



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

LANTA Board of Directors Meeting Minutes

June 14, 2022

LANTA Administrative Offices, Allentown, PA

Members Attending: Kim Schaffer – Chair of the Authority; Fred Williams – Treasurer of the Authority; and Cordelia Miller.

Members Attending via Webinar/Teleconference: Matt Malozi – Vice Chair of the Authority; Holly Edinger; and Sheila Alvarado.

Members Absent: Becky Bradley; Mike Lichtenberger; Iris Linares; Jennifer Ramos; and Amy Beck.

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

Public Attending: Maurice Welo.

Public Attending via Webinar/Teleconference: None.

1. Call to Order

The meeting was called to order at 12:02 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 May 10, 2022 Board of Directors meeting were approved on a motion made by Ms. Miller and seconded by Mr. Williams.

4. Report of the Chair

As part of the Report of the Chair, Ms. Schaffer presented the recommendations of the Fiscal Year 2023 Board Officers Nominating Committee which included Ms. Schaffer, Holly Edinger, Cordelia Miller, and Jennifer Ramos. The Nominating Committee recommended the nomination of the following slate of officers: Matt Malozi as Chair, Mike Lichtenberger as Vice Chair, Becky Bradley as Secretary, and Fred Williams as Treasurer. This slate, as well as any nominations from the floor, will be considered at the Board of Directors meeting on July 12.

Ms. Schaffer also announced that the July 12 meeting of the LANTA Board of Directors will just be a meeting of the Board and will not include the annual luncheon as is past tradition. A luncheon event to commemorate LANTA's 50th anniversary is planned for 12:00 noon on Monday August 1 at the Americus Hotel in Allentown. More information will be sent to Board members as the date approaches.

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 on Tuesday June 7. As part of the agenda, staff presented the financial statements for the LANtaBus, LANtaVan, and Carbon Transit operating divisions for April 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 Ms. Miller, the Board voted to approve the LANtaBus, LANtaVan, and Carbon Transit financial statements for April 2022, subject to audit.

As part of the Committee meeting agenda, staff presented the award recommendation for the Request for Proposals for Financial Auditing Services. The discussion included a description of the proposal process, the review of the single proposal received, and planned staff actions to address procurement requirements when receiving only one proposal. The process and recommendation summary is attached.

On a motion made by Mr. Williams and seconded by Ms. Alvarado, the Board voted to approve the award of a three-year contract with two one-year optional extensions for

financial auditing services to RKL, LLP of Lancaster, Pennsylvania, contingent upon the findings of a survey of non-submitting firms.

Staff presented the award recommendation for the Request for Proposals for Diesel Fuel Provision and Delivery Services. The discussion included a description of the proposal process, the review of the single proposal received, and planned staff actions to address procurement requirements when receiving only one proposal. The process and recommendation summary is attached.

On a motion made by Mr. Williams and seconded by Mr. Malozi, the Board voted to approve the award of a two-year contract with two one-year optional extensions for diesel fuel provision and delivery services to Petroleum Traders of Fort Wayne, IN, contingent upon the findings of a survey of non-submitting firms.

Staff presented the draft Contracts Authorization Resolution which is attached. The resolution authorizes the Executive Director to execute contracts, grant agreements, and other legal commitments on behalf of LANTA.

On a motion made by Mr. Williams and seconded by Ms. Miller, the Board voted to approve of the Contracts Authorization Resolution as presented.

Lastly, staff presented the draft calculation for LANTA's proposed goal for the next three federal fiscal years for the Federal Transit Administration's Disadvantage Business Enterprise (DBE) program. The discussion included a description of the process that must be followed to derive the goal calculation. The calculation sheets for the draft goal are attached.

On a motion made by Mr. Williams and seconded by Ms. Miller, the Board voted to authorize the draft DBE goal calculation as presented be released for public comment.

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 June and that the next meeting of the Committee is scheduled for Tuesday August 16.

- C. Capital Asset Management Committee – Mr. O’Neil reported that the Capital Asset Management Committee met on Tuesday June 7.

The agenda included a review of the Capital Asset Management Dashboard Report for the period of January through March 2022. The report is attached. The Dashboard shows that maintenance and fleet reliability measures were better than benchmark for the quarter.

The agenda then included a site tour of the new paratransit operations building on South 12th Street in Allentown. Members of the Committee were able to see the full building which is scheduled to be completed and in operation by the end of June.

- D. LANTaVan & Accessibility Committee – Ms. Miller, Chair of the LANTaVan & Accessibility Committee, reported that the Committee met June 14 prior to the Board meeting.

The agenda included an opportunity for public comment as well as an update on comments received at the March 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 third quarter of fiscal year 2022. The report is attached. The report shows that ridership was up in the third quarter of fiscal year 2022 compared to the same quarter in fiscal year 2021 by approximately 14 percent. Ridership for the fiscal year to date is also up compared to the previous fiscal year by approximately 11 percent. 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 86 percent. 91 percent of trips were 90 minutes or less; and 90 percent of ADA trips were within 15 minutes of the fixed route equivalent.

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 update presentation regarding the transition plan from the new paratransit contractor, Transdev.

Ms. Miller then concluded her report.

6. Other Items

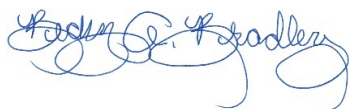
- A. Work Order Approval – VoIP Communications Conversion – Mr. O’Neil presented a proposed work order for Board review. The work order would be awarded to Avail Technologies, the vendor for LANTA’s Automated Transit Management System (ATMS) and would include the replacement of LANTA’s bus radio system with a Voice Over Internet Protocol (VoIP) system. The rationale and budget for the project as well as the single-source nature of the work order award were discussed and are described in the award summary, which is attached.

On a motion made by Mr. Williams and seconded by Ms. Miller, the Board voted to approve the award of the Work Order to Avail Technologies of State College, PA contingent upon the assembling of all information needed to document the need for a sole source procurement.

7. Adjournment

The meeting was adjourned at 12:22 p.m.

Respectfully Submitted



7/12/2022

Becky Bradley
Secretary

Date



Lehigh and Northampton Transportation Authority

**LANTA Board Meeting
Agenda
June 14, 2022**

1. Call to Order
 2. Public Comment
 3. Approval of the Minutes – May 10, 2022 Board Meeting
 4. Report of the Chair
 - A. Announcement of Nominations from Board Officers Nominating Committee
 5. Report of Committees
 - A. Finance & Administration – Fred Williams
 - i. Items for consideration of approval:
 - a. Financial Statements April 2022
 - b. Contract Award – Financial Auditing Services
 - c. Contract Award – Diesel Fuel Provision and Delivery Services
 - d. Contracts Authorization Resolution
 - e. Authorization for Release for Public Comment – FFY 2023-2025 DBE Procurement Goal
 - B. LANTaBus Rider Experience & Planning Committee – Matt Malozi
 - C. Capital Asset Management – Becky Bradley
 - D. LANTaVan & Accessibility Committee – Cordelia Miller
 6. Other Items
 - A. Work Order Approval – VOIP Communications Conversation – Avail Technologies
 7. Adjournment
-



**LANTA Finance & Administration Committee
Agenda
June 7, 2022**

1. Call to Order
 2. Public Comment
 3. Review and Recommendation – Financial Statements April 2022, subject to audit
 4. Procurements
 - A. Award Recommendation – Auditing Services RFP
 - B. Award Recommendation – Diesel Fuel Provision Services RFQ
 5. Actions
 - A. FY 2023 Contracts and Grant Authorization Resolution
 - B. Authorization for Release for Public Comment – FFY 2023-2025 DBE Procurement Goal
 6. Other Items
 - A. Update – FTA Bus & Bus Facilities Competitive Grants Submittal
 7. Adjournment
-



Lehigh and Northampton Transportation Authority

TO: Owen O'Neil, Executive Director and Authority Members
FROM: Nicole L. Ozoa, Director of Finance
DATE: June 6, 2022
SUBJECT: Unaudited April 2022 Financial Statement

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 June 6, 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 \$16,564,061. The account is currently underfunded by approximately \$3.4M. In addition, approximately \$3.8M are either currently owed to LANTA from State Funds or can now be drawn down from Federal Grants:
 - State Shared Ride/PWD - \$166,638 (THRU 6/06/2022)
 - Lehigh County MATP - \$86,669 (THRU 6/06/2022)
 - Northampton County MATP - \$157,716 (THRU 6/06/2022)
 - Federal Capital/Ops Funding - \$2,031,062 (THRU 6/06/2022)
 - State Capital Funding - \$1,375,734 (THRU 6/06/2022)
- The balance in the Carbon's general checking account stands at approximately \$98K. The balance in the Carbon's Act 44 checking account stands at \$1K. The account is currently overfunded by approximately \$1K. 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 \$273K are currently owed to CT from the following sources:
 - State Shared Ride/PWD - \$26,327 (THRU 6/06/2022)
 - Carbon County MATP - \$246,443 (THRU 6/06/2022)
- Fulton Financial ACT 72 Letter for period ended 4/30/2022 has been received and all bank accounts are in compliance.

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 | \$789,396 | \$4,805,797 | \$4,180,121 |

The current health insurance participation census stands at 82 Employee Only; 75 Employee Plus 1; 35 Employee Plus 2; 27 Employee Plus 3 and 27 Employee Plus 4 or more.

LANtaVan Accounts Receivable Aged Invoice Report - April 30, 2022

| | Total | Current | 30 Days | 60 Days | 90 Days | 120 Days + |
|------------------------------|--------------|--------------|------------|-------------|------------|------------|
| Lehigh County MATP | \$ 499,690 | \$ 145,670 | \$ 285,160 | \$ 14,741 | \$ 2,801 | \$ 51,319 |
| Northampton County MATP | \$ 157,716 | \$ 117,033 | \$ 4,397 | \$ (12,016) | \$ (7,437) | \$ 55,739 |
| Other(PaDOT Shared Ride;PWD) | \$ 508,043 | \$ 351,038 | \$ 22,545 | \$ 235 | \$ 25,558 | \$ 108,667 |
| Total AR April 30, 2022 | \$ 1,165,448 | \$ 613,740 | \$ 312,102 | \$ 2,959 | \$ 20,922 | \$ 215,724 |
| | 100% | 52.66% | 26.78% | 0.25% | 1.80% | 18.51% |
| 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% |
| AR Change | \$ (5,191) | \$ (317,294) | \$ 309,143 | \$ (17,963) | \$ 21,366 | \$ (444) |
| | -0.44% | -34.08% | 10447.55% | -85.85% | -4812.16% | -0.21% |

Accounts Payable Aged Invoice Report - April 30, 2022

| | Total | Current | 30 Days | 60 Days | 90 Days | 120 Days + |
|----------|--------------|--------------|-----------|-----------|-----------|------------|
| LANtaBus | \$ 4,839,248 | \$ 4,801,540 | \$ 36,100 | \$ 1,012 | \$ - | \$ 596 |
| LANtaVan | \$ 306,700 | \$ 288,101 | \$ 9,255 | \$ 5,057 | \$ 855 | \$ 3,432 |
| CCCT | \$ 507,507 | \$ 100,615 | \$ 83,817 | \$ 94,046 | \$ 19,501 | \$ 209,528 |

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 \$1,483,595. This represents a 24.69 percent decrease from the budget projection of \$1,969,918. Fare collection revenue of \$958,475 is currently running below budget projections by approximately \$440K, a 31.49 percent decrease from the current budget projection of \$1,399,088. The Special Transit Fares section, which includes those revenues generated from LANTA's Route Service Agreements, continues below the anticipated budget amount by approximately \$59K. Advertising Revenue will continue to run above the current year budget projection amount by approximately \$30K.

Year-to-date expenses for the fixed route division totals \$29,104,872. This represents a 0.30 percent increase from the current year budget projection of \$29,018,543. For the current fiscal year period, Fuel, Purchased Transportation, Utilities and Interest continue to be 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 \$10K 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 31.89 percent, and is due to the lingering effects of the COVID Pandemic on ridership. Current year Utilities expense is running approximately \$127K 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 \$253K 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 \$626K above budget, this represents a 14.97 percent increase from the current year budget projection of \$4,180,121. This variance is attributed to the increase in claims processed through the end of April 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 \$27,621,278. This represents a 2.12 percent increase from the current year budget projection. Current total subsidies equal the deficit and include the following sources:

- Federal Subsidy – ARPA - \$10,222,285
- Federal Subsidy – All Other - \$4,706,615
- State Subsidy - \$11,742,358
- Local Subsidy - \$950,020

LANtaVan

Year-to-date revenues for LANtaVan total \$6,076,772. This represents a 33.15 percent decrease from the current year budget projection of \$9,090,434. MATP YTD revenue of \$2,172,022 has been recorded based on actual costs and is currently showing a 3.57 percent decrease from YTD budget projections of \$2,252,466. ADA revenue of \$1,570,105 has been recorded based on the actual costs of the ADA program and is showing a 45.07 percent decrease from YTD budget projections of \$2,858,458.

Year-to-date expenses for LANtaVan total \$6,876,359. This represents a 23.16 percent decrease from the current year budget projection of \$8,948,920. The main deviation of approximately \$1.7M pertains to the Purchased Transportation area and relates to the proper recognition of fuel expense for Carbon Transit and decreased trip levels. The Rent expense line item continues to run below budget, by approximately \$118K. 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 a prorated lease payment will be made sometime prior to July 1, 2022. The remaining expense variances continue to be monitored and investigated as warranted.

Year-to-date deficit recorded on LANtaVan totals \$799,587. Current total subsidies include the following sources:

State Subsidy – \$799,587

Carbon Transit

Year-to-date revenues for Carbon Transit totals \$743,643. This represents a 19.21 percent increase above the current year-to-date budget projections of \$623,814. Currently, MATP revenue is approximately \$90K above current year budget projections. Shared Ride Lottery and PWD trips and revenue continue the trend of greater than budgeted amounts by \$18K, collectively.

Year-to-date expenses for Carbon Transit totals \$1,197,967. This represents a 15.19 percent increase above the current budget projection of \$1,040,008. The main deviation of approximately \$154K pertains to the Purchased Transportation area and relates to the proper recognition of fuel expense for Carbon Transit. Services are approximately \$40K 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 April 30, 2022, total \$47,302. 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 \$454,324. Current total subsidies equal \$454,324 and include the following sources:

Federal Subsidy - \$49,070
State Subsidy - \$371,238
Local Subsidy - \$34,016

LANtaBus
Income Statement Summary
For the Period Ending April 30, 2022

| | Fiscal Year 2022 | | | | | YTD Budget Variance | |
|--|--------------------|--------------------|---------------------|---------------------|---------------------|-------------------------|----------------|
| | PTD | | YTD | | Annual | Favorable (Unfavorable) | |
| | Actual | Budget | Actual | Budget | Budget | Amount | Percent |
| Revenue | | | | | | | |
| Passenger Fares | 88,470 | 134,074 | 958,475 | 1,399,088 | 1,700,000 | (440,613) | -31.49% |
| Special Transit Fares | 28,265 | - | 98,362 | 157,500 | 210,000 | (59,138) | -37.55% |
| Auxiliary Transportation Revenue | 35,417 | 33,333 | 363,766 | 333,330 | 400,000 | 30,436 | 9.13% |
| NonTransportation Revenue | 3,138 | 8,000 | 62,992 | 80,000 | 96,000 | (17,008) | -21.26% |
| Total Revenue | 155,289 | 175,407 | 1,483,595 | 1,969,918 | 2,406,000 | (486,323) | -24.69% |
| Expenses | | | | | | | |
| Labor | 1,390,413 | 1,131,399 | 12,148,819 | 11,326,705 | 13,758,775 | (822,114) | -7.26% |
| Fringe Benefits | 1,018,652 | 845,972 | 9,851,994 | 10,027,382 | 11,865,348 | 175,388 | 1.75% |
| Total Labor and Fringe Benefits | 2,409,065 | 1,977,371 | 22,000,813 | 21,354,087 | 25,624,123 | (646,726) | -3.03% |
| Services | 171,767 | 145,264 | 1,564,039 | 1,595,134 | 1,943,785 | 31,095 | 1.95% |
| Fuel | 152,331 | 97,142 | 1,191,844 | 938,533 | 1,120,326 | (253,311) | -26.99% |
| Tires & Tubes | 10,080 | 9,518 | 95,659 | 94,551 | 112,500 | (1,108) | -1.17% |
| Materials & Supplies | 226,359 | 84,501 | 1,053,309 | 1,022,898 | 1,158,317 | (30,411) | -2.97% |
| Utilities | 69,424 | 63,356 | 658,452 | 531,751 | 647,400 | (126,701) | -23.83% |
| Casualty & Liability | 19,141 | 31,289 | 593,499 | 651,049 | 1,102,000 | 57,550 | 8.84% |
| Taxes | 366 | 209 | 3,151 | 3,258 | 3,825 | 107 | 3.28% |
| Purchase of Transportation Service | 188,249 | 484,693 | 1,740,584 | 2,555,369 | 3,525,520 | 814,785 | 31.89% |
| Miscellaneous | 10,613 | 24,504 | 135,078 | 190,795 | 218,920 | 55,717 | 29.20% |
| Interest | 140 | 1,000 | 437 | 10,000 | 12,000 | 9,563 | 95.63% |
| Leases & Rentals | 6,546 | 7,130 | 68,009 | 71,118 | 85,431 | 3,109 | 4.37% |
| Total Expenses | 3,264,081 | 2,925,977 | 29,104,872 | 29,018,543 | 35,554,147 | (86,329) | -0.30% |
| Gross Surplus (Deficit) | (3,108,792) | (2,750,570) | (27,621,278) | (27,048,625) | (33,148,147) | (572,653) | -2.12% |
| Subsidy | | | | | | | |
| Local Subsidy | 101,135 | 96,980 | 950,020 | 969,800 | 1,163,784 | 19,780 | 2.04% |
| State Subsidy | 2,388,345 | 1,285,340 | 11,742,358 | 12,396,325 | 15,565,328 | 653,967 | 5.28% |
| Federal Subsidy | 619,313 | 516,393 | 4,706,615 | 5,163,930 | 6,196,750 | 457,315 | 8.86% |
| Federal Subsidy - ARPA | - | 851,857 | 10,222,285 | 8,518,570 | 10,222,285 | (1,703,715) | -20.00% |
| Total Subsidy | 3,108,792 | 2,750,570 | 27,621,278 | 27,048,625 | 33,148,147 | (572,653) | -2.12% |
| Surplus (Deficit) | - | - | - | - | - | - | #DIV/0! |

LANtaBus
Statement of Net Assets
April 30, 2022

| | | |
|---|-----------|--------------------------|
| CURRENT ASSETS | | |
| Cash | \$ | (268,516) |
| Accounts Receivable | | 311,848 |
| Interdivisional Receivable | | 2,212,867 |
| Inventories | | 627,013 |
| Prepaid Expenses | | 12,470,586 |
| Grants Receivable | | 7,154,172 |
| Total Current Assets | | <u>22,507,970</u> |
| RESTRICTED ASSETS | | |
| Cash | | <u>18,567,340</u> |
| CAPITAL ASSETS | | |
| Capital Assets Not Being Depreciated | | 147,970 |
| Capital Assets Being Depreciated - Net | | <u>46,375,049</u> |
| Total Capital Assets | | <u>46,523,019</u> |
| TOTAL ASSETS | \$ | <u>87,598,329</u> |
| CURRENT LIABILITIES | | |
| Note Payable | \$ | - |
| Loan Payable | | - |
| Interdivisional Payable | | - |
| Accounts Payable | | 4,865,762 |
| Accrued Expenses: | | - |
| Wages | | 2,166,390 |
| Professional Fees | | 30,000 |
| Other | | 766,981 |
| Deferred Other Funding | | 25,336,243 |
| Due To Commonwealth of PA | | 20,029,635 |
| Deferred Local Grant Funding | | 233,755 |
| Total Current Liabilities | | <u>53,428,767</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> |
| TOTAL CURRENT LIABILITIES AND NET ASSETS | \$ | <u>87,598,329</u> |

LANtaVan
Income Statement Summary
For the Period Ending April 30, 2022

| | Fiscal Year 2022 | | | | | YTD Budget Variance | |
|--|------------------|----------------|------------------|------------------|-------------------|-------------------------|------------------|
| | PTD | | YTD | | Annual | Favorable (Unfavorable) | |
| | Actual | Budget | Actual | Budget | Budget | Amount | Percent |
| Revenue | | | | | | | |
| Passenger Fares | 42,467 | 182,789 | 508,216 | 961,305 | 1,299,162 | (453,089) | -47.13% |
| Non-Transportation Revenues | - | 5,417 | 32,500 | 54,166 | 65,000 | (21,666) | -40.00% |
| Local Special Fare Assistance | 181,375 | 314,192 | 1,675,301 | 2,981,413 | 3,579,620 | (1,306,112) | -43.81% |
| State Special Fare Assistance | 426,134 | 461,270 | 3,860,755 | 5,093,550 | 6,119,201 | (1,232,795) | -24.20% |
| Total Revenue | 649,976 | 963,668 | 6,076,772 | 9,090,434 | 11,062,983 | (3,013,662) | -33.15% |
| Expenses | | | | | | | |
| Labor | 54,941 | 65,257 | 529,563 | 652,573 | 783,087 | 123,010 | 18.85% |
| Fringe Benefits | 77,886 | 59,384 | 489,780 | 593,841 | 712,609 | 104,061 | 17.52% |
| Total Labor and Fringe Benefits | 132,827 | 124,641 | 1,019,343 | 1,246,414 | 1,495,696 | 227,071 | 18.22% |
| Services | 6,544 | 14,826 | 65,081 | 74,615 | 89,115 | 9,534 | 12.78% |
| Fuel | - | - | - | - | - | - | 0.00% |
| Tires & Tubes | - | - | - | - | - | - | 0.00% |
| Materials & Supplies | 9,072 | 9,160 | 70,586 | 38,503 | 55,476 | (32,083) | -83.33% |
| Utilities | 7,138 | 7,371 | 72,329 | 79,701 | 96,168 | 7,372 | 9.25% |
| Casualty & Liability | 542 | 542 | 5,420 | 5,420 | 6,500 | - | 0.00% |
| Taxes | - | - | - | - | - | - | 0.00% |
| Purchase of Transportation Service | 585,377 | 735,935 | 5,537,813 | 7,282,561 | 8,771,536 | 1,744,748 | 23.96% |
| Miscellaneous | 1,012 | 583 | 8,002 | 5,926 | 7,500 | (2,076) | -35.02% |
| Interest | - | - | - | - | - | - | 0.00% |
| Rent | 9,778 | 68,778 | 97,785 | 215,780 | 353,342 | 117,995 | 54.68% |
| Total Expenses | 752,291 | 961,836 | 6,876,359 | 8,948,920 | 10,875,333 | 2,072,561 | 23.16% |
| Gross Surplus (Deficit) | (102,315) | 1,832 | (799,587) | 141,514 | 187,650 | (941,101) | -665.02% |
| Subsidy | | | | | | | |
| Local Subsidy | - | - | - | - | - | - | - |
| State Subsidy | 102,315 | - | 799,587 | - | - | (799,587) | - |
| Federal Subsidy | - | - | - | - | - | - | - |
| Total Subsidy | 102,315 | - | 799,587 | - | - | (799,587) | - |
| Surplus (Deficit) | - | 1,832 | - | 141,514 | 187,650 | (1,740,688) | -1230.05% |

LANtaVan
Statement of Net Assets
April 30, 2022

CURRENT ASSETS

| | |
|----------------------------|------------------|
| Cash | \$ (5,725) |
| Accounts Receivable | 180,866 |
| Interdivisional Receivable | - |
| Inventories | - |
| Prepaid Expenses | 102,789 |
| Grants Receivable | <u>1,007,084</u> |
| Total Current Assets | <u>1,285,013</u> |

TOTAL ASSETS

\$ 1,285,013

CURRENT LIABILITIES

| | |
|---------------------------|------------------|
| Note Payable | \$ - |
| Loan Payable | - |
| Interdivisional Payable | 2,110,552 |
| Accounts Payable | 287,120 |
| Accrued Expenses: | 501,594 |
| Deferred Revenue | <u>(48,175)</u> |
| Total Current Liabilities | <u>2,851,091</u> |

NET ASSETS

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

TOTAL CURRENT LIABILITIES AND NET ASSETS

\$ 1,285,013

Carbon County Community Transportation
Income Statement Summary
For the Period Ending April 30, 2022

| | Fiscal Year 2022 | | | | | YTD Budget Variance | |
|--|------------------|-----------------|------------------|------------------|------------------|-------------------------|----------------|
| | PTD | | YTD | | Annual | Favorable (Unfavorable) | |
| | Actual | Budget | Actual | Budget | Budget | Amount | Percent |
| Revenue | | | | | | | |
| Passenger Fares | 2,353 | 820 | 24,222 | 19,056 | 20,511 | 5,166 | 27.11% |
| Non-Transportation Revenues | 1 | - | 14 | - | - | 14 | #DIV/0! |
| Local Special Fare Assistance | 2,258 | 1,779 | 20,356 | 14,324 | 17,922 | 6,032 | 42.11% |
| State Reimbursements | 26,327 | 34,639 | 248,541 | 230,291 | 299,568 | 18,250 | 7.92% |
| State Special Fare Assistance | 43,548 | 34,890 | 450,510 | 360,143 | 454,545 | 90,368 | 25.09% |
| Total Revenue | 74,487 | 72,128 | 743,643 | 623,814 | 792,546 | 119,830 | 19.21% |
| Expenses | | | | | | | |
| Labor | 9,203 | - | 27,230 | - | - | (27,230) | 0.00% |
| Fringe Benefits | 5,502 | - | 20,072 | - | - | (20,072) | 0.00% |
| Total Labor and Fringe Benefits | 14,705 | - | 47,302 | - | - | (47,302) | 0.00% |
| Services | 1,124 | 11,089 | 73,787 | 114,073 | 142,100 | 40,286 | 35.32% |
| Fuel | - | - | - | - | - | - | 0.00% |
| Tires & Tubes | - | - | - | - | - | - | 0.00% |
| Materials & Supplies | 733 | 648 | 14,348 | 7,998 | 9,450 | (6,350) | -79.40% |
| Utilities | 2,402 | 351 | 16,050 | 16,175 | 16,800 | 125 | 0.77% |
| Casualty & Liability | - | - | - | - | - | - | 0.00% |
| Taxes | - | - | - | - | - | - | 0.00% |
| Purchase of Transportation Service | 96,248 | 141,075 | 1,044,048 | 889,691 | 1,170,914 | (154,357) | -17.35% |
| Miscellaneous | 75 | 1,670 | 1,478 | 5,214 | 3,740 | 3,736 | 71.66% |
| Interest | - | 137 | 956 | 6,857 | 7,500 | 5,901 | 86.06% |
| Leases & Rentals | - | - | - | - | - | - | #DIV/0! |
| Total Expenses | 115,287 | 154,969 | 1,197,967 | 1,040,008 | 1,350,504 | (157,960) | -15.19% |
| Gross Surplus (Deficit) | (40,800) | (82,841) | (454,324) | (416,194) | (557,958) | (38,130) | -9.16% |
| Subsidy | | | | | | | |
| Local Subsidy | 2,643 | 3,414 | 34,016 | 34,140 | 40,969 | 124 | 0.36% |
| State Subsidy | 24,062 | 41,658 | 371,238 | 189,582 | 273,126 | (181,656) | -95.82% |
| Federal Subsidy | 14,096 | 37,769 | 49,070 | 192,471 | 243,863 | 143,401 | 74.51% |
| Total Subsidy | 40,800 | 82,841 | 454,324 | 416,193 | 557,958 | (38,131) | -9.16% |
| Surplus (Deficit) | - | - | (0) | (0) | - | 0 | -80.00% |

Carbon County Community Transportation
Statement of Net Assets
April 30, 2022

CURRENT ASSETS

| | | |
|------------------------|----|----------------|
| Cash | \$ | 60,039 |
| Accounts Receivable | | 4,394 |
| Due from LANTA - FOA | | 49,070 |
| Due From Carbon County | | 13,532 |
| Prepaid Expenses | | 276 |
| Grants Receivable | | 409,313 |
| Total Current Assets | | <u>536,624</u> |

| | | |
|--------------|----|----------------|
| TOTAL ASSETS | \$ | <u>536,624</u> |
|--------------|----|----------------|

CURRENT LIABILITIES

| | | |
|---------------------------|----|----------------|
| Note Payable | \$ | - |
| Loan Payable | | - |
| Interdivisional Payable | | 165,740 |
| Due to the Commonwealth | | (24,062) |
| Accounts Payable | | 507,101 |
| Accrued Expenses | | 114,118 |
| Deferred Revenue | | 27,416 |
| Total Current Liabilities | | <u>790,313</u> |

NET ASSETS

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

| | | |
|--|----|----------------|
| TOTAL CURRENT LIABILITIES AND NET ASSETS | \$ | <u>536,624</u> |
|--|----|----------------|

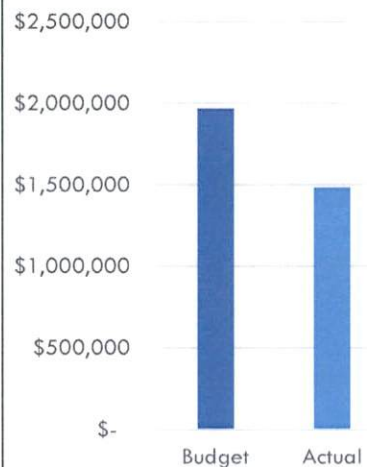


Total Revenues – Apr 2022

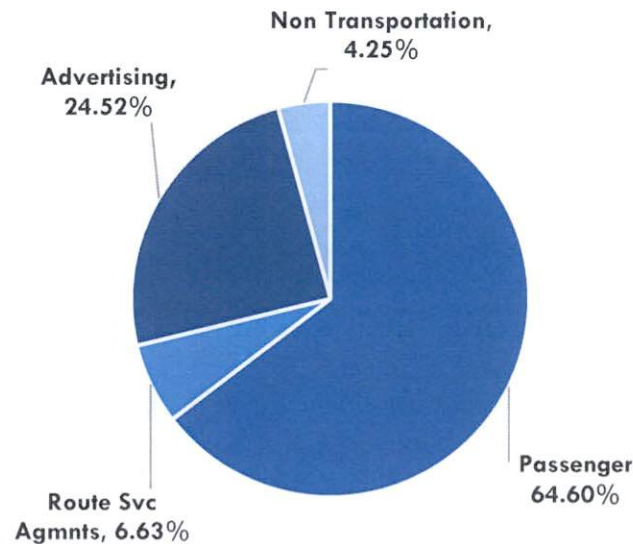


FYTD Revenues

Budget \$1,969,918
Actual \$1,483,595
Variance \$(486,323), -24.69%

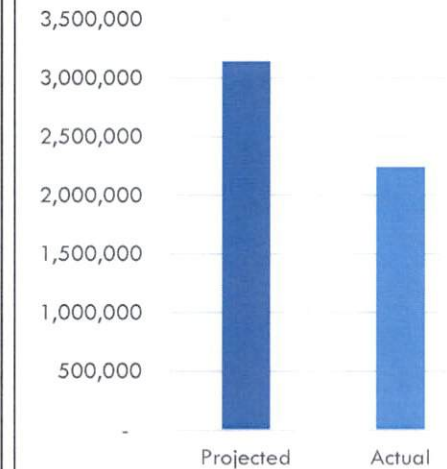


Revenues By Source



FYTD Ridership

Projected 3,144,509
Actual 2,240,769
Variance (903,740), -28.74%



Total Expenses – Apr 2022



FYTD Expenses

Budget \$29,018,543
Actual \$29,104,872
Variance \$86,329 +0.30%



\$29,104,872

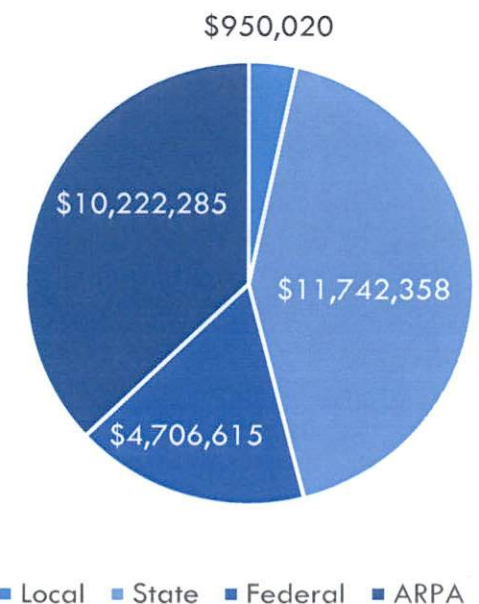
EXPENSES





REV &
SUBSIDY

SUBSIDY
\$27,621,278

\$1,483,595

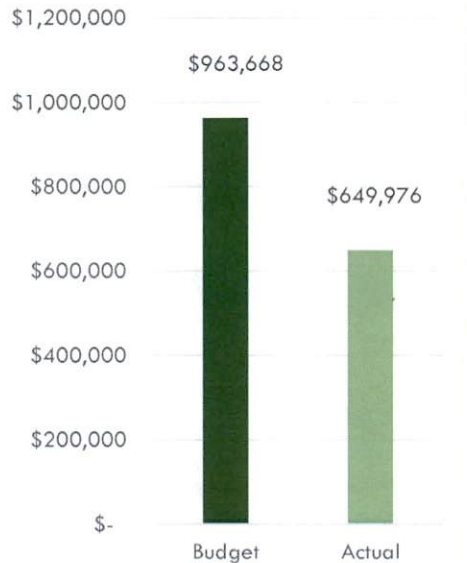
Subsidy by Source



| Key Areas | Notations |
|--|---|
|  Utilities | <p>Utilities Expense is ABOVE budget by \$127K, a 23.83% 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 cooling/heating costs.</p> |
|  Purchased Transportation | <p>Purchased Transportation is BELOW budget by \$815K, a 31.89% 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> |
|  Health Insurance | <p>Health Insurance costs are ABOVE budget by \$626K, a 14.97% increase from current budget projections.</p> <p>YTD claims paid continue to run above 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 April 2022.</p> |
|  Subsidy | <p>Current fiscal year TOTAL subsidy is \$27,621,278 a 2.12% increase from current budget projections.</p> <p>As of April 30th, 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> |

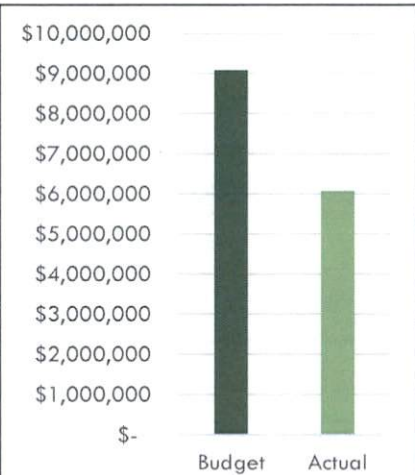


Total Revenues – Apr 2022

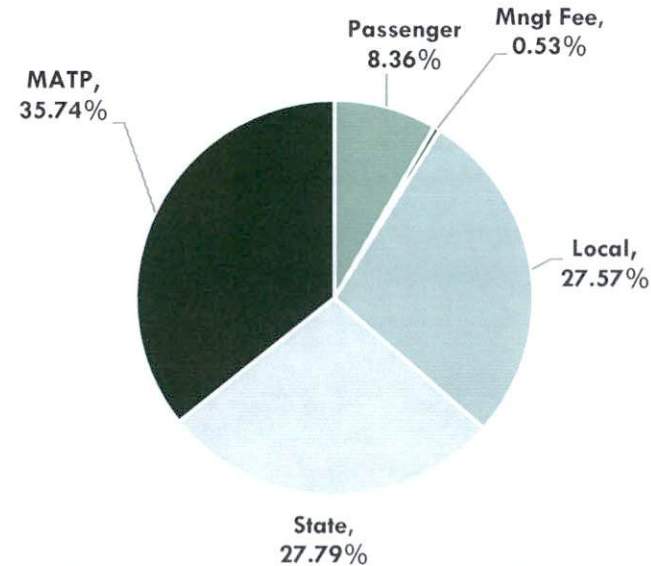


FYTD Revenues

Budget \$9,090,434
Actual \$6,076,772
Variance \$(3,013,662), -33.15%

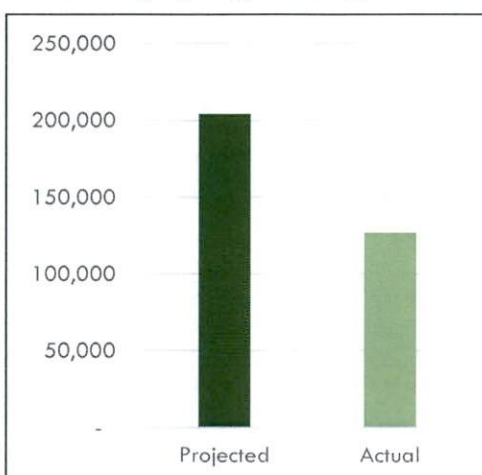


Revenues By Source

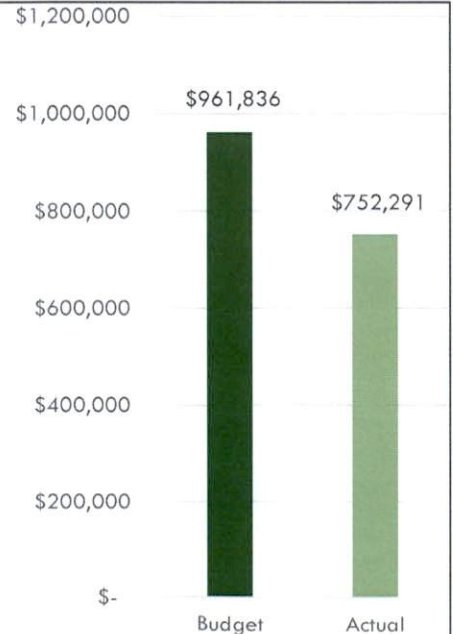


FYTD Ridership

Projected 204,320
Actual 126,902
Variance (77,418), -37.89%

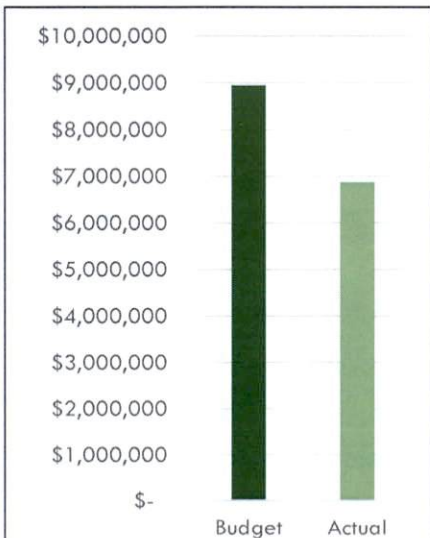


Total Expenses – Apr 2022







FYTD Expenses

Budget \$8,948,920
Actual \$6,876,359
Variance \$2,072,561, +23.16%



Subsidy by Source



| Key Areas | Notations |
|---|---|
|  Labor & Fringes | Labor and Fringe Benefits are BELOW budget by approximately \$227K, a 18.22% combined decrease from the current year budget projections. |
| | Labor and fringe expenses in relation to Carbon Transit will be allocated to Carbon effective January 1, 2022. |
| | LV anticipates Labor and Fringe Benefit costs to continue below budget projections. |
|  Purchased Transportation | Purchased Transportation is BELOW budget by approximately \$1.7M, a 23.96% decrease from the current year budget projections. |
| | Purchased Transportation continues below budget due to decreased ridership levels and the proper allocation of fuel costs for Carbon Transit. |
| | LV anticipates the Purchased Transportation expense area will remain below budget through fiscal year end. |
|  Rent | Rent expense is BELOW budget by approximately \$118K, a 54.68% decrease from the current year budget projection. |
| | This is due to the current year budget projection which anticipated lease payments on new paratransit facility to begin med June 2022. |
| | LV rent expense will close out the current fiscal year below budget due to the delayed tenancy of the new paratransit facility. |
|  Subsidy | YTD DEFICIT is \$799,587 |
| | PennDOT approved the use of State Operating Assistance to offset CY and PY operating deficits on LANtaVan . |
| | YTD unfunded DEFICIT is \$0. |

Total Revenues – Apr 2022

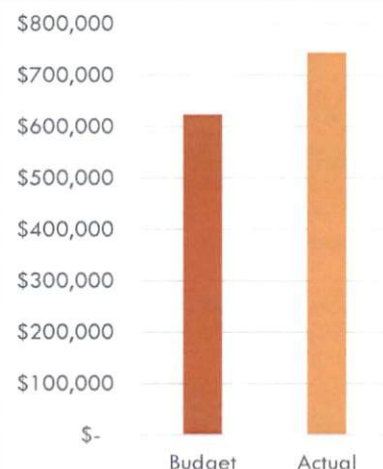


FYTD Revenues

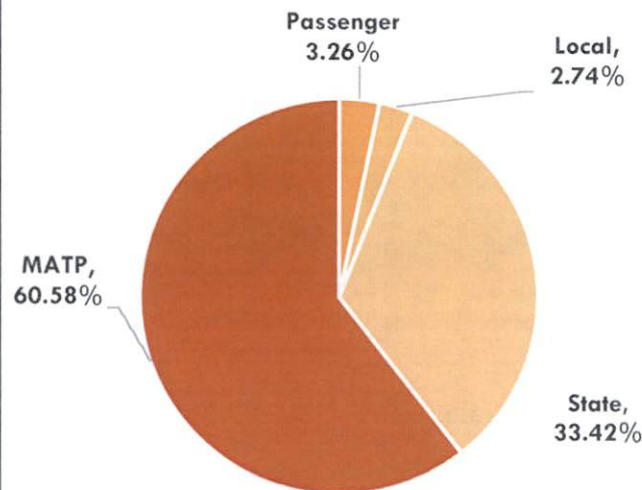
Budget \$623,814

Actual \$743,643

Variance \$119,829, +19.21%



Revenues By Source

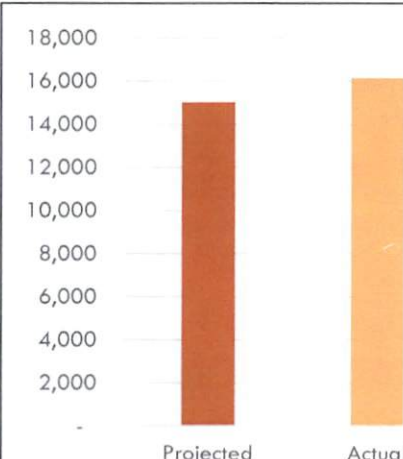


FYTD Ridership

Projected 15,022

Actual 16,143

Variance 1,121, +7.46%



Total Expenses – Apr 2022

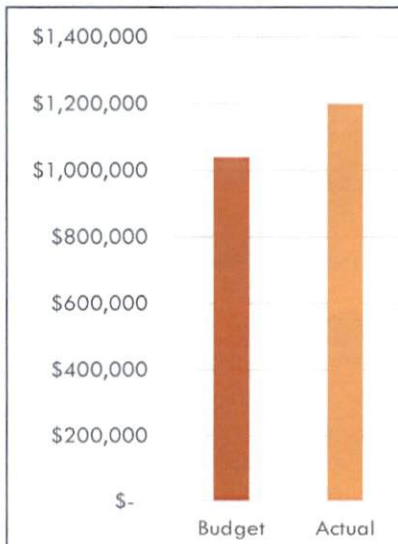


FYTD Expenses

Budget \$1,040,008

Actual \$1,197,967

Variance \$(157,959), -15.19%







\$1,197,967



Subsidy by Source



| Key Areas | Notations |
|--|---|
|  Labor & Fringes | <p>Labor and Fringe expenses are ABOVE budget by approximately \$47K.</p> <p>Due to the MCA that went into effect as of Jan 1, Carbon will now incur labor and fringe expense.</p> <p>Current year budget projections anticipated Management Contract to carry through the end of the fiscal year.</p> |
|  Purchased Transportation | <p>Purchased Transportation is ABOVE budget by \$154K, a 17.35% increase from current year budget projections.</p> <p>This is due to the proper allocation of fuel costs for the Carbon division.</p> <p>CT anticipates the P/T expense area to remain above budget due to the proper fuel cost allocation.</p> |
|  Materials | <p>Materials and Supplies are ABOVE budget by approximately \$6K, a 79.4 percent increase from current year budget projections.</p> <p>This is due to the purchase of additional ticket stock and other pre-printed forms.</p> <p>CT anticipates materials and supplies to be in line with budget projections as the year progresses.</p> |
|  Subsidy | <p>Current YTD DEFICIT is \$454,324. Total subsidy is ABOVE CY projections by 9.16%</p> <p>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.</p> <p>CT anticipates utilizing all PY Act 44 reserves and the CY FY22 Act 44 fund allocation to subsidize the CY operations .</p> |

2023 LANTA Financial Services Audit RFP

The Request for Proposal for the Financial Audit Services contract was solicited via the PennBid Program. Twenty (20) firms downloaded the proposal package and One (1) submitted a complete RFP proposal.

Overview

The intent of the RFP was to engage the services of a certified public accounting firm to provide annual year-end financial audit services for the LANTA organization. LANTA, as the transit agency, requires the need of an independent audit performed by a certified accounting firm. The length of the engagement for the transit agency is a period of three (3) years, with the option to extend annually for two (2) additional individual years.

Proposed Costs

| Services for Years Ended June 30: | 2023 | 2024 | 2025 | 2026* | 2027* |
|--|-------------|-------------|-------------|--------------|--------------|
| Audit of the financial statements for the Lehigh and Northampton Transportation Authority performed in accordance with auditing standards generally accepted in the United States of America | \$36,000 | \$37,000 | \$38,000 | \$39,000 | \$40,000 |

*Optional years

**Price includes meetings with management to review the draft of the financial statements, audit results and communications; meetings with Audit Committee and Board of Directors, as requested and availability throughout the year to provide advice and guidance on routine financial accounting and reporting issues.

RKL has extensive public transportation experience for over 20 authorities and related entities.

Due to the fact that only one proposal was received, LANTA will be surveying the firms that downloaded the proposal package but did not submit a proposal to determine if the RFP included any unfair competition limitations or did not follow LANTA's procurement policies.

Recommendation

It is recommended that the award of the Financial Services Audit contract be awarded to RKL LLP 1800 Fruitville Pike, Lancaster, PA 17601 for a period of three (3) years with the option to extend annually for two (2) additional individual years. The award would be contingent upon no discovery of procurement issues that would need to be rectified that might be discovered through the survey of non-submitting firms.

June 6, 2022

2022 LANTA Diesel Fuel Bid Summary

The Bid for Diesel fuel for LANTA and was solicited thru the PENNBID program. Twenty-four (24) companies accessed the program and received the Bid package. Only one (1) completed bid was submitted.

Overview

The bid is to supply Diesel fuel for LANTA, Allentown, LANTA, Easton, on an as needed basis. The length of the contract is for two years (24 months) with 2 additional option years, if selected. The current contract is scheduled to end on June 30, 2022.

The Bid took into consideration the amount of Diesel fuel currently used at the two sites. LANTA, Allentown uses on average 2,700 gallons per month while LANTA, Easton uses an average of 13,000 gallons per month. This calculates to 1 load of fuel delivered to LANTA Allentown every three months while LANTA, Easton receives two deliveries per month. Each delivery is 7,500 gallons.

Submitted Pricing

| | | |
|---|--|---|
| Submitted By: | LANTA, Allentown | LANTA, Easton |
| Petroleum Traders, Corporation Fort Wayne, Indiana | | |
| Delivery Charge | +.0038 per gallon, added onto the daily spot market price of fuel when delivered | + .0111 per gallon, added onto the daily spot market price of fuel when delivered |
| NYMEX lock-in Option (if and when selected) | +.3413 per gallon over spot market pricing for day | + .3486 per gallon over spot market pricing for day |

Petroleum Traders Corporation has been the Diesel Fuel supplier of LANTA for the last eight years. There have been no issues regarding delivery of fuel as well as the quality of product when needed.

Do to the fact that only one proposal was received, LANTA will be surveying the firms that downloaded the proposal package but didn't submit a proposal to determine if the RFP included any unfair competition limitations or did not follow LANTA's procurement policies.

Recommendation

It is recommended that the Bid to Supply Diesel fuel for LANTA's two sites, as needed, be awarded to Petroleum Traders Corporation of Fort Wayne Indiana. The award would be contingent upon no discovery of procurement issues that would need to be rectified that might be discovered through the survey of non-submitting firms.

R. Flyte



**RESOLUTION BY BOARD OF DIRECTORS AUTHORIZING OFFICIALS TO EXECUTE
CONTRACTS, AGREEMENTS AND GRANT DOCUMENTS**

THE UNDERSIGNED, being the duly authorized Secretary of the municipal authority known as Lehigh and Northampton Transportation Authority, and existing under the laws of the state of Pennsylvania, hereby certifies that the following Resolution was passed by the governing body of said corporation at a meeting of the corporation duly called and convened on June 14, 2022:

RESOLVED, that Owen O'Neil, Executive Director, is hereby authorized on behalf of the Authority to execute any and all contracts, agreements and related documents; and to submit all grant applications and execute all grant agreements.

Date

Becky Bradley
Secretary of the Authority

Corporate Seal

Step 1 A - Determine the weight of each type of work by NAICS Code:

All reasonably anticipated FTA-assisted contracting opportunities are identified as:

| | NAICS Code | Description of Work | Amount of DOT funds on project: | % of total DOT funds (weight) |
|--|-------------------------------------|---|---------------------------------|-------------------------------|
| 1) | 561612 | Security Services (ATC, BTC, EITC) (TIP #95178) | \$1,114,551.00 | 0.2981 |
| 2) | 236220, 238190,541330, 541310 | Bus Shelter Design & Install (TIP #95183) | \$224,000.00 | 0.0599 |
| 3) | 236220 | BTC Renovations (TIP #110172) | \$880,000.00 | 0.2354 |
| 4) | 236220, 541310, 541330 | ATC Indoor Renovations (TIP #110172) | \$800,000.00 | 0.2140 |
| 5) | 236220, 541330, 541310, 238190 | Bus Station Build (TIP #106530) | \$720,000.00 | 0.1926 |
| 6) | | | | 0.0000 |
| 7) | | | | 0.0000 |
| Total FTA-Assisted Contract Funds | | | \$3,738,551.00 | 1 |

Step 1 B - Determine the relative availability of DBE's by NAICS Code:

The numbers of DBEs and of all firms available to perform work on the identified contracting

| | NAICS Code | Description of Work | Number of DBEs available to perform this work | Number of all firms available (including DBEs) | Relative Availability |
|------------------------|------------|--|---|--|-------------------------------------|
| 1) | 561612 | Security Guard & Patrol Services (Security ATC, BTC, EITC) | 3 | 61 | 0.0492 |
| 2) | 236220 | Commercial & Institutional Building Construction (Bus Shelter Install, BTC & ATC Renovations, Bus Station Build) | 14 | 410 | 0.0341 |
| 3) | 238190 | Other Foundation, Structure & Building Exterior Contractors (Bus Station Build & Bus Shelter Install) | 4 | 33 | 0.1212 |
| 4) | 541310 | Architectural Services (Bus Shelter Design, Bus Station Build, ATC indoor renovations) | 8 | 148 | 0.0541 |
| 5) | 541330 | Engineering Services (Bus Shelter Design, Bus Station Build, ATC indoor renovations) | 42 | 614 | 0.0684 |
| 6) | | | | | |
| 7) | | | | | |
| Combined Totals | | | 71 | 1266 | 0.0561 |
| | | | | | Overall availability of DBEs |

p 1 C - (Weight) x (Availability) = Weighted Base Figure

| NAICS Code | Description of Work | Weight | x | Avail- ability of DBEs | Weighted Base Figure |
|------------|--|---------|---|---------------------------------------|----------------------|
| 561612 | Security Guard & Patrol Services (Security ATC, BTC, EITC) | 0.29812 | x | 0.04918 | 0.0147 |
| 236220 | Commercial & Institutional Building Construction (Bus Shelter Install, BTC & ATC Renovations, Bus Station Build) | 0.05992 | x | 0.03415 | 0.0020 |
| 238190 | Other Foundation, Structure & Building Exterior Contractors (Bus Station Build & Bus Shelter Install) | 0.23539 | x | 0.12121 | 0.0285 |
| 541310 | Architectural Services (Bus Shelter Design, Bus Station Build, ATC indoor renovations) | 0.21399 | x | 0.05405 | 0.0116 |
| 541330 | Engineering Services (Bus Shelter Design, Bus Station Build, ATC indoor renovations) | 0.19259 | x | 0.06840 | 0.0132 |
| | | 0.00000 | x | 0.00000 | |
| | | 0.00000 | x | 0.00000 | |
| | | | | Total | 0.0700 |
| | | | | Expressed as a % (*100) | 7.00% |
| | | | | Rounded, Weighted Base Figure: | |
| | | | | 7.0% | |



Capital Asset Management Committee

Agenda

June 7, 2022

1. Call to Order
2. Public Comment
3. Capital Asset Management Dashboard Report
4. Other Items
 - A. Tour of LANtaVan Operations Facility
5. Adjournment



Capital Asset Management Dashboard - January - March 2022

Tuesday, June 7, 2022

| LANtaBus MAINTENANCE FIGURES | | | | |
|--|-----------|-----------|------------|-----------|
| | | | | |
| Vehicle Availability - percent pull outs made | 100% | | | |
| Vehicle Availability - Number of road failures | 12 | | | |
| | | | | |
| | % | Required | On-time | Benchmark |
| LANtaBus Vehicle Preventive Maintenance On Time % | 98% | 155 | 152 | 90% |
| ATMS Preventive Maintenance On Time % | 98% | 101 | 99 | 90% |
| On-Time % for bus detail cleaning (within 5 weeks) | 94% | 150 | 141 | 90% |
| | | | | |
| | Current Q | Benchmark | Previous Q | Prior Q |
| Revenue Miles between Road Failure | 66,789 | 40,000 | 54,637 | 73,099 |



LANtaVan & Accessibility Committee

Agenda

June 14, 2022

1. Call to Order
 2. Courtesy of the Floor
 - A. Public Comment
 - B. Update on comments received at March LANtaVan Committee meeting
 3. Dashboard Report
 4. Actions
 - A. None
 5. Report on Initiatives
 - A. Transdev Transition
 6. Other Business
 7. Adjournment
-



**Response to Comments Received During Courtesy of the Floor
at the previous LANtaVan & Accessibility Committee Meeting**

One person spoke during Courtesy of the Floor at the March 8, 2022 meeting of the Committee.

- Mr. Scott Fetterman expressed concerns for the length and reliability of his daughter's LANtaVan trips. Staff has had several follow up conversations with Mr. Fetterman and has taken steps to attempt to improve the consistency and reliability of his daughter's trips.



LANtaVan Dashboard Report

Tuesday, June 14, 2022

Reporting Period:

Q3 January 2022 - March 2022

Total Completed Trips by Funding Source

Q3 Comparison

| Program | Q3 FY2022 | | Q3 FY2021 | | % Change | Sponsor | Funding Source |
|---------|-----------|------------|-----------|------------|----------|---------|----------------------|
| | Total | % of Total | Total | % of Total | | | |
| ADA | 10,030 | 27% | 6,832 | 21% | 47% | LANTA | LANtaBus Op/Cap |
| Lottery | 15,797 | 43% | 13,851 | 43% | 14% | PennDOT | PA Lottery Funds |
| MATP | 9,345 | 25% | 9,975 | 31% | -6% | PA DHS | CMS/State MA Funding |
| PwD | 1,000 | 3% | 1,124 | 3% | -11% | PennDOT | Proj of Stwde Signif |
| Other | 967 | 3% | 702 | 2% | 38% | Various | Various |
| Total | 37,139 | 100% | 32,484 | 100% | 14% | | |

Total Completed Trips by Funding Source

YTD Comparison

| Program | YTD FY2022 | | YTD FY2021 | | % Change | Sponsor | Funding Source |
|---------|------------|------------|------------|------------|----------|---------|----------------------|
| | Total | % of Total | Total | % of Total | | | |
| ADA | 30,770 | 27% | 22,969 | 22% | 34% | LANTA | LANtaBus Op/Cap |
| Lottery | 50,399 | 44% | 43,233 | 41% | 17% | PennDOT | PA Lottery Funds |
| MATP | 28,039 | 24% | 32,021 | 31% | -12% | PA DHS | CMS/State MA Funding |
| PwD | 3,601 | 3% | 3,710 | 4% | -3% | PennDOT | Proj of Stwde Signif |
| Other | 2,913 | 3% | 2,332 | 2% | 25% | Various | Various |
| Total | 115,722 | 100% | 104,265 | 100% | 11% | | |

MATP Out of County Trip Statistics

| Q3 FY 2022 | | |
|------------|-----------------|---------------|
| Program | Completed Trips | Revenue Miles |
| MA OOC LC | 289 | 10909.29 |
| MA OOC NC | 73 | 4384.65 |
| Total | 362 | 15293.94 |

Service Productivity - All

| Q3 FY2022 | | | | |
|---------------|---------------|-----------------|--------------|---------------|
| Service Hours | Revenue Hours | Passenger Trips | PT/Rev Hours | Scheduled Eff |
| 22,144.48 | 17,851.53 | 41,823 | 2.34 | 3.27 |

Scheduled Trip Summary - All

| Q3 FY2022 | | | |
|-----------------|-------------|-----------------------|----------|
| Scheduled Trips | IVR Cancels | Day of Service Cancel | No Shows |
| 58,388 | 2472 | 3759 | 511 |

Riders by Fare Zone - All

| Q3 FY2022 | | | | |
|-----------|-----------|--------|--------|------------|
| Zone | Full Fare | Copay | Trips | % of Trips |
| Base | 29.35 | \$4.40 | 17,668 | 51% |
| 2 | 35.35 | \$5.30 | 11,394 | 33% |
| 3 | 41.35 | \$6.20 | 5,394 | 16% |
| Total | | | 34,456 | 100% |

Trip Pattern Statistics - All Passengers

Quarter Comparison

| | Q3 FY2022 | | | Q3 FY2021 | | | % Change | | |
|-------|-----------------|---------|------------|-----------------|---------|------------|----------------|---------|------------|
| | Average Length | | | Average Length | | | Average Length | | |
| | Miles | Minutes | Serv Speed | Miles | Minutes | Serv Speed | Miles | Minutes | Serv Speed |
| Total | 10.08 | 35.78 | 16.90 | 9 | 34.4 | 15.70 | 12% | 4% | 8% |
| | LANtaBus Figure | | 13.5 | LANtaBus Figure | | 12.9 | | | |

Duration of Trips - Q3 FY2022

| Q3 FY 2022 | | | | | |
|--------------------------|--------|-------|-------|------|------|
| Minutes | <30 | 31-60 | 61-90 | >90 | >120 |
| Trip Total | 21,109 | 7,414 | 5,217 | 2135 | 1264 |
| Trip Total As Percentage | 56.8% | 20.0% | 14.0% | 5.7% | 3.4% |

| | |
|-------------------------------|-----|
| Percent Trips 30 mins or less | 57% |
| Percent Trips 90 mins or less | 91% |
| % ADA Trips within FRE | 79% |
| % ADA within 15 mins. of FRE | 90% |

On Time Performance - Client Pick Up Trips

| Q3 FY 2022 | | | | | |
|--------------------------|-----------------------|-------------------|---------------------|----------------------|------------------|
| Time vs Window | Before Pick Up Window | In Pick Up Window | 1 - 30 Minutes Late | 31 - 60 Minutes Late | >60 Minutes Late |
| Trip Total | 7346 | 24511 | 5282 | 0 | 0 |
| Trip Total As Percentage | 19.8% | 66.0% | 14.2% | 0.0% | 0.0% |

| | |
|-------------------------|-----|
| Total % On Time & Early | 86% |
| LANtaBus On Time | 62% |

LANTA Call Center Report

Comparison

| | Q3 FY2022 (Current) | | | Q2 2022 (Previous) | | |
|---------------------------|---------------------|----------|--------|--------------------|----------|--------|
| | Weekday | Saturday | Sunday | Weekday | Saturday | Sunday |
| Average Daily Call Volume | 503 | 114 | 82 | 542 | 118 | 79 |
| Average Call Wait Time | 0:52 | 0:43 | 0:37 | 0:49 | 0:39 | 0:42 |

Complaints Received

Q3 Comparison

| Subject of Complaint | Q3 FY2022 | | Q3 FY2021 | |
|--|------------|-------------|------------|-------------|
| | Number | % of Total | Number | % of Total |
| Late | 37 | 29% | 6 | 7% |
| Early | 2 | 2% | 9 | 11% |
| Driver Attitude | 15 | 12% | 14 | 16% |
| Care Driving/Comfort | 17 | 13% | 8 | 9% |
| Van did not show | 12 | 9% | 20 | 24% |
| Fare Disputes | 1 | 1% | 3 | 4% |
| Overcrowding | 0 | 0% | - | 0% |
| Trip Length | 20 | 16% | 4 | 5% |
| Other | 24 | 19% | 21 | 25% |
| Total | 128 | 100% | 85 | 100% |
| | | | | |
| Trips per Complaint | 290 | | 382 | |
| | | | | |
| Complaints Deemed Valid | 87 | | 44 | |
| Trips per Complaints Deemed Valid | 427 | | 738 | |

| LANtaBus ADA Related Complaints Jan - Mar 2022 | | | |
|---|------------------|--|---------------|
| Month | Issue | Details and Response | Determination |
| January | None | | |
| February | None | | |
| March | Kneeling Bus | Rider reported that driver did not kneel bus and as a result, rider tripped. Video footage was reviewed and determined that rider did not request for driver to kneel bus. | Invalid |
| March | Ramp Deployments | Rider reported that driver did not make the ramp available to them for boarding and pulled away before the rider could board. Investigation of incident showed that driver did not see the rider and rider did not attempt to board. Driver was made aware of incident and coached on being aware of riders who may be looking to board bus. | Invalid |

| | |
|---|-----------|
| Total Complaints for Quarter | 2 |
| Total Valid | 0 |
| Total Valid or Inconclusive | 2 |
| Valid Complaints per LANtaBus Trip | 1,975,729 |

2022 – Bus Radio Communications Voice over Internet Protocol (VoIP) Conversion Award Recommendation Summary

LANTA is currently participating in the statewide, PennDOT funded, program Fixed Route Intelligent Transportation Systems (FRITS). The purpose of the FRITS program is to upgrade the Intelligent Transportation Systems (ITS) equipment on fixed route transit systems throughout Pennsylvania.

Improvements will include new, more reliable ITS equipment, and will result in LANTA's ATMS system being converted to completely cellular-based operations. Under the current configuration, some vehicles use cellular communications for the transmission of data and other vehicles still use radio communications.

With the full fleet being converted to cellular connections, there is an opportunity to upgrade the radio communications system. The current system is a standard radio system using radio towers for transmission. There is an opportunity to incorporate a conversion of the radio system to Voice over Internet Protocol (VoIP) as part of the FRITS implementation. This is advisable for various reasons:

- There are several "dead spots" throughout the service area on the current system.
- With the implementation of 5G, the VoIP system will take advantage of continued improvements in the speed and coverage of the cellular network in the region.
- At some point, radio users will need to convert to VoIP.

However, this element would not be funded as part of the PennDOT FRITS project and would need to be funded by LANTA. Avail Technologies, the contractor for the FRTIS project and the provider of LANTA's ATMS system has provided a quote for the VoIP conversion of \$376,335. If this is done along with the FRITS implementation, this represents a savings of \$75,000 if the project were completed independently.

Due to the integration of the Avail ATMS system and the radio system, and the fact that the equipment to be used is proprietary to Avail, LANTA needs to use Avail to complete the conversion.

However, staff will continue to investigate potentials for savings if any equipment is non-proprietary, and will document the need for the sole source elements of the project.

Recommendation

Staff recommends Board approval of the quote provided by Avail Technologies contingent upon the following assembling all information needed to document the need for a sole source procurement.