Board of Directors meeting were approved on a motion made by Ms. Miller and seconded by Ms. Alvarado.*

### **4. Report of the Chair**

As part of the Report of the Chair, Ms. Schaffer presented the proposed schedule for LANTA Board and Committee meetings for July through December of 2022. The proposed schedule is attached.

*On a motion made by Mr. Malozi and seconded by Ms. Linares, the Board voted to approve the Board and Committee meeting schedule for July through December 2022 as presented.*

Ms. Schaffer noted that LANTA is planning a 50<sup>th</sup> anniversary luncheon event on Monday August 1. This does not appear on the meeting schedule and will not be a meeting of the Board.

Ms. Schaffer also reported that herself, Ms. Miller, Ms. Edinger, and Ms. Ramos will be serving as the fiscal year 2023 Board Officers Nominating Committee. The nominating committee will report back their nominated slate of officers at the June Board meeting. This slate, as well as any nominations from the floor, will then be considered at the Board meeting on July 12.

Ms. Schaffer then concluded the Report of the Chair.

## **5. Report of the Committees**

- A. Finance & Administration Committee – Mr. Williams reported that the Finance & Administration Committee met in Executive Session on Thursday April 28 through an online format. The agenda included private personnel matters. Actions taken by the Committee in the Executive Session were detailed in minutes sent to all Board members prior to the Board meeting. Board action is required to approve the actions recommended by the Committee in the April 28 Executive Session.

*On a motion made by Mr. Williams and seconded by Mr. Malozi, the Board voted to approve the actions recommended by the Committee in the April 28 Executive Session.*

Mr. Williams reported that the Finance & Administration Committee also met in open session on Tuesday May 3. As part of the agenda, staff presented the financial statements for the LANTaBus, LANTaVan, and Carbon Transit operating divisions for March 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. Lichtenberger, the Board voted to approve the LANTaBus, LANTaVan, and Carbon Transit financial statements for March 2022, subject to audit.*

Under procurements, staff presented updates on currently active Requests for Proposals (RFP's) including auditing services and diesel fuel provision services.

In addition, staff presented a proposed letter of support from the Board of Directors indicating support for the submission of a grant to the Federal Transit Administration's Bus & Bus Facilities Competitive Grant Program. The proposed letter is attached. The grant would seek funding for up to thirteen (13) buses for the purposes of LANTaBus fleet expansion. The fleet expansion would allow for the improvement of service frequencies on key routes and allow for the continued implementation of the Enhanced Bus Service plan.

*On a motion made by Mr. Williams and seconded by Ms. Miller, the Board voted to authorize staff to submit the grant application as described and to authorize a Board officer to sign the letter of support as presented.*

Staff also presented the draft PennDOT Operations Grant Local Match Resolution. The resolution identifies the amount required to match the annual operating assistance grant from PennDOT and certify that LANTA will collect that amount and use that funding as the local match to the operating grant. The resolution is attached.

*On a motion made by Mr. Williams and seconded by Ms. Alvarado, the Board voted to authorize a Board officer to sign the resolution as presented and to authorize staff to submit the resolution as part of the annual operating assistance grant application.*

In addition, the Pension Committee met on Tuesday May 3. The agenda included status reports from the investment manager, Marquette Associates, and the actuary firm, Foster and Foster. A summary of the presentation from Foster and Foster is attached. Copies of the investment performance reports were provided to all Board members and are available upon request.

As part of the presentation, the investment manager presented information regarding Opportunistic Credit investment to act as a diversification strategy for the investment portfolio based on the results of the Asset-Liability Study conducted by Marquette

Associates. After a detailed discussion, the Committee reached consensus that the proposed strategy would be beneficial to the plan portfolios. The proposed strategy would require a change in the investment benchmarks identified in the Investment Policy Statement (IPS).

*On a motion made by Mr. Williams and seconded by Ms. Linares, the Board voted to approve a modification to the Investment Policy Statement to change the benchmark for Government Credit Index to the Aggregate Index to facilitate the diversification strategy.*

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 met on Tuesday May 10 prior to the Board meeting.

The agenda included a review of the LANTaBus Rider Experience Dashboard Report for the period of January through March 2022. The report is attached. The Dashboard shows that ridership is up slightly from the previous fiscal year but still below pre-COVID levels. Fiscal year to date, ridership is up approximately less than one percent compared to the same point in the previous fiscal year. In addition, revenue and productivity performance continue to be impacted by the pandemic. Safety and rider comfort metrics are better than benchmark.

The agenda also included updates on service planning initiatives, marketing and outreach activities, as well as progress on bus stop infrastructure installation.

Lastly, staff presented proposed required changes to LANTA's Drug and Alcohol Policy for Board approval. The changes are listed in the summary memo which is attached. A required certification page is also attached.

*On a motion made by Mr. Malozi and seconded by Ms. Alvarado, the Board voted to approve the updates as presented and authorize a Board officer to sign the certification page.*

- C. Capital Asset Management Committee – Mr. O'Neil reported that the Capital Asset Management Committee did not meet in May and that the next meeting of the Committee is scheduled for Tuesday June 7.



- D. LANTaVan & Accessibility Committee – Ms. Miller, Chair of the LANTaVan & Accessibility Committee, reported that the Committee did not meet in May and that the next meeting of the Committee is scheduled for Tuesday June 14.

**6. Other Items**

None

**7. Adjournment**

The meeting was adjourned at 12:15 p.m.

Respectfully Submitted

A handwritten signature in blue ink, appearing to read "Becky Bradley", written in a cursive style.

6/14/2022

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Becky Bradley  
Secretary

Date



***Lehigh and Northampton Transportation Authority***

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**LANTA Board Meeting  
Agenda  
May 10, 2022**

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1. Call to Order
  2. Public Comment
  3. Approval of the Minutes – April 5, 2022 Board Meeting
  4. Report of the Chair
    - A. Approval of Board and Committee Meeting Schedule July-December 2022
    - B. Appointment of Board Officers Nominating Committee
  5. Report of Committees
    - A. Finance & Administration – Fred Williams
      - i. Items for consideration of approval:
        - a. Financial Statements March 2022
        - b. Authorization for Submittal of Competitive Grant Application
        - c. Modifications to Pension Fund Investment Policy Statement
    - B. LANTaBus Rider Experience & Planning Committee – Matt Malozi
      - i. Items for consideration of approval:
        - a. LANTA Drug & Alcohol Policy Updates
    - C. Capital Asset Management – Becky Bradley
    - D. LANTaVan & Accessibility Committee – Cordelia Miller
  6. Other Items
    - A. None
  7. Adjournment
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**LANTA Board of Directors and Committee Meeting Schedule**  
**July 2022 - December 2022**

Jul	12	Board	LANTA	11:30 a.m.
Aug	9	Finance & Administration	LANTA	12:00 noon
	9	Pension Committee	LANTA	12:45 p.m.
	16	LANtaBus Rider Experience & Planning	LANTA	11:00 a.m.
	16	Board	LANTA	12:00 noon
Sep	6	Capital Asset Management	LANTA	11:00 a.m.
	6	Finance & Administration	LANTA	12:00 noon
	13	LANtaVan & Accessibility	LANTA	11:00 a.m.
	13	Board	LANTA	12:00 noon
Oct	4	Finance & Administration	LANTA	11:00 a.m.
	4	Board	LANTA	12:00 noon
Nov	1	Finance & Administration	LANTA	12:00 noon
	1	Pension Committee	LANTA	12:45 p.m.
	8	LANtaBus Rider Experience & Planning	LANTA	11:00 a.m.
	8	Board	LANTA	12:00 noon
Dec	6	Capital Asset Management	LANTA	11:00 a.m.
	6	Finance & Administration	LANTA	12:00 noon
	13	LANtaVan & Accessibility	LANTA	11:00 a.m.
	13	Board	LANTA	12:00 noon



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**LANTA Finance & Administration Committee  
Agenda  
May 3, 2022**

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1. Call to Order
  2. Public Comment
  3. Review and Recommendation – Financial Statements March 2022, subject to audit
  4. Procurements
    - A. Status Update – Auditing Services RFP
    - B. Status update – Diesel Fuel Provision Services RFQ
  5. Actions
    - A. FTA Bus & Bus Facilities Competitive Grants Submittal Authorization
    - B. PennDOT Operations Grant Local Match Resolution
  6. Other Items
    - A. Update – Paratransit Operations Contract Finalization
  7. 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:** April 29, 2022  
**SUBJECT:** Unaudited March 2022 Financial Statement

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Attached for your review are the unaudited financial statements for the period ended March 31, 2022 for LANtaBus, LANtaVan and Carbon Transit.

**Items of Interest:**

- LANTA's portion of the Line of Credit Balance as of April 29, 2022 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 \$19,734,960. The account is currently underfunded by approximately \$936K. In addition, approximately \$3.2M are either currently owed to LANTA from State Funds or can now be drawn down from Federal Grants:
  - State Shared Ride/PWD - \$183,146 (THRU 4/29/2022)
  - Lehigh County MATP - \$354,020 (THRU 4/29/2022)
  - Northampton County MATP - \$317,589 (THRU 4/29/2022)
  - Federal Capital/Ops Funding - \$936,217 (THRU 4/29/2022)
  - State Capital Funding - \$1,431,560 (THRU 4/29/2022)
- The balance in the Carbon's general checking account stands at approximately \$12K. The balance in the Carbon's Act 44 checking account stands at \$26,751. The account is currently underfunded by approximately \$57K. Carbon's portion of the Line of Credit balance stands at \$96,498. State ACT 89 funds due to Carbon for FY 21/22 are approximately \$22K. In addition, approximately \$88K are currently owed to CT from the following sources:
  - State Shared Ride/PWD - \$47,741 (THRU 4/29/2022)
  - Carbon County MATP - \$312,493 (THRU 4/29/2022)
- Fulton Financial ACT 72 Letter for period ended 3/31/2022 has been received and all bank accounts are in compliance.
- FY22 PennDot COA Applications for both LANTA and Carbon have been submitted.

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	\$624,997	\$4,016,401	\$3,631,904

The current health insurance participation census stands at 84 Employee Only; 74 Employee Plus 1; 38 Employee Plus 2; 26 Employee Plus 3 and 27 Employee Plus 4 or more.

### **LANtaVan Accounts Receivable Aged Invoice Report - March 31, 2022**

	Total	Current	30 Days	60 Days	90 Days	120 Days +
Lehigh County MATP	\$ 354,020	\$ 285,160	\$ 14,741	\$ 2,801	\$ 11,337	\$ 39,982
Northampton County MATP	\$ 317,589	\$ 281,304	\$ (12,016)	\$ (7,437)	\$ (22,173)	\$ 77,912
Other(PaDOT Shared Ride;PwD)	\$ 499,030	\$ 364,570	\$ 235	\$ 25,558	\$ 10,392	\$ 98,275
Total AR March 31, 2022	\$ 1,170,639	\$ 931,034	\$ 2,959	\$ 20,922	\$ (444)	\$ 216,168
	100%	79.53%	0.25%	1.79%	-0.04%	18.47%
Total AR January 31, 2022	\$ 953,470	\$ 592,234	\$ 124,590	\$ 20,922	\$ (444)	\$ 216,168
	100%	62.11%	13.07%	2.19%	-0.05%	22.67%
AR Change	\$ 217,169	\$ 338,800	\$ (121,631)	\$ (0)	\$ (0)	\$ (0)
	22.78%	57.21%	-97.62%	0.00%	0.02%	0.00%

### **Accounts Payable Aged Invoice Report - March 31, 2022**

	Total	Current	30 Days	60 Days	90 Days	120 Days +
LANtaBus	\$ 708,998	\$ 626,103	\$ 80,521	\$ 477	\$ -	\$ 1,896
LANtaVan	\$ 753,006	\$ 739,946	\$ 7,349	\$ 2,230	\$ 318	\$ 3,162
CCCT	\$ 572,783	\$ 85,929	\$ 94,214	\$ 95,048	\$ 113,182	\$ 184,410

Please Note: LANtaVan 120 Days+ 120 Days+ Balance is comprised of MATP reimbursements for Passthrough Contracts.



### **LANTaBus**

Year-to-date revenues for the fixed route division totals \$1,328,306. This represents a 25.98 percent decrease from the budget projection of \$1,794,511. Fare collection revenue is currently running below budget projections by approximately \$395K, a 31.23 percent decrease from the current budget projection of \$1,265,014. The Special Transit Fares section, which includes those revenues generated from LANTA's Route Service Agreements, continues below the anticipated budget amount by approximately \$87K. Advertising Revenue will continue to run above the current year budget projection amount by approximately \$28K. This is due to the additional revenue of \$24,185 earned above the guaranteed annual contract amount for calendar year end 2021 and an increase to the monthly guaranteed amount beginning in January 2022. Please remember that advertising revenue is only budgeted at the guaranteed contract amount to maintain a conservative approach to revenue recognition.

Year-to-date expenses for the fixed route division totals \$25,840,791. This represents a 0.96 percent decrease from the current year budget projection of \$26,092,567. For the current fiscal year period, Fuel, Purchased Transportation, Utilities and Interest are the top expense variables contributing to the largest budget variances. These categories, as well as all variables, continue to be monitored with further investigation occurring as required. The first area to be examined in detail is the area of Interest Expense. Interest expense is currently running approximately \$9K below budget. This is a direct result of the increase in Act 44 reserves, which has enabled the Authority to maintain operations without relying on its Line of Credit. The Purchased Transportation expense, which includes the total operating expenses of the ADA program, is also running below budget projections, by 25.03 percent, and is due to the lingering effects of the COVID Pandemic on ridership. Current year Utilities expense is running approximately \$121K above budget. While there has been an increase in heating and internet costs, majority of the variance can be attributed to a too conservative approach for the current year budget projection. Lastly, Fuel expense is also running approximately \$198K above budget. This variance is a result of the increase in fuel costs for all non-revenue and revenue vehicles. While LANTA has normally locked in a diesel fuel purchase price, for this current fiscal year LANTA had opted not to lock in a diesel fuel purchase price. LANTA's Health Insurance expense is currently running approximately \$385K above budget, this represents a 10.59 percent increase from the current year budget projection of \$3,631,904. This variance is attributed to the increase in claims processed through the end of March 2022. LANTA expects this trend to continue through the end of the fiscal year.

Year-to-date deficit recorded on the fixed route division totals \$24,512,485. This represents a 0.88 percent decrease from the current budget projection. Current total subsidies equal the deficit and include the following sources:

- Federal Subsidy – ARPA - \$10,222,285
- Federal Subsidy – All Other - \$4,087,302
- State Subsidy - \$9,354,014
- Local Subsidy - \$848,885

**LANtaVan**

Year-to-date revenues for LANtaVan total \$5,426,796. This represents a 33.22 percent decrease from the current year budget projection of \$8,126,766. MATP YTD revenue of \$1.9M has been recorded based on actual costs and is currently showing a 7.08 percent decrease from YTD budget projections of \$2,058,192. ADA revenue has been recorded based on the actual costs of the ADA program and is showing a 45.20 percent decrease from YTD budget projections of \$2,554,326.

Year-to-date expenses for LANtaVan total \$6,124,068. This represents a 23.33 percent decrease from the current year budget projection of \$7,987,084. The main deviation of approximately \$1.6M pertains to the Purchased Transportation area and relates to the proper recognition of fuel expense for Carbon Transit and decreased trip levels. With the adoption of the Mutual Cooperation Agreement (MCA) effective January 1, 2022, between LANTA and Carbon; Carbon can now incur labor and fringe expenses. The total labor and fringe expenses incurred for Carbon Transit Paratransit Services since January 1, 2022, through March 31, 2022, total \$26,133. An entry was made to reclass that amount from LANtaVan to Carbon Transit for proper recognition of expense. The Rent expense line item is running approximately \$59K below budget. This is due to the current year budget projection which anticipated making lease payments on the new paratransit facility as of March 1, 2022. It is now expected that lease payments will begin May 1, 2022. The remaining expense variances continue to be monitored and investigated as warranted.

Year-to-date deficit recorded on LANtaVan totals \$697,272. Current total subsidies include the following sources:

State Subsidy – \$697,272



### **Carbon Transit**

Year-to-date revenues for Carbon Transit totals \$669,156. This represents a 21.29 percent increase above the current year-to-date budget projections of \$551,686. Currently, MATP revenue is approximately \$82K above current year budget projections. Shared Ride Lottery and PWD trips and revenue continue the trend of greater than budgeted amounts by \$27K, collectively.

Year-to-date expenses for Carbon Transit totals \$1,082,682. This represents a 22.33 percent increase above the current budget projection of \$885,039. The main deviation of approximately \$199K pertains to the Purchased Transportation area and relates to the proper recognition of fuel expense for Carbon Transit. Services are approximately \$30K less than budgeted projections due to the elimination of the previous management contract. With the adoption of the Mutual Cooperation Agreement (MCA) effective January 1, Carbon will now incur labor and fringe expenses. The total labor and fringe incurred since January 1, 2022, through March 31, 2022, total \$32,597. 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 \$413,526. Current total subsidies equal \$413,526 and include the following sources:

Federal Subsidy - \$34,975

State Subsidy - \$347,177

Local Subsidy - \$31,374

**LANTA**  
**Income Statement Summary**  
For the Period Ending March 31, 2022

	Fiscal Year 2022				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
<b>Revenue</b>						
Passenger Fares	99,473	154,988	870,005	1,265,014	(395,009)	-31.23%
Special Transit Fares	-	52,500	70,097	157,500	(87,403)	-55.49%
Auxiliary Transportation Revenue	35,417	33,333	328,349	299,997	28,352	9.45%
NonTransportation Revenue	3,252	8,000	59,854	72,000	(12,146)	-16.87%
<b>Total Revenue</b>	<b>138,142</b>	<b>248,821</b>	<b>1,328,306</b>	<b>1,794,511</b>	<b>(466,205)</b>	<b>-25.98%</b>
<b>Expenses</b>						
Labor	1,253,762	1,225,920	10,758,406	10,195,306	(563,100)	-5.52%
Fringe Benefits	910,794	987,343	8,833,341	9,181,410	348,069	3.79%
<b>Total Labor and Fringe Benefits</b>	<b>2,164,557</b>	<b>2,213,263</b>	<b>19,591,748</b>	<b>19,376,716</b>	<b>(215,032)</b>	<b>-1.11%</b>
Services	182,356	191,601	1,392,272	1,449,870	57,598	3.97%
Fuel	137,836	89,731	1,039,513	841,391	(198,122)	-23.55%
Tires & Tubes	8,575	7,086	85,579	85,033	(546)	-0.64%
Materials & Supplies	(25,867)	135,674	826,950	938,397	111,447	11.88%
Utilities	67,021	56,093	589,028	468,396	(120,632)	-25.75%
Casualty & Liability	42,740	48,141	574,358	619,760	45,402	7.33%
Taxes	311	285	2,785	3,049	264	8.66%
Purchase of Transportation Service	210,722	484,898	1,552,334	2,070,676	518,342	25.03%
Miscellaneous	22,179	10,821	124,465	166,291	41,826	25.15%
Interest	-	1,000	297	9,000	8,703	96.70%
Leases & Rentals	6,291	7,204	61,463	63,988	2,525	3.95%
<b>Total Expenses</b>	<b>2,816,722</b>	<b>3,245,796</b>	<b>25,840,791</b>	<b>26,092,567</b>	<b>251,775</b>	<b>0.96%</b>
<b>Gross Surplus (Deficit)</b>	<b>(2,678,580)</b>	<b>(2,996,975)</b>	<b>(24,512,485)</b>	<b>(24,298,056)</b>	<b>(214,430)</b>	<b>-0.88%</b>
<b>Subsidy</b>						
Local Subsidy	93,686	96,980	848,885	872,820	23,935	2.74%
State Subsidy	2,142,134	1,531,745	9,354,014	11,110,986	1,756,972	15.81%
Federal Subsidy	442,759	516,393	4,087,302	4,647,537	560,235	12.05%
Federal Subsidy - ARPA	-	851,857	10,222,285	7,666,713	(2,555,572)	-33.33%
<b>Total Subsidy</b>	<b>2,678,580</b>	<b>2,996,975</b>	<b>24,512,485</b>	<b>24,298,056</b>	<b>(214,430)</b>	<b>-0.88%</b>
<b>Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>

**LANtaBus**  
**Statement of Net Assets**  
March 31, 2022

**CURRENT ASSETS**

Cash	\$ (205,076)
Accounts Receivable	251,767
Interdivisional Receivable	1,794,761
Inventories	631,337
Prepaid Expenses	12,603,105
Grants Receivable	2,367,777
Total Current Assets	<u>17,443,671</u>

**RESTRICTED ASSETS**

Cash	<u>20,138,633</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>

<b>TOTAL ASSETS</b>	<u><u>\$ 84,105,323</u></u>
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**CURRENT LIABILITIES**

Note Payable	\$ -
Loan Payable	-
Interdivisional Payable	-
Accounts Payable	789,074
Accrued Expenses:	-
Wages	2,004,719
Professional Fees	27,467
Other	756,085
Deferred Other Funding	25,349,656
Due To Commonwealth of PA	20,671,459
Deferred Local Grant Funding	337,301
Total Current Liabilities	<u>49,935,761</u>

**NET ASSETS**

Invested In Capital Assets	46,525,784
Unrestricted Equity	(12,439,222)
Restricted Equity	83,000
Total Net Assets	<u>34,169,562</u>

<b>TOTAL CURRENT LIABILITIES AND NET ASSETS</b>	<u><u>\$ 84,105,323</u></u>
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**LANTaVan**  
**Income Statement Summary**  
For the Period Ending March 31, 2022

	Fiscal Year 2022				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
<b>Revenue</b>						
Passenger Fares	45,305	186,326	465,749	778,516	(312,767)	-40.17%
Non-Transportation Revenues	-	5,417	32,500	48,749	(16,249)	-33.33%
Local Special Fare Assistance	172,761	314,357	1,493,926	2,667,221	(1,173,295)	-43.99%
State Special Fare Assistance	465,345	476,398	3,434,621	4,632,280	(1,197,659)	-25.85%
<b>Total Revenue</b>	<b>683,411</b>	<b>982,498</b>	<b>5,426,796</b>	<b>8,126,766</b>	<b>(2,699,970)</b>	<b>-33.22%</b>
<b>Expenses</b>						
Labor	36,622	65,257	474,622	587,316	112,694	19.19%
Fringe Benefits	30,834	59,384	411,894	534,457	122,563	22.93%
<b>Total Labor and Fringe Benefits</b>	<b>67,457</b>	<b>124,641</b>	<b>886,516</b>	<b>1,121,773</b>	<b>235,257</b>	<b>20.97%</b>
Services	6,585	6,427	58,537	59,789	1,252	2.09%
Fuel	-	-	-	-	-	0.00%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	4,024	1,439	61,514	29,343	(32,171)	-109.64%
Utilities	7,722	7,180	65,191	72,330	7,139	9.87%
Casualty & Liability	542	542	4,878	4,878	-	0.00%
Taxes	-	-	-	-	-	0.00%
Purchase of Transportation Service	600,581	768,368	4,952,436	6,546,626	1,594,190	24.35%
Miscellaneous	845	593	6,989	5,343	(1,646)	-30.81%
Interest	-	-	-	-	-	0.00%
Rent	9,778	68,778	88,006	147,002	58,996	40.13%
<b>Total Expenses</b>	<b>697,534</b>	<b>977,968</b>	<b>6,124,068</b>	<b>7,987,084</b>	<b>1,863,016</b>	<b>23.33%</b>
<b>Gross Surplus (Deficit)</b>	<b>(14,122)</b>	<b>4,530</b>	<b>(697,272)</b>	<b>139,682</b>	<b>(836,954)</b>	<b>-599.19%</b>
<b>Subsidy</b>						
Local Subsidy	-	-	-	-	-	100.00%
State Subsidy	14,122	-	697,272	-	(697,272)	-
Federal Subsidy	-	-	-	-	-	-
<b>Total Subsidy</b>	<b>14,122</b>	<b>-</b>	<b>697,272</b>	<b>-</b>	<b>(697,272)</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>4,530</b>	<b>(0)</b>	<b>139,682</b>	<b>(1,534,226)</b>	<b>-1098.37%</b>



**LANTaVan**  
**Statement of Net Assets**  
March 31, 2022

**CURRENT ASSETS**

Cash	\$	(4,553)
Accounts Receivable		46,774
Interdivisional Receivable		-
Inventories		-
Prepaid Expenses		100,438
Grants Receivable		1,121,775
Total Current Assets		<u>1,264,434</u>

**TOTAL ASSETS**

\$ 1,264,434

**CURRENT LIABILITIES**

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		1,794,761
Accounts Payable		486,811
Accrued Expenses:		593,502
Deferred Revenue		(44,562)
Total Current Liabilities		<u>2,830,512</u>

**NET ASSETS**

Unrestricted Equity		(1,566,078)
Restricted Equity		-
Total Net Assets		<u>(1,566,078)</u>

**TOTAL CURRENT LIABILITIES AND NET ASSETS**

\$ 1,264,434

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

	Fiscal Year 2022				YTD Budget Variance	
	PTD		YTD		Favorable (UnFavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
Revenue						
Passenger Fares	2,306	742	21,870	18,236	3,634	19.93%
Non-Transportation Revenues	1	-	12	-	12	#DIV/0!
Local Special Fare Assistance	2,347	1,486	18,098	12,545	5,553	44.27%
State Reimbursements	26,945	34,639	222,214	195,652	26,561	13.58%
State Special Fare Assistance	57,470	65,242	406,963	325,253	81,710	25.12%
Total Revenue	89,070	102,109	669,156	551,686	117,471	21.29%
Expenses						
Labor	16,746	-	16,746	-	(16,746)	0.00%
Fringe Benefits	15,850	-	15,850	-	(15,850)	0.00%
Total Labor and Fringe Benefits	32,597	-	32,597	-	(32,597)	0.00%
Services	1,106	10,803	72,663	102,985	30,322	29.44%
Fuel	-	-	-	-	-	0.00%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	1,008	1,346	13,615	7,350	(6,265)	-85.24%
Utilities	973	312	13,647	15,824	2,177	13.76%
Casualty & Liability	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	0.00%
Purchase of Transportation Service	115,957	146,921	947,799	748,616	(199,184)	-26.61%
Miscellaneous	75	2,093	1,405	3,545	2,140	60.36%
Interest	118	576	956	6,720	5,764	85.78%
Leases & Rentals	-	-	-	-	-	0.00%
Total Expenses	151,834	162,050	1,082,682	885,039	(197,643)	-22.33%
Gross Surplus (Deficit)	(62,764)	(59,942)	(413,526)	(333,353)	(80,172)	-24.05%
Subsidy						
Local Subsidy	3,414	3,414	31,374	30,726	(648)	-2.11%
State Subsidy	47,101	41,658	347,177	147,925	(199,252)	-134.70%
Federal Subsidy	12,248	14,870	34,975	154,703	119,728	77.39%
Total Subsidy	62,764	59,942	413,526	333,354	(80,172)	-24.05%
Surplus (Deficit)	-	0	(0)	0	-	0.00%

**Carbon County Community Transportation**  
**Statement of Net Assets**  
March 31, 2022

**CURRENT ASSETS**

Cash	\$	182,382
Accounts Receivable		35,636
Due from LANTA - FOA		35,047
Due From Carbon County		10,890
Prepaid Expenses		351
Grants Receivable		348,208
Total Current Assets		<u>612,513</u>

TOTAL ASSETS	\$	<u>612,513</u>
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**CURRENT LIABILITIES**

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		120,341
Due to the Commonwealth		-
Accounts Payable		571,315
Accrued Expenses		147,804
Deferred Revenue		26,670
Total Current Liabilities		<u>866,131</u>

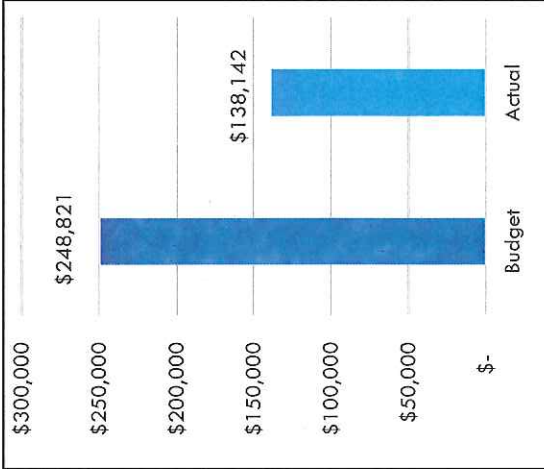
**NET ASSETS**

Unrestricted Equity	(253,617)
Restricted Equity	-
Total Net Assets	<u>(253,617)</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>612,513</u>
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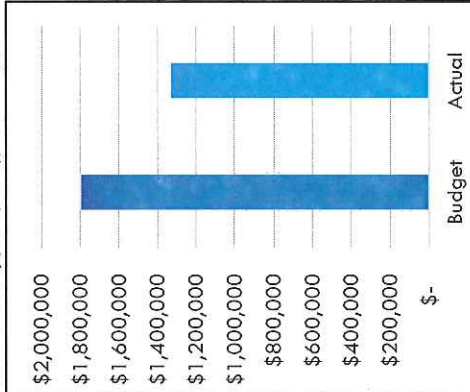


### Total Revenues – Mar 2022

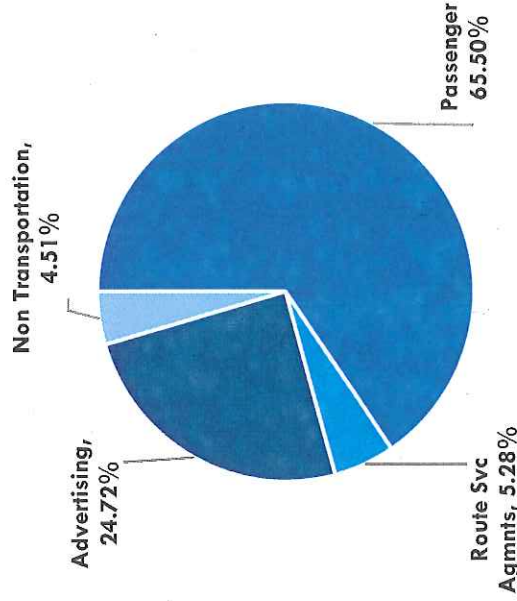


### FYTD Revenues

**Budget \$1,794,511**  
**Actual \$1,328,306**  
**Variance \$(466,205), -25.98%**

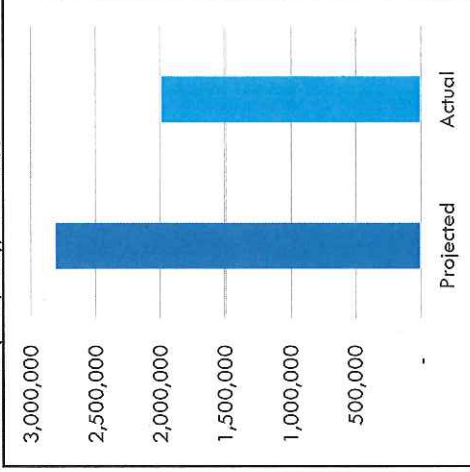


### Revenues By Source

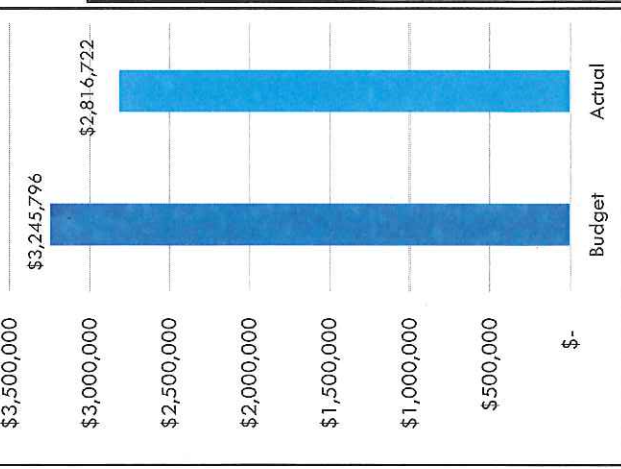


### FYTD Ridership

**Projected 2,811,490**  
**Actual 1,988,107**  
**Variance (823,383), -29.29%**

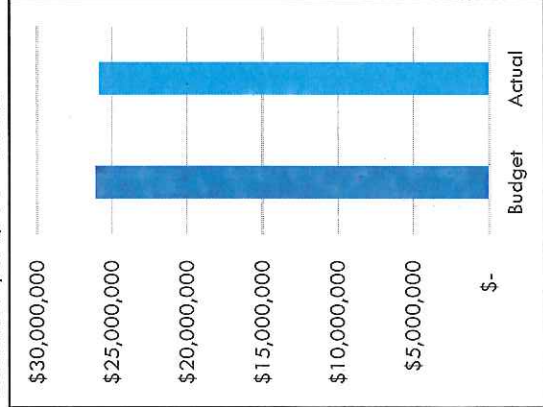


### Total Expenses – Mar 2022

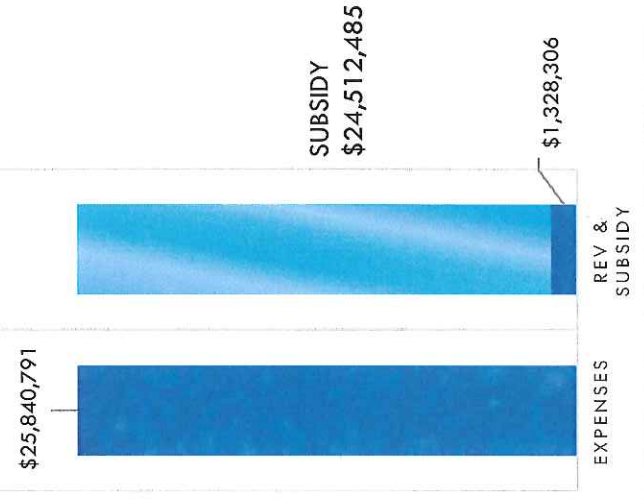
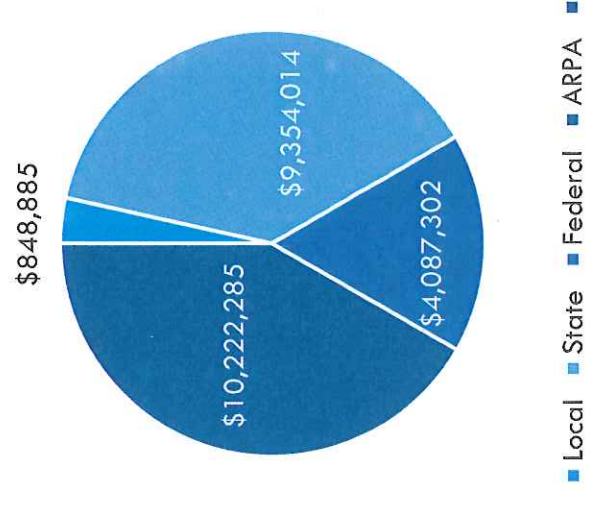


### FYTD Expenses





**Budget \$26,092,567**  
**Actual \$25,840,791**  
**Variance \$251,776 +0.96%**



### Subsidy by Source



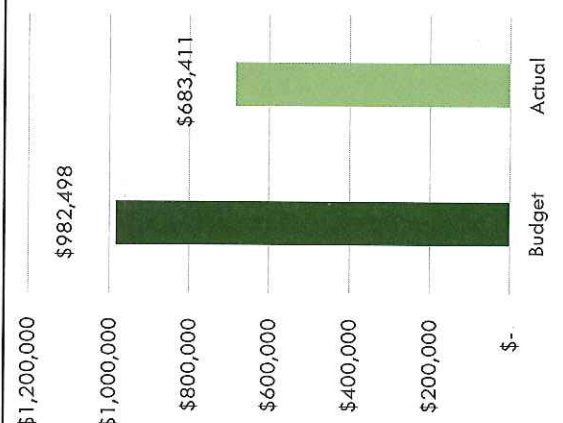


Key Areas	Notations
 <b>Utilities</b>	<p>Utilities Expense is <b>ABOVE</b> budget by \$121K, a 25.75% increase from current budget projections.</p> <p>This is attributed to not only an increase in heating and internet costs but also a too conservative approach to the current year budget projections.</p> <p>LB anticipates this trend to continue for the foreseeable future due to the increase internet services and electrical and heating costs.</p>
 <b>Purchased Transportation</b>	<p>Purchased Transportation is <b>BELOW</b> budget by \$518K, a 25.03% decrease from current budget projections.</p> <p>This expense line represents the total operating costs of the ADA Program as well as FLEX services.</p> <p>As ADA trips continue to increase, the Authority does not anticipate this trend to continue as trips are increasing and Carbon has utilized all PY Act 44 reserves.</p>
 <b>Health Insurance</b>	<p>Health Insurance costs are <b>ABOVE</b> budget by \$385K, a 10.59% increase from current budget projections.</p> <p>YTD claims paid continue to run below budget projections</p> <p>LB now anticipates the health insurance costs to continue above budget through the end of the fiscal year due to the increase in claims processed through the end of March 2022.</p>
 <b>Subsidy</b>	<p>Current fiscal year <b>TOTAL</b> subsidy is \$24,512,485 a 0.88% decrease from current budget projections.</p> <p>As of March 31<sup>st</sup>, LANTA has utilized all ARPA federal funds to subsidize the Authority's payroll and security costs.</p> <p>LB still anticipates FYE ACT 44 reserves to be in excess of \$18M. Act 44 reserves will continue to subsidize any deficit for the paratransit division and any deficit on the fixed route division after the application of federal, state and local subsidies for LANTA's program of projects.</p>



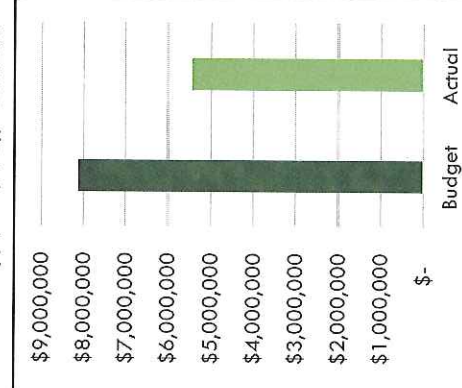


### Total Revenues – Mar 2022

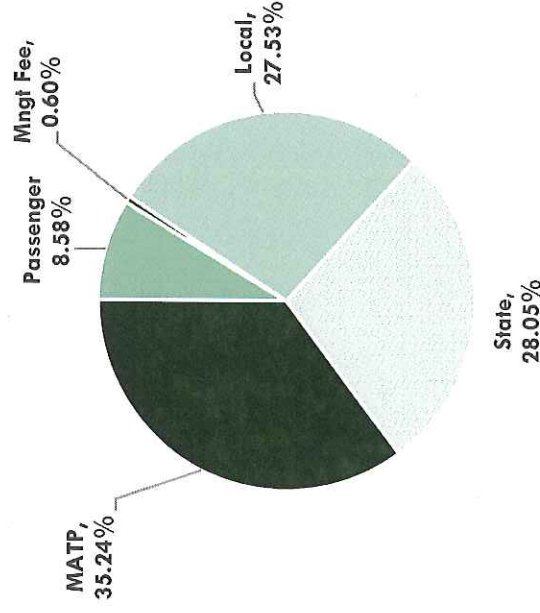


### FYTD Revenues

**Budget \$8,126,766**  
**Actual \$5,426,796**  
**Variance \$(2,699,970), -33.22%**

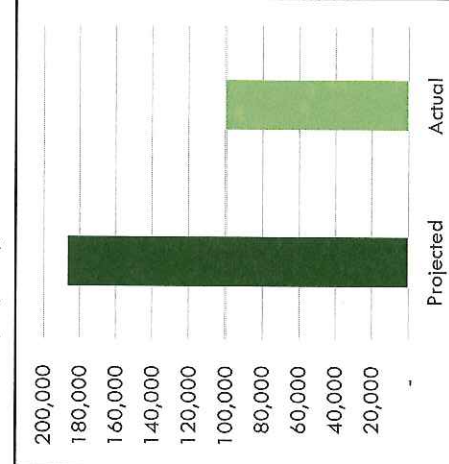


### Revenues By Source

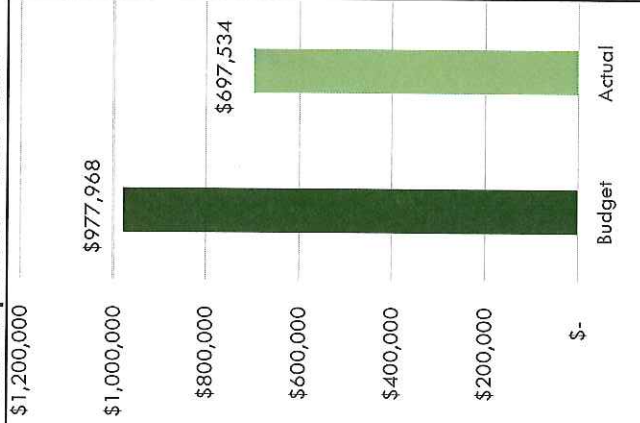


### FYTD Ridership

**Projected 186,590**  
**Actual 99,799**  
**Variance (86,791), -46.51%**

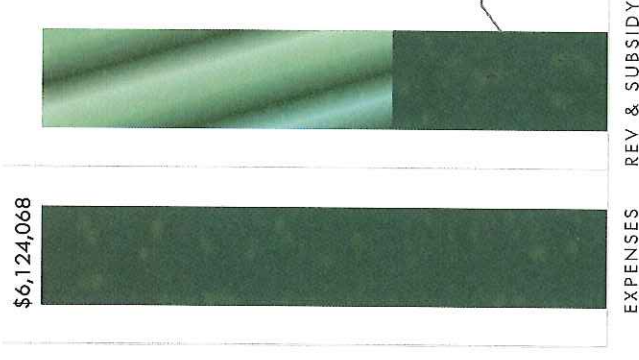
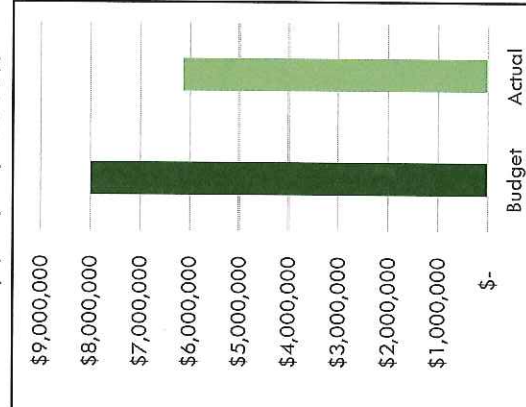


### Total Expenses – Mar 2022



### FYTD Expenses

**Budget \$7,987,084**  
**Actual \$6,124,068**  
**Variance \$1,863,016, +23.33%**

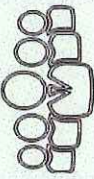





EXPENSES REV & SUBSIDY

### Subsidy by Source



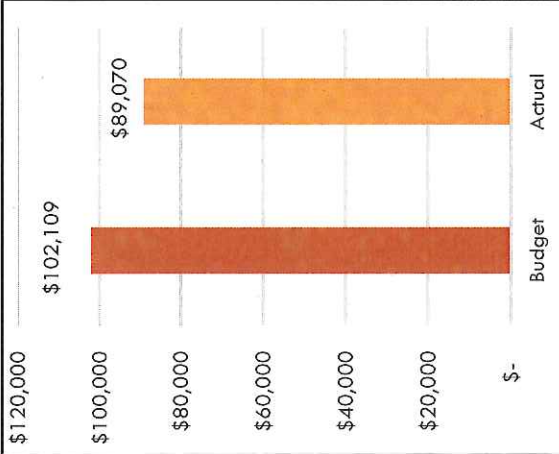


Key Areas	Notations
 <b>Labor &amp; Fringes</b>	<p>Labor and Fringe Benefits are <b>BELOW</b> budget by approximately \$235K, a 20.97% combined decrease from the current year budget projections.</p> <p>A total of \$26,133 in labor and fringe expense for January 1 through March 31, 2022 was allocated to Carbon Transit from LV.</p> <p>LV anticipates Labor and Fringe Benefit costs to continue below budget projections.</p>
 <b>Purchased Transportation</b>	<p>Purchased Transportation is <b>BELOW</b> budget by approximately \$1.6M, a 24.35% decrease from the current year budget projections.</p> <p>Purchased Transportation continues below budget due to decreased ridership levels and the proper allocation of fuel costs for Carbon Transit.</p> <p>LV anticipates the Purchased Transportation expense area will remain below budget through fiscal year end.</p>
 <b>Rent</b>	<p>Rent expense is <b>BELOW</b> budget by approximately \$59K, a 40.13% decrease from the current year budget projection.</p> <p>This is due to the current year budget projection which anticipated lease payments on new paratransit facility to begin March 1, 2022.</p> <p>LV rent expense will be in line with budget projections once lease payments begin on May 1, 2022..</p>
 <b>Subsidy</b>	<p>YTD <b>DEFICIT</b> is \$697,272.</p> <p>PennDOT approved the use of State Operating Assistance to offset CY and PY operating deficits on LANtraVan .</p> <p>YTD unfunded <b>DEFICIT</b> is \$0.</p>



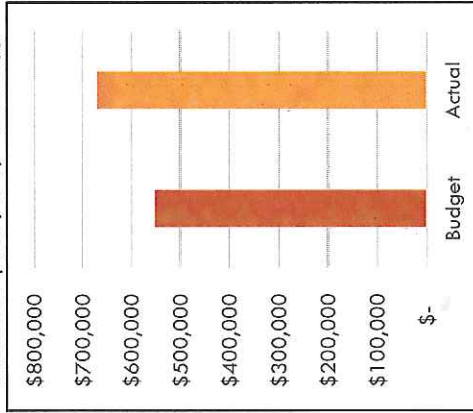


### Total Revenues – Mar 2022

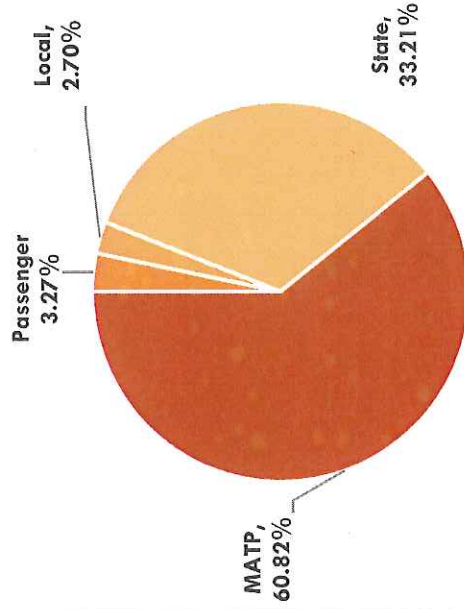


### FYTD Revenues

Budget \$551,686  
Actual \$669,156  
Variance \$117,470, +21.29%

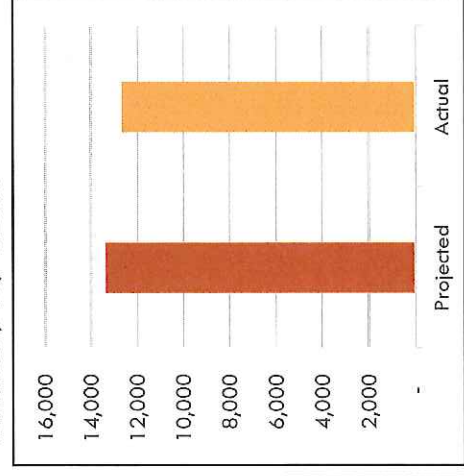


### Revenues By Source

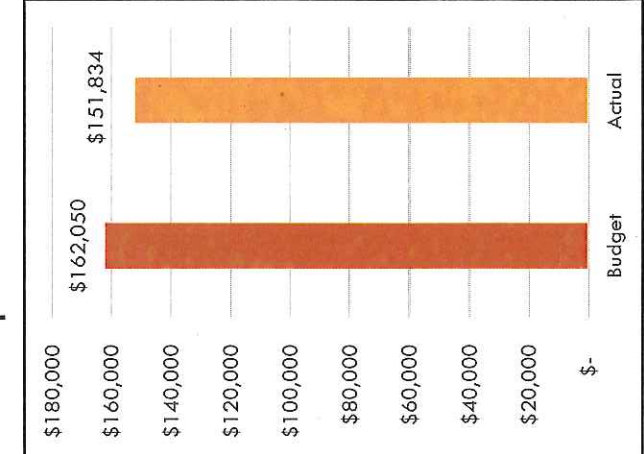


### FYTD Ridership

Projected 13,365  
Actual 12,659  
Variance (706) -5.28%

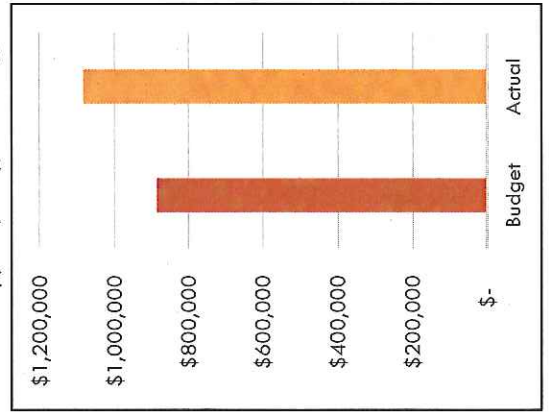


### Total Expenses – Mar 2022

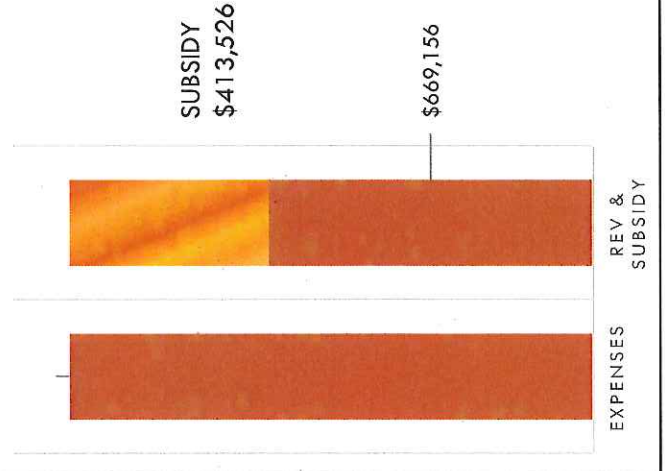
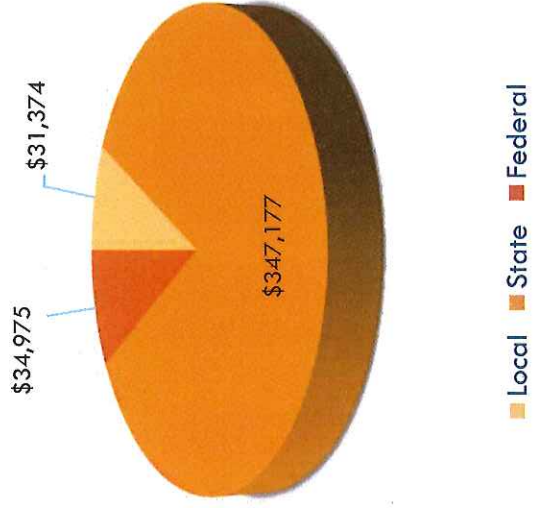


### FYTD Expenses





Budget \$885,039  
Actual \$1,082,682  
Variance \$(197,643), -22.33%



### Subsidy by Source





Key Areas	Notations
 <b>Labor &amp; Fringes</b>	Labor and Fringe expenses are <b>ABOVE</b> budget by approximately \$33K.
	Due to the MCA that went into effect as of Jan 1, Carbon will now incur labor and fringe expense.
	Current year budget projections anticipated Management Contract to carry through the end of the fiscal year.
 <b>Purchased Transportation</b>	Purchased Transportation is <b>ABOVE</b> budget by \$199K, a 26.61% increase from current year budget projections.
	This is due to the proper allocation of fuel costs for the Carbon division.
	CT anticipates the P/T expense area to remain above budget due to the proper fuel cost allocation.
 <b>Materials</b>	Materials and Supplies are <b>ABOVE</b> budget by approximately \$6K, an 85.24 percent increase from current year budget projections.
	This is due to the purchase of additional ticket stock and other pre-printed forms.
	CT anticipates materials and supplies to be in line with budget projections as the year progresses.
 <b>Subsidy</b>	Current YTD <b>DEFICIT</b> is \$413,526. Total subsidy is <b>ABOVE</b> CY projections by 24.05%
	YTD, Local and State subsidies are above CY budget projections due to the increase in local match and the reversal of Federal Operating Assistance per PennDot directive.
	CT anticipates utilizing all PY Act 44 reserves and the CY FY22 Act 44 fund allocation to subsidize the CY operations .



May 10, 2022

Hon. Nuria Fernandez  
Federal Transit Administration  
Office of the Administrator  
1200 New Jersey Avenue SE  
Washington, DC 20590

Re: LANTA, FFY2022 Buses and Bus Facilities Program

Dear Administrator Fernandez:

This letter is to attest our support for the Lehigh and Northampton Transportation Authority's (LANTA) request for a FFY2022 Grants for Buses and Bus Facilities Program application.

This project will allow LANTA to purchase up to thirteen (13) vehicles to enhance service in our growing region. These vehicles will be compressed natural gas (CNG) buses which will add to the sixty-four (64) CNG buses already operated at LANTA which is the largest CNG fleet in the Commonwealth of Pennsylvania. The service expansion will decrease operating headways on LANTA's core routes, providing a more convenient and feasible transportation option and reduce barriers to opportunities for the Lehigh Valley residents as identified in the Lehigh Valley Planning Commission's (LVPC) regional equity analysis.

LANTA is currently at a State of Good Repair (SGR) for our fixed route bus fleet and these additional fleet expansion buses will not negatively impact LANTA's Transit Asset Management (TAM) Plan goals and objectives. The addition of these buses is consistent with regional priorities, namely the Authority's *Moving LANTA Forward* twelve-year strategic vision for public transportation in the Lehigh Valley, and the joint Lehigh Valley Transportation Study (LVTS) Metropolitan Planning Organization's Long Range Transportation Plan, and the LVPC's Comprehensive Plan *FutureLV* which establishes priorities to reduce congestion, manage suburban growth, link land use and transportation decisions, revitalize urban centers and preserve agricultural land.

Your consideration and support for this request is appreciated. If you have any questions, please contact Owen O'Neil, Executive Director at 610-435-4052.

Sincerely,

Matthew Malozi, Vice Chair

**LOCAL TRANSPORTATION ORGANIZATION  
RESOLUTION CERTIFYING THE LOCAL MATCH  
FOR STATE OPERATING FINANCIAL ASSISTANCE**

The Board of Directors of Lehigh and Northampton Transportation Authority  
(Name of Governing Body) (Name of Local Transportation Authority)

resolves and certifies that the operating financial assistance of \$23,026,402 provided pursuant to 74 Pa.C.S. §1513 is needed in Fiscal Year 2023 or in a subsequent fiscal year to help pay for projected operating expenses, including asset maintenance costs; and that these funds will be used for this purpose only, because these funds are ineligible to be used for asset, or capital improvements projects; and that any funds not used this Fiscal Year will be retained and used only for operating assistance in a subsequent fiscal year(s).

Further, the Board of Directors resolves and certifies  
(Name of Governing Body of Local Transportation Authority)

that the required local matching funds of \$1,268,916 will be secured from local contributors no later than the end of Fiscal Year 2023 to match the requested Section 1513 funds.

I Becky Bradley, Secretary of the Board of Directors  
(Name) (Official Title) (Name of Governing Body of Local Transportation Organization)

do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Directors held the 10th day of May, 2022.  
(Name of Governing Body of Local Transportation Organization)

DATE: May 10, 2022.

\_\_\_\_\_  
Becky Bradley, Secretary

**ATTEST:**

Lehigh and Northampton Transportation Authority  
(Name of Local Transportation Organization)

By: \_\_\_\_\_  
Owen P. O'Neil, Executive Director (Date)

**IMPORTANT REMINDER:** In addition to the above resolution Section 1513 recipients must include in their COA submission a resolution passed by any municipality providing local match (see COA Local Match Summary form).





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

March 15, 2022

Mr. Owen O'Neil, Executive Director  
Lehigh and Northampton Transportation Authority (LANTA)  
1060 Lehigh Street  
Allentown, Pennsylvania 18103

Re: FY 2022-23 Section 1513 Funding

Dear Mr. O'Neil:

As you continue preparations for your FY 2022-23 operating budget, I am writing to provide your State Section 1513 Operating Allocation and the required local matching amount. Your Section 1513 allocation will be \$22,713,449 in FY 2022-23, a 14.3% increase over FY 2021-22. As required in Act 89 of 2013, you will be expected to provide local funding of \$1,221,973, an increase of 5%, since you are not at the full 15% match.

We expect to open the Consolidated Operating Assistance (COA) application for FY 2022-23 no later than March 30, 2022. At that time, staff at public transportation agencies will be able to enter required data in dotGrants to complete the application. To ensure timely execution of your FY 2022-23 grant, please submit your application no later than May 4, 2022. As you are aware, no payments can be made without a fully executed grant agreement. Feel free to contact your program manager if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jennie A. Louwerse".

Jennie A. Louwerse, AICP, Deputy Secretary  
Multimodal Transportation





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

March 15, 2022

Mr. Owen O'Neil, Executive Director  
Carbon County Community Transit (CCCT)  
1060 Lehigh Street  
Allentown, Pennsylvania 18103

Re: FY 2022-23 Section 1513 Funding

Dear Mr. O'Neil:

As you continue preparations for your FY 2022-23 operating budget, I am writing to provide your State Section 1513 Operating Allocation and the required local matching amount. Your Section 1513 allocation will be \$312,953 in FY 2022-23, a 11.9% increase over FY 2021-22. As required in Act 89 of 2013, you are required to provide local funding equal to 15% of your state grant award. Your required local funding for FY 2022-23 is \$46,943.

We expect to open the Consolidated Operating Assistance (COA) application for FY 2022-23 no later than March 30, 2022. At that time, staff at public transportation agencies will be able to enter required data in dotGrants to complete the application. To ensure timely execution of your FY 2022-23 grant, please submit your application no later than May 4, 2022. As you are aware, no payments can be made without a fully executed grant agreement. Feel free to contact your program manager if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jennie A. Louwerse".

Jennie A. Louwerse, AICP, Deputy Secretary  
Multimodal Transportation



**LANTA Pension Committee Meeting Agenda**  
**May 3, 2022**

1. Call to Order
2. Status Reports
  - A. Actuarial Update – Mr. Peter Karapelou, Foster & Foster
  - B. Investment Performance Report – Mr. Lee Martin, Marquette Associates
3. Other Items
4. Adjournment

**LANta  
Pension Committee Meeting**

**Tuesday, May 3, 2022**

**Agenda of Foster & Foster**

1. Actuarial Valuation Report as of January 1, 2019 projected to June 30, 2022.
2. Annual Employee Benefit Statements to be distributed to all participants including presenting a statement to the committee for illustrative purposes.
3. GASB 68 (Governmental Accounting Standard Board Statements 68) Pension information will be prepared as of June 30, 2022 and this information will be used by LANta on its financial statement for the fiscal year beginning July 1, 2021 and ending June 30, 2022.
4. GASB 75 Disclosure and reporting information for Retiree Post-Employment Benefits under the health program will be prepared for the fiscal years ending June 30, 2022 and June 30, 2023 and the information will be used by LANta on its financial statement for the year ended June 30, 2022.

**BENEFIT STATEMENT  
LEHIGH NORTHAMPTON TRANSPORTATION AUTHORITY  
UNION EMPLOYEES' PENSION PLAN**

**DATE OF BIRTH:** 12/22/1962

**DATE OF EMPLOYMENT:** 6/14/1993

**NORMAL RETIREMENT DATE:**

The first day of the month following the attainment of age 65.

**NORMAL RETIREMENT BENEFIT:**

\$34.00 per month for each year of service through December 31, 2005, plus 1.5% of average compensation for each year of credited service earned after January 1, 2006. Average compensation is based on the compensation earned in the highest 5 years during the last 10 years of service.

**EARLY RETIREMENT DATE:**

The first day of the month following the attainment of age 55 and 10 years of credited service. If hired prior to January 1, 2013 age 62 and 20 years of credited service. If hired after January 1, 2013 age 62 and 25 years of credited service.

**EARLY RETIREMENT BENEFIT:**

There will be a reduction in the benefit amount if an immediate early retirement benefit is elected. For a schedule of early retirement reductions, please contact the Plan Administrator.

**VESTING:**

After the completion of 10 years of credited service, you will be 100% vested in your accrued benefit. This vested accrued benefit will be payable at your Normal Retirement Date.

**CURRENT ESTIMATED ACCRUED MONTHLY BENEFIT:**

This is the retirement benefit earned to date and payable at the Normal Retirement Date.

Valuation Date: 1/1/2022

Service: 28.58 yrs.

Average Monthly Compensation: \$ 4,973

Current Estimated Accrued Monthly Benefit: \$ 1,621

**ESTIMATED PROJECTED MONTHLY BENEFIT:**

The benefit is based on the assumptions that your service is continuous to the Normal Retirement Date, your future compensation is equal to the latest reported annual compensation, and the terms of the Pension Plan will not change.

Normal Retirement Date: 1/1/2028

Expected Service: 34.58 yrs.

Assumed Average Monthly Compensation: \$ 5,539

Estimated Projected Monthly Benefit: \$ 2,256

This statement is intended to provide an estimate of benefit and a brief outline of certain benefits available from the Plan. Actual compensation and Service will be employed to calculate the retirement benefit according to any Ordinance or Resolution governing the plan at the time of separation from employment.

This statement was prepared as of 1/1/2022.



**LANtaBus Rider Experience & Planning Committee**

**Agenda**

**May 10, 2022**

- 
1. Courtesy of the Floor
  2. LANtaBus Rider Experience Dashboard Report
  3. Report on Initiatives
    - A. Service Planning Update
    - B. Major Developments Outreach
    - C. Marketing & Outreach Efforts
  4. Other Business
    - A. Recommendation for Approval – Updates to LANTA Drug & Alcohol Policy
  5. Adjournment
-



## LANtaBus Rider Experience Dashboard - Jan - Mar 2022-Q3

Tuesday, 5/10/2022

Metric	Q3 FY 22	YTD FY 22	YTD FY 21	% Change
Ridership LANtaBus	649,684	1,988,107	1,972,929	0.77
Senior Ridership	83,612	278,858	279,998	-0.41
Ridership LANtaFlex	1,544	4,912	2,800	75.43
Senior Ridership LANtaFlex	455	1,625	1,017	59.78
<b>Total Ridership</b>	<b>651,228</b>	<b>1,993,019</b>	<b>1,975,729</b>	<b>0.88</b>
<b>Total Senior Ridership</b>	<b>84,067</b>	<b>280,483</b>	<b>281,015</b>	<b>-0.19</b>
Passenger Revenue (\$)	272,994	880,564	862,609	2.08
	<b>YTD FY 22</b>	<b>Benchmark</b>	<b>% Diff</b>	
Riders per revenue hour	8.5	19	-55.48	
Revenue/Revenue Hour (\$)	3.55	19.56	-81.8	

	Current Quarter			Previous Quarter		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Avg daily call volume (LANTA Call Center)	130	57	29	127	60	27
Avg wait time (LANTA Call Center)	0:45	0:38	0:32	0:36	0:45	0:36
	Current Quarter		Previous Quarter		Past Quarter	
Purpose of Call Breakdown	Calls	% of Total	Calls	% of Total	Calls	% of Total
Call Type						
Complaints	238	1.5%	298	1.53%	386	1.9%
Bus Times	3792	24.0%	4441	22.82%	4714	22.5%
Where is the Bus	88	0.6%	51	0.26%	43	0.2%
Why is the Bus Late	6	0.0%	6	0.03%	8	0.0%
What Bus to Take	422	2.7%	247	1.27%	381	1.8%
Hang Up/ Dead Air	346	2.2%	555	2.85%	718	3.4%
Applications	54	0.3%	29	0.15%	59	0.3%
LANtaVan/ECC	9903	62.8%	12835	65.95%	13427	64.2%
Fares/Tickets	132	0.8%	74	0.38%	144	0.7%
Directions	3	0.0%	5	0.03%	9	0.0%
Transfers to Other Dept	71	0.5%	351	1.80%	359	1.7%
Mailed Schedules	42	0.3%	71	0.36%	68	0.3%
Other(lost & found, detours, etc.)	673	4.3%	499	2.56%	602	2.9%
<b>Total Calls</b>	<b>15,770</b>	<b>100.0%</b>	<b>19,462</b>	<b>100.0%</b>	<b>20,918</b>	<b>100.0%</b>
Passenger Trips per Complaint	2,730					

On Time response to LANtaBus complaints	No open complaints more than 8 days old
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**Metrics**

<b>LANtaBus OPERATIONS FIGURES</b>				
<b>Safety Performance</b>				
	<b>Total</b>	<b>Chargeable</b>		
Number Vehicle Collisions	42	19		
Number of NTD Reportable Collisions	1	0		
Number of On-Board Incidents	10	2		
Number of NTD Reportable Incidents	0	0		
	<b>Current Q</b>	<b>Benchmark</b>	<b>Previous Q</b>	<b>Prior Q</b>
Rev Miles between Collisions/Incidents	19,083	15,500	28,095	22,150
Rev Miles between Chargeable Collisions/Incidents	42,183	31,000	62,674	34,148
<b>Service Reliability</b>	<b>On-Time</b>	<b>Early</b>	<b>Late</b>	<b>Benchmark</b>
LANtaBus On Time %	61.2%	23.4%	14.9%	80%
Missed Scheduled LANtaBus Trips	9			
		<b>Psngr Trips Per Complaint Type</b>		
<b>Rider Comfort/Experience</b>	<b>Type</b>	<b>Current Q</b>	<b>Previous Q</b>	<b>Prior Q</b>
Complaints regarding driver courtesy	46	14,124	10,259	9,858
Rider complaints about OTP/route adherence	122	5,325	4,306	4,244
HVAC related customer complaints	1	649,684	697,631	640,792
<b>Transit App Usage</b>	<b>Current Q</b>	<b>Previous Q</b>		
Transit App Users	4,090	3,127		
Downloads to Mobile Device	885	613		
Service Alert Subscribers	547	293		
Passes Purchased	255	143		



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***Lehigh and Northampton Transportation Authority***

**Date:** May 10, 2022  
**To:** LANTA Board of Directors  
**From:** Owen P. O'Neil, Executive Director  
**Subject:** Drug & Alcohol Policy Update

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Based on a review of LANTA's Drug & Alcohol Policy, the following changes have been made to

1. Replaced the word opiates with opioids throughout document.
2. Definition of Prohibited Substances change on Page 7 and 8 based on specific reference from Federal Transit Administration.
3. Substance Abuse Professional contacts updated on Page 20.
4. DER and DAPM designations under system contacts on Page 20 updated to reflect current staffing.

Board action is needed to approve the changes listed above.



**Appendix F**  
**Board Certification of Adoption**  
**Drug and Alcohol Policy**

I, Kimberly Schaffer, Chair of the Lehigh and Northampton Transportation Authority, (LANTA), hereby certify that the LANTA Board of Directors formally adopted a Drug and Alcohol Policy at their regular, monthly, public meeting held on May 10, 2022.

The Policy prohibits the use or misuse of certain drugs and alcohol by employees who perform safety-sensitive functions as defined in the Policy.

The Policy is written in conformance with regulations set forth by the Federal Transit Administration (FTA). This policy statement includes all of the elements specified in 49 CFR, section 655 and 40, as amended, which mandates drug and alcohol testing for safety-sensitive employees and details standards for collection and procedures for testing for drugs and alcohol. A copy of this policy and said procedures shall be distributed to all safety sensitive employees of LANTA.

Signed: \_\_\_\_\_  
Kimberly Schaffer, Chair, LANTA Board of Directors

Date: May 10, 2022