



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

LANTA Board of Directors Meeting Minutes

December 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; Becky Bradley – Secretary of the Authority; Cordelia Miller; Iris Linares; and Sheila Alvarado.

Members Attending via Webinar/Teleconference: Holly Edinger; and Amy Beck.

Members Absent: Jennifer Ramos.

Staff/Contractors Attending: O. O’Neil, B. Cotter, N. Ozoa, T. Williams, A. Yacko – LANTA Staff; K. Herman – Solicitor.

Public Attending: None.

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

No public comment was offered.

3. Approval of the Minutes

The minutes of the November 8, 2022 Board of Directors meeting were approved on a motion made by Ms. Miller and seconded by Ms. Alvarado.

4. Report of the Chair

As part of the Report of the Chair, Mr. Malozi called attention to the 50th Anniversary Milestone Award presented to LANTA by the Greater Lehigh Valley Chamber of Commerce. The award was on display in the meeting room. Mr. Malozi also wished those in attendance a happy holiday season and thanked the Board members and staff for another successful year at LANTA.

Mr. Malozi then concluded the Report of the Chair.

5. Report of the Committees

- A. Finance & Administration Committee –Mr. Williams reported that the Finance & Administration Committee met in Executive Session on Wednesday December 7 to discuss a private personnel matter. A summary of the matter and action taken by the Committee in the Executive Session was sent to all Board members after the session.

On a motion made by Mr. Williams and seconded by Mr. Lichtenberger, the Board voted to ratify the action taken by the Committee in Executive Session.

The Finance & Administration Committee also met in open session on Tuesday December 6. As part of the agenda, staff presented the financial statements for the LANTaBus, LANTaVan, and Carbon Transit operating divisions for October 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. Linares, the Board voted to approve the LANTaBus, LANTaVan, and Carbon Transit financial statements for October 2022, subject to audit.

Staff provided a recommendation to exercise the first of two optional extensions for the IT services contract. A summary of the recommendation is attached.

On a motion made by Mr. Williams and seconded by Ms. Bradley, the Board voted to approve the extension of the IT Services Contract with Syncretic Solutions.

Staff provided a recommendation to approve a six-month extension of the contracts with the legal services providers. A summary of the recommendation is attached.

On a motion made by Mr. Williams and seconded by Ms. Bradley, the Board voted to approve the extension of the Legal Services Contracts with King-Spry and Summers Nagy Law Offices.

Staff provided a recommendation to extend the contract for the provision of mobile ticketing services. A summary of the recommendation is attached.

On a motion made by Mr. Williams and seconded by Ms. Alvarado, the Board voted to approve the extension of the mobile ticketing services contract with Token Transit.

The agenda also included a presentation by LANTA auditing firm, RKL, of the draft financial audit for the fiscal year ending June 30, 2022. The auditors reported no findings resulting from the audit. The draft documents were sent to all Board members prior to the meeting.

On a motion made by Mr. Williams and seconded by Ms. Alvarado, the Board voted to approve the financial audit for the fiscal year ending June 30, 2022 as presented.

Lastly, staff from Syncetic Solutions, LANTA's IT contractor provided a summary of IT activities completed over the past year as well as the project agenda for the coming year. The summary of the presentation is attached.

Mr. Williams then concluded his report.

- B. LANTaBus Rider Experience Committee – Ms. Shaffer, Chair of the LANTaBus Rider Experience Committee, reported that the Committee did not meet in December and that the next meeting of the Committee is scheduled for Tuesday February 14.
- C. Capital Asset Management Committee – Ms. Bradley, Chair of the Capital Asset Management Committee, reported that the Committee met on Tuesday December 6.

The agenda included a review of the Capital Asset Management Dashboard Report for the period of July through September 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 that the performance was due to staffing issues that have since been rectified.

Staff presented a recommendation to approve a purchase order for the purchase of fifteen (15) paratransit vehicles for the purposes of LANtaVan fleet replacement. The recommendation summary is attached.

On a motion made by Ms. Bradley and seconded by Ms. Linares, the Board voted to approve a purchase order for fifteen (15) paratransit vehicles be awarded to Coach and Equipment Bus Sales of Pen Yan, New York subject to the completion of pre-award Buy America audits.

Staff also presented the summary of the award of contracts resulting from the bus parts invitation for bids. The contract awards will be effective January 1, 2023 and will help to stabilize the cost of frequently purchased parts. No board action was required.

Staff also presented a recommendation for a Bus Procurement Policy Statement building upon the cost-benefit analysis conducted along with Penn DOT of various propulsion type vehicles. The policy calls for the continued purchase of CNG vehicles in the near term to realize cost efficiencies of investments made in fueling infrastructure. The policy also calls for LANTA to continue monitoring developments in zero emissions propulsion technology. The policy statement is attached.

On a motion made by Ms. Bradley and seconded by Ms. Miller, the Board voted to approve the Bus Procurement Policy Statement as presented.

Staff also provided updates on several initiatives including the Bus Stop Infrastructure Program; the Bethlehem Transportation Center Renovation; the Allentown Transportation Center Construction; and the Allentown Garage Bus Storage Area Sprinkler System Upgrade

Ms. Bradley then concluded her report.

- 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 also included a review of the LANtaVan Dashboard report for the first quarter of fiscal year 2023. The report is attached. The report shows that ridership was

down in the first quarter of fiscal year 2023 compared to the same quarter in fiscal year 2022 by approximately 9 percent. Staff did note that ridership may have been affected by the on-time performance of the system which was due to staffing issues.

For the quarter, the percentage of trips that were in the on-time window or earlier was 61 percent. Staff did note that on-time performance has since improved with the on-time rate being 81 percent for the month of November. 94 percent of trips were 90 minutes or less; and 80 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.

The agenda included an update from the paratransit contractor, Transdev.

In addition, staff presented the new disability verification form which will be incorporated into the LANTaVan eligibility application process. The form is attached.

Ms. Alvarado then concluded her report.

6. Other Items

None

7. Adjournment

The meeting was adjourned at 12:17 p.m.

Respectfully Submitted



Becky Bradley
Secretary

1/10/2023

Date



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

1. Call to Order
 2. Public Comment
 3. Approval of the Minutes – November 8, 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. Ratification of Action from Executive Session of December 7
 - b. Financial Statements October 2022, subject to audit
 - c. Contract Extension – Contracted IT Services
 - d. Contract Extension – Legal Services
 - e. Contract Extension – Mobile Ticketing Services
 - f. Draft FY 2021-2022 Financial Audit
 - B. LANtaBus Rider Experience & Planning Committee – Kim Schaffer
 - C. Capital Asset Management – Becky Bradley
 - i. Items for consideration of approval:
 - a. Purchase Order for fifteen (15) Cutaway Paratransit Vehicles for LANtaVan fleet replacement, subject to Buy America Audit
 - b. Bus Parts Invitation for Bids
 - c. Bus Procurement Policy Statement
 - D. LANtaVan & Accessibility Committee – Sheila Alvarado
 6. Other Items
 7. Adjournment
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**LANTA Finance & Administration Committee
Agenda
December 6, 2022**

1. Call to Order
 2. Public Comment
 3. Review and Recommendation – Financial Statements October 2022 subject to audit
 4. Procurements
 - A. Recommendation for Approval – Extension of Legal Services
 - B. Recommendation for Approval – Extension of IT Services
 - C. Recommendation for Approval – Extension of Mobile Ticketing Provider Contract
 5. Actions
 - A. Review and Recommendation for Approval – Draft FY 2021-2022 Financial Audit
 6. Other Items
 - A. Update – IT Service Annual Update
 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: December 5, 2022
SUBJECT: Unaudited October 2022 Financial Statement

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

Items of Interest:

- LANTA's portion of the Line of Credit Balance as of December 5, 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 \$18,337,225. The account is currently underfunded by approximately \$70K. In addition, approximately \$5.7M are either currently owed to LANTA from State Funds or can now be drawn down from Federal Grants:
 - State Shared Ride/PWD - \$684,479 (THRU 11/30/2022)
 - Lehigh County MATP - \$309,100 (THRU 11/30/2022)
 - Northampton County MATP - \$51,234 (THRU 11/30/2022)
 - Federal Capital/Ops Funding - \$3,973,916 (THRU 10/31/2022)
 - State Capital Funding - \$684,646 (THRU 11/30/2022)
- The balance in the Carbon's general checking account stands at approximately \$223K. 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 \$960K are currently owed to CT from the following sources:
 - State Shared Ride/PWD - \$134,927 (THRU 11/30/2022)
 - Carbon County MATP - \$538,461 (THRU 11/30/2022)
 - Federal Subsidy - \$419,999 (THRU 11/30/2022)
- Fulton Financial ACT 72 Letter for period ended 11/30/2022 was 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	\$796,722	\$2,188,726	\$2,030,861

The current health insurance participation census stands at 93 Employee Only; 70 Employee Plus 1; 41 Employee Plus 2; 30 Employee Plus 3 and 26 Employee Plus 4 or more.

LANtaVan Accounts Receivable Aged Invoice Report - October 31, 2022

	Total	Current	30 Days	60 Days	90 Days	120 Days +
Lehigh County MATP	\$ 311,304	\$ 206,050	\$ 38,083	\$ -	\$ -	\$ 67,172
Northampton County MATP	\$ 427,204	\$ 271,799	\$ 118,052	\$ -	\$ 81,869	\$ (44,515)
Other(PaDOT Shared Ride;PwD)	\$ 662,706	\$ 347,974	\$ 151,242	\$ 12,291	\$ 6,965	\$ 144,234
Total AR October 31, 2022	\$ 1,401,214	\$ 825,822	\$ 307,376	\$ 12,291	\$ 88,834	\$ 166,891
	100%	58.94%	21.94%	0.88%	6.34%	11.91%
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%
AR Change	\$ 31,686	\$ 113,367	\$ 111,719	\$ (269,775)	\$ 120,908	\$ (44,534)
	2.31%	15.91%	57.10%	-95.64%	-376.97%	-21.06%

Accounts Payable Aged Invoice Report - October 31, 2022

	Total	Current	30 Days	60 Days	90 Days	120 Days +
LANtaBus	\$ 1,395,289	\$ 1,123,735	\$ 46,254	\$ 214,342	\$ 2,166	\$ 8,792
LANtaVan	\$ 776,805	\$ 736,745	\$ 34,784	\$ 2,864	\$ 166	\$ 2,245
CCCT	\$ 390,188	\$ 167,247	\$ 1,061	\$ 1,314	\$ 755	\$ 219,810

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 \$655,476. This represents a 30.38 percent increase from the current year budget projection of \$502,755. Fare collection revenue is currently running above budget projections by approximately \$152K, which represents a 48.14 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 13.39 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 \$13,078,661. This represents an 11.81 percent increase from the current year budget projection of \$11,697,138. For the current fiscal year period, Materials, Purchased Transportation, and Miscellaneous Expense continue to be 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 \$307K, a 28.74 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 \$589K, a 155.35 percent negative budget variance. This can be attributed to the current year budget allocation and costs incurred for the Vehicle Overhaul Program. Costs for the VOH program are eligible for federal subsidy. The 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 \$31K 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 above the anticipated scenario by approximately \$158K. 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 \$12,423,186. This represents a 10.98 percent increase from the current year budget projection. Current total subsidies equal the deficit and include the following sources:

Federal Subsidy- ARPA - \$7,811,312
Federal Subsidy – All Other - \$2,618,552
State Subsidy - \$1,570,691
Local Subsidy - \$422,631

LANtaVan

Year-to-date revenues for LANtaVan totals \$3,074,063. This represents a 9.61 percent increase from the current year budget projection of \$2,805,111. Overall, revenue ridership has decreased approximately 4.6 percent when compared to the prior year period. The ADA program is currently running a 9.9 percent decrease; Lottery a 4.2 percent decrease and PWD a 2.7 percent decrease. Local Special Fare Assistance, which represents revenue for the Area Agency on Aging, for both Lehigh and Northampton counties, and the ADA program, is above current year budget projections by 27.58 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 4.53 percent above current year budget projections. MATP YTD revenue has been recorded based on actual costs of the program.

Year-to-date expenses for LANtaVan totals \$3,957,554. This represents a 17.88 percent increase from the current year budget projection of \$3,357,351. 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 \$488K, which represents a 21.97 percent above budget variance for this area. Fuel costs are above budget projections by approximately \$83K, resulting in a 27.83 percent negative budget variance. Labor and Fringe Benefits are below current budget projections, collectively by approximately \$73K, a 15.02 percent budget variance. Remaining expense variances will continue to be monitored and investigated as warranted.

Year-to-date deficit recorded on LANtaVan totals \$882,792. This represents a 59.86 percent increase from the current year budget projection. Current total subsidies equal the deficit and include the following sources:

State Subsidy - \$882,792

Carbon Transit

Year-to-date revenues for Carbon Transit totals \$450,678. This represents a 46.65 percent increase from the current year budget projection of \$307,316. As of the current fiscal period, MATP revenue is approximately \$145K 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 revenue ridership is down 4.1 percent when compared to the previous fiscal year period.

Year-to-date expenses for Carbon Transit totals \$857,578. This amount is 28.19 percent above the current year budget projection of \$668,982. The main deviation of approximately \$138K pertains to the Purchased Transportation area and relates to the continued decreased ridership levels and increase in contract costs. Fuel costs are above budget projections by approximately \$5K, resulting in an 8.75 percent negative budget variance. The expense line item of Services is above current year budget projections by approximately \$8K, a 120.35 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 \$406,900. This represents a 12.51 percent increase from the current year budget projection. Current total subsidies equal \$406,900 and include the following sources:

Federal Subsidy - \$286,940
State Subsidy - \$104,316
Local Subsidy - \$15,644

The unfunded YTD deficit equals \$0.

LANTA BUS

Income Statement Summary

For the Period Ending October 31, 2022

	Fiscal Year 2023				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
Revenue						
Passenger Fares	163,749	127,902	468,156	316,015	152,141	48.14%
Special Transit Fares	31,974	33,008	31,974	33,008	(1,034)	-3.13%
Auxiliary Transportation Revenue	35,417	35,417	141,667	141,668	(1)	0.00%
NonTransportation Revenue	3,105	3,000	13,679	12,064	1,615	13.39%
Total Revenue	234,245	199,327	655,476	502,755	152,721	30.38%
Expenses						
Labor	1,478,061	1,239,549	5,308,477	4,951,600	(356,877)	-7.21%
Fringe Benefits	1,027,543	1,078,408	3,589,138	3,500,206	(88,932)	-2.54%
Total Labor and Fringe Benefits	2,505,604	2,317,957	8,897,615	8,451,805	(445,810)	-5.27%
Services	211,411	196,318	731,163	639,537	(91,626)	-14.33%
Fuel	142,845	110,687	581,403	563,164	(18,239)	-3.24%
Tires & Tubes	10,181	9,854	41,984	40,452	(1,532)	-3.79%
Materials & Supplies	443,171	96,378	967,607	378,930	(588,676)	-155.35%
Utilities	2,149	44,591	234,265	260,382	26,117	10.03%
Casualty & Liability	4,745	82,456	126,170	202,799	76,629	37.79%
Taxes	293	375	1,259	1,271	12	0.93%
Purchase of Transportation Service	248,688	249,582	1,375,471	1,068,443	(307,028)	-28.74%
Miscellaneous	25,112	14,987	87,283	56,083	(31,200)	-55.63%
Interest	-	350	31	400	369	92.19%
Leases & Rentals	6,552	12,500	34,409	33,871	(538)	-1.59%
Total Expenses	3,600,749	3,136,035	13,078,661	11,697,138	(1,381,524)	-11.81%
Gross Surplus (Deficit)	(3,366,505)	(2,936,708)	(12,423,186)	(11,194,383)	(1,228,803)	-10.98%
Subsidy						
Local Subsidy	106,915	111,527	422,631	411,312	(11,319)	-2.75%
State Subsidy	394,837	472,881	1,570,691	2,832,898	1,262,207	44.56%
Federal Subsidy	670,040	593,852	2,618,552	1,984,894	(633,658)	-31.92%
Federal Subsidy - CRRSAA	-	-	-	-	-	#DIV/0!
Federal Subsidy - ARPA	2,194,732	1,758,448	7,811,312	5,965,279	(1,846,033)	-30.95%
Total Subsidy	3,366,525	2,936,707	12,423,186	11,194,383	(1,228,803)	-10.98%
Surplus (Deficit)	20	(0)	-	0	-	0.00%

LANtaBus
Statement of Net Assets
October 31, 2022

CURRENT ASSETS

Cash	\$ 103,077
Accounts Receivable	736,864
Interdivisional Receivable	707,076
Inventories	642,953
Prepaid Expenses	13,848,483
Grants Receivable	4,544,918
Total Current Assets	<u>20,583,370</u>

RESTRICTED ASSETS

Cash	<u>17,015,744</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>\$ 84,989,103</u></u>
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CURRENT LIABILITIES

Note Payable	\$ -
Loan Payable	-
Interdivisional Payable	-
Accounts Payable	1,067,854
Accrued Expenses:	-
Wages	1,394,771
Professional Fees	14,667
Other	1,449,616
Deferred Other Funding	26,700,223
Due To Commonwealth of PA	18,407,285
Deferred Local Grant Funding	846,333
Total Current Liabilities	<u>49,880,750</u>

NET ASSETS

Invested In Capital Assets	47,392,754
Unrestricted Equity	(12,367,401)
Restricted Equity	83,000
Total Net Assets	<u>35,108,353</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	<u><u>\$ 84,989,103</u></u>
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LANtaVan
Income Statement Summary
For the Period Ending October 31, 2022

	Fiscal Year 2023				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable) Amount	Percent
	Actual	Budget	Actual	Budget		
Revenue						
Passenger Fares	37,894	38,326	151,116	141,507	9,608	6.79%
Non-Transportation Revenues	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	158,473	187,456	961,400	753,544	207,856	27.58%
State Reimbursements	184,586	187,322	684,373	687,550	(3,177)	-0.46%
State Special Fare Assistance	339,746	347,985	1,277,874	1,222,511	55,364	4.53%
Total Revenue	720,698	761,089	3,074,763	2,805,111	269,651	9.61%
Expenses						
Labor	63,665	62,341	224,422	264,694	40,272	15.21%
Fringe Benefits	53,689	54,237	189,255	222,122	32,867	14.80%
Total Labor and Fringe Benefits	117,354	116,578	413,677	486,816	73,138	15.02%
Services	41,977	9,200	76,182	28,883	(47,300)	-163.77%
Fuel	87,458	81,254	380,758	297,855	(82,903)	-27.83%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	3,280	4,656	46,771	22,524	(24,247)	-107.65%
Utilities	11,071	12,547	52,956	41,078	(11,878)	-28.92%
Casualty & Liability	1,083	1,084	4,333	4,336	3	0.06%
Taxes	-	-	-	-	-	0.00%
Purchase of Transportation Service	687,896	592,500	2,708,132	2,220,358	(487,774)	-21.97%
Miscellaneous	1,278	75	11,165	702	(10,463)	-1491.41%
Interest	-	-	-	-	-	0.00%
Rent	70,961	63,700	263,580	254,800	(8,780)	-3.45%
Total Expenses	1,022,359	881,594	3,957,554	3,357,351	(600,204)	-17.88%
Gross Surplus (Deficit)	(301,660)	(120,505)	(882,792)	(552,239)	(330,552)	59.86%
Subsidy						
Local Subsidy	-	-	-	-	-	-
State Subsidy	301,660	120,505	882,792	552,239	(330,553)	-
Federal Subsidy	-	-	-	-	-	-
Total Subsidy	301,660	120,505	882,792	552,239	(330,553)	-
Surplus (Deficit)	(0)	0	-	(0)	(0)	100.00%

LANTaVan
Statement of Net Assets
October 31, 2022

CURRENT ASSETS

Cash	\$	(23,856)
Accounts Receivable		260,059
Interdivisional Receivable		-
Inventories		
Prepaid Expenses		102,805
Grants Receivable		1,762,733
Total Current Assets		<u>2,101,741</u>

TOTAL ASSETS

\$ 2,101,741

CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		707,076
Accounts Payable		774,142
Accrued Expenses:		688,348
Deferred Revenue		(67,825)
Total Current Liabilities		<u>2,101,741</u>

NET ASSETS

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

TOTAL CURRENT LIABILITIES AND NET ASSETS

\$ 2,101,741

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

	Fiscal Year 2023					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Revenue							
Passenger Fares	2,464	2,289	10,095	9,684	30,417	411	4.25%
Non-Transportation Revenues	-	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	2,393	2,201	9,226	8,844	28,747	382	4.32%
State Reimbursements	27,852	27,013	105,234	107,580	363,063	(2,346)	-2.18%
State Special Fare Assistance	82,411	54,142	326,123	181,209	617,771	144,914	79.97%
Total Revenue	115,120	85,645	450,678	307,316	1,039,998	143,362	46.65%
Expenses							
Labor	17,892	14,878	63,119	51,971	132,827	(11,148)	-21.45%
Fringe Benefits	15,566	12,944	54,913	44,919	112,013	(9,994)	-22.25%
Total Labor and Fringe Benefits	33,458	27,822	118,032	96,890	244,840	(21,142)	-21.82%
Services	1,447	2,054	12,893	5,851	16,962	(7,042)	-120.35%
Fuel	16,749	17,985	67,043	61,649	165,309	(5,394)	-8.75%
Tires & Tubes	-	-	-	-	-	-	0.00%
Materials & Supplies	4,774	345	8,910	4,901	17,000	(4,009)	-81.80%
Utilities	2,938	1,988	10,417	10,876	26,800	459	4.22%
Casualty & Liability	-	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	-	0.00%
Purchase of Transportation Service	161,868	138,361	621,698	483,856	1,265,633	(137,841)	-28.49%
Miscellaneous	21	86	41	240	2,500	198	82.75%
Interest	-	-	-	219	2,400	219	100.00%
Leases & Rentals	4,636	4,500	18,544	4,500	-	(14,044)	-312.10%
Total Expenses	225,892	193,141	857,578	668,982	1,741,444	(188,596)	-28.19%
Gross Surplus (Deficit)	(110,772)	(107,496)	(406,900)	(361,666)	(701,446)	(45,235)	-12.51%
Subsidy							
Local Subsidy	3,911	3,911	15,644	15,644	46,943	-	0.00%
State Subsidy	26,079	26,079	104,316	104,316	312,953	-	0.00%
Federal Subsidy	80,782	77,506	286,940	241,706	341,550	(45,234)	-18.71%
Total Subsidy	110,772	107,496	406,900	361,666	701,446	(45,234)	-12.51%
Surplus (Deficit)	-	(0)	(0)	0	-	(1)	-150.20%

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

CURRENT ASSETS

Cash	\$	23,662
Accounts Receivable		2,155
Interdivisional Receivable		420,000
Due From Carbon County		15,644
Prepaid Expenses		5,960
Grants Receivable		760,509
Total Current Assets		<u>1,227,930</u>

TOTAL ASSETS	\$	<u>1,227,930</u>
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CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		950,354
Due to the Commonwealth		(52,158)
Accounts Payable		390,181
Accrued Expenses		163,017
Deferred Revenue		28,572
Total Current Liabilities		<u>1,479,967</u>

NET ASSETS

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

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>1,227,930</u>
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Lehigh and Northampton Transportation Authority

Date: December 6, 2020
To: Board of Directors, Finance & Administration Committee
From: Owen O'Neil, Executive Director
Subject: Extension Contracted IT Services Contracts

Staff is recommending exercising the first (1) of two (2) optional one-year (1 year) extensions of the contracted IT services contracts at the rates below. Action will extend the contract with Syncretic Solutions through December 31, 2023.

The proposed rates for the extension period for are shown below. Staff has confirmed the proposed rates are reasonable and reflect rates paid by other parties for similar services.

\$8,855/month (based on \$126.50/month per user X 70 users)

Rate per user per month includes:

1. All day to day information systems management, remote help desk, onsite work, monitoring (workstations, network, servers, firewalls, anti-virus, and Office 365), and documentation maintenance.
2. All project work, except website maintenance, Transdev tablet support, and programming.
3. All emergency remote and onsite support.
4. SonicWall Capture Client on all workstations and servers, which includes Sentinel One EDR, vulnerability scanning, and web content filtering.
5. Office 365 Tenant backups (3x per day, with one year retention).

Up to \$1,305/month for system back-up services



Lehigh and Northampton Transportation Authority

Date: December 6, 2020
To: Board of Directors, Finance & Administration Committee
From: Owen O'Neil, Executive Director
Subject: Extension of Legal Services Contracts

Staff is recommending a six-month extension of legal services contracts at the rates below. Action will extend contracts through June 30, 2023. Staff will issue a Request for Qualifications (RFQ) for legal service with anticipation of awards of contracts to begin July 1, 2023.

The proposed rates for the extension period are shown below. Staff has confirmed the proposed rates are reasonable and reflect rates paid by other parties for similar services.

KING, SPRY, HERMAN, FREUND & FAUL, LLC, for Solicitor and Labor Legal Services:

Retainer of \$1,400.00/month

And billable rates of

Attorney time - \$175.00/hour

Paralegal time - \$85.00/hour

SUMMERS-NAGY LAW OFFICES for Labor and Public Transportation Legal Services:

Billable rates of:

Partners - \$180.00/hour

Associates - \$165.00/hour

Paralegals - \$75.00/hour



MEMORANDUM

To: LANTA Board of Directors, Capital Asset Management Committee
Fr: Brendan Cotter, Senior Director, Capital Assets Management
Re: Token Transit Contract Extension
Date: December 6, 2022

On September 10, 2019, the LANTA Board of Directors approved a three-year contract with Token Transit of San Francisco, CA to provide Mobile Ticketing hardware, software, and support services. The Authority began usage of the Token Transit system in February 2020.

As LANTA continues to investigate fare collection technology and systems, staff is recommending an extension of the existing contract with Token Transit for one-year.

Token Transit fees remain the same for the extension year that are currently paid by LANTA which include:

- Service fees in the amount of ten percent (10%) of revenue. Includes app usage, support, promotion, customer service, payment processing and security.
- Lease of Mobile Ticket validators in the amount of \$600 per vehicle per year. These units are paid from Federal, State and Local Capital Budget funds.

There are no additional fees for set up, installation or support services.



Summary

Syncretic handled 1018 LANTA support and project tickets in 2022, up from 869 in 2021. We are monitoring 13 servers, 8 firewalls, 17 wireless access points, approximately 157 workstations, and LANTA's Microsoft Office 365 Tenant. We are also monitoring the Internet at each location and the VPN tunnels between all the sites. We conducted company-wide Cyber Security Training. Here are some of our weekly activities:

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

In progress and 2023 initiatives:

- Multi-Factor authentication for all users
- Mobile Device Management for Shared Ride tablets used by TransDev
- Active Directory Sync: O365 and internal AD
- Board Room Teams Hybrid Video System
- Farebox Replacement Project
- New Server at Easton Garage to Support FRITS wireless
- Replace backup system with Business Continuity Solution by 8/2023
- Upgrade OS on Virtual Servers nearing end of support
- Increase DHCP IP range across all sites
- Real-time Agency Communication Displays

Major Projects Complete by Site

Allentown: Syncretic helped plan, configure, and install a new phone system providing phone system independence across all sites. The new phone system is not dependent on any single site functioning. Syncretic planned and support additional cameras in the Allentown garage. Syncretic worked with Avail on the FRITS, VoIP, and various other initiatives. Syncretic worked with LANTA to migrate the websites to a new hosting vendor and helped with programming support for the sites. Syncretic continued worked with LANTA to transition work performed in the past by former employee to LANTA departments and Syncretic.

Shared Ride/TransDev: Syncretic provided planning and logistics support for the Internet and network for the new 12th Street Shared Ride site and existing Carbon County site. Syncretic assisted and supported TransDev's Internet and network setup at each location. Syncretic provided planning and installation support for new camera systems for both sites.

Rider Resource: Syncretic, as part of the new phone system project, worked with the new phone vendor and Rider Resource management to implement a new state-of-the-art call center (Automated Call Distribution System). Syncretic is assisting with IT logistics and support for the roll-out of the Application Tracker System by Data Centric Services.



Capital Asset Management Committee

Agenda

December 6, 2022

1. Call to Order
2. Public Comment
3. Capital Asset Management Dashboard Report
4. Procurements
 - A. Recommendation for Approval – Purchase Order for fifteen (15) Cutaway Paratransit Vehicles for LANtaVan fleet replacement, subject to Buy America Audit
 - B. Recommendation for Approval – Contract Awards - Bus Parts Invitation for Bids
5. Report on Initiatives
 - A. Bus Stop Infrastructure Update
 - B. Bethlehem Transportation Center Renovation
 - C. Allentown Transportation Center Construction
 - D. Allentown Garage Bus Storage Area Sprinkler System Upgrade
6. Actions
 - A. Recommendation for Approval – Bus Procurement Policy Statement
7. Other Items
8. Adjournment



Capital Asset Management Dashboard - July - September 2022
Tuesday, December 6, 2022

LANtaBus MAINTENANCE FIGURES				
Vehicle Availability - percent pull outs made	100%			
Vehicle Availability - Number of road failures	17			
	%	Required	On-time	Benchmark
LANtaBus Vehicle Preventive Maintenance On Time %	83%	335	278	90%
On-Time % for bus detail cleaning (within 5 weeks)	98%	239	235	90%
	Current Q	Benchmark		
Revenue Miles between Road Failure	52,912	40,000		

December 6, 2022

FY- 2023-2024 LANta Van Acquisition Summary

To acquire new replacement vehicles for LANta Van 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 fifteen (15) model year 2024 Ford E-450 vehicles with a Phoenix chassis 14,500 pound GVW. These vehicles will replace the fifteen (15) 2018 Chevrolet vans, which will leave fifteen of this model year left. 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 that were ordered last year and will be received in February, 2023.

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 Lanta Van a more diverse seating layout plan which will allow the vehicles to accommodate up to six wheelchair positions per van if needed. Delivery of these vehicles is tentatively scheduled for October, 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	\$ 112,939.00	\$ 1,694,085.00
Other Costs:			
Two-way radio	Industrial Comm.	\$ 1,100.00	\$ 16,500.00
Striping & decaling	Fast Signs	\$ 1,526.00	\$ 22,890.00
On-Board camera system	Safety Vision	\$ 2,408.67	\$ 36,130.00
Total cost of each total		\$ 117,973.67	\$ 1,769,605.00

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 \$9,473.00

The Grand total for this purchase is \$1,779,078.00 and will be funded thru PENNDOT Grants.

Recommendation: Pending the completion, and receipt, of the required pre-award Buy America audit conducted by TRC, it is recommended that LANTA's Model year 2024 purchase order for fifteen (15) paratransit vehicles for LANtaVan fleet replacement be awarded to Coach and Equipment Bus Sales, Inc. of Penn Yan, NY as well as the appropriate vendors for the related costs also be approved.



Lehigh and Northampton Transportation Authority

Date: December 6, 2020
To: Board of Directors, Capital Asset Management Committee
From: Sean Hastings, Procurement Coordinator
Subject: Bus Parts IFB

LANTA released an IFB for Bus Parts on October 17, 2022, with a response deadline of November 17, 2022. Proposals were received from five (5) vendors that provided pricing for the items requested. Distributors that submitted proposals include Muncie Transit, D&W Diesel, Vehicle Maintenance, Neopart Transit, and Cummins Inc.

Following a comprehensive review of all IFB submissions, each vendor will be awarded the purchasing of bus parts according to the lowest prices that were submitted by grouping of bus parts. Muncie Transit Supply for the Brakes, HVAC, Lights and Suspension groups. Vehicle Maintenance Program for the Belts and Filters groupings. Upon execution of contract these vendors will be formally awarded. We will be entering the vendors into contract in an attempt to lock-in bid pricing in order to keep costs down for these types of commonly used parts. All winning bidders will be notified with a start date of 1/1/2023 and end date of 12/31/2023. The estimated expenditures for the awards are shown on the attached sheet.

If any parts or part categories were not bid on, a situation similar to what we currently have in place would be used. Also, not all parts fall under this IFB, only the frequently used parts do.

Row Labels	Sum of Muncie Transit Supply	Sum of Neopart Transit LLC	Sum of Vehicle Maintenance Program	Sum of D&W Diesel, Inc.	Sum of Cummins Inc
Belts	885.28	802.8	857.86	0	0
Brakes	19601.01	17676.65	0	0	0
Filters	2569.88	0	1949.48	3229.48	1778.62
HVAC	367.28	0	0	0	0
Lights	2528.16	496.7	659	0	0
Suspension	34157.41	2151.03	0	0	0
Grand Total	60109.02	21127.18	3466.34	3229.48	1778.62



POLICY STATEMENT
LANTA FIXED ROUTE BUS PURCHASE PROGRAM

December 13, 2022

To maintain LANTA's fixed route bus fleet in a state of good repair and meet our required Federal Transit Administration (FTA) Transit Asset Management (TAM) Plan goals and objectives, the Authority continues to purchase vehicles and replace those which have met their useful life benchmark.

In partnership with the Pennsylvania Department of Transportation (PennDOT), LANTA conducted a comprehensive cost benefit analysis of the various bus propulsion type options, taking into account the community environmental benefits of each. As a result of that analysis, it is the intention of LANTA to continue the purchase of Compressed Natural Gas (CNG) fixed route buses to continue to meet our TAM Plan and maintain a state of good repair of the Authority's assets; and realize cost and efficiencies afforded by the investment in CNG fueling infrastructure through the PennDOT CNG Public Private Partnership.

LANTA will continue to explore and analyze the feasibility and applicability of zero emissions propulsion systems and provide updates to the Board of Directors as developments warrant.



LANtaVan & Accessibility Committee

Agenda

December 13, 2022

1. Call to Order
 2. Courtesy of the Floor
 - A. Public Comment
 - B. Update on comments received at September LANtaVan Committee meeting
 3. Dashboard Report
 4. Actions
 - A. None
 5. Report on Initiatives
 - A. LANtaVan Disability Verification Form
 - B. Transdev Update
 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 September 13 meeting of the Committee.



LANtaVan Dashboard Report

Tuesday, December 13, 2022

Reporting Period:

Q1 July 2022 - September 2022

Total Completed Trips by Funding Source

Q4 Comparison

Program	Q1 FY2023		Q1 FY2022		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total			
ADA	9,285	26%	10,564	27%	-12%	LANTA	LANtaBus Op/Cap
Lottery	15,984	44%	17,125	43%	-7%	PennDOT	PA Lottery Funds
MATP	8,882	25%	9,833	25%	-10%	PA DHS	CMS/State MA Funding
PwD	1,182	3%	1,303	3%	-9%	PennDOT	Proj of Stwde Signif
Other	712	2%	973	2%	-27%	Various	Various
Total	36,045	100%	39,798	100%	-9%		

Total Completed Trips by Funding Source

YTD Comparison

Program	YTD FY2023		YTD FY2022		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total			
ADA	9,285	26%	10,564	27%	-12%	LANTA	LANtaBus Op/Cap
Lottery	15,984	44%	17,125	43%	-7%	PennDOT	PA Lottery Funds
MATP	8,882	25%	9,833	25%	-10%	PA DHS	CMS/State MA Funding
PwD	1,182	3%	1,303	3%	-9%	PennDOT	Proj of Stwde Signif
Other	712	2%	973	2%	-27%	Various	Various
Total	36,045	100%	39,798	100%	-9%		

MATP Out of County Trip Statistics

Q1 FY2023		
Program	Completed Trips	Revenue Miles
MA OOC LC	288	9954.56
MA OOC NC	222	5680.28
Total	510	15634.84

Service Productivity - All

Q1 FY2023				
Service Hours	Revenue Hours	Passenger Trips	PT/Rev Hours	Scheduled Eff
23,705.15	19,287.37	41,271	2.14	3.30

Scheduled Trip Summary - All

Q1 FY2023			
Scheduled Trips	IVR Cancels	Day of Service Cancel	No Shows
63,713	2443	3107	505

Riders by Fare Zone - All

Q1 FY2023				
Zone	Full Fare	Copay	Trips	% of Trips
Base	29.35	\$4.40	15,901	48%
2	35.35	\$5.30	11,289	34%
3	41.35	\$6.20	5,630	17%
Total			32,820	100%

Trip Pattern Statistics - All Passengers

Quarter Comparison

	Q1 FY2023			Q1 FY2022			% Change		
	Average Length			Average Length			Average Length		
	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed
Total	11.66	39.46	17.73	10.55	35.37	17.90	11%	12%	1%
	LANtaBus Figure		13.6	LANtaBus Figure		15.6			

Duration of Trips - Q1 FY2023

Q1 FY2023					
Minutes	<30	31-60	61-90	>90	>120
Trip Total	20,645	9,504	3,673	1380	843
Trip Total As Percentage	57.3%	26.4%	10.2%	3.8%	2.3%

Percent Trips 30 mins or less	57%
Percent Trips 90 mins or less	94%
% ADA Trips within FRE	53%
% ADA within 15 mins. of FRE	80%

On Time Performance - Client Pick Up Trips

Q1 FY2023					
Time vs Window	Before Pick Up Window	In Pick Up Window	1 - 30 Minutes Late	31 - 60 Minutes Late	>60 Minutes Late
Trip Total	5208	16721	14116	0	0
Trip Total As Percentage	14.4%	46.4%	39.2%	0.0%	0.0%

Total % On Time & Early	61%
LANtaBus On Time	59%

On Time Performance - Client Pick Up Trips

November 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	7410	2932	2454	0	0
Trip Total As Percentage	57.9%	22.9%	19.2%	0.0%	0.0%
Total Completed Trips	12,796				
Total % On Time & Early	81%				

On Time Performance - Client Pick Up Trips

Q1 FY2023					
Time vs Window	Before Pick Up Window	In Pick Up Window	1 - 30 Minutes Late	31 - 60 Minutes Late	>60 Minutes Late
Trip Total	5208	16721	14116	0	0
Trip Total As Percentage	14.4%	46.4%	39.2%	0.0%	0.0%

Total % On Time & Early	61%
LANtaBus On Time	59%

On Time Performance - Client Pick Up Trips

November 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	7410	2932	2454	0	0
Trip Total As Percentage	57.9%	22.9%	19.2%	0.0%	0.0%
Total Completed Trips	12,796				
Total % On Time & Early	81%				

LANTA Call Center Report

Comparison

	Q1 FY2023 (Current)			Q4 2022 (Previous)		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Call Volume	542	117	61	573	122	81
Average Call Wait Time	4:52	0:49	1:43	0:52	0:26	0:30
Average Daily Call Volume November	470	102	55			
Average Call Wait Time November	2:52	1:10	1:33			

Complaints Received

Q1 Comparison

Subject of Complaint	Q1 FY2023		Q1 FY2022	
	Number	% of Total	Number	% of Total
Late	163	42%	54	30%
Early	5	1%	8	4%
Driver Attitude	32	8%	26	14%
Care Driving/Comfort	32	8%	22	12%
Van did not show	15	4%	16	9%
Fare Disputes	44	11%	4	2%
Accident	9	2%	0	0%
Trip Length	53	14%	21	12%
Other	38	10%	31	17%
Total	391	100%	182	100%
Trips per Complaint	92		219	
Complaints Deemed Valid	188		127	
Trips per Complaints Deemed Valid	192		313	

LANtaBus ADA Related Complaints Jul - Sep 2022			
Month	Issue	Details and Response	Determination
July			
August			
September	Ramp Deployment	Rider reported that driver did not make ramp available when rider was boarding. Video was reviewed and showed that driver was addressing another issue at the time and did not see that that rider was waiting for the ramps.	Invalid
September	Mobility Device Securement	Rider reported that driver did not secure their mobility device adequately and did not use straps. The rider's companion secured the mobility device with the straps when the driver did not. Driver received coaching/retraining on mobility device securement.	Valid

Total Complaints for Quarter	2
Total Valid	1
Total Valid or Inconclusive	1
Total LANtaBus Passenger Trips	871,542
Valid Complaints per LANtaBus Trip	871,542



DISABILITY PROFESSIONAL VERIFICATION

This form provides a professional verification about an applicant's disability. It is an optional form. The applicant may choose to have this form completed, or may have an in-person assessment conducted by LANTA. If the applicant chooses to have this form filled out, this form must be included with the individual's application for LANtaVan services.

This professional verification form is to be completed by a licensed medical or mental health care professional involved in the care of the applicant.

Please complete this professional verification form as thoroughly as possible. **This form must be completed in its entirety, must be legible and responsive to the nature of the questions or a new verification will be required.** This information will be kept confidential and will be reviewed and processed by professionals involved in the eligibility evaluation processes for LANtaVan service. If you have any questions, please call LANtaVan at (610) 432-3200.

Enter information regarding Applicant:

Last Name: _____ First Name: _____ M.I.: _____

Address (Street and Number): _____

City, State, Zip: _____ County of Residence: _____

Telephone: (____) _____ Date of Birth: _____

The purpose of this verification form is to describe barriers in the environment and how the applicant's disability prevents them from using the LANtaBus service. LANtaBus service refers to LANTA's system of fixed route bus routes which operate on a designated route and schedule.

Lack of LANtaBus service is not a qualifier for LANtaVan.

1. Does the applicant have a disability or disabilities that prevents them from using LANTA's fixed route bus service? ☐ Yes ☐ No

2. Is that disability(ies) (check all that apply) _____ Physical _____ Mental Health _____ Cognitive

3. What is the applicant's diagnosis(ies) that prevents the applicant's use of fixed route bus service?

4. How are you involved in the care of this diagnosis(ies)?

5. Does the applicant's disability affect their ability to complete the following travel tasks:

- Traveling alone outside the home? ☐ Yes ☐ No

If yes, describe: _____

- Leaving the house on time? ☐ Yes ☐ No

If yes, describe: _____

- Seeking and acting on directions? ☐ Yes ☐ No

If yes, describe: _____

- Walking/Finding way to/from bus stop? ☐ Yes ☐ No

If yes, describe: _____

- Crossing streets? ☐ Yes ☐ No

If yes, describe: _____

- Waiting for a bus? ☐ Yes ☐ No

If yes, describe: _____

- Boarding the correct bus? ☐ Yes ☐ No

If yes, describe: _____

- Riding on a bus? ☐ Yes ☐ No

If yes, describe: _____

- Transferring between buses? ☐ Yes ☐ No

If yes, describe: _____

- Exiting the bus at the correct destination? ☐ Yes ☐ No

If yes, describe: _____

- Monitoring time? ☐ Yes ☐ No

If yes, describe: _____

6. Was a physical evaluation of the applicant the basis for the information you provided in Q5? ☐ Yes ☐ No

7. If you rated the applicant as having limited ability to perform one or more of the activities listed in Q5, would this inability result from certain conditions (i.e., weather conditions, after prescribed treatments, etc.) or

would the inability be unpredictable? ☐ Yes, results from certain conditions ☐ No, it is unpredictable

If yes, please explain: _____

8. Are the limitations listed in Q5 temporary? ☐ Yes ☐ No

If yes, please indicate the period during which these limitations will exist (e.g. 6 months).

9. Is the applicant taking medication for the treatment of the diagnosis noted in Question 3 above that might be causing the limitations listed in Q5? ☐ Yes ☐ No ☐ Unknown

If yes, please describe? (Drowsiness, confusion, etc.) _____

10. Would mobility training be appropriate for the applicant to address any limitations listed in Q5?
☐ Yes ☐ No ☐ Unknown

If No, please explain? _____

11. Is the goal of traveling independently (even limited travel in the neighborhood) within the context of treatment? ☐ Yes ☐ No ☐ Unknown

What is the timeframe for the potential to meet this goal? _____ Months

12. How will using door-to-door paratransit van service better suit the mobility needs of the applicant compared to fixed route bus service? (Please note that an increased likelihood that an applicant will attend care appointments is not a reason to grant eligibility). _____

I certify that this information is true and correct to the best of my knowledge.

Signature

Title

Printed name

Printed title

Agency/Practice

Date

Address

Phone