



Lehigh and Northampton Transportation Authority

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

1. Call to Order
 2. Public Comment
 3. Approval of the Minutes – October 4, 2022 Board Meeting
 4. Report of the Chair
 - A. Board and Committee Dates – January – June 2023
 5. Report of Committees
 - A. Finance & Administration – Fred Williams
 - i. Items for consideration of approval:
 - a. Financial Statements September 2022, subject to audit
 - b. Ratification of Fuel Purchase Action by Executive Committee
 - B. LANtaBus Rider Experience & Planning Committee – Kim Schaffer
 - C. Capital Asset Management – Becky Bradley
 - D. LANtaVan & Accessibility Committee – Sheila Alvarado
 6. Other Items
 7. Adjournment
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LANTA Board of Directors and Committee Meeting Schedule

January 2023 - June 2023

Month	Day	Meeting	Location	Time
Jan	10	Finance & Administration	LANTA/Remote	11:00 a.m.
	10	Board	LANTA/Remote	12:00 noon
Feb	7	Finance & Administration	LANTA/Remote	12:00 noon
	7	Pension Subcommittee	LANTA/Remote	12:45 p.m.
	14	LANtaBus Rider Experience	LANTA/Remote	11:00 a.m.
	14	Board	LANTA/Remote	12:00 noon
Mar	8	Capital Asset Management	LANTA/Remote	11:00 a.m.
	8	Finance & Administration	LANTA/Remote	12:00 noon
	15	LANtaVan & Accessibility	LANTA/Remote	11:00 a.m.
	15	Board	LANTA/Remote	12:00 noon
Apr	4	Finance & Administration	LANTA/Remote	11:00 a.m.
	4	Board	LANTA/Remote	12:00 noon
May	2	Finance & Administration	LANTA/Remote	12:00 noon
	2	Pension Subcommittee	LANTA/Remote	12:45 p.m.
	9	LANtaBus Rider Experience	LANTA/Remote	11:00 a.m.
	9	Board	LANTA/Remote	12:00 noon
Jun	6	Capital Asset Management	LANTA/Remote	11:00 a.m.
	6	Finance & Administration	LANTA/Remote	12:00 noon
	13	LANtaVan & Accessibility	LANTA/Remote	11:00 a.m.
	13	Board	LANTA/Remote	12:00 noon



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

1. Call to Order
 2. Public Comment
 3. Review and Recommendation – Financial Statements September 2022 subject to audit
 4. Procurements
None
 5. Actions
A. Actions
 6. Other Items
A. Update – Fare Structure Study
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 and Administration
DATE: October 31, 2022
SUBJECT: Unaudited September 2022 Financial Statement

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

Items of Interest:

- LANTA's portion of the Line of Credit Balance as of October 31, 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 \$21,137,177. The account is currently overfunded by approximately \$3.45M. 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 - \$499,892 (THRU 10/31/2022)
 - Lehigh County MATP - \$311,304 (THRU 10/31/2022)
 - Northampton County MATP - \$427,203 (THRU 10/31/2022)
 - Federal Capital/Ops Funding - \$995,535 (THRU 10/31/2022)
 - State Capital Funding - \$1,653,015 (THRU 10/31/2022)
- The balance in the Carbon's general checking account stands at approximately \$25K. The balance in the Carbon's Act 44 checking account stands at \$0K. The account is neither over or underfunded. State ACT 89 funds due to Carbon for FY 22/23 are current. In addition, approximately \$987K are currently owed to CT from the following sources:
 - State Shared Ride/PWD - \$80,382 (THRU 10/31/2022)
 - Carbon County MATP - \$569,864 (THRU 10/31/2022)
 - Federal Subsidy - \$337,218 THRU 10/31/2022)
- Fulton Financial ACT 72 Letter for period ended 10/31/2022 was received and all bank accounts are in compliance.
- 2021/2022 Audit will be presented at December's Finance meeting and annual NTD packages for both LANTA and Carbon have been submitted.

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

	MTD Actual	Fiscal YTD Actual	Fiscal YTD Budget
Net Health Insurance	\$545,505	\$1,392,004	\$1,868,579

The current health insurance participation census stands at 91 Employee Only; 71 Employee Plus 1; 41 Employee Plus 2; 29 Employee Plus 3 and 26 Employee Plus 4 or more.

LANtaVan Accounts Receivable Aged Invoice Report - September 30, 2022							
	Total	Current	30 Days	60 Days	90 Days	120 Days +	
Lehigh County MATP	\$ 409,401	\$ 158,862	\$ 183,367	\$ -	\$ (44,651)	\$ 111,823	
Northampton County MATP	\$ 293,534	\$ 227,364	\$ -	\$ 110,685	\$ -	\$ (44,515)	
Other(PaDOT Shared Ride;PWD)	\$ 666,593	\$ 326,229	\$ 12,291	\$ 171,380	\$ 12,577	\$ 144,117	
Total AR September 30, 2022	\$ 1,369,528	\$ 712,455	\$ 195,657	\$ 282,065	\$ (32,074)	\$ 211,425	
	100%	52.02%	14.29%	20.60%	-2.34%	15.44%	
Total AR August 31, 2021	\$ 1,216,090	\$ 454,796	\$ 282,065	\$ 151,178	\$ 141,781	\$ 186,270	
	100%	37.40%	23.19%	12.43%	11.66%	15.32%	
AR Change	\$ 153,438	\$ 257,659	\$ (86,408)	\$ 130,887	\$ (173,855)	\$ 25,155	
	12.62%	56.65%	-30.63%	86.58%	-122.62%	13.50%	

Accounts Payable Aged Invoice Report - September 30, 2022							
	Total	Current	30 Days	60 Days	90 Days	120 Days +	
LANtaBus	\$ 1,533,240	\$ 1,264,070	\$ 228,407	\$ 38,879	\$ 1,876	\$ 8	
LANtaVan	\$ 265,855	\$ 6,206	\$ 5,389	\$ 11,741	\$ 8,044	\$ 234,474	
CCCT	\$ 358,722	\$ 7,032	\$ 128,342	\$ 3,538	\$ 579	\$ 219,232	

For fiscal year 2022/2023, LANTA continues to review and refine all expense accounts to ensure compliance of PennDOT and NTD recording methodologies.

LANTaBus

Year-to-date revenues for the fixed route division totals \$421,231. This represents a 38.82 percent increase from the budget projection of \$303,428. Fare collection revenue is currently running above budget projections by approximately \$116K, which represents a 61.82 percent budget variance. The Other Revenue section, which includes Advertising Revenue is in line with current year budget projections as the budget was based on guaranteed monthly amounts. Non-Transportation Revenue section, which includes Rental Income and revenue recognized as a result of the sale of non-capital assets, non-public vending machine commissions and Reduced Fare Card replacement fees, is above current year budget projections by approximately \$2K, a 16.66 percent budget variance. The Authority only budgets for the annual Rental Income amount of \$36,000, as the over non-transportation revenue is not guaranteed.

Year-to-date expenses for the fixed route division totals \$9,477,892. This represents an 11.31 percent increase from the current year budget projection of \$8,514,786. For the current fiscal year Materials, Purchased Transportation, Miscellaneous and Leases are the top expense variables contributing to the budget variances. These categories, as well as all variables, will be continually monitored with further investigation occurring as required. The Purchased Transportation area is the first expense variable area to be mentioned in detail and is continuing to run above budget by \$308K, a 37.60 percent negative budget variance. The YTD variance relates to the monthly recognition of the Carbon Transit Federal Subsidy Pass-through and the increase in total operating costs for the ADA program. Materials and Supplies continues to run above budget projections by approximately \$242K, a 17.27 percent negative budget variance increase. This can be attributed to the current year budget allocation. For most expenditures, the budget is allocated based on the prior period actuals. Miscellaneous expense line item, which consists of individual expense categories such as, Employee Relations, Dues and Subscriptions and Travel Expenses is above current year budget projections by \$21K and can be attributed to a too conservative approach to the budget allocation. Health insurance is self-funded and LANTA budgets based on actuarial analysis from our outside health insurance broker, BSI. YTD, the actual usage was less than the anticipated scenario by approximately \$477K. LANTA has received a total of \$244,727 in Stop-Loss Reimbursements to date.

Year-to-date deficit recorded on the fixed route division totals \$9,056,661. This represents a 10.29 percent increase from the current year budget projection. Current total subsidies equal the deficit and include the following sources:

Federal Subsidy- ARPA - \$5,616,580
Federal Subsidy – All Other - \$1,948,512
State Subsidy - \$1,175,854
Local Subsidy - \$315,716

LANtaVan

Year-to-date revenues for LANtaVan totals \$2,354,064. This represents a 15.17 percent increase from the current year budget projection of \$2,044,022. Overall, completed trips have decreased approximately 8.2 percent when compared to the prior year period. The ADA program saw a 12.1 percent decrease; Lottery a 6.7 percent decrease and PWD a 9.3 percent decrease. Local Special Fare Assistance, which represents revenue the Area Agency on Aging for both Lehigh and Northampton counties and ADA program, is above current year budget projections by 41.84 percent. ADA revenue represents the total operating costs of the ADA program less ADA co-pay fares collected. State Special Fare Assistance, which represents the revenue of the Medical Assistance Transportation Program (MATP), is 7.27 percent above current year budget projections. MATP YTD revenue has been recorded based on actual costs for the program.

Year-to-date expenses for LANtaVan totals \$2,935,349. This represents a 18.56 percent increase from the current year budget projection of \$2,475,757. The majority of the deviation continues to reside in the Purchased Transportation area. The variance within the purchased transportation area continues to relate to the decreased ridership levels and an increase in costs. The net result is approximately a \$392K, which represents a 24.10 percent above budget variance for this area. Fuel costs are above budget projections by approximately \$77K, resulting in a 35.41 percent negative budget variance. Labor and Fringe Benefits are below current budget projections, collectively by approximately \$74K, a 19.96 percent budget variance. Remaining expense variances will continue to be monitored and investigated as warranted.

Year-to-date deficit recorded on LANtaVan totals \$581,284. Current total subsidies total the amount of the deficit and include the following sources:

State Subsidy - \$581,284

Carbon Transit

Year-to-date revenues for Carbon Transit totals \$338,558. This represents a 52.73 percent increase from the current year budget projection of \$221,671. As of the current fiscal period, MATP revenue is approximately \$117K above budget. Carbon records and adjusts MATP revenue to reflect the actual cost of the program to maintain a conservative approach to revenue recognition. Overall ridership is down 2 percent when compared to the previous fiscal year period. On an individual basis, ridership for both Lottery and Medical Assistance programs, have increased by 1%.

Year-to-date expenses for Carbon Transit totals \$631,686. This amount is 32.75 percent above the budget projection of \$475,841. The main deviation of approximately \$114K pertains to the Purchased Transportation area and relates to the continued decreased ridership levels and increased in contract costs. Fuel costs are above budget projections by approximately \$7K, resulting in a 15.18 percent negative budget variance. The expense line item of Services is above current year budget projections by approximately \$8K, a 201.43 percent negative budget variance. This is due to the incurred costs for the transition of the contract from Easton Coach to Transdev. 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 \$293,128. Current total subsidies equal \$293,128 and include the following sources:

Federal Subsidy - \$203,158
State Subsidy – \$78,237
Local Subsidy - \$11,733

The unfunded YTD deficit equals \$0.

LANtaBus
Statement of Net Assets
September 30, 2022

CURRENT ASSETS

Cash	\$ (3,707,847)
Accounts Receivable	403,273
Interdivisional Receivable	495,868
Inventories	668,446
Prepaid Expenses	12,212,041
Grants Receivable	10,428,209
Total Current Assets	<u>20,499,991</u>

RESTRICTED ASSETS

Cash	<u>14,638,644</u>
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CAPITAL ASSETS

Capital Assets Not Being Depreciated	147,970
Capital Assets Being Depreciated - Net	47,242,020
Total Capital Assets	<u>47,389,990</u>

TOTAL ASSETS	<u><u>\$ 82,528,624</u></u>
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CURRENT LIABILITIES

Note Payable	\$ -
Loan Payable	1,719
Interdivisional Payable	-
Accounts Payable	1,180,749
Accrued Expenses:	-
Wages	1,299,673
Professional Fees	32,067
Other	1,104,115
Deferred Other Funding	25,431,482
Due To Commonwealth of PA	17,681,287
Deferred Local Grant Funding	956,158
Total Current Liabilities	<u>47,687,251</u>

NET ASSETS

Invested In Capital Assets	47,392,754
Unrestricted Equity	(12,634,381)
Restricted Equity	83,000
Total Net Assets	<u>34,841,373</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	<u><u>\$ 82,528,624</u></u>
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LANtaBus
Income Statement Summary
For the Period Ending September 30, 2022

	Fiscal Year 2023					YTD Budget Variance	
	PTD		YTD		Annual	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Budget	Amount	Percent
Revenue							
Passenger Fares	95,015	72,321	304,407	188,113	1,223,523	116,294	61.82%
Special Transit Fares	-	-	-	-	100,000	-	#DIV/0!
Auxiliary Transportation Revenue	35,417	35,417	106,250	106,251	450,000	(1)	0.00%
NonTransportation Revenue	3,063	3,000	10,574	9,064	36,000	1,510	16.66%
Total Revenue	133,494	110,738	421,231	303,428	1,809,523	117,803	38.82%
Expenses							
Labor	1,269,025	1,320,673	3,830,396	3,712,051	13,783,690	(118,346)	-3.19%
Fringe Benefits	998,922	799,377	2,561,595	2,421,798	12,141,847	(139,797)	-5.77%
Total Labor and Fringe Benefits	2,267,947	2,120,050	6,391,991	6,133,849	25,925,537	(258,143)	-4.21%
Services	178,287	101,185	519,752	443,219	2,213,294	(76,533)	-17.27%
Fuel	143,042	108,402	438,559	452,477	1,575,379	13,918	3.08%
Tires & Tubes	11,626	11,446	31,804	30,598	123,017	(1,206)	-3.94%
Materials & Supplies	152,472	125,514	524,435	282,552	1,264,323	(241,883)	-85.61%
Utilities	125,770	98,271	232,116	215,791	781,700	(16,325)	-7.57%
Casualty & Liability	41,517	89,500	121,425	120,343	994,000	(1,082)	-0.90%
Taxes	301	315	966	896	3,715	(70)	-7.83%
Purchase of Transportation Service	431,493	236,726	1,126,783	818,861	3,053,353	(307,922)	-37.60%
Miscellaneous	32,506	24,567	62,171	41,096	220,249	(21,075)	-51.28%
Interest	-	-	31	50	1,000	19	37.54%
Leases & Rentals	10,395	12,500	27,857	21,371	34,009	(6,486)	-30.35%
Total Expenses	3,395,355	2,928,475	9,477,892	8,561,103	36,189,576	(916,789)	-10.71%
Gross Surplus (Deficit)	(3,261,860)	(2,817,737)	(9,056,661)	(8,257,675)	(34,380,053)	(798,986)	-9.68%
Subsidy							
Local Subsidy	105,169	102,300	315,716	299,785	1,221,973	(15,930)	-5.31%
State Subsidy	509,490	416,887	1,175,854	2,360,016	12,321,724	1,184,162	50.18%
Federal Subsidy	657,687	453,500	1,948,512	1,391,042	6,351,100	(557,470)	-40.08%
Federal Subsidy - CRRSAA	-	-	-	919,335	4,263,263	919,335	100.00%
Federal Subsidy - ARPA	1,989,514	1,845,050	5,616,580	3,287,496	10,221,993	(2,329,084)	-70.85%
Total Subsidy	3,261,860	2,817,737	9,056,661	8,257,674	34,380,053	(798,986)	-9.68%
Surplus (Deficit)	-	(0)	0	(0)	-	-	0.00%

LANtaVan
Statement of Net Assets
September 30, 2022

CURRENT ASSETS

Cash	\$	(10,612)
Accounts Receivable		260,500
Interdivisional Receivable		-
Inventories		
Prepaid Expenses		103,025
Grants Receivable		1,748,155
Total Current Assets		<u>2,101,067</u>

TOTAL ASSETS	\$	<u>2,101,067</u>
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CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		495,846
Accounts Payable		271,948
Accrued Expenses:		1,396,858
Deferred Revenue		(62,584)
Total Current Liabilities		<u>2,102,067</u>

NET ASSETS

Unrestricted Equity		-
Restricted Equity		-
Total Net Assets		<u>-</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>2,102,067</u>
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LANTaVan
Income Statement Summary
For the Period Ending September 30, 2022

	Fiscal Year 2023					YTD Budget Variance	
	PTD		YTD		Annual	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Budget	Amount	Percent
Revenue							
Passenger Fares	42,119	39,652	113,222	103,181	560,512	10,041	9.73%
Non-Transportation Revenues	-	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	280,876	206,345	802,927	566,088	2,801,841	236,839	41.84%
State Reimbursements	172,540	170,854	499,787	500,228	2,386,330	(441)	-0.09%
State Special Fare Assistance	368,536	359,002	938,129	874,526	4,210,545	63,603	7.27%
Total Revenue	864,070	775,853	2,354,064	2,044,022	9,959,228	310,042	15.17%
Expenses							
Labor	44,173	56,123	160,757	202,353	713,852	41,596	20.56%
Fringe Benefits	35,358	48,827	135,566	167,885	601,991	32,319	19.25%
Total Labor and Fringe Benefits	79,530	104,950	296,323	370,238	1,315,843	73,915	19.96%
Services	7,587	8,037	34,202	19,683	75,500	(14,519)	-73.77%
Fuel	83,899	79,684	293,300	216,601	759,801	(76,700)	-35.41%
Tires & Tubes	-	-	-	-	-	-	0.00%
Materials & Supplies	21,328	8,502	43,647	17,868	39,330	(25,779)	-144.27%
Utilities	15,264	12,874	41,885	28,531	102,798	(13,354)	-46.81%
Casualty & Liability	1,083	1,084	3,250	3,252	13,000	2	0.06%
Taxes	-	-	-	-	-	-	0.00%
Purchase of Transportation Service	734,498	597,500	2,020,236	1,627,858	8,191,324	(392,378)	-24.10%
Miscellaneous	7,580	75	9,887	627	4,000	(9,261)	-1478.00%
Interest	-	-	-	-	-	-	0.00%
Rent	63,363	63,700	192,619	191,100	764,408	(1,519)	0.00%
Total Expenses	1,014,133	876,406	2,935,349	2,475,757	11,266,004	(459,592)	-18.56%
Gross Surplus (Deficit)	(150,063)	(100,553)	(581,284)	(431,735)	(1,306,776)	(149,550)	34.64%
Subsidy							
Local Subsidy	-	-	-	-	-	-	
State Subsidy	150,063	100,553	581,284	431,735	1,306,776	(149,549)	
Federal Subsidy	-	-	-	-	-	-	
Total Subsidy	150,063	100,553	581,284	431,735	1,306,776	(149,549)	-
Surplus (Deficit)	0	(0)	0	0	-	0	54.89%

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

CURRENT ASSETS

Cash	\$	115,698
Accounts Receivable		6,902
Interdivisional Receivable		339,218
Due From Carbon County		11,733
Prepaid Expenses		1,181
Grants Receivable		650,246
Total Current Assets		<u>1,124,978</u>

TOTAL ASSETS	\$	<u>1,124,978</u>
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CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		676,636
Due to the Commonwealth		(26,079)
Accounts Payable		351,749
Accrued Expenses		347,794
Deferred Revenue		26,915
Total Current Liabilities		<u>1,377,014</u>

NET ASSETS

Unrestricted Equity		(252,037)
Restricted Equity		-
Total Net Assets		<u>(252,037)</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>1,124,978</u>
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Carbon County Community Transportation
Income Statement Summary
For the Period Ending September 30, 2022

	Fiscal Year 2023					YTD Budget Variance	
	PTD		YTD		Annual	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Budget	Amount	Percent
Revenue							
Passenger Fares	5,109	1,992	7,631	7,395	30,417	236	3.19%
Non-Transportation Revenues	-	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	2,244	1,846	6,833	6,643	28,747	190	2.86%
State Reimbursements	25,591	26,002	80,382	80,567	363,063	(185)	-0.23%
State Special Fare Assistance	113,935	38,659	243,712	127,067	617,771	116,645	91.80%
Total Revenue	146,878	68,499	338,558	221,671	1,039,998	116,886	52.73%
Expenses							
Labor	13,667	14,002	45,227	37,093	132,827	(8,134)	-21.93%
Fringe Benefits	11,788	12,182	39,347	31,975	112,013	(7,372)	-23.06%
Total Labor and Fringe Benefits	25,455	26,184	84,574	69,068	244,840	(15,506)	-22.45%
Services	4,838	1,009	11,445	3,797	16,962	(7,648)	-201.43%
Fuel	14,904	15,002	50,294	43,664	165,309	(6,630)	-15.18%
Tires & Tubes	-	-	-	-	-	-	0.00%
Materials & Supplies	2,228	856	4,136	4,556	17,000	420	9.22%
Utilities	2,984	2,732	7,479	8,888	26,800	1,409	15.86%
Casualty & Liability	-	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	-	0.00%
Purchase of Transportation Service	166,437	118,002	459,829	345,495	1,265,633	(114,334)	-33.09%
Miscellaneous	21	-	21	154	2,500	133	86.55%
Interest	-	-	-	219	2,400	219	100.00%
Leases & Rentals	(5,783)	-	13,908	-	-	(13,908)	0.00%
Total Expenses	211,084	163,785	631,686	475,841	1,741,444	(155,845)	-32.75%
Gross Surplus (Deficit)	(64,206)	(95,286)	(293,128)	(254,170)	(701,446)	(38,959)	-15.33%
Subsidy							
Local Subsidy	3,911	3,911	11,733	11,733	46,943	-	0.00%
State Subsidy	26,079	26,079	78,237	78,237	312,953	-	0.00%
Federal Subsidy	34,216	65,296	203,158	164,200	341,550	(38,958)	-23.73%
Total Subsidy	64,206	95,286	293,128	254,170	701,446	(38,958)	-15.33%
Surplus (Deficit)	-	0	-	0	-	(0)	-100.00%

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&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&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>	<p>September 18, 2022</p>	<p>Requested documents submitted to FTA 8/30/22 and 9/6/22.</p> <p>Comments received from FTA 9/23/22 with extension of deadline to 10/24/22.</p> <p>Requested documents submitted to FTA 10/20/22.</p> <p>Deadline for submission of next A/E procurement extended to 2/20/23.</p>

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	<p>Requested documents submitted to FTA 9/16/22. Awaiting FTA review.</p> <p>Finding Closed by FTA 10/12/22</p>
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	<p>Requested documents submitted to FTA 8/30/22.</p> <p>Finding Closed by FTA 9/23/22.</p>

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	<p>Requested documents submitted to FTA 9/6/22.</p> <p>Comments received from FTA 9/23/22 with extension of deadline to 10/24/22.</p> <p>Requested documents submitted to FTA 10/2/22.</p> <p>Comments received from FTA 9/23/22 with extension of deadline to 11/30/22.</p>
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				

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
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)



**EXECUTIVE COMMITTEE
FUEL PURCHASE ACTION SUMMARY**

LANTA buys CNG through UGI Energy Service. LANTA is in a very good position right now in with a locked-in price at a NYMEX rate of \$2.80/dekatherm and a Basis rate (delivery charge) of \$0.045/dekatherm for a total price of \$2.845/dekatherm. That is far lower than the current prices which have peaked in recent weeks as high as \$9.55/dekatherm.

The \$2.845/dekatherm price converts to approximately \$0.395 per diesel gallon equivalent and LANTA is locked-in at that price through March 30, 2023.

There is significant volatility in the CNG market right now with prices changing sometimes by \$0.80/dekatherm in a 24-hour period. Supplies are low due to high demand from Europe and depending upon the severity of the winter, supply could be in a precarious situation come spring as LANTA's locked-in period ends.

Given the potential for significant volatility throughout next year, it is advisable that LANTA try to lock in for a period of April 1, 2023 through March 30, 2024 if a total price of \$5.045/dekatherm or lower can be obtained. Current projections show prices at this time next year in the \$4.80 to \$4.90 range, but that could be much higher depending upon the winter and other geopolitical factors like the war in Ukraine.

\$5.045/dekatherm would convert to a cost of approximately \$0.701 per diesel gallon equivalent. LANTA currently purchase between 10,000 and 12,000 dekatherms per month.

In accordance with LANTA's fuel options procedure, the Executive Director requested from the Executive Committee the authority to instruct UGI Energy Services to lock in LANTA's CNG purchases for a period of April 1, 2023 through March 30, 2024 at a price of \$5.045/dekatherm or less if the opportunity presents itself. The Executive Committee voted to grant this authority on November 3, 2022, which, according to the adopted procedure, is to be presented to the full Board for ratification at the subsequent meeting.



LANtaBus Rider Experience & Planning Committee

Agenda

November 8, 2022

1. Courtesy of the Floor
 2. LANtaBus Rider Experience Dashboard Report
 3. LANtaBus Accidents/Incidents Report
 4. Report on Initiatives
 - A. Service Planning Update
 - B. Major Developments Outreach
 - C. Communications & Outreach Efforts
 5. Other Business
 - None
 6. Adjournment
-



LANtaBus Rider Experience Dashboard - July - Sept 22 Q1

Tuesday, November 8, 2022

Metric	Q1 FY 23	YTD FY 23	YTD FY 22	% Change
Ridership LANtaBus	771,012	771,012	640,792	20.32
Senior Ridership	115,263	115,263	95,330	20.91
Ridership LANtaFlex	2,271	2,271	1,582	43.55
Senior Ridership LANtaFlex	720	720	582	23.71
Total Ridership	773,283	773,283	642,374	20.38
Total Senior Ridership	115,983	115,983	95,912	20.93
Passenger Revenue (\$)	304,347	304,347	323,234	-5.84
	YTD FY 23	Benchmark	% Diff	
Riders per revenue hour	7.2	19	-61.92	
Revenue/Revenue Hour (\$)	2.86	19.56	-85.4	

	Current Quarter			Previous Quarter		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Avg daily call volume (LANTA Call Center)	223	84	42	132	51	36
Avg wait time (LANTA Call Center)	3:09	0:45	2:09	0:37	0:20	0:28

Purpose of Call Breakdown	Current Quarter		Previous Quarter		Past Quarter	
Call Type	Calls	% of Total	Calls	% of Total	Calls	% of Total
Complaints	464	1.40%	372	2.7%	238	1.5%
Bus Times	1751	5.28%	3276	23.6%	3792	24.0%
Where is the Bus	79	0.24%	123	0.9%	88	0.6%
Why is the Bus Late	6	0.02%	10	0.1%	6	0.0%
What Bus to Take	289	0.87%	391	2.8%	422	2.7%
Hang Up/ Dead Air	886	2.67%	314	2.3%	346	2.2%
Applications	150	0.45%	135	1.0%	54	0.3%
LANtaVan/ECC	26934	81.21%	8423	60.6%	9903	62.8%
Fares/Tickets	170	0.51%	139	1.0%	132	0.8%
Directions	871	2.63%	3	0.0%	3	0.0%
Transfers to Other Dept	1145	3.45%	107	0.8%	71	0.5%
Mailed Schedules	13	0.04%	47	0.3%	42	0.3%
Other(lost & found, detours, etc.)	409	1.23%	561	4.0%	673	4.3%
Total Calls	33,167	100.00%	13,901	100.0%	15,770	100.0%
Passenger Trips per Complaint	1,662					
On Time response to LANtaBus complaints	No open complaints more than 8 days old					

Metrics

LANtaBus OPERATIONS FIGURES				
Safety Performance				
	Total	Chargeable		
Number Vehicle Collisions	40	22		
Number of NTD Reportable Collisions	7	2		
Number of On-Board Incidents	7	1		
Number of NTD Reportable Incidents	1	1		
	Current Q	Benchmark	Previous Q	Prior Q
Rev Miles between Collisions/Incidents	22,161	15,500	24,880	19,083
Rev Miles between Chargeable Collisions/Incidents	40,293	31,000	51,314	42,183
Service Reliability	On-Time	Early	Late	Benchmark
LANtaBus On Time %	56.0%	22.0%	22.0%	80%
Missed Scheduled LANtaBus Trips	0			
		Psngr Trips Per Complaint Type		
Rider Comfort/Experience	Type	Current Q	Previous Q	Prior Q
Complaints regarding driver courtesy	103	7,486	16,909	10,259
Rider complaints about OTP/route adherence	230	3,352	6,375	4,306
HVAC related customer complaints	0	771,012	777,796	697,631
Transit App Usage	Current Q	Previous Q		
Transit App Users	8,759	5,932		
Downloads to Mobile Device	2,111	1,381		
Service Alert Subscribers	1,314	855		
Passes Purchased	2,201	794		

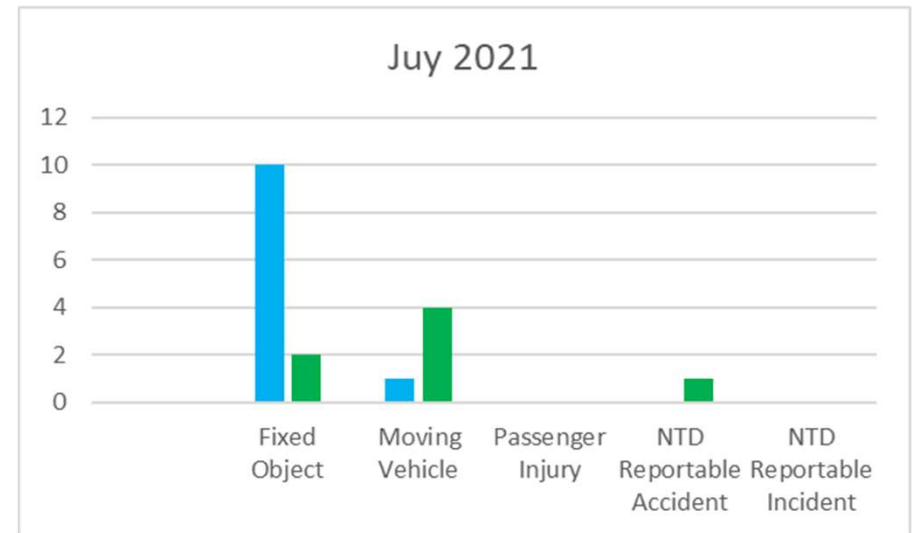
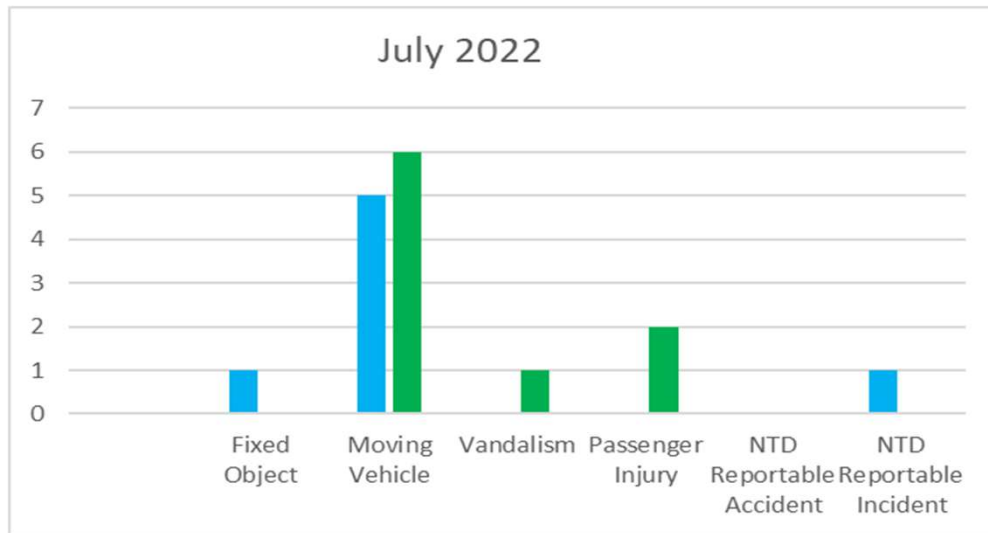
July 2022/July 2021



Preventable Event



Non-Preventable Event



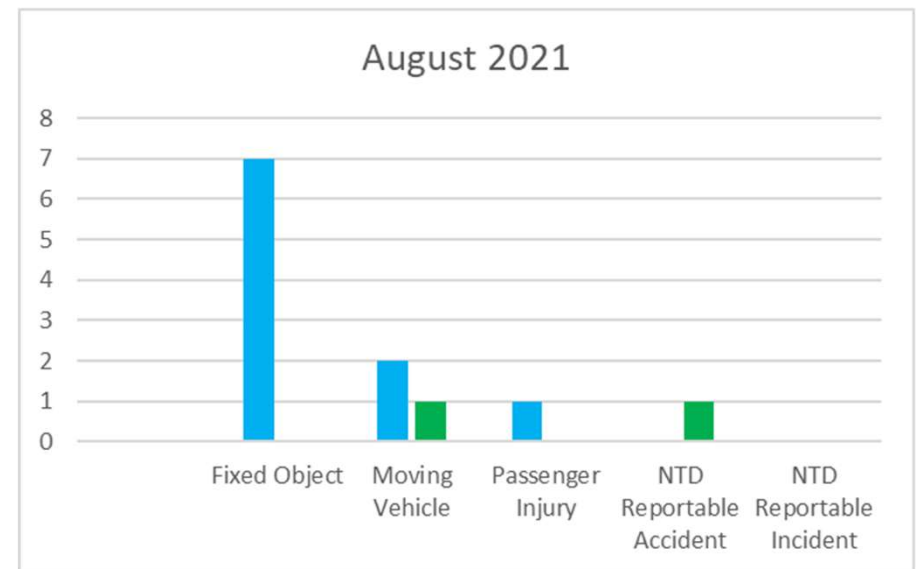
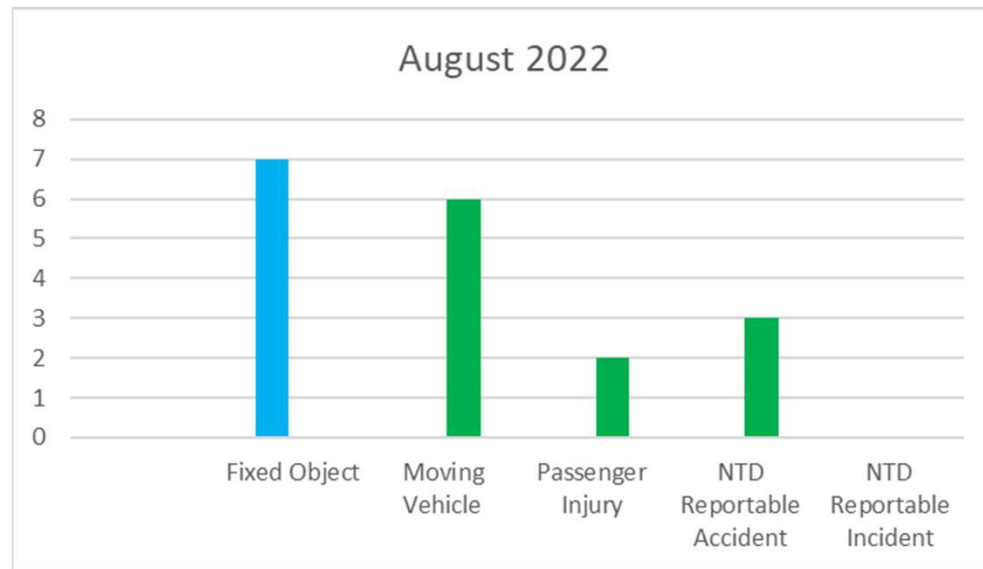
August 2022/August 2021



Preventable Event



Non-Preventable Event



September 2022/September 2021



Preventable Event



Non-Preventable Event

