



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

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

**September 13, 2022**

**LANTA Administrative Offices, Allentown, PA**

Members Attending: Matt Malozi – Chair of the Authority; Mike Lichtenberger – Vice Chair of the Authority; Fred Williams – Treasurer of the Authority; and Sheila Alvarado.

Members Attending via Webinar/Teleconference: Becky Bradley – Secretary of the Authority; Kim Schaffer; and Amy Beck.

Members Absent: Cordelia Miller; Holly Edinger; Jennifer Ramos; and Iris Linares.

Staff/Contractors Attending: O. O’Neil, B. Cotter, N. Ozoa, R. Flyte, J. Ozoa, T. Williams, J. Polster-Abel, A. Yacko; Ja. Ozoa – 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 12:00 noon by Matt Malozi, Chair of the Authority.

### **2. Public Comment**

During public comment Mr. Maurice Welo congratulated LANTA on its 50<sup>th</sup> anniversary and for a successful 50<sup>th</sup> anniversary event. He also thanked LANTA for expanding service on Routes 100 and 101.

### **3. Approval of the Minutes**

*The minutes of the August 16, 2022 Board of Directors meeting were approved on a motion made by Mr. Lichtenberger and seconded by Mr. Williams.*

#### 4. Report of the Committees

- A. Finance & Administration Committee – Mr. Williams reported that the Finance & Administration Committee met on Tuesday September 6. As part of the agenda, staff presented the financial statements for the LANtaBus, LANtaVan, and Carbon Transit operating divisions for June 2022 and July 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. Alvarado, the Board voted to approve the LANtaBus, LANtaVan, and Carbon Transit financial statements for June 2022, and July 2022, subject to audit.*

Staff provided a recommendation to renew LANTA's line of credit with Fulton Bank. A summary of the terms of the line of credit is attached. One item to note that will change is that the LIBOR metric for computing interest rates is being discontinued next year and will be replaced with Standard Overnight Finance Rate (SOFR). LANTA will be provided the equivalent rate under the new metric.

*On a motion made by Mr. Williams and seconded by Ms. Schaffer, the Board voted to approve the renewal of the line of credit with Fulton Bank as presented.*

Staff also presented the Union and Non-Union Pension Funds Minimum Municipal Obligation (MMO) figures for 2023 as calculated by the actuary, Foster & Foster. The calculation sheets are attached.

*On a motion made by Mr. Williams and seconded by Ms. Alvarado, the Board voted to approve the Union and Non-Union Minimum Municipal Obligation (MMO) calculations for 2023 as presented.*

Staff also presented a summary of required annual updates to LANTA's Public Transportation Agency Safety Plan (PTASP) as required by the Federal Transit Administration. The updates included required performance targets as well as needed changes to the document text. A summary is attached. The changes were reviewed and recommended for approval by LANTA's internal staff Safety Committee.

*On a motion made by Mr. Williams and seconded by Mr. Lichtenberger, the Board voted to approve the updates to the Public Transportation Agency Safety Plan as presented.*

Staff also presented updates on the project to upgrade the Sage enterprise accounting system as well as a status update on LANTA's response to findings from the Federal Transit Administration triennial review conducted earlier this year. The summaries are attached.

Mr. Williams then concluded his report.

- B. LANtaBus Rider Experience Committee – Ms. Schaffer, Chair of the LANtaBus Rider Experience Committee, reported that the Committee did not meet in September and that the next meeting of the Committee is scheduled for Tuesday November 8.
- C. Capital Asset Management Committee – Ms. Bradley, Chair of the Capital Asset Management Committee, reported that the Committee met on Tuesday September 6.

The agenda included a review of the Capital Asset Management Dashboard Report for the period of April through June 2022. The report is attached. The Dashboard shows that cleaning and fleet reliability measures were better than benchmark for the quarter. Preventive Maintenance inspection measures were slightly below benchmark but staff discussed current efforts to address additional items with the inspections.

Staff presented a recommendation to approve a purchase order for the purchase of two paratransit type vehicles to be used for fixed route services in Carbon County. The vehicles will be furnished with equipment needed to provide real time service information to riders. The vehicles will be funded through FTA grants, matched by PennDOT and Carbon County. The summary is attached.

*On a motion made by Ms. Bradley and seconded by Mr. Lichtenberger, the Board voted to approve a purchase order for two vehicles be awarded to Coach and Equipment Bus Sales of Pen Yan, New York as presented subject to the completion of pre-award Buy America audits.*

Staff also presented a recommendation to exercise the optional year on the current contracts with engineering firms for on-call architecture and engineering services. The summary is attached.

*On a motion made by Ms. Bradley and seconded by Ms. Alvarado, the Board voted to approve the one-year extension of the contracts with the three incumbent firms as presented subject to final confirmation of appropriateness of rates.*

Staff also provided updates on several initiatives including:

- Bus Stop Infrastructure Program;
- EBS Project Inventory Summary;
- Bethlehem Transportation Center Renovation;
- Allentown Transportation Center Construction; and the
- Allentown Garage Bus Storage Area Sprinkler System Upgrade.

- D. LANtaVan & Accessibility Committee – Ms. Alvarado, Chair of the LANtaVan & Accessibility Committee, reported that the Committee met that morning prior to the Board meeting.

The agenda included an opportunity for public comment.

The agenda also included a review of the LANtaVan Dashboard report for the fourth quarter of fiscal year 2022. The report is included in the meeting packet. The report shows that ridership was up in the fourth quarter of fiscal year 2022 compared to the same quarter in fiscal year 2021 by approximately 5 percent. Ridership for the full fiscal year is also up compared to the previous fiscal year by approximately 22 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 77 percent. 93 percent of trips were 90 minutes or less; and 88 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 on staffing and recruitment efforts from the new paratransit contractor, Transdev.



**5. Other Items**

None

**6. Adjournment**

The meeting was adjourned at 12:16 p.m.

Respectfully Submitted

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

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Becky Bradley  
Secretary

10/4/2022

Date



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**LANTA Board Meeting  
Agenda  
September 13, 2022**

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1. Call to Order
  2. Public Comment
  3. Approval of the Minutes – August 16, 2022 Board Meeting
  4. Report of Committees
    - A. Finance & Administration – Fred Williams
      - i. Items for consideration of approval:
        - a. Financial Statements June 2022, July 2022
        - b. Fulton Bank Line of Credit Renewal
        - c. 2023 Pension Fund Minimum Municipal Obligations Calculations
        - d. Recommendation for Approval – Public Transportation Agency Safety Plan Updates
    - B. LANTaBus Rider Experience & Planning Committee – Kim Schaffer
    - C. Capital Asset Management – Becky Bradley
      - i. Items for consideration of approval
        - a. Purchase Order for two (2) Carbon Transit Fixed Route Cutaway Vehicles
        - b. On-Call Task Order Planning, Engineering, Design and Construction Management Services Optional Extension Year
    - D. LANTaVan & Accessibility Committee – Sheila Alvarado
  5. Other Items
  6. Adjournment
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**LANTA Finance & Administration Committee  
Agenda  
September 6, 2022**

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1. Call to Order
  2. Public Comment
  3. Review and Recommendation – Financial Statements June 2022, July 2022 subject to audit
  4. Procurements  
None
  5. Actions
    - A. Recommendation for Approval – Fulton Bank Line of Credit Renewal
    - B. Recommendation for Approval – 2023 MMO Calculations
    - C. Recommendation for Approval – Public Transportation Agency Safety Plan Updates
  6. Other Items
    - A. Update – Sage System Upgrade
    - B. Update – FTA Triennial Review Final Report
  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:** September 6, 2022  
**SUBJECT:** Unaudited June 2022 Financial Statement

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Attached for your review are the unaudited financial statements for the period ended June 30, 2022 and July 31, 2022 for LANtaBus, LANtaVan and Carbon Transit.

## **June/FYE Items of Interest:**

- The Line of Credit Balance as of June 30 stood at \$1,227,820 of an available \$6,000,000. The balance in the combined LANTA general checking account stood at \$6K. The balance in the ACT 44 checking account stood at \$19,661,345. At FYE, the account was overfunded by approximately \$2.4M.
- The balance in the CCCT general checking account as of June 30 stood at approximately \$141K. Carbon's ACT 44 account stood at \$26,751. At FYE, the account was overfunded by \$26,751.
- Fulton Bank ACT 72 Letter for period ended 6/30/2022 is on file and all bank accounts are in compliance.
- GFI Revenue Analysis YTD figures – Allentown closed the year with a YTD 0.30 negative percent variance, which amounted to a \$1,923 shortage and Easton with a YTD 0.59 negative percent variance, which amounted to a \$1,007 shortage.

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	\$388,814	\$5,888,550	\$5,252,757

The current health insurance participation census stands at 83 Employee Only; 72 Employee Plus 1; 37 Employee Plus 2; 26 Employee Plus 3 and 27 Employee Plus 4 or more.

### **LANtaVan Accounts Receivable Aged Invoice Report - June 30, 2022**

	Total	Current	30 Days	60 Days	90 Days	120 Days +
Lehigh County MATP	\$ 365,868	\$ 137,419	\$ 141,781	\$ -	\$ 17,808	\$ 68,860
Northampton County MATP	\$ 141,493	\$ 110,685	\$ -	\$ -	\$ -	\$ 30,808
Other(PaDOT Shared Ride;PwD)	\$ 507,118	\$ 344,563	\$ 17,114	\$ 1,325	\$ 9,697	\$ 134,420
Total AR June 30, 2022	\$ 1,014,478	\$ 592,666	\$ 158,894	\$ 1,325	\$ 27,505	\$ 234,088
	100%	58.42%	15.66%	0.13%	2.71%	23.07%
Total AR May 31, 2022	\$ 985,518	\$ 696,689	\$ 17,362	\$ 27,505	\$ (7,384)	\$ 251,346
	100%	70.69%	1.76%	2.79%	-0.75%	25.50%
AR Change	\$ 28,960	\$ (104,023)	\$ 141,532	\$ (26,180)	\$ 34,889	\$ (17,258)
	2.94%	-14.93%	815.18%	-95.18%	-472.50%	-6.87%

### **Accounts Payable Aged Invoice Report - June 30, 2022**

	Total	Current	30 Days	60 Days	90 Days	120 Days +
LANtaBus	\$ 1,854,784	\$ 1,660,859	\$ 131,003	\$ 40,338	\$ 9,927	\$ 12,657
LANtaVan	\$ 554,691	\$ 546,755	\$ 4,632	\$ 147	\$ -	\$ 3,157
Carbon	\$ 326,124	\$ 73,950	\$ 31,901	\$ 983	\$ 10	\$ 219,282



**LANTaBus**

Year-to-date revenues for the fixed route division totals \$1,809,407. This represents a 24.8 percent decrease from the current year budget projection of \$2,406,000. Fare collection revenue of \$1,178,791 is below budget projections by approximately \$521K, a 30.66 percent decrease from the current budget projection of \$1,700,000. The Special Transit Fares section, which includes those revenues generated from LANTA's Route Service Agreements, is below the anticipated budget amount by approximately \$83K. Advertising Revenue is above the current year budget projection amount by approximately \$35K.

Year-to-date expenses for the fixed route division totals \$36,586,374. This represents a 2.9 percent increase from the current year budget projection of \$35,554,147. For the current fiscal year Fuel, Purchased Transportation, Utilities, and Interest are the top expense variables contributing to the largest budget variances. The first area to be examined in detail is the area of Interest Expense. Interest expense is approximately \$8K 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 \$1.3M, a 37.15 percent budget variance, and is due to the lingering effects of the COVID Pandemic on ridership. Utilities expense is approximately \$151K 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 approximately \$387K above budget. This variance can be attributed to 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 \$636K above budget, this represents a 12.1 percent increase from the current year budget projection of \$5,252,757. This variance is attributed to the increase in claims processed through the end of the fiscal year.

Year-to-date deficit recorded on the fixed route division totals \$34,776,967. This represents a 4.91 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 - \$5,833,220
- State Subsidy - \$17,557,678
- Local Subsidy - \$1,163,784

it became more pronounced and the variance below budget for FY19/20 is \$509K.

Year-to-date deficit recorded on the fixed route division totals \$26,290,578. This represents a .18 percent increase from the budget projection. Current total subsidies equal the deficit and include the following sources:

Federal Subsidy – CARES ACT - \$10,652,074

Federal Subsidy – All Other - \$2,728,320

State Subsidy - \$11,854,596

Local Subsidy - \$1,055,588

Life to date ACT 44 reserve stands at \$8,472,764, an increase of \$6,525,240 from prior year end balance. The original LANTA budget had anticipated the use of over \$2.7M of prior year reserve for FY19/20.

### **LANtaVan**

Year-to-date revenues for LANtaVan totals \$7,282,332. This represents a 34.17 percent decrease from the current year budget projection of \$11,062,983. MATP YTD revenue of \$2,671,202, has been recorded based on actual costs and is currently showing a 1.69 percent increase from YTD budget projections of \$2,626,929. ADA revenue of \$1,903,908 has been recorded based on the actual costs of the ADA program and is showing a 44.61 percent decrease from YTD budget projections of \$3,437,298. Shared Ride and PWD revenue of \$2,033,506, which represents the allowable reimbursement amount for each program, is showing a 41.77 percent decrease from the current year budget projections of \$3,492,272, collectively.

Year-to-date expenses for LANtaVan totals \$8,378,351. This represents a 22.96 percent decrease from the current year budget projection of \$10,875,333. Majority of the deviation resides in the Purchased Transportation area. The variance within the Purchased Transportation area continues to be related to decreased trips thus less variable trip related expense billed from Easton Coach. The decrease in trips related to Covid 19 has a direct impact on the costs in this area. The net result is \$2M below budget variance for Purchased Transportation.

Year-to-date deficit recorded on LANtaVan totals \$1,096,020. Current total subsidies include the following sources:

State Subsidy – \$1,096,020.

With the audit of fiscal year 2022, an entry in the amount of \$1,566,048, will be made to restate Fy21 equity, to eliminate the life-to-date deficit for LANtaVan as of 6/30/2021.

**Carbon Transit**

Year-to-date revenues for Carbon Transit totals \$955,827. This represents a 20.6 percent increase above the budgeted fiscal year projection of \$792,545. MATP revenue is \$138K above annual projections. Shared Ride Lottery and PWD revenue continue the trend of greater than budgeted revenue amounts by \$8K, collectively.

Year-to-date expenses for Carbon Transit totals \$1,559,792. This represents a 15.5 percent above the budgeted fiscal year projection of \$1,350,503. The main deviation of approximately \$124K pertains to the Purchased Transportation area and continues to relate to the decrease in trips and the proper recognition of fuel expense for Carbon Transit. Services are approximately \$59K less than budgeted projections due to the elimination of the previous management contract.

Year-to-date deficit recorded on Carbon Transit totals \$668,965. Current total subsidies are sufficient to cover the YTD deficit and include the following sources:

Federal Subsidy - \$142,651  
State Subsidy – \$419,369  
Local Subsidy - \$106,945

For the current fiscal year, Carbon Transit had utilized the total Fy22 Act 44 allocation, along with prior year carry over balance to subsidize operations.

Carbon Transit ended the fiscal year with a surplus of \$65K as a result of the loan forgiveness due to the adoption of the Mutual Cooperation Agreement (MCA) as of January 1, 2022. The \$65K will be recognized a contribution and will offset the cumulative prior year deficit.



**LANtaBus**  
**Income Statement Summary**  
For the Period Ending June 30, 2022

	Fiscal Year 2022				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
<b>Revenue</b>						
Passenger Fares	109,511	158,815	1,178,791	1,700,000	(521,209)	-30.66%
Special Transit Fares	28,483	52,500	126,845	210,000	(83,155)	-39.60%
Auxiliary Transportation Revenue	35,417	33,337	434,599	400,000	34,599	8.65%
NonTransportation Revenue	3,123	8,000	69,172	96,000	(26,828)	-27.95%
<b>Total Revenue</b>	<b>176,533</b>	<b>252,652</b>	<b>1,809,407</b>	<b>2,406,000</b>	<b>(596,593)</b>	<b>-24.80%</b>
<b>Expenses</b>						
Labor	1,789,706	1,106,652	15,378,743	13,758,775	(1,619,968)	-11.77%
Fringe Benefits	945,742	923,777	11,734,494	11,865,348	130,854	1.10%
<b>Total Labor and Fringe Benefits</b>	<b>2,735,448</b>	<b>2,030,429</b>	<b>27,113,237</b>	<b>25,624,123</b>	<b>(1,489,114)</b>	<b>-5.81%</b>
Services	235,104	187,487	2,002,323	1,943,785	(58,538)	-3.01%
Fuel	175,336	89,566	1,507,404	1,120,326	(387,078)	-34.55%
Tires & Tubes	10,191	8,482	116,488	112,500	(3,988)	-3.55%
Materials & Supplies	190,674	52,421	1,363,704	1,158,317	(205,387)	-17.73%
Utilities	77,211	68,416	798,629	647,400	(151,229)	-23.36%
Casualty & Liability	569,312	419,654	1,204,209	1,102,000	(102,209)	-9.27%
Taxes	248	371	3,693	3,825	132	3.45%
Purchase of Transportation Service	213,240	295,912	2,215,703	3,525,520	1,309,817	37.15%
Miscellaneous	20,791	14,212	171,976	218,920	46,944	21.44%
Interest	681	1,000	3,466	12,000	8,534	71.12%
Leases & Rentals	11,185	7,135	85,540	85,431	(109)	-0.13%
<b>Total Expenses</b>	<b>4,239,421</b>	<b>3,175,085</b>	<b>36,586,374</b>	<b>35,554,147</b>	<b>(1,032,227)</b>	<b>-2.90%</b>
<b>Gross Surplus (Deficit)</b>	<b>(4,062,887)</b>	<b>(2,922,433)</b>	<b>(34,776,967)</b>	<b>(33,148,147)</b>	<b>(1,628,820)</b>	<b>-4.91%</b>
<b>Subsidy</b>						
Local Subsidy	111,225	97,004	1,163,784	1,163,784	-	0.00%
State Subsidy	3,425,161	1,457,144	17,557,678	15,565,328	(1,992,350)	-12.80%
Federal Subsidy	526,501	516,427	5,833,220	6,196,750	363,530	5.87%
Federal Subsidy - ARPA	-	851,858	10,222,285	10,222,285	-	0.00%
<b>Total Subsidy</b>	<b>4,062,887</b>	<b>2,922,433</b>	<b>34,776,967</b>	<b>33,148,147</b>	<b>(1,628,820)</b>	<b>-4.91%</b>
<b>Surplus (Deficit)</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>

**LANtaBus**  
**Statement of Net Assets**  
June 30, 2022

**CURRENT ASSETS**

Cash	\$ 2,653,213
Accounts Receivable	256,582
Interdivisional Receivable	1,558,621
Inventories	651,402
Prepaid Expenses	12,626,100
Grants Receivable	2,587,020
Total Current Assets	<u>20,332,938</u>

**RESTRICTED ASSETS**

Cash	<u>17,087,221</u>
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**CAPITAL ASSETS**

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

TOTAL ASSETS	<u>\$ 83,943,179</u>
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**CURRENT LIABILITIES**

Note Payable	\$ -
Loan Payable	1,227,820
Interdivisional Payable	-
Accounts Payable	3,440,686
Accrued Expenses:	-
Wages	2,303,012
Professional Fees	27,400
Other	13,002
Deferred Other Funding	25,448,981
Due To Commonwealth of PA	17,310,240
Deferred Local Grant Funding	2,477
Total Current Liabilities	<u>49,773,617</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 LIBILITIES AND NET ASSETS	<u>\$ 83,943,179</u>
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**LANTA Van**  
**Income Statement Summary**  
For the Period Ending June 30, 2022

	Fiscal Year 2022				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
<b>Revenue</b>						
Passenger Fares	(36,249)	159,542	513,713	1,299,162	(785,449)	-60.46%
Non-Transportation Revenues		5,417	32,500	65,000	(32,500)	-50.00%
Local Special Fare Assistance	151,655	296,125	2,031,410	3,579,620	(1,548,210)	-43.25%
State Special Fare Assistance	424,896	533,043	4,704,708	6,119,201	(1,414,493)	-23.12%
<b>Total Revenue</b>	<b>540,302</b>	<b>994,127</b>	<b>7,282,332</b>	<b>11,062,983</b>	<b>(3,780,651)</b>	<b>-34.17%</b>
<b>Expenses</b>						
Labor	45,303	65,257	670,804	783,087	112,283	14.34%
Fringe Benefits	(18,706)	59,384	583,600	712,609	129,009	18.10%
<b>Total Labor and Fringe Benefits</b>	<b>26,596</b>	<b>124,641</b>	<b>1,254,404</b>	<b>1,495,696</b>	<b>241,292</b>	<b>16.13%</b>
Services	14,151	6,617	85,868	89,115	3,247	3.64%
Fuel	-	-	-	-	-	0.00%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	15,908	5,199	92,539	55,476	(37,063)	-66.81%
Utilities	7,905	8,290	87,913	96,168	8,256	8.58%
Casualty & Liability	542	540	6,504	6,500	(4)	-0.06%
Taxes	-	-	-	-	-	#DIV/0!
Purchase of Transportation Service	607,262	756,151	6,722,077	8,771,536	2,049,459	23.36%
Miscellaneous	2,365	601	11,316	7,500	(3,816)	-50.87%
Interest	-	-	-	-	-	#DIV/0!
Rent	9,974	68,784	117,733	353,342	235,609	66.68%
<b>Total Expenses</b>	<b>684,703</b>	<b>970,823</b>	<b>8,378,351</b>	<b>10,875,333</b>	<b>2,496,982</b>	<b>22.96%</b>
<b>Gross Surplus (Deficit)</b>	<b>(144,400)</b>	<b>23,304</b>	<b>(1,096,020)</b>	<b>187,650</b>	<b>(1,283,670)</b>	<b>-684.08%</b>
<b>Subsidy</b>						
Local Subsidy	-	-	-	-	-	
State Subsidy	144,400	-	1,096,020	-	(1,096,020)	
Federal Subsidy	-	-	-	-	-	
<b>Total Subsidy</b>	<b>144,400</b>	<b>-</b>	<b>1,096,020</b>	<b>-</b>	<b>(1,096,020)</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>-</b>	<b>23,304</b>	<b>-</b>	<b>187,650</b>	<b>(2,379,690)</b>	<b>-1268.15%</b>

**LANTaVan**  
**Statement of Net Assets**  
June 30, 2022

**CURRENT ASSETS**

Cash	\$	(4,465)
Accounts Receivable		245,588
Interdivisional Receivable		-
Inventories		
Prepaid Expenses		102,397
Grants Receivable		830,080
Total Current Assets		<u>1,173,600</u>

TOTAL ASSETS	\$	<u>1,173,600</u>
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**CURRENT LIABILITIES**

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		1,493,546
Accounts Payable		1,267,879
Accrued Expenses		-
Deferred Revenue		(21,747)
Total Current Liabilities		<u>2,739,679</u>

**NET ASSETS**

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

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>1,173,600</u>
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**Carbon Transit**  
**Income Statement Summary**  
For the Period Ending June 30, 2022

	Fiscal Year 2022					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget		Amount	
<b>Revenue</b>							
Passenger Fares	3,182	1,803	29,968	20,511	20,511	9,457	46.11%
Non-Transportation Revenues	0	-	18	-	-	18	#DIV/0!
Local Special Fare Assistance	2,692	1,533	25,541	17,922	17,922	7,619	42.51%
State Reimbursements	30,479	26,188	307,524	299,568	299,568	7,956	2.66%
State Special Fare Assistance	75,781	43,043	592,777	454,545	454,545	138,233	30.41%
<b>Total Revenue</b>	<b>112,135</b>	<b>72,567</b>	<b>955,827</b>	<b>792,545</b>	<b>792,546</b>	<b>163,282</b>	<b>20.60%</b>
<b>Expenses</b>							
Labor	32,487	-	#	-	-	(79,328)	0.00%
Fringe Benefits	28,263	-	69,016	-	-	(69,016)	0.00%
<b>Total Labor and Fringe Benefits</b>	<b>60,750</b>	<b>-</b>	<b>148,344</b>	<b>-</b>	<b>-</b>	<b>(148,344)</b>	<b>0.00%</b>
Services	1,058	11,854	77,425	136,250	142,100	58,825	43.17%
Fuel	-	-	-	-	-	-	0.00%
Tires & Tubes	-	-	-	-	-	-	0.00%
Materials & Supplies	1,428	352	16,972	9,700	9,450	(7,272)	-74.97%
Utilities	1,692	1,658	19,450	16,800	16,800	(2,650)	-15.77%
Casualty & Liability	-	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	-	0.00%
Purchase of Transportation Service	132,159	99,147	1,295,016	1,170,914	1,170,914	(124,102)	-10.60%
Miscellaneous	75	318	1,630	9,339	3,740	7,709	82.55%
Interest	-	625	956	7,500	7,500	6,544	87.26%
Leases & Rentals	-	-	-	-	-	-	#DIV/0!
<b>Total Expenses</b>	<b>197,163</b>	<b>113,954</b>	<b>1,559,792</b>	<b>1,350,503</b>	<b>1,350,504</b>	<b>(209,289)</b>	<b>-15.50%</b>
<b>Gross Surplus (Deficit)</b>	<b>(85,029)</b>	<b>(41,387)</b>	<b>(603,965)</b>	<b>(557,958)</b>	<b>(557,958)</b>	<b>(46,007)</b>	<b>-8.25%</b>
<b>Subsidy</b>							
Local Subsidy	5,286	3,415	106,945	40,969	40,969	(65,976)	-161.04%
State Subsidy	25,084	21,486	419,369	273,126	273,126	(146,243)	-53.54%
Federal Subsidy	54,659	16,486	142,651	243,863	243,863	101,212	41.50%
<b>Total Subsidy</b>	<b>85,029</b>	<b>41,387</b>	<b>668,965</b>	<b>557,958</b>	<b>557,958</b>	<b>(111,007)</b>	<b>-19.90%</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>-</b>	<b>65,000</b>	<b>-</b>	<b>-</b>	<b>65,000</b>	<b>#DIV/0!</b>

**Carbon Transit**  
**Statement of Net Assets**  
June 30, 2022

**CURRENT ASSETS**

Cash	\$	168,755
Accounts Receivable		5,040
Due from LANTA - FOA		142,651
Due From Carbon County		-
Prepaid Expenses		146
Grants Receivable		447,692
Total Current Assets		<u>764,284</u>

TOTAL ASSETS	\$	<u>764,284</u>
--------------	----	----------------

**CURRENT LIABILITIES**

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		558,670
Due to the Commonwealth		-
Accounts Payable		426,271
Accrued Expenses		5,250
Deferred Revenue		27,782
Total Current Liabilities		<u>1,017,973</u>

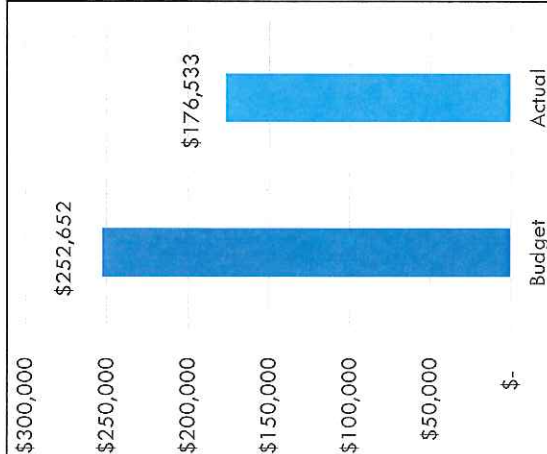
**NET ASSETS**

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

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>764,284</u>
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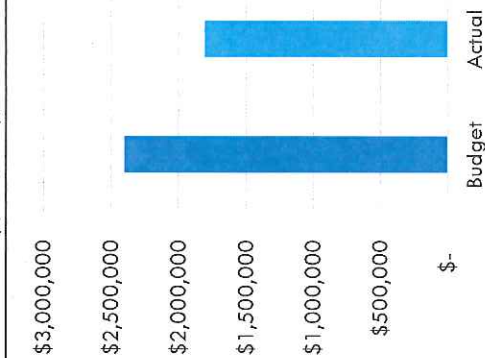


### Total Revenues – June 2022

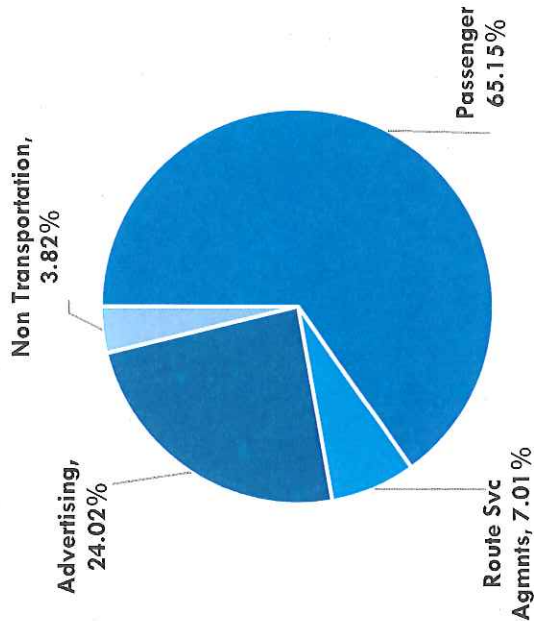


### FYTD Revenues

**Budget \$2,406,000**  
**Actual \$1,809,407**  
**Variance \$(596,593), -24.80%**

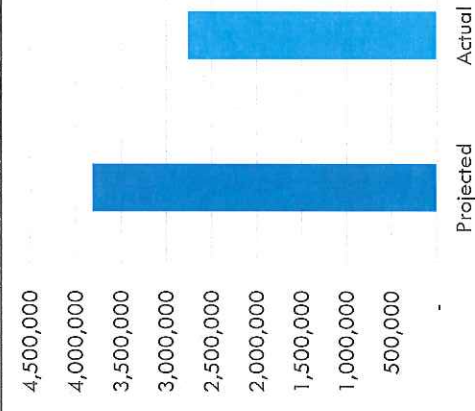


### Revenues By Source

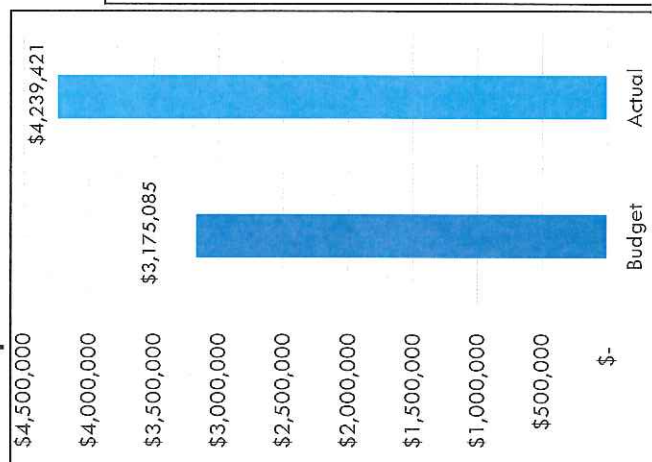


### FYTD Ridership

**Projected 3,821,121**  
**Actual 2,765,903**  
**Variance (1,055,218), -27.62%**

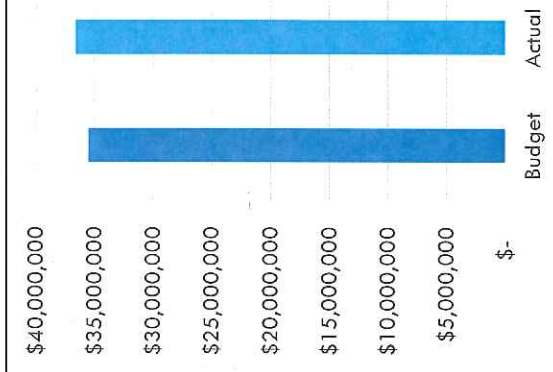


### Total Expenses – June 2022



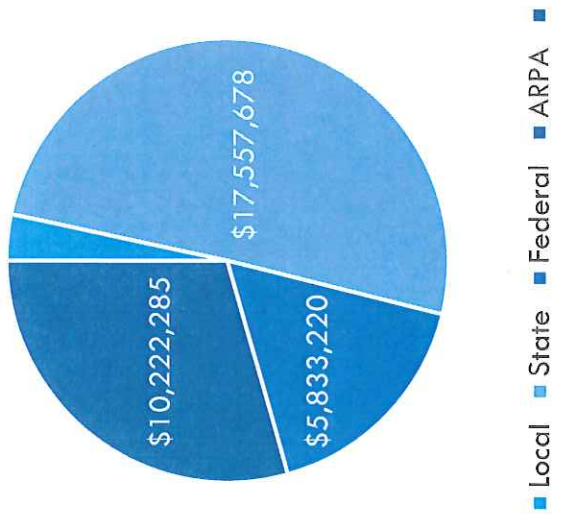
### FYTD Expenses

**Budget \$35,554,147**  
**Actual \$36,586,374**  
**Variance \$1,032,227 +2.9%**



### Subsidy by Source

**\$1,163,784**



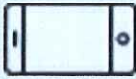



**\$36,586,374**



**SUBSIDY**  
**\$34,776,967**

**\$1,809,407**

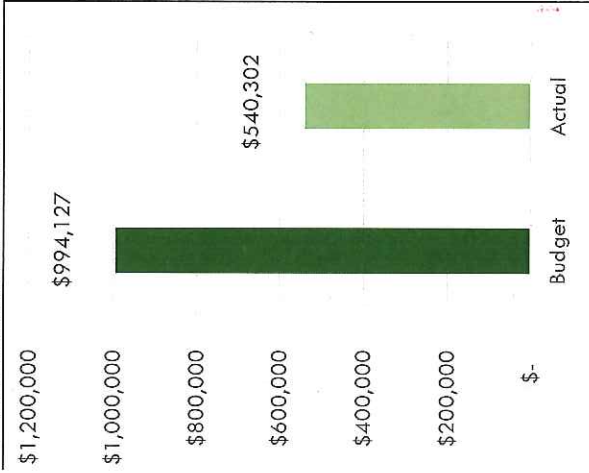


Key Areas	Notations
 <b>Utilities</b>	<p>Utilities Expense is <b>ABOVE</b> budget by \$151K, a 23.36% increase from current budget projections.</p> <p>This is attributed to not only an increase in cooling/heating costs but also internet and fuel for nonrevenue vehicles. In addition, a too conservative approach was made to the current year budget projections for ATC and BTC utilities.</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 <b>BELOW</b> budget by \$1.3M, a 37.15% 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 \$636K, a 12.10% 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 to increase for the foreseeable future.</p>
 <b>Subsidy</b>	<p>Current fiscal year <b>TOTAL</b> subsidy is \$34,776,967 a 4.91% increase from current budget projections.</p> <p>As of June 30<sup>th</sup>, LANTA has not utilized the full FY22 Act 44 allocation.</p> <p>Prior to any adjusting entries required by the auditors, LANTA's Act 44 reserve balance will close the year at \$17.3M. LANTA had projected the FYE balance to be in excess of \$18M prior to allocating any subsidy to LANTA Van.</p>



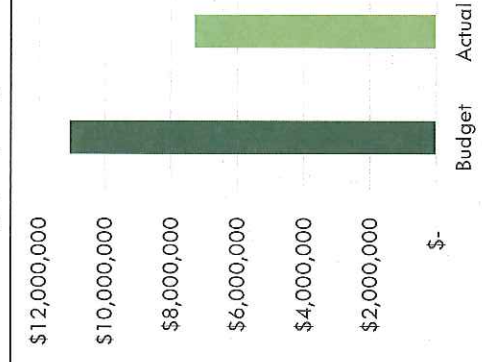


### Total Revenues – June 2022

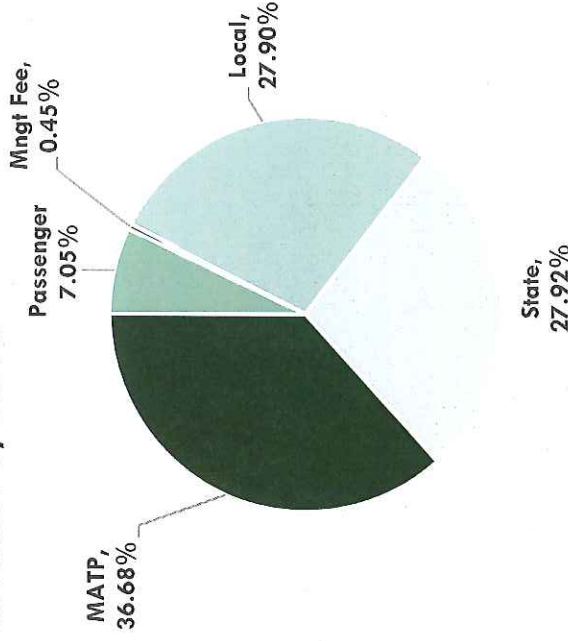


### FYTD Revenues

**Budget \$11,062,983**  
**Actual \$7,282,332**  
**Variance \$(3,780,651), -34.17%**

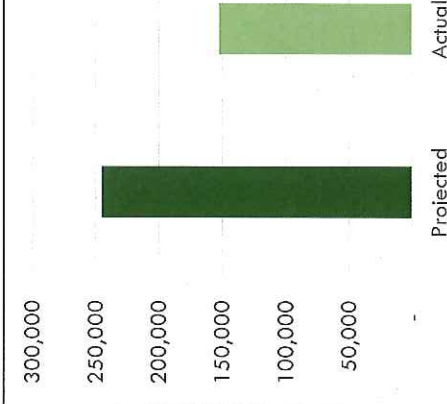


### Revenues By Source

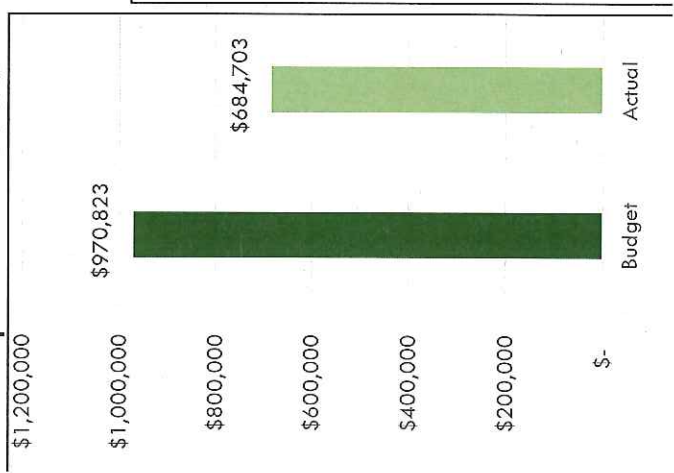


### FYTD Ridership

**Projected 245,184**  
**Actual 152,540**  
**Variance (92,644), -37.79%**

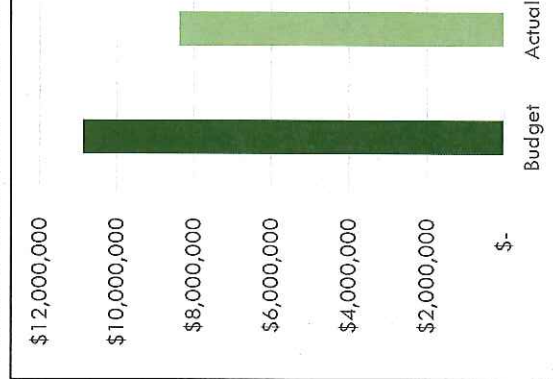


### Total Expenses – June 2022







### FYTD Expenses

**Budget \$10,875,333**  
**Actual \$8,378,351**  
**Variance \$2,496,986, +22.96%**



### Subsidy by Source

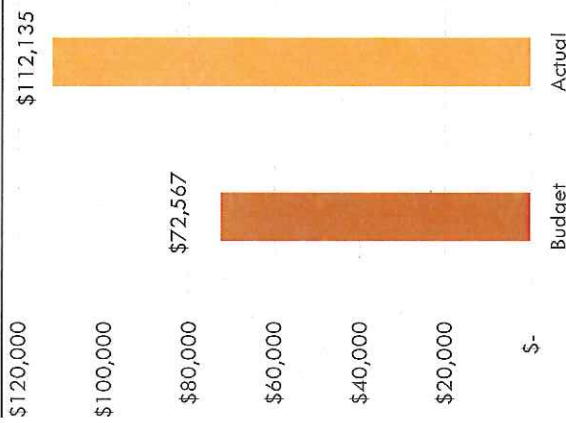


Key Areas	Notations
 <b>Labor &amp; Fringes</b>	<p>Labor and Fringe Benefits are <b>BELOW</b> budget by approximately \$241K, a 16.13% combined decrease from the current year budget projections.</p> <p>Labor and fringe expenses in relation to Carbon Transit were allocated to Carbon effective January 1, 2022.</p> <p>Labor and Fringe Benefit costs will continue to be allocated between all divisions.</p>
 <b>Purchased Transportation</b>	<p>Purchased Transportation is <b>BELOW</b> budget by approximately \$2M, a 23.36% 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>The Purchased Transportation expense area going forward will reflect the costs for the new subcontractor, Transdev.</p>
 <b>Rent</b>	<p>Rent expense is <b>BELOW</b> budget by approximately \$236K, a 66.68% 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 closed out the current fiscal year below budget due to the delayed tenancy of the new paratransit facility.</p>
 <b>Subsidy</b>	<p>YTD <b>DEFICIT</b> is \$1,096,020</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>



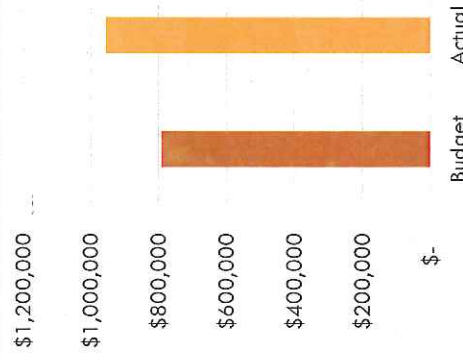


### Total Revenues – June 2022

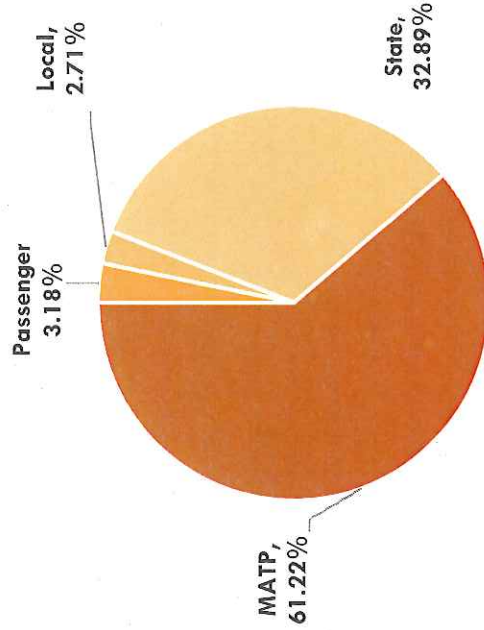


### FYTD Revenues

**Budget \$792,545**  
**Actual \$955,827**  
**Variance \$163,282, +20.60%**

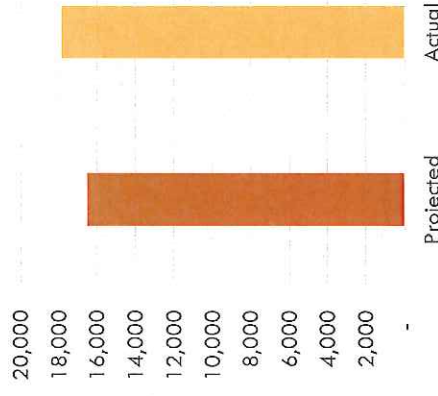


### Revenues By Source

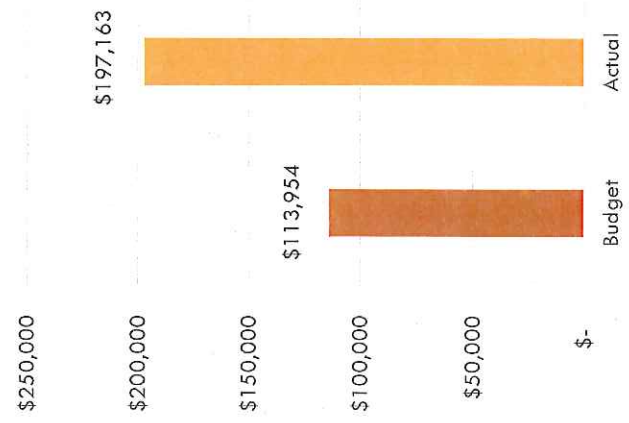


### FYTD Ridership

**Projected 16,524**  
**Actual 17,867**  
**Variance 1,343, +8.13%**

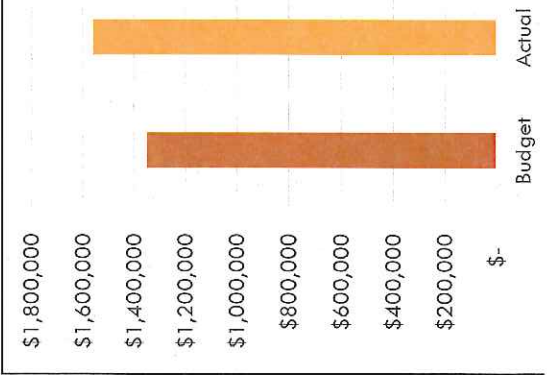


### Total Expenses – June 2022

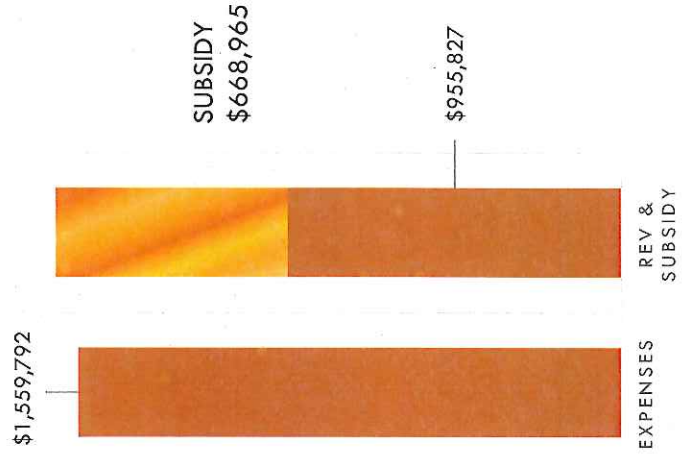
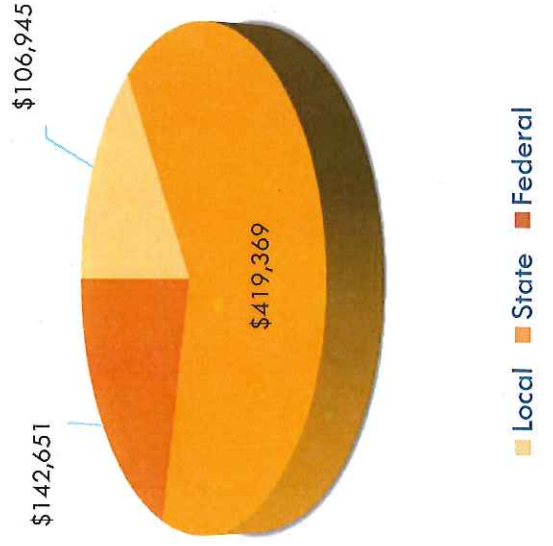






### FYTD Expenses

**Budget \$1,350,503**  
**Actual \$1,559,792**  
**Variance \$(209,289), -15.50%**



### Subsidy by Source



Key Areas	Notations
 <b>Labor &amp; Fringes</b>	Labor and Fringe expenses are <b>ABOVE</b> budget by approximately \$148K.
	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 \$124K, a 10.6% increase from current year budget projections.
	This is due to the proper allocation of fuel costs for the Carbon division.
	CT anticipated the P/T expense area to the close the year above budget due to the proper fuel cost allocation.
 <b>Materials</b>	Materials and Supplies are <b>ABOVE</b> budget by approximately \$7K, a 74.97 percent increase from current year budget projections.
	This is due to the purchase of additional ticket stock and other pre-printed forms.
	CT anticipates not having to purchase any significant amounts of ticket stock for the next fiscal year.
 <b>Subsidy</b>	Current YTD <b>DEFICIT</b> is \$603,965. Total subsidy is <b>ABOVE</b> CY projections by 8.25%
	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 utilized all PY Act 44 reserves and the CY FY22 Act 44 fund allocation to subsidize the CY operations. As a result of the \$65K loan forgiveness; that amount will be applied to PY accumulated deficit.





# Lehigh and Northampton Transportation Authority

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

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

**Items of Interest:**

- LANTA's portion of the Line of Credit Balance as of September 2<sup>nd</sup>, 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 22/23 are current. The balance in the ACT 44 checking account stands at \$16,245,439. The account is currently underfunded by approximately \$2.4M. In addition, approximately \$6.3M are either currently owed to LANTA from State Funds or can now be drawn down from Federal Grants:
  - State Shared Ride/PWD - \$325,201 (THRU 7/31/2022)
  - Lehigh County MATP - \$549,235 (THRU 7/31/2022)
  - Northampton County MATP - \$259,544 (THRU 7/31/2022)
  - Federal Capital/Ops Funding - \$3,640,943 (THRU 7/31/2022)
  - State Capital Funding - \$1,535,758 (THRU 7/31/2022)
- The balance in the Carbon's general checking account stands at approximately \$87K. The balance in the Carbon's Act 44 checking account stands at \$3K. The account is currently overfunded by approximately \$3K. State ACT 89 funds due to Carbon for FY 22/23 are current. In addition, approximately \$90K are currently owed to CT from the following sources:
  - State Shared Ride/PWD - \$56,777 (THRU 7/31/2022)
  - Carbon County MATP - \$373,643 (THRU 7/31/2022)
- Fulton Financial ACT 72 Letter for period ended 7/31/2022 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	\$513,099	\$548,516	\$548,516

The current health insurance participation census stands at 85 Employee Only; 72 Employee Plus 1; 41 Employee Plus 2; 26 Employee Plus 3 and 27. Employee Plus 4 or more.

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

	Total	Current	30 Days	60 Days	90 Days	120 Days +
Lehigh County MATP	\$ 434,728	\$ 137,419	\$ 141,781	\$ -	\$ 86,669	\$ 68,860
Northampton County MATP	\$ 141,493	\$ 110,685	\$ -	\$ -	\$ -	\$ 30,808
Other(PaDOT Shared Ride;PwD)	\$ 429,753	\$ 34,013	\$ 164,681	\$ 154,478	\$ (85,344)	\$ 161,925
Total AR July 31, 2022	\$ 1,005,974	\$ 282,116	\$ 306,462	\$ 154,478	\$ 1,325	\$ 261,593
	100%	28.04%	30.46%	15.36%	0.13%	26.00%
Total AR June 30, 2022	\$ 1,014,478	\$ 592,666	\$ 158,894	\$ 1,325	\$ 27,505	\$ 234,088
	100%	58.42%	15.66%	0.13%	2.71%	23.07%
AR Change	\$ (8,504)	\$ (310,550)	\$ 147,568	\$ 153,153	\$ (26,180)	\$ 27,505
	-0.84%	-52.40%	92.87%	11558.69%	-95.18%	11.75%

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

	Total	Current	30 Days	60 Days	90 Days	120 Days +
LANtaBus	\$ 1,585,363	\$ 1,195,923	\$ 324,880	\$ 7,219	\$ 36,722	\$ 20,618
LANtaVan	\$ 635,582	\$ 567,218	\$ 59,785	\$ 5,342	\$ 81	\$ 3,157
Carbon	\$ 433,231	\$ 107,006	\$ 74,050	\$ 31,901	\$ 983	\$ 219,291

This month's narrative for the financial statements will start with LANtaBus. The discussion will focus on the actual versus budget variance analysis and how it relates to funding and performance. I will be concentrating on the year-to-date revenues and expenditures. LANtaVan results will be next concluding with Carbon Transit.

### **LANtaBus**

Year-to-date revenues for the fixed route division totals \$130,147. This represents a 35.64 percent increase from the budget projection of \$95,950. Fare collection revenue is currently running above budget projections by approximately \$34K. The Other Revenue section, which includes Advertising Revenue, is in line with current budget projections, for a total of \$35,417. 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 \$3,099,321. This represents a 12.47 percent increase from the current year budget projection of \$2,755,686. For the current fiscal period, Labor and Fringes, Purchased Transportation and Casualty and Liability Insurance 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 Labor and Fringes. Collectively, Labor and Fringes are currently running approximately \$155K above budget. This is a direct result of the driver shortage, increase in maintenance personnel and the consistent paying of overtime for the bus operators. Purchased Transportation is also running above budget projections, by 17.1 percent. This is due to the new contract in place, which resulted in an increase in costs for the ADA Program as well as the Flex Service. Current year expense for both Physical Damage and Liability and Property Damage is running approximately \$24K above budget. All invoices have been received from SAFTI and are current. Health Insurance expense is currently running approximately \$35K below budget, this represents a 6.46 percent decrease from the current year budget projection of \$548,516.

Year-to-date deficit recorded on the fixed route division totals \$2,969,174. This represents a 11.63 percent increase from the current year budget projection. Current total subsidies equal the deficit and include the following sources:

- Federal Subsidy – ARPA - \$2,154,676
- Federal Subsidy – All other sources - \$352,500
- State Subsidy - \$374,100
- Local Subsidy - \$87,898



**LANtaVan**

Year-to-date revenues for LANtaVan totals \$736,841. This represents a 17.16 percent increase from the budget projection of \$628,893. MATP YTD revenue of \$301,418 has been recorded based on actual costs and is currently showing a 17.56 percent increase from YTD budget projections of \$256,392. ADA revenue has been recorded based on the actual costs of the ADA program and is showing a 45.90 percent increase from YTD budget projections of \$167,421.

Year-to-date expenses for LANtaVan totals \$935,098. This represents a 17.79 percent increase from the current year budget projection of \$793,843. The majority of the deviation resides in the Purchased Transportation, Fuel and Materials and Supplies areas. The variance within the purchased transportation area relates to decreased trips and the increase in costs due to the new contract with Transdev. The net result is approximately \$100K, a 19.29 percent above budget variance for this area. The Materials and Supplies expense line is running approximately \$14K above budget. This is due to the costs associated with the transition from Easton Coach to Transdev. Fuel expense is above budget projections by approximately \$37K.

Year-to-date deficit recorded on LANtaVan totals \$198,257. Current total subsidies include the following sources:

State Subsidy - \$198,257



**Carbon Transit**

Year-to-date revenues for Carbon Transit totals \$86,163. The budgeted YTD amount is \$88,794. This represents a 2.96 percent negative budget variance. Carbon records and adjusts MATP revenue to reflect cost of the program to maintain a conservative approach to revenue recognition. Currently, MATP revenue is approximately \$5K above budget projections. Shared Ride Lottery and PWD are lower than budgeted projections by \$4K, collectively.

Year-to-date expenses for Carbon Transit totals \$193,147. This amount is 25.11 percent above the current year budget projection of \$154,377. The main deviation of approximately \$15K pertains to the Purchased Transportation area and relates to the decrease in trips and an increase in costs due to the new contract with Transdev. As of this current fiscal year, Carbon Transit will be incurring Labor and Fringe Benefits costs due to the MCA with LANTA. Collectively, Labor and Fringe Benefits are above budget projections by approximately \$9K, a 45.67 percent variance. 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 \$106,984. Current total subsidies total \$106,984 and include the following sources:

Federal Subsidy - \$76,994

State Subsidy - \$26,079

Local Subsidy - \$3,911

**LANTaBus**  
**Income Statement Summary**  
For the Period Ending July 31, 2022

	Fiscal Year 2021				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
<b>Revenue</b>						
Passenger Fares	91,306	57,469	91,306	57,469	33,837	58.88%
Special Transit Fares	-	-	-	-	-	#DIV/0!
Auxiliary Transportation Revenue	35,417	35,417	35,417	35,417	-	0.00%
NonTransportation Revenue	3,424	3,064	3,424	3,064	360	11.75%
<b>Total Revenue</b>	<b>130,147</b>	<b>95,950</b>	<b>130,147</b>	<b>95,950</b>	<b>34,197</b>	<b>35.64%</b>
<b>Expenses</b>						
Labor	1,259,057	1,189,195	1,259,057	1,189,195	(69,862)	-5.87%
Fringe Benefits	895,619	810,322	895,619	810,322	(85,297)	-10.53%
<b>Total Labor and Fringe Benefits</b>	<b>2,154,676</b>	<b>1,999,517</b>	<b>2,154,676</b>	<b>1,999,517</b>	<b>(155,159)</b>	<b>-7.76%</b>
Services	154,177	143,702	154,177	143,702	(10,475)	-7.29%
Fuel	200,697	158,287	200,697	158,287	(42,411)	-26.79%
Tires & Tubes	10,091	9,254	10,091	9,254	(837)	-9.04%
Materials & Supplies	131,020	72,038	131,020	72,038	(58,981)	-81.87%
Utilities	49,713	58,458	49,713	58,458	8,745	14.96%
Casualty & Liability	38,919	14,955	38,919	14,955	(23,965)	-160.25%
Taxes	271	279	271	279	8	2.90%
Purchase of Transportation Service	338,807	289,320	338,807	289,320	(49,487)	-17.10%
Miscellaneous	16,708	7,329	16,708	7,329	(9,379)	-127.97%
Interest	833	-	833	-	(833)	#DIV/0!
Leases & Rentals	3,408	2,546	3,408	2,546	(862)	-33.85%
<b>Total Expenses</b>	<b>3,099,321</b>	<b>2,755,685</b>	<b>3,099,321</b>	<b>2,755,686</b>	<b>(343,635)</b>	<b>-12.47%</b>
<b>Gross Surplus (Deficit)</b>	<b>(2,969,174)</b>	<b>(2,659,736)</b>	<b>(2,969,174)</b>	<b>(2,659,736)</b>	<b>(309,438)</b>	<b>-11.63%</b>
<b>Subsidy</b>						
Local Subsidy	87,898	99,985	87,898	99,985	12,087	12.09%
State Subsidy	374,100	898,317	374,100	898,317	524,217	58.36%
Federal Subsidy	352,500	484,042	352,500	484,042	131,542	27.18%
Federal Subsidy - CRRSAA	-	919,335	-	919,335	919,335	100.00%
Federal Subsidy - ARPA	2,154,676	258,056	2,154,676	258,056	(1,896,620)	-734.96%
<b>Total Subsidy</b>	<b>2,969,174</b>	<b>2,659,735</b>	<b>2,969,174</b>	<b>2,659,735</b>	<b>(309,439)</b>	<b>-11.63%</b>
<b>Surplus (Deficit)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>1</b>	<b>233.30%</b>

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

**CURRENT ASSETS**

Cash	\$ 2,175,964
Accounts Receivable	195,623
Interdivisional Receivable	1,810,333
Inventories	595,981
Prepaid Expenses	12,466,753
Grants Receivable	2,669,533
Total Current Assets	<u>19,914,187</u>

**RESTRICTED ASSETS**

Cash	<u>17,087,221</u>
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**CAPITAL ASSETS**

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

TOTAL ASSETS	<u>\$ 83,524,428</u>
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**CURRENT LIABILITIES**

Note Payable	\$ 1,227,820
Loan Payable	-
Interdivisional Payable	-
Accounts Payable	2,440,270
Accrued Expenses:	-
Wages	2,260,127
Professional Fees	25,790
Other	670,766
Deferred Other Funding	25,430,321
Due To Commonwealth of PA	19,004,770
Deferred Local Grant Funding	1,272,833
Total Current Liabilities	<u>52,332,698</u>

**NET ASSETS**

Invested In Capital Assets	46,525,784
Unrestricted Equity	(15,406,730)
Restricted Equity	83,000
Total Net Assets	<u>31,191,730</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	<u>\$ 83,524,428</u>
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**LANtaVan**  
**Income Statement Summary**  
For the Period Ending July 31, 2022

	Fiscal Year 2021				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
Revenue						
Passenger Fares	35,491	30,718	35,491	30,718	4,773	15.54%
Non-Transportation Revenues	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	251,629	177,421	251,629	177,421	74,208	41.83%
State Reimbursements	148,303	164,363	148,303	164,363	(16,060)	-9.77%
State Special Fare Assistance	301,418	256,392	301,418	256,392	45,027	17.56%
Total Revenue	736,841	628,893	736,841	628,893	107,948	17.16%
Expenses						
Labor	59,561	74,129	59,561	74,129	14,568	19.65%
Fringe Benefits	50,228	56,330	50,228	56,330	6,103	10.83%
Total Labor and Fringe Benefits	109,788	130,459	109,788	130,459	20,671	15.84%
Services	9,377	5,514	9,377	5,514	(3,863)	-70.07%
Fuel	100,475	63,317	100,475	63,317	(37,158)	-58.69%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	19,066	5,077	19,066	5,077	(13,989)	-275.54%
Utilities	12,813	7,456	12,813	7,456	(5,357)	-71.85%
Casualty & Liability	1,083	1,084	1,083	1,084	1	0.06%
Taxes	-	-	-	-	-	#DIV/0!
Purchase of Transportation Service	616,677	516,974	616,677	516,974	(99,704)	-19.29%
Miscellaneous	1,190	263	1,190	263	(928)	-353.26%
Interest	-	-	-	-	-	#DIV/0!
Rent	64,628	63,700	64,628	63,700	(928)	-1.46%
Total Expenses	935,098	793,843	935,098	793,843	(141,255)	-17.79%
Gross Surplus (Deficit)	(198,257)	(164,950)	(198,257)	(164,950)	(33,307)	20.19%
Subsidy						
Local Subsidy	-	-	-	-	-	
State Subsidy	198,257	164,950	198,257	164,950	(33,307)	
Federal Subsidy	-	-	-	-	-	
Total Subsidy	198,257	164,950	198,257	164,950	(33,307)	-
Surplus (Deficit)						
	-	(0)	-	(0)	0	-305.22%



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

**CURRENT ASSETS**

Cash	\$	(1,917)
Accounts Receivable		702,628
Interdivisional Receivable		(1,825,183)
Inventories		
Prepaid Expenses		102,304
Grants Receivable		830,080
Total Current Assets		<u>(192,089)</u>

TOTAL ASSETS	\$	<u>(192,089)</u>
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**CURRENT LIABILITIES**

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		-
Accounts Payable		848,794
Accrued Expenses:		584,550
Deferred Revenue		(59,354)
Total Current Liabilities		<u>1,373,990</u>

**NET ASSETS**

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

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>(192,089)</u>
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**Carbon Transit**  
**Income Statement Summary**  
For the Period Ending July 31, 2022

	Fiscal Year 2021				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
<b>Revenue</b>						
Passenger Fares	1,148	3,345	1,148	3,345	(2,197)	-65.68%
Non-Transportation Revenues	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	2,161	3,019	2,161	3,019	(858)	-28.42%
State Reimbursements	26,298	30,474	26,298	30,474	(4,175)	-13.70%
State Special Fare Assistance	56,556	51,957	56,556	51,957	4,599	8.85%
<b>Total Revenue</b>	<b>86,163</b>	<b>88,794</b>	<b>86,163</b>	<b>88,794</b>	<b>(2,631)</b>	<b>-2.96%</b>
<b>Expenses</b>						
Labor	15,894	11,069	15,894	11,069	(4,825)	-43.59%
Fringe Benefits	13,828	9,334	13,828	9,334	(4,494)	-48.14%
<b>Total Labor and Fringe Benefits</b>	<b>29,722</b>	<b>20,403</b>	<b>29,722</b>	<b>20,403</b>	<b>(9,319)</b>	<b>-45.67%</b>
Services	5,210	1,387	5,210	1,387	(3,823)	-275.67%
Fuel	17,289	13,776	17,289	13,776	(3,514)	-25.51%
Tires & Tubes	-	-	-	-	-	#DIV/0!
Materials & Supplies	948	2,500	948	2,500	1,552	62.07%
Utilities	2,348	3,158	2,348	3,158	810	25.64%
Casualty & Liability	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	0.00%
Purchase of Transportation Service	127,783	112,895	127,783	112,895	(14,888)	-13.19%
Miscellaneous	-	154	-	154	154	100.00%
Interest	-	104	-	104	104	100.00%
Leases & Rentals	9,846	-	9,846	-	(9,846)	0.00%
<b>Total Expenses</b>	<b>193,147</b>	<b>154,377</b>	<b>193,147</b>	<b>154,377</b>	<b>(38,770)</b>	<b>-25.11%</b>
<b>Gross Surplus (Deficit)</b>	<b>(106,984)</b>	<b>(65,583)</b>	<b>(106,984)</b>	<b>(65,583)</b>	<b>(41,401)</b>	<b>-63.13%</b>
<b>Subsidy</b>						
Local Subsidy	3,911	3,911	3,911	3,911	-	0.00%
State Subsidy	26,079	26,079	26,079	26,079	-	0.00%
Federal Subsidy	76,994	35,593	76,994	35,593	(41,401)	-116.32%
<b>Total Subsidy</b>	<b>106,984</b>	<b>65,583</b>	<b>106,984</b>	<b>65,583</b>	<b>(41,401)</b>	<b>-63.13%</b>
<b>Surplus (Deficit)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>(1)</b>	<b>-244.41%</b>

**Carbon Transit**  
**Statement of Net Assets**  
July 31, 2022

CURRENT ASSETS

Cash	\$	197,432
Accounts Receivable		87,602
Interdivisional Receivable		(376,335)
Due From Carbon County		3,911
Prepaid Expenses		70
Grants Receivable		447,692
Total Current Assets		<u>360,373</u>

TOTAL ASSETS	\$	<u>360,373</u>
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CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		
Due to the Commonwealth		26,079
Accounts Payable		430,626
Accrued Expenses		129,626
Deferred Revenue		27,792
Total Current Liabilities		<u>614,123</u>

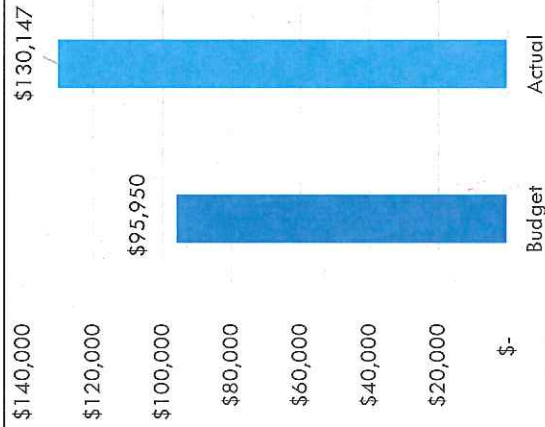
NET ASSETS

Unrestricted Equity		(253,749)
Restricted Equity		-
Total Net Assets		<u>(253,749)</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>360,373</u>
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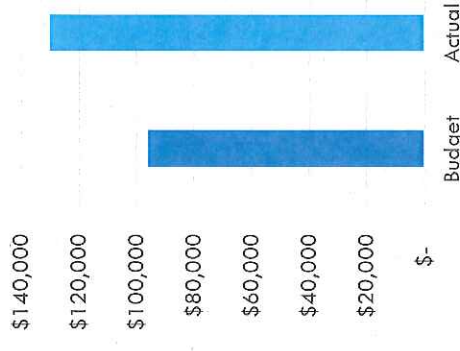


### Total Revenues – July 2022

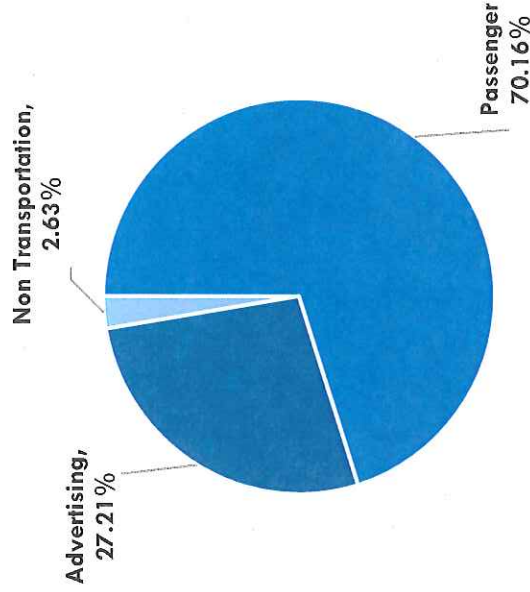


### FYTD Revenues

Budget \$95,950  
Actual \$130,147  
Variance \$34,197, 35.64%



### Revenues By Source



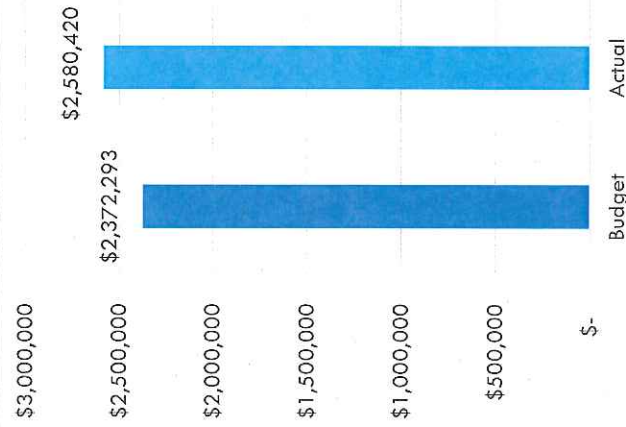
### FYTD Ridership

Projected  
Actual  
Variance

1		
1		
1		
1		
1		
1		
0		
0		
0		
0		
-		

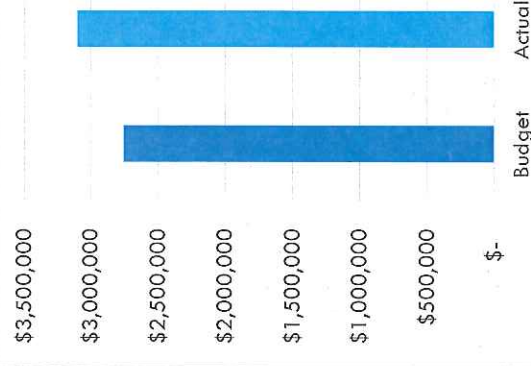
Projected Actual

### Total Expenses – July 2022

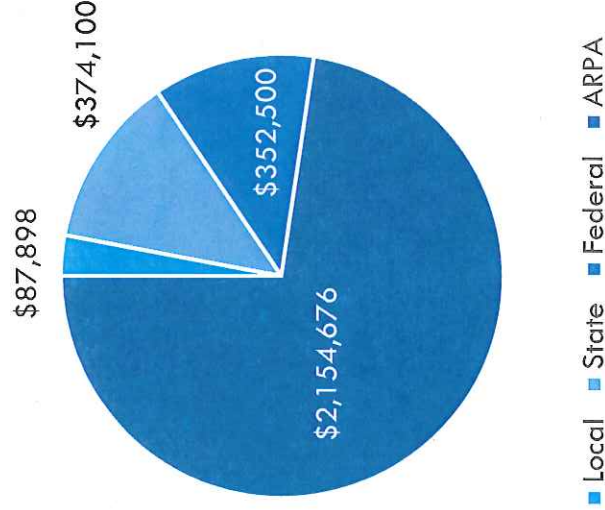


### FYTD Expenses



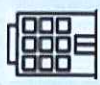

Budget \$2,755,686  
Actual \$3,099,321  
Variance \$(343,635), -12.47%



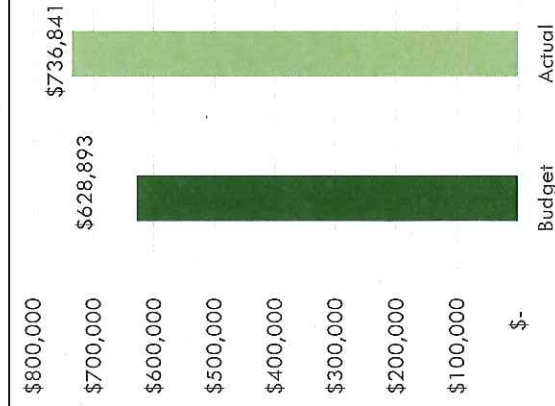
### Subsidy by Source





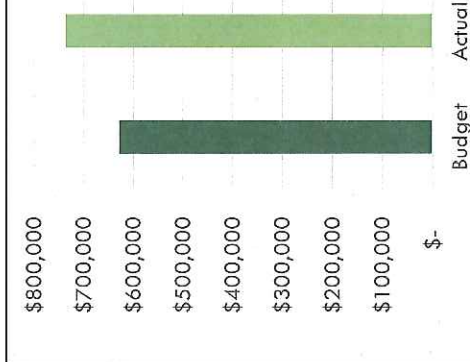
Key Areas	Notations
 <b>Labor &amp; Fringes</b>	<p>Labor and Fringes are <b>ABOVE</b> budget projections by \$155K.</p> <p>Direct result of the driver shortage, increase in overtime pay and additional maintenance personnel.</p> <p>LB anticipates Labor and Fringes costs to fall in line with budget projections as the fiscal year progresses and additional operators are hired.</p>
 <b>Purchased Transportation</b>	<p>Purchased Transportation is <b>ABOVE</b> budget by \$50K, a 17.1% increase from current budget projections.</p> <p>The P/T expense line for July includes billing for both Easton Coach and Transdev, along with the monthly Federal pass-through allocation for Carbon Transit Operations.</p> <p>LB anticipated an increase in P/T costs for FY23 due to the transition to the new subcontractor, Transdev.</p>
 <b>Health Insurance</b>	<p>Health Insurance costs are <b>BELOW</b> budget by \$35K, a 6.46% decrease from current budget projections.</p> <p>This is due in part to stop loss proceeds received in the amount of \$22K .</p> <p>LB anticipates the health insurance costs to continue below budget as the budget represents a worst-case scenario and actual costs are net of applicable credits and rebates.</p>
 <b>Subsidy</b>	<p>Current fiscal year <b>TOTAL</b> subsidy is \$2,969,174, a 11.63% increase from current budget projections.</p> <p>Due to available Federal ARPA and CRRSAA funds, ACT 44 reserves will continue to increase.</p> <p>LB anticipates FYE ACT 44 reserves to be in excess of \$19M.</p>

### Total Revenues – July 2022

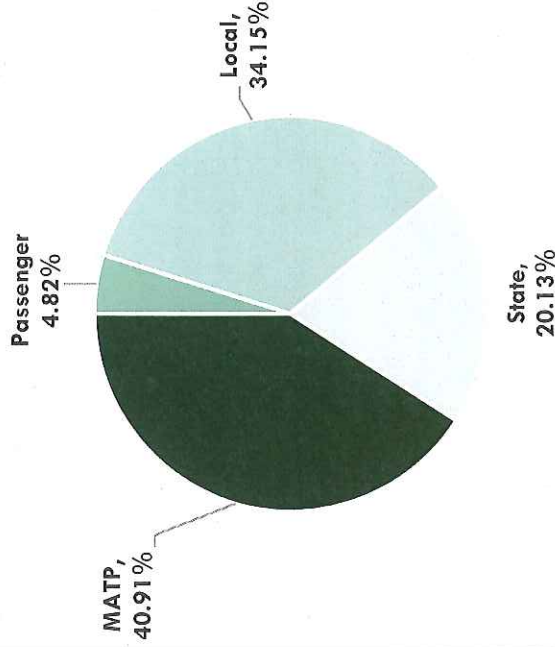


### FYTD Revenues

**Budget \$628,893**  
**Actual \$736,841**  
**Variance \$107,948, 17.16%**

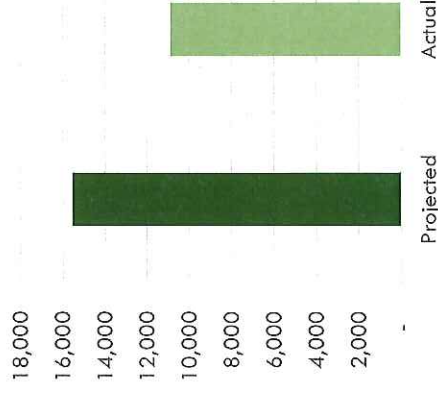


### Revenues By Source

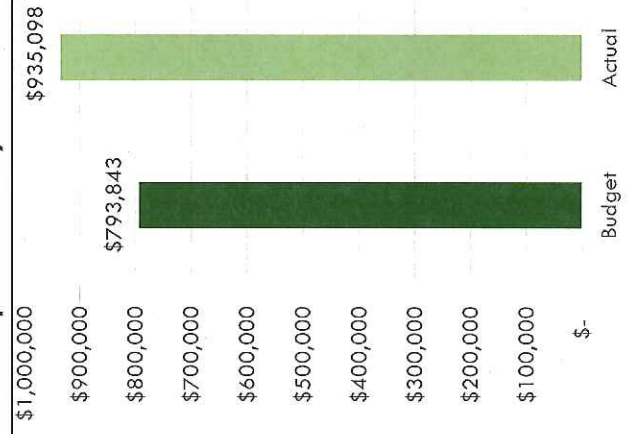


### FYTD Ridership

**Projected 15,540**  
**Actual 10,900**  
**Variance (4,640), -29.86%**

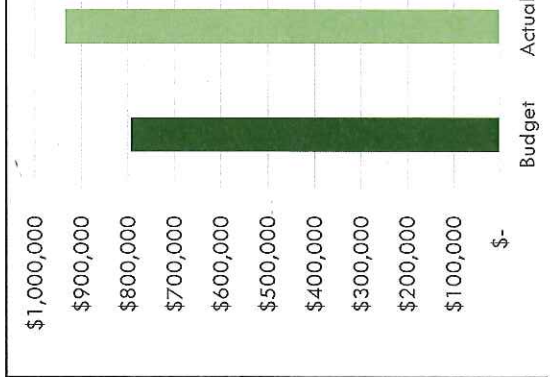


### Total Expenses – July 2022

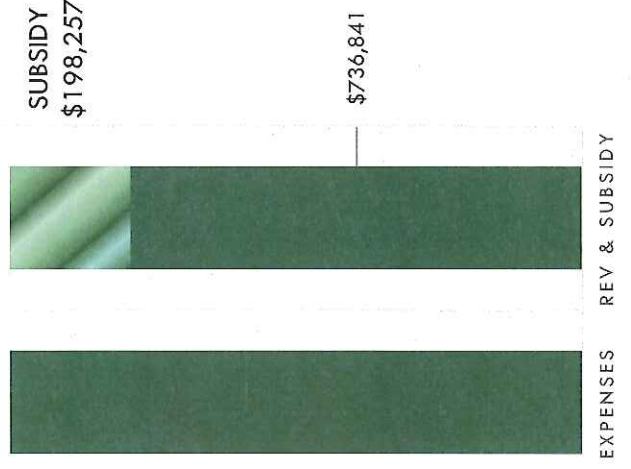


### FYTD Expenses

**Budget \$793,843**  
**Actual \$935,098**  
**Variance \$(141,255), -17.79%**




### Subsidy by Source



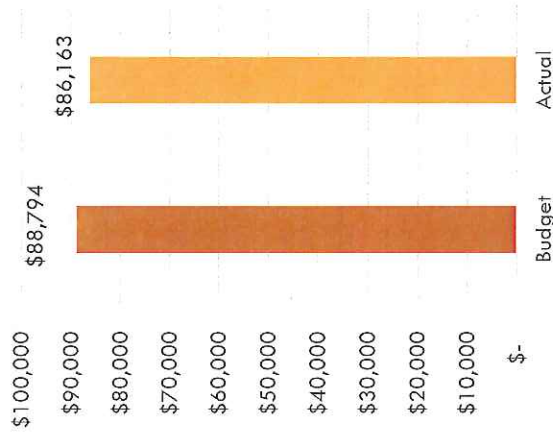
■ Unfunded ■ Funded



Key Areas	Notations
 Materials	<p>Materials and Supplies are <b>ABOVE</b> budget by approximately \$14K, a 275.54 percent increase from current year budget projections.</p> <p>Due to costs associated with the transition from Easton Coach to Transdev.</p> <p>LV anticipates costs will be in line with the annual budget projections as the fiscal year progresses.</p>
 Purchased Transportation	<p>Purchased Transportation is <b>ABOVE</b> budget by \$100K, a 19.29% increase from the current year budget projections.</p> <p>The P/T expense line for July includes billing for both Easton Coach and Transdev.</p> <p>LV anticipated an increase in P/T costs for FY23 due to the transition to the new subcontractor, Transdev.</p>
 Utilities	<p>Utilities are <b>BELOW</b> budget by \$1K.</p> <p>This is due in part to the new Rider Resources Center opening as of July 1 as well as a more appropriate allocation method of costs between the fixed route and paratransit divisions.</p> <p>LV anticipates utilities to continues in line with budget projections as the fiscal year progresses.</p>
 Subsidy	<p>YTD <b>DEFICIT</b> is \$198,257.</p> <p>PennDot approved the use of Act 44 reserves to fund paratransit deficits.</p> <p>LV anticipates using \$1.3M in Act 44 reserves to fund paratransit operations for FY23.</p>

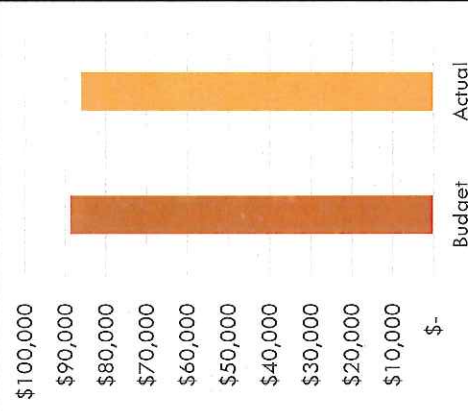


### Total Revenues – July 2022

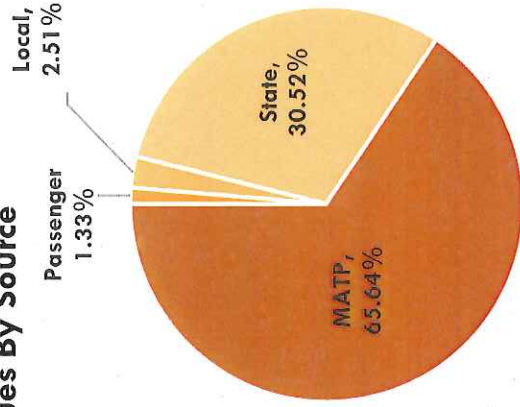


### FYTD Revenues

**Budget \$88,794**  
**Actual \$86,163**  
**Variance (\$2,631) -2.96%**

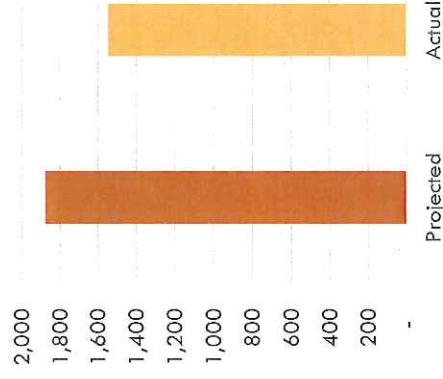


### Revenues By Source

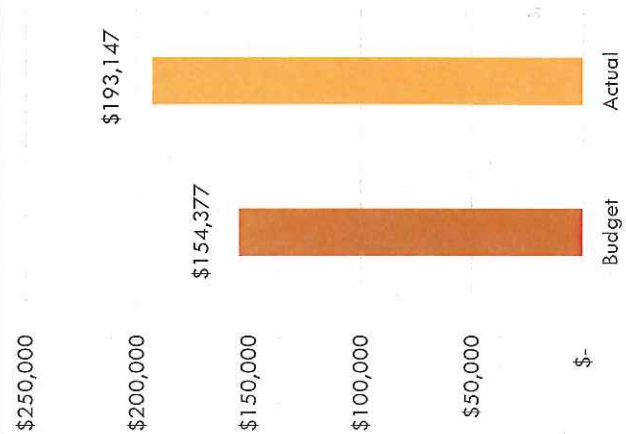


### FYTD Ridership

**Projected 1,875**  
**Actual 1,546**  
**Variance (329), -17.55%**

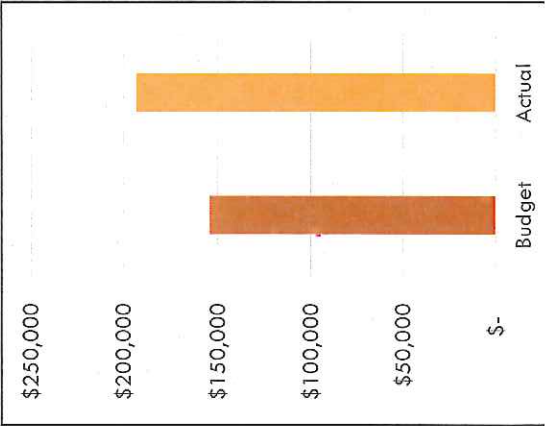


### Total Expenses – July 2022

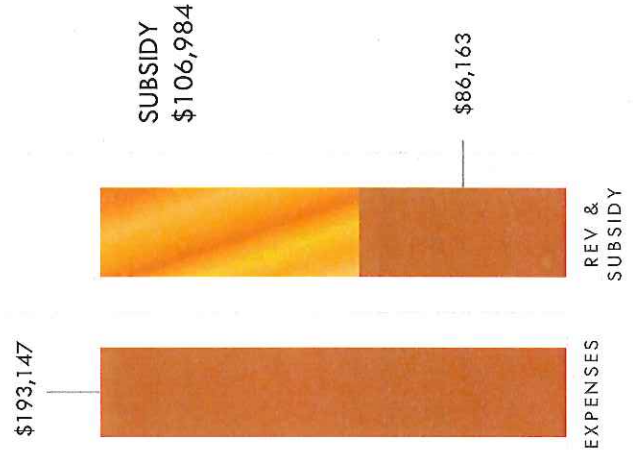
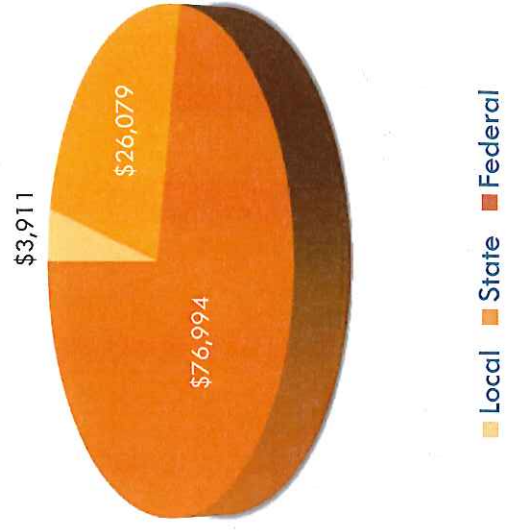


### FYTD Expenses





**Budget \$154,377**  
**Actual \$193,147**  
**Variance \$(38,770), -25.11%**



### Subsidy by Source





Key Areas	Notations
 <b>Labor &amp; Fringes</b>	<p>Labor and Fringes are <b>ABOVE</b> budget projections by \$9K</p> <p>Due to the MCA that went into effect as of Jan 1, 2022.</p> <p>CT anticipates Labor and Fringes to be in line with budget projections as the FY progresses .</p>
 <b>Purchased Transportation</b>	<p>Purchased Transportation is <b>ABOVE</b> budget by \$15K, a 13.19% increase from current year budget projections.</p> <p>The P/T expense line for July includes billing for both Easton Coach and Transdev.</p> <p>CT anticipated an increase in P/T costs for FY23 due to the transition to the new subcontractor, Transdev.</p>
 <b>Materials</b>	<p>Materials and Supplies are <b>BELOW</b> budget by approximately \$2K.</p> <p>Forms and ticket stock were purchased in previous fiscal year.</p> <p>CT anticipates materials and supplies to continue in line with budget projections as the year progresses.</p>
 <b>Subsidy</b>	<p>Total subsidy is <b>ABOVE</b> CY projections. Current YTD <b>DEFICIT</b> is \$106,984.</p> <p>CT used all of the July Act 44 allocation to subsidize operations.</p> <p>CT anticipates utilizing all FY23 Act 44 and Federal funding to subsidize operations.</p>



## MEMORANDUM

To: LANTA Board of Directors, Finance Committee  
Fr: Nicole L. Ozoa, Director of Finance  
Re: Line of Credit Renewal  
Date: September 6, 2022

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As of October 18<sup>th</sup>, 2019, LANTA had obtained a Six Million (\$6,000,000) dollar revolving line of credit for a term of 3 years, with two additional one (1) year options. The current 3-year term will mature next month. The Authority is looking to renew the Revolving Line of Credit for the first option year.

### Terms:

- Collateral - Unsecured
- Amount - \$6,000,000 – principal issued in total
- Interest Rate – The Floating Interest on the unpaid principal balance equal to eighty (80%) percent of the sum of one month LIBOR Market Interest Rate plus 125 bps.
- Repayment – Interest shall accrue on the unpaid principal balance and shall be paid monthly. Principal is due at maturity.
- Requirements
  - LANTA must maintain its primary depository and cash management relationship with Fulton Bank.
  - LANTA must maintain a separate deposit account as a payment fund for the line of credit.



**LANTA  
UNION EMPLOYEES' PENSION PLAN  
WORKSHEET FOR 2023 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2020)	\$14,091,382.83
2. TOTAL NORMAL COST PERCENTAGE	9.45%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 1,331,635.68
4. TOTAL AMORTIZATION REQUIREMENT	\$ 606,021*
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 27,682
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 1,965,338.68
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 634,112.23
8. FUNDING ADJUSTMENT	\$ 0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 1,331,226.45

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date Certified to Governing Body

**Note: The 2023 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2022.**

\*This amount differs from the amortization amount in the 1/1/2021 Actuarial Valuation Report due to the 1/1/2027 Plan Amendment and 1/1/2007 Actuarial Gain bases becoming fully amortized.

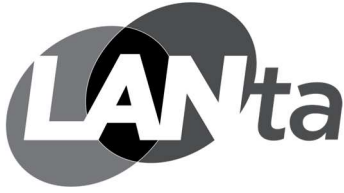
**LANTA  
NON-UNION EMPLOYEES' PENSION  
PLAN WORKSHEET FOR 2023 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2020)	\$ 4,536,452.66
2. TOTAL NORMAL COST PERCENTAGE	9.54%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 432,777.58
4. TOTAL AMORTIZATION REQUIREMENT	\$ 0
5. TOTAL ADMINISTRATIVE EXPENSES	\$ 17,731
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 450,508.58
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 153,582.36
8. FUNDING ADJUSTMENT	\$ 53,852
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 243,074.22

\_\_\_\_\_  
Signature of Chief Administrative Officer

\_\_\_\_\_  
Date Certified to Governing Body

**Note: The 2023 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2021.**



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**Public Transportation Agency Safety Plan  
Annual Update Summary**

Page 5- Removed Easton Coach and replaced with Transdev of North America.

Page 6- Added the Operations Safety Committee will review, update and make approval recommendation of the PTASP to the Board.

Page 7- Added the Safety Committee to the table and added the date of August 30, 2022 for the Committee's approval date.

Page 8- Removed the word "below" from this page as the targets and goals are now Attachment C.

Page 11- Minor word editing.

Page 13- Added the Safety Committee and its responsibilities.

Page 14- Removed the paragraph discussing the SAFTI Committee and included incorporating Independent Consultant meetings into the Safety Committee meeting.

**Carbon Transit PTASP**

As of September 1, 2022, Carbon County Community Transit located at 46 East Locust Street in Nesquehoning Pennsylvania has become a division of Lehigh And Northampton Transportation Authority. Carbon County Community Transit will operate as Carbon Transit.

LANTA will contract Transdev of North America to provide the daily operations of the division. The Public Transportation Agency Safety Plan developed for Carbon County Community Transit will not be necessary. As a division of Lehigh And Northampton Transportation Authority, Carbon Transit is included in LANTA's current safety plan.

### *Safety Performance Targets & Goals*

Vehicle Revenue Miles	Fatalities (Total)	Fatalities (Per 10 thousand VRM)	Goal Fatalities remain zero	Injuries	Injuries (Per 100 thousand VRM)	Goal Decrease Injuries by 10%	Safety Events (Total)	Safety Events (Per 100 thousand VRM)	Goal Decrease Safety Events by 10%	System Reliability Number of Failures	System Reliability Miles between Failures	Goal Increase Reliability by 10%
2019 LANTA Bus <b>3,090,165</b>	0	0	0	19	.06	.56	16	.52	.47	378	8,175	8,997
2020 LANTA Bus <b>3,127,678</b>	0	0	0	6	.19	.17	6	.19	.47	293	10,675	11,741
2021 LANTA Bus <b>3,202,736</b>	0	0	0	23	.72	.65	12	.37	.34	228	14,047	15,452
Total 3 Yr. Avg <b>3,140,193</b>	0	0	0	16	.51	.46	11.3	.36	.32	300	10,479	11,527
2019 Paratransit <b>2,352,282</b>	0	0	0	1	.04	.036	2	.09	.09	56	39,655	43,621
2020 Paratransit <b>1,860,935</b>	0	0	0	0	0	0	0	0	0	86	21,147	23,262
2021 Paratransit <b>1,236,553</b>	0	0	0	1	.08	.072	3	.24	.24	53	23,331	25,664
Total 3 Yr. Avg <b>1,816,590</b>	0	0	0	.067	.04	.03	1.67	.09	.08	65	27,948	30,742



## MEMORANDUM

To: LANTA Board of Directors, Finance Committee  
Fr: Nicole L. Ozoa, Director of Finance  
Re: Sage Intacct – Accounting System Upgrade  
Date: September 6, 2022

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Currently, LANTA utilizes Sage 100 to manage day-to-day accounting activities. Sage 100 is an ERP software that has served the Authority since implementation in July 2004. With the onset of the COVID pandemic, LANTA realized a need for an accounting system that would eliminate the significant number of manual processes required by Sage 100.

Sage Intacct is a highly customizable cloud-based system that is primarily focused on general ledger and financial management. The primary benefits of Sage Intacct include:

- Cloud solution, allowing users access from anywhere
- Interactive dashboards and reporting provide instant visibility
- Built-in social collaboration tools
- Configurable automated workflows to eliminate manual approval process
- Grant management and customization allows for detailed grant records
- Completely customizable
- Ability to maintain non-financial related information within the platform via Statistical Journals

The upgrade to Sage Intacct will include the core modules financial management as well as grant management and budgeting and planning services. The annual costs for the Sage Intacct are:

- Year 1 \$59,100
- Year 2 \$59,100
- Year 3 \$59,100
- Year 4 \$63,237
- Year 5 \$67,664

The decision was made to proceed with Sage Intacct for a go live date of July 1, 2023.

## 2022 FTA Triennial Review Summary and Status of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Status
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	D	<p>P9-1, Recipient has A&amp;E procurement deficiencies</p> <p>LANTA sought to retain on-call services to provide architectural/engineering services. The procurement was structured based on Brooks Act requirements, where LANTA sought vendor qualifications. After evaluating these qualifications, LANTA executed agreements with the top three firms. After completing this selection process, LANTA let task order awards, predicated on all vendors submitting proposals regarding qualification and price. The fundamental elements of the Act, whether awarding a contract or a task order, require LANTA to make awards only based on qualifications. Price negotiation can only take place with the top-ranked firm; should such negotiation prove unsuccessful, LANTA can negotiate with the second-ranked firm on that task order. LANTA did not adhere to Brooks Act procedures in its task order process.</p>	<p>The recipient must submit to the FTA regional office a list of all active FTA-funded A/E task orders issued based on competition among the selected vendors where both qualifications and price were considered in the task order award. The recipient must provide the FTA regional office procedures for implementing qualifications-based procurement procedures when using FTA assistance to contract for A&amp;E services. For the next procurement of A/E services, the recipient must submit to the FTA regional office documentation that the required process was implemented.</p>	September 18, 2022	Requested documents submitted to FTA 8/30/22 and 9/6/22. Awaiting FTA review.

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Status
10. Disadvantaged Business Enterprise	D	<p>DBE6-1, DBE goal achievement analysis and correction action plan not completed</p> <p>During the review, an examination of LANTA's semi-annual DBE reports indicated that the recipient's DBE goal was not met in three of the four years encompassed in this review cycle. Only in FY 2019 did awards and commitments exceed the goal. When a recipient fails to meet its DBE goal, it is obligated to prepare a shortfall analysis that analyzes the reasons for the difference and identifies specific steps and milestones to correct the problems to enable the recipient to meet its goal in the new fiscal year. LANTA did not prepare the required shortfall analyses.</p>	The recipient must submit to the FTA RCRO the required analyses and corrective action plans for the missing year(s), along with a written process to ensure proper computation of goal attainment and that future shortfall analyses are completed and retained on file for review (LANTA is not a top 50 transit agency).	September 18, 2022	
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	D	<p>ADA-CPT2-2, Eligibility letter deficiencies</p> <p>ADA regulations require that all eligibility determination letters, if denying paratransit eligibility, follow the guidance in Appendix D to § 37.125. FTA notes: “the reasons must specifically relate the evidence in the matter to the eligibility criteria of this rule and the entity’s process. A mere recital that the applicant can use fixed route transit is not sufficient.” While LANTA provides the applicant the full report from the in-person assessment, many applicants with disabilities, particularly cognitive disabilities, may be unable to determine specific reasons for the denial. A review of a sample of recent denial letters indicated that the individuals conducting the in-person assessments demonstrated inconsistent practices concerning the creation of a concise narrative summary of the assessment outcome. Thus, while the full assessment reports are provided to the applicant, LANTA does not provide a clear description of the rationale for denying eligibility in the resulting transmittal letter.</p>	The recipient must amend the current template letter to include the summary (or similar rationale) for why the application was denied or why something other than conditional or temporary eligibility was granted. The recipient must submit to the RCRO the revised template letter and evidence that the letter is being utilized in communicating eligibility decisions.	September 17, 2022	Requested documents submitted to FTA 8/30/22. Awaiting FTA review.

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
		<p>ADA-CPT5-1, Unreasonable no-show suspension</p> <p>LANTA has an administrative process to temporarily suspend paratransit users who exceed a specified number of no-shows during a specific timeframe. The policy is progressive, establishing longer penalties based on more frequent numbers of no-shows. However, LANTA does not take into account the frequency of utilization of the paratransit system in making these assessments.</p> <p>In establishing whether the paratransit user has established a pattern or practice of excessive no-shows, LANTA is obligated to take into account the frequency of usage of the paratransit program by the individual. Distinctions are drawn between a passenger who rides the system 10 times a month and accumulates three no-shows from the user who rides the system 30 times a month and accumulates three no-shows. Current LANTA policy is based on an absolute number of no-shows and does not take usage into account in determining suspensions.</p>	The recipient must submit to the RCRO a revised suspension policy that takes into account both absolute numbers of no-shows and the frequency of use of the paratransit program to establish a user's pattern or practice of excessive no-shows.	September 17, 2022	Requested documents submitted to FTA 9/6/22. Awaiting FTA review.
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				



<b>Review Area</b>	<b>Finding</b>	<b>Deficiency Code(s)</b>	<b>Corrective Action(s)</b>	<b>Response Due Date(s)</b>	<b>Date Closed</b>
20. Section 5310 Program Requirements	NA				
21. Section 5311 Program Requirements	NA				
22. Public Transportation Agency Safety Plan	ND				
23. Cybersecurity	ND				

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)



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**Capital Asset Management Committee**

**Agenda**

**September 6, 2022**

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1. Call to Order
2. Public Comment
3. Capital Asset Management Dashboard Report
4. Procurements
  - A. Recommendation for Approval – Purchase Order for two (2) Carbon Transit Fixed Route Cutaway Vehicles
  - B. Recommendation for Approval – On-Call Task Order Planning, Engineering, Design and Construction Management Services Optional Extension Year
5. Report on Initiatives
  - A. Bus Stop Infrastructure Update
  - B. EBS Project Inventory Summary
  - C. Bethlehem Transportation Center Renovation
  - D. Allentown Transportation Center Construction
  - E. Allentown Garage Bus Storage Area Sprinkler System Upgrade
  - F. TAM Plan Performance
6. Actions
7. Other Items
8. Adjournment



## Capital Asset Management Dashboard - April - June 2022

Tuesday, September 6, 2022

LANtaBus MAINTENANCE FIGURES				
Vehicle Availability - percent pull outs made	100%			
Vehicle Availability - Number of road failures	20			
	%	Required	On-time	Benchmark
LANtaBus Vehicle Preventive Maintenance On Time %	83%	195	161	90%
ATMS Preventive Maintenance On Time %	80%	90	72	90%
On-Time % for bus detail cleaning (within 5 weeks)	94%	175	165	90%
	Current Q	Benchmark	Previous Q	Prior Q
Revenue Miles between Road Failure	41,052	40,000	66,789	54,637

September 2, 2022

## FY- 2022-2023 Carbon Transit Van Acquisition Summary

To acquire additional vehicles for Carbon Transit system, this year LANTA again participated in a statewide, multi-agency RFP process for paratransit vehicles. This most recent procurement was led South Central Transit Authority of Lancaster, Pa., with assistance of developing, reviewing and recommending award by the review committee consisting of several representatives from throughout the State, including LANTA. This process is designed to provide a safe, reliable, and competitively priced units for all agencies to purchase from the state contract without the burden of developing their own specs and going thru the bidding process. LANTA has purchased our para-transit vehicles in this fashion for over 14 years.

LANTA intends to purchase for Carbon Transit two (2) model year 2023 Ford E-450 vehicles with a Phoenix chassis 14,500 pound GVW. These vehicles will be an expansion of the Carbon Transit fleet, bringing it to 16 vehicles. These vans will be used as fixed route vans. It should be noted that this year's vehicles will be acquired thru Coach and Equipment Bus Sales, Inc. of Penn Yan, New York. LANTA has gotten vans from Coach and Equipment Bus Sales previously, including the fifteen (15) vans received in November, 2021 and are similar to the fifteen (15) being delivered in a few months, for the LANTA Van fleet.

These vehicles that we intent to acquire have V-8 gas engines, automatic transmissions, Braun wheelchair lifts with a 1,000 pound capacity, full wheelchair securement systems, fire suppression system and are quite similar to the current fleet, This larger modified chassis will provide Carbon Transit a more diverse seating layout plan which will allow the vehicles to accommodate up to six wheelchair positions per van if needed. As being fixed route vehicles, these vans will also be equipped with the Avail Automated Transportation Management System (ATMS), four (4) camera TSI camera system and Luminator front and side destination signs. Delivery of these vehicles is tentatively scheduled for Spring of 2023.

The effective date of the contract is April 1, 2020, expiring March 31, 2025.

### Pricing:

Vehicle	Vendor	Price Each	Extended Cost
Ford – E-450 Para- Transit Van	Coach & Equipment	\$ 132,904.00	\$ 265,808.00
Other Costs:			
Two-way radio	Two-Way Communications	\$ 1,150.00	\$ 2,300.00
Striping & decaling	Fast Signs	\$ 1,200.00	\$ 2,400.00
Total cost of each total			\$ 270,508.00



Additionally, the required Pre-award Buy America Audit, Vehicle online inspections as well as the Post-Delivery Audit will be done by Transit Resource Center (TRC) at a total cost of \$ 2,866.00

The Grand total for this purchase is \$ 273,374.00 and will be funded thru PENNDOT and local (Carbon County) Grants.

Recommendation: Pending the completion, and receipt, of the required pre-award Buy America audit conducted by TRC, It is recommended that LANTA's purchase of two (2) model year 2023 vehicles for Carbon Transit be awarded to Coach and Equipment Bus Sales, Inc. of Penn Yan, New York. as well as the appropriate vendors for the related costs also be approved.

R. Flyte



## MEMORANDUM

To: LANTA Board of Directors, Capital Asset Management Committee  
Fr: Brendan Cotter, Senior Director, Capital Asset Management  
Re: Optional Extension Years - On Call Task Order Planning, Engineering, Design and Construction Management Services  
Date: September 6, 2022

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On September 18, 2018, the LANTA Board of Directors approved a three-year contract to three separate Planning, Engineering, Design and Construction Management firms to provide support services on an as needed, on-call basis. The award also afforded two (2) optional one-year extensions for each firm. On September 14, 2021, the LANTA Board of Directors approved the first of two (2) optional one-year extensions for all three firms.

With the pending expiration of the first extension year, the LANTA staff solicited updated pricing proposals for all three of the current firm under contract, as well as their willingness to be retained for one additional year each.

All firms submitted pricing proposals which are in line with the current pricing proposals they provided for their existing contract.

Staff is recommending the Board of Directors to approve the award of one-year extensions to McMahon Associates, Inc., Johnson, Mirmiran & Thompson (JMT) and T&M Associates. The extension of services will extend these firms through September 30, 2023.



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**LANtaVan & Accessibility Committee**

**Agenda**

**September 13, 2022**

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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. Staffing Recruitment Efforts
  6. Other Business
  7. Adjournment
-



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

No comments were received during the June 14 meeting of the Committee.



## LANtaVan Dashboard Report

Tuesday, September 13, 2022

Reporting Period:

Q4 April 2022 - June 2022

### Total Completed Trips by Funding Source

#### Q4 Comparison

Program	Q4 FY2022		Q4 FY2021		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total	Total		
ADA	10,446	27%	9,943	27%	5%	LANTA	LANtaBus Op/Cap
Lottery	16,571	42%	15,373	41%	8%	PennDOT	PA Lottery Funds
MATP	9,980	25%	9,804	26%	2%	PA DHS	CMS/State MA Funding
PwD	1,127	3%	1,185	3%	5%	PennDOT	Proj of Stwde Signif
Other	1,028	3%	884	2%	16%	Various	Various
Total	39,152	100%	37,189	100%	5%		

### Total Completed Trips by Funding Source

#### YTD Comparison

Program	YTD FY2022		YTD FY2021		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total	Total		
ADA	41,216	27%	30,998	24%	33%	LANTA	LANtaBus Op/Cap
Lottery	66,970	43%	52,275	41%	28%	PennDOT	PA Lottery Funds
MATP	38,019	25%	35,473	28%	7%	PA DHS	CMS/State MA Funding
PwD	4,728	3%	4,754	4%	-0.5%	PennDOT	Proj of Stwde Signif
Other	3,941	3%	3,097	2%	27%	Various	Various
Total	154,874	100%	126,597	100%	22%		

### MATP Out of County Trip Statistics

Q4 FY 2022		
Program	Completed Trips	Revenue Miles
MA OOC LC	247	9436.91
MA OOC NC	64	2299.57
Total	311	11736.48

### Service Productivity - All

Q4 FY2022				
Service Hours	Revenue Hours	Passenger Trips	PT/Rev Hours	Scheduled Eff
22,796.17	18,550.09	44,878	2.42	3.45

### Scheduled Trip Summary - All

Q4 FY2022			
Scheduled Trips	IVR Cancels	Day of Service Cancel	No Shows
64,050	2463	3965	540



### Riders by Fare Zone - All

Q4 FY2022				
Zone	Full Fare	Copay	Trips	% of Trips
Base	29.35	\$4.40	17,289	49%
2	35.35	\$5.30	12,068	34%
3	41.35	\$6.20	5,814	17%
Total			35,171	100%

### Trip Pattern Statistics - All Passengers

#### Quarter Comparison

	Q4 FY2022			Q4 FY2021			% Change		
	Average Length			Average Length			Average Length		
	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed
Total	10.99	34.93	18.88	10.95	39.82	16.50	0.3%	-12%	14%
	LANtaBus Figure		13.5	LANtaBus Figure		13.0			

### Duration of Trips - Q4 FY2022

Q4 FY 2022					
Minutes	<30	31-60	61-90	>90	>120
Trip Total	21,684	10,221	4,353	1337	1557
Trip Total As Percentage	55.4%	26.1%	11.1%	3.4%	4.0%

Percent Trips 30 mins or less	55%
Percent Trips 90 mins or less	93%
% ADA Trips within FRE	74%
% ADA within 15 mins. of FRE	88%

### On Time Performance - Client Pick Up Trips

Q4 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	5927	24352	9519	0	0
Trip Total As Percentage	15.1%	62.2%	24.3%	0.0%	0.0%

Total % On Time & Early	77%
LANtaBus On Time	83%

**LANTA Call Center Report  
Comparison**

	Q4 FY2022 (Current)			Q2 2022 (Previous)		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
<b>Average Daily Call Volume</b>	573	122	81	407	87	65
<b>Average Call Wait Time</b>	0:52	0:26	0:30	0:30	0:41	0:29

**Complaints Received  
Q4 Comparison**

Subject of Complaint	Q4 FY2022		Q4 FY2021	
	Number	% of Total	Number	% of Total
Late	45	28%	23	22%
Early	12	8%	14	13%
Driver Attitude	19	12%	6	6%
Care Driving/Comfort	9	6%	8	8%
Van did not show	10	6%	20	19%
Fare Disputes	7	4%	2	2%
Safety	8	5%	-	0%
Trip Length	25	16%	7	7%
Other	25	16%	24	23%
<b>Total</b>	160	100%	104	100%
<b>Trips per Complaint</b>	245		358	
<b>Complaints Deemed Valid</b>	95		71	
<b>Trips per Complaints Deemed Valid</b>	412		524	

LANtaBus ADA Related Complaints Apr - Jun 2022			
Month	Issue	Details and Response	Determination
April	Kneeling Bus	Driver did not kneel bus when requested. Driver received coaching regarding policy.	Valid
May	Kneeling Bus	Rider reports driver did not kneel bus when requested. Video provided by rider showed bus was knelt. Driver received coaching.	Not Valid
June	Ramp Deployment	Driver did not lower ramp when requested. Review showed driver did lower ramp.	Not Valid
June	Reduced Fare Pass	Driver overcharged rider with Reduced Fare Card. Rider was provided a complimentary pass and driver received coaching.	Valid

Total Complaints for Quarter	4
Total Valid	2
Total Valid or Inconclusive	2
Valid Complaints per LANtaBus Trip	390,040