



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

LANTA Board of Directors Meeting Minutes

June 13, 2023

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; Iris Linares; Cordeila Miller; Sheila Alvarado; and Beth Halpern.

Members Attending via Webinar / Teleconference: Kim Schaffer; and Amy Beck.

Members Absent: Becky Bradley; Jennifer Ramos; and Matthew Rozsa.

Staff and Contractors Attending: O. O’Neil, T. Williams, N. Ozoa, B. Cotter, A. Yacko, D. Lightner, D. Bohner, A. Ganchoso, Ja. Ozoa - 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 12:14 p.m. by Matt Malozi, Chair of the Authority.

2. Public Comment

No comments were offered during public comment.

3. Approval of the Minutes

The minutes of the May 9, 2023 Board of Directors meeting were approved on a motion made by Mr. Lichtenberger and seconded by Ms. Alvarado.

4. Report of the Chair

As part of the Report of the Chair, Mr. Malozi announced that the Fiscal Year 2024 Board Officers Nominating Committee, which included Sheila Alvarado and Iris Linares, have nominated the current slate of officers to serve a second year. That includes Mr. Malozi as Chair, Mr. Lichtenberger as Vice Chair, Ms. Bradley as Secretary, and Mr. Williams as Treasurer.

The Board will vote on the Board officers for the fiscal year during the July meeting of the Board. At that time, additional nominations can be made by any Board member.

Lastly, Mr. Malozi introduced a new member to the Board. Beth Halpern is the newest member from Lehigh County.

Mr. Malozi welcomed Ms. Halpern to the LANTA Board and expressed that the Board members all look forward to working with her.

5. Report of the Committees

- A. Finance & Administration Committee – Mr. Williams reported that the Finance & Administration Committee met on Tuesday June 6. As part of the agenda, staff presented the financial statements for the LANTaBus, LANTaVan, and Carbon Transit operating divisions for April 2023, subject to audit, which are attached. The meeting included a detailed presentation and discussion of the financial statements.

On a motion made by Mr. Williams and seconded by Ms. Miller, the Board voted to approve the LANTaBus, LANTaVan, and Carbon Transit financial statements for April 2023, subject to audit.

As part of the agenda, staff provided an award recommendation for legal services contracts as a result of a Request for Qualifications issued by LANTA. The award recommendation summary is attached.

On a motion made by Mr. Williams and seconded by Mr. Lichtenberger, the Board voted to approve the award of a five-year contract for Solicitor services to King-Spry; and a five-year contract for Labor Attorney and Public Transportation Attorney services to Summers Nagy Law Offices.

Staff provided a detailed presentation of the public notice steps taken and the public comment received during the public comment period for the Fiscal Year 2024 operating budgets for each of the LANTaBus, LANTaVan, and Carbon Transit operating divisions; as

well as the FY 2024 LANTA Capital Budget. No comments were received from the public regarding either the operating or the capital budgets. The summary is attached.

On a motion made by Mr. Williams and seconded by Ms. Linares, the Board voted for final approval of the FY 2024 operating budgets as presented.

On a motion made by Mr. Williams and seconded by Ms. Miller, the Board voted for final approval of the FY 2024 capital budget as presented.

Lastly, staff presented a resolution providing Board authorization for the Executive Director to execute contracts, grant applications, and other grant documents on behalf of the Authority. The resolution is attached.

On a motion made by Mr. Williams and seconded by Ms. Alvarado, the Board voted to approve the resolution as presented.

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 June and that the next meeting of the Committee is scheduled for Tuesday August 8.
- C. Capital Asset Management Committee – Mr. Malozi reported that the Capital Asset Management Committee met on Tuesday June 6.

The agenda included a review of the Capital Asset Management Dashboard Report for the period of January through March 2023. 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 also above benchmark.

Staff presented an award recommendation for contracts for General Contractor, Electrical Contractor, and Mechanical Contractor services for the Bethlehem Transportation Center Renovation. Staff described the design, bid, and review process. The award recommendation is attached.

On a motion made by Ms. Linares and seconded by Ms. Alvarado, the Board voted to award a contract for General Contractor services for the Bethlehem Transportation Center renovation to CMG of Easton, Inc.

On a motion made by Mr. Lichtenberger and seconded by Ms. Alvarado, the Board voted to award a contract for Electrical Contractor services for the Bethlehem Transportation Center renovation to Shannon A. Smith, Inc.

On a motion made by Ms. Miller and seconded by Mr. Lichtenberger, the Board voted to award a contract for Mechanical Contractor services for the Bethlehem Transportation Center renovation to KC Mechanical Service, Inc.

Staff also provided updates on the fixed route bus purchase as well as a detailed presentation of bus stop infrastructure projects. A summary of the bus stop infrastructure projects is attached.

Mr. Malozi then concluded the report.

- D. LANtaVan & Accessibility Committee – Ms. Alvarado, Chair of the LANtaVan & Accessibility Committee, reported that the Committee met June 13 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 third quarter of fiscal year 2023. The report is attached. The report shows that ridership was up in the third quarter of fiscal year 2023 compared to the same quarter in fiscal year 2022 by approximately 16 percent. For the fiscal year to date, ridership is 2 percent higher than the same period in the previous fiscal year.

For the quarter, the percentage of trips that were in the on-time window or earlier was 86 percent, which was up from 77 percent in the previous quarter. Ninety-four (94) percent of trips were 90 minutes or less; and 92 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, regarding staffing and other efforts.

Staff presented the updated eligibility appeal form. The form has been designed to elicit the specific information needed from treating professionals to facilitate an appeal decision. The same form is also being used as a disability verification form which can be submitted as part of a LANTaVan application as an alternative to the in-person assessment.

Lastly, staff provided an update on the online eligibility application provided through PennDOT's Find My Ride website.

Ms. Alvarado then concluded her report.

6. Other Items

None

7. Adjournment

The meeting was adjourned at 12:29 p.m.

Respectfully Submitted



Becky Bradley
Secretary

7/11/2023

Date



Lehigh and Northampton Transportation Authority

**LANTA Board Meeting
Agenda
June 13, 2023**

1. Call to Order
 2. Public Comment
 3. Approval of the Minutes – May 9, 2023 Board Meeting
 4. Report of the Chair
 5. Report of Committees
 - A. Finance & Administration – Fred Williams
 - i. Items for consideration of approval:
 - a. Financial Statements April 2023, subject to audit
 - b. Contract Award – Legal Services
 - c. Final Approval - FY 2024 LANtaBus, LANtaVan, Carbon Transit Divisions Operating Budget
 - d. Final Approval - FFY 2024 LANTA Capital Budget
 - e. FY 2024 Contracts/Grants Authorization Resolution
 - B. LANtaBus Rider Experience & Planning Committee – Kim Schaffer
 - C. Capital Asset Management – Becky Bradley
 - i. Items for consideration of approval:
 - a. Contract Award – BTC Renovation General Contractor
 - b. Contract Award – BTC Renovation Electrical Contractor
 - c. Contract Award – BTC Renovation Mechanical Contractor
 - D. LANtaVan & Accessibility Committee – Sheila Alvarado
 6. Other Items
 7. Adjournment
-



**LANTA Finance & Administration Committee
Agenda
June 6, 2023**

1. Call to Order
 2. Roll Call
 3. Public Comment
 4. Review and Recommendation – Financial Statements April 2023 subject to audit
 5. Procurements
 - A. Recommendation for Award – Legal Services Contracts
 6. Actions
 - A. Recommendation for Final Approval - Draft FY 2024 LANtaBus, LANtaVan, Carbon Transit Divisions Operating Budget
 - B. Recommendation for Final Approval - Draft FFY 2024 LANTA Capital Budget
 - C. Recommendation for Approval – Contracts/Grants Authorization Resolution
 7. Other Items
 - None
 8. Adjournment
-



Lehigh and Northampton Transportation Authority

TO: Owen O'Neil, Executive Director and Authority Members
FROM: Nicole L. Ozoa, Director of Finance
DATE: June 5, 2023
SUBJECT: Unaudited April 2023 Financial Statement

Attached for your review are the unaudited financial statements for the period ended April 30, 2023 for LANtaBus, LANtaVan and Carbon Transit.

Items of Interest:

- LANTA's portion of the Line of Credit Balance as of June 5, 2023 stands at \$0 of an available \$6,000,000. The balance in the combined LANTA general checking account stands at \$223K. State ACT 89 funds due to LANTA are current. The balance in the ACT 44 checking account stands at \$17,769,609. The account is currently underfunded by approximately \$4.3M. In addition, approximately \$3.7M are either currently owed to LANTA from State Funds or can now be drawn down from Federal Grants:
 - State Shared Ride/PWD - \$593,589 (THRU 4/30/2023)
 - Lehigh County MATP - \$802,710 (THRU 4/30/2023)
 - Northampton County MATP - \$118,050 (THRU 4/30/2023)
 - Federal Capital/Ops Funding - \$1,925,447 (THRU 5/31/2023)
 - State Capital Funding - \$2,121,530 (THRU 5/31/2023)
- The balance in the Carbon's general checking account stands at approximately \$233K. The balance in the Carbon's Act 44 checking account stands at \$98K. The account is currently overfunded by approximately \$98K. State ACT 89 funds due to Carbon are current. In addition, approximately \$762K are currently owed to CT from the following sources:
 - State Shared Ride/PWD - \$74,316 (THRU 4/30/2023)
 - Carbon County MATP - \$687,871 (THRU 4/30/2023)
- Fulton Financial ACT 72 Letter for period ended 4/30/2023 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	\$479,408	\$486,629	\$4,841,332

The current health insurance participation census stands at 108 Employee Only; 79 Employee Plus 1; 39 Employee Plus 2; 36 Employee Plus 3 and 26 Employee Plus 4 or more.

LANtaVan Accounts Receivable Aged Invoice Report - April 30, 2023

	Total	Current	30 Days	60 Days	90 Days	120 Days +
Lehigh County MATP	\$ 589,964	\$ 277,227	\$ 1,866	\$ 142,935	\$ 90,973	\$ 76,962
Northampton County MATP	\$ (10,017)	\$ (18,726)	\$ (49,789)	\$ 40,843	\$ (33,579)	\$ 51,234
Other(PaDOT Shared Ride;PWD)	\$ 786,227	\$ 392,707	\$ 184,798	\$ 13,460	\$ 1,369	\$ 193,894
Total AR April 30, 2022	\$ 1,366,175	\$ 651,208	\$ 136,875	\$ 197,238	\$ 58,762	\$ 322,091
	100%	47.67%	10.02%	14.44%	4.30%	23.58%
Total AR March 31, 2023	\$ 1,073,267	\$ 495,175	\$ 197,238	\$ 58,762	\$ 122,070	\$ 200,021
	100%	46.14%	18.38%	5.48%	11.37%	18.64%
AR Change	\$ 292,908	\$ 156,033	\$ (60,363)	\$ 138,476	\$ (63,308)	\$ 122,070
	27.29%	31.51%	-30.60%	235.66%	-51.86%	61.03%

Accounts Payable Aged Invoice Report - April 30, 2023

	Total	Current	30 Days	60 Days	90 Days	120 Days +
LANtaBus	\$ 1,239,961	\$ 1,053,937	\$ 98,472	\$ 3,737	\$ 83,736	\$ 80
LANtaVan	\$ 812,051	\$ 787,617	\$ 4,175	\$ 18,220	\$ 24	\$ 2,016
Carbon Transit	\$ 190,513	\$ 188,260	\$ 926	\$ 1,255	\$ 71	\$ -

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

LANTA Bus

Year-to-date revenues for the fixed route division total \$1,645,123. This represents a 11.7 percent increase from the budget projection of \$1,472,863. Fare collection revenue of \$1,065,396 is currently running above budget projection by approximately \$83K, an 8.48 percent increase from the current budget projection of \$982,110. The Special Transit Fares section, which includes those revenues generated from LANTA's Route Service Agreements, continues above the anticipated budget amount by approximately \$66K. Advertising Revenue will continue to run above the current year budget projection amount by approximately \$26K. This is due to the additional revenue earned above the guaranteed annual contract amount for calendar year end 2022 and an increase to the monthly guaranteed amount beginning in January 2023. 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 total \$31,824,467. This represents a 9.17 percent increase from the current year budget projection of \$29,151,513. For the current fiscal year, Materials and Supplies, Purchased Transportation, Casual and Liability Insurance, and Utilities continue as the top expense variables contributing to the largest budget variances. These categories, as well as all variables, will be continually monitored with further investigation occurring as required. The first area to be examined in detail is the area of Materials and Supplies. Materials and Supplies are above current year budget projections by approximately \$1.2M. This continues to be attributed to a too conservative approach to the current year budget projection, and inflationary cost increases for required materials. The second area of variance to be detailed is Purchased Transportation. As noted previously, the Purchased Transportation expense consists of the total operating costs for the ADA program and the costs of the Flex Service. The P/T expense line item is currently above budget projections by approximately \$198K. The third area of variance to be detailed is Casualty and Liability Insurance. Current year expense for both Physical Damage and Liability and Property Damage insurance is running approximately \$16K below budget. The projection of the insurance liabilities is received from our carrier, SAFTI. Approximately \$70K of insurance recoveries were received YTD which helped reduce costs further. Insurance recoveries are booked when received and are not budgeted. The next area to be detailed is Utilities. Utilities are running above current budget projections by approximately \$187K. Currently the Utilities section is compiled by not only the utilities for the Allentown and Easton facilities but also the Allentown, Bethlehem, and Easton Transit Centers. All overhead costs for each transit center are recorded under the Utilities section. There have been several increases in supplier costs for all locations. In addition, improvements to each of the transit centers were not capitalized projects, therefore the total costs for those improvements were recorded as an operating expense.

Year-to-date deficit recorded on the fixed route division totals \$33,139,986. This represents a 9.46 percent increase from the current year budget projection. Current total subsidies equal the deficit and include the following sources:

- Federal Subsidy – ARPA - \$10,221,993
- Federal Subsidy – CRRSSA - \$4,091,706
- Federal Subsidy – All Other - \$6,241,958
- State Subsidy - \$11,531,705
- Local Subsidy - \$1,052,623

LANtaVan

Year-to-date revenues for LANtaVan total \$7,844,011. This represents a 3.69 percent decrease from the current year budget projection of \$8,144,962. MATP YTD revenue of \$3,381,558 has been recorded based on actual costs and is currently showing a 1.64 percent decrease from YTD budget projections of \$3,438,017. ADA revenue of \$2,184,384 has been recorded based on the actual costs of the ADA program and is showing a 17.69 percent decrease from YTD budget projection of \$2,653,802.

Year-to-date expenses for LANtaVan total \$10,153,204. This represents a 9.53 percent increase from the current year budget projection of \$9,269,743. Services, Fuel, Materials and Supplies along with Purchased Transportation continue as the top expense variables experiencing the largest budget variances. Services are currently above budget projections by approximately \$182K. The Authority anticipates this trend to continue as proper expense allocation and recognition for computer and technical services as a result of the transition to Transdev and new software. The fuel expense category is currently over budget by approximately \$214K. With the continued erratic fuel pricing, the Authority anticipates this category to be approximately \$265K above budget at fiscal year-end. The Materials and Supplies expense line is currently above budget projections by \$32K. This is due to unforeseen vehicle expenditures LANTA had agreed to pay as a result of the transition to Transdev and which were not anticipated at the time of budget preparations. Lastly, the Purchased Transportation area continues to operate above budget projection by approximately \$255K, which represents a 3.78 percent budget 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 LANtaVan totals \$2,309,193. Current total subsidies equal the amount of the deficit and include the following sources:

State Subsidy – \$2,309,193

Carbon Transit

Year-to-date revenues for Carbon Transit total \$1,201,458. This represents a 44.71 percent increase above the current year-to-date budget projection of \$830,226. Currently, MATP revenue is approximately \$411K above the current year's budget projections. YTD completed revenue trips have increased approximately 8% from the prior year period with ADA, MATP and PWD showing the largest increases in trips.

Year-to-date expenses for Carbon Transit total \$2,102,360. This represents a 42.64 percent increase above the current budget projection of \$1,473,893. The main deviation of approximately \$500K pertains to the Purchased Transportation area. With a slower than anticipated return to pre-COVID service levels and the increase in subcontractor costs, the Authority anticipates the P/T area to close the fiscal year approximately \$671K above budget. The Authority is assessing current transportation trends to create cost-saving alternatives for the near future. 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 \$900,903. Current total subsidies equal \$900,903 and include the following sources:

Federal Subsidy - \$341,550

State Subsidy – \$520,237

Local Subsidy - \$39,116

LANTaBus
Statement of Net Assets
April 30, 2023

CURRENT ASSETS

Cash	\$ (1,300,388)
Accounts Receivable	2,898,744
Interdivisional Receivable	824,318
Inventories	860,735
Prepaid Expenses	13,904,897
Grants Receivable	4,435,911
Total Current Assets	<u>21,624,218</u>

RESTRICTED ASSETS

Cash	<u>19,143,910</u>
------	-------------------

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

\$ 88,158,118

CURRENT LIABILITIES

Note Payable	\$ -
Loan Payable	-
Interdivisional Payable	-
Accounts Payable	976,501
Accrued Expenses:	-
Wages	2,410,165
Professional Fees	26,940
Other	526,507
Deferred Other Funding	26,691,797
Due To Commonwealth of PA	22,123,020
Deferred Local Grant Funding	294,835
Total Current Liabilities	<u>53,049,764</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**

\$ 88,158,118

LANTABus
Income Statement Summary
For the Period Ending April 30, 2023

	Fiscal Year 2023					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Revenue							
Passenger Fares	95,445	101,222	1,065,396	982,110	1,223,523	83,286	8.48%
Special Transit Fares	24,818	-	155,987	89,857	100,000	66,130	73.59%
Auxiliary Transportation Revenue	39,583	35,983	392,460	370,832	450,000	21,628	5.83%
Non-Transportation Revenue	3,017	3,000	31,280	30,064	36,000	1,216	4.04%
Total Revenue	162,864	140,205	1,645,123	1,472,863	1,809,523	172,260	11.70%
Expenses							
Labor	1,481,507	1,424,627	14,286,201	12,263,994	13,783,690	(2,022,207)	-16.49%
Fringe Benefits	811,144	731,477	10,103,659	10,739,886	12,141,847	636,227	5.92%
Total Labor and Fringe Benefits	2,292,651	1,656,104	24,389,860	23,003,880	25,925,537	(1,385,980)	-6.02%
Services	205,042	243,315	1,826,883	1,836,058	2,213,294	9,176	0.50%
Fuel	117,749	132,637	1,391,337	1,343,916	1,575,379	(47,420)	-3.53%
Tires & Tubes	11,609	8,525	112,513	105,967	123,017	(6,546)	-6.18%
Materials & Supplies	(82,886)	153,905	2,355,437	1,147,294	1,264,323	(1,208,143)	-105.30%
Utilities	82,653	54,142	852,705	666,463	781,700	(186,241)	-27.94%
Casualty & Liability	96,000	87,668	802,891	818,664	994,000	15,774	1.93%
Taxes	1,876	354	4,749	2,858	3,715	(1,891)	-66.15%
Purchase of Transportation Service	219,903	245,735	2,795,068	2,597,846	3,053,353	(197,222)	-7.59%
Miscellaneous	10,690	16,023	176,957	192,102	220,249	15,145	7.88%
Interest	-	-	5,283	862	1,000	(4,421)	-513.19%
Leases & Rentals	5,518	-	71,428	34,009	34,009	(37,419)	-110.03%
Total Expenses	2,960,804	2,598,407	34,785,109	31,749,920	36,189,576	(3,035,189)	-9.56%
Gross Surplus (Deficit)	(2,797,940)	(2,458,202)	(33,139,986)	(30,277,057)	(34,380,053)	(2,862,929)	-9.46%
Subsidy							
Local Subsidy	103,929	101,227	1,052,623	1,042,677	1,221,973	(9,946)	-0.95%
State Subsidy	465,658	365,537	11,531,705	10,396,580	12,321,724	(1,135,125)	-10.92%
Federal Subsidy	300,102	335,334	6,241,958	5,094,580	6,351,100	(1,147,378)	-22.52%
Federal Subsidy - CRRSAA	1,928,252	1,656,104	4,091,706	3,521,227	4,263,263	(570,479)	-16.20%
Federal Subsidy - ARPA	-	-	10,221,993	10,221,993	10,221,993	-	0.00%
Total Subsidy	2,797,940	2,458,202	33,139,986	30,277,057	34,380,053	(2,862,929)	-9.46%
Surplus (Deficit)	0	(0)	(0)	0	-	-	0.00%

LANTA Van
Income Statement Summary
For the Period Ending April 30, 2023

	Fiscal Year 2023				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
Revenue						
Passenger Fares	50,132	51,006	390,237	457,406	(67,169)	-14.68%
Non-Transportation Revenues	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	207,273	249,491	2,254,561	2,295,859	(41,298)	-1.80%
State Reimbursements	194,969	215,504	1,817,655	1,953,680	(136,025)	-6.96%
State Special Fare Assistance	340,813	381,985	3,381,558	3,438,017	(56,459)	-1.64%
Total Revenue	793,187	897,986	7,844,011	8,144,962	(300,951)	-3.69%
Expenses						
Labor	36,218	58,467	563,306	609,018	45,712	7.51%
Fringe Benefits	30,542	52,366	475,036	507,027	31,991	6.31%
Total Labor and Fringe Benefits	66,760	110,833	1,038,342	1,116,045	77,703	6.96%
Services	25,944	5,162	242,933	61,308	(181,625)	-296.25%
Fuel	83,374	58,659	862,605	648,556	(214,049)	-33.00%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	1,185	3,499	65,739	33,851	(31,888)	-94.20%
Utilities	19,122	7,718	178,530	86,968	(91,562)	-105.28%
Casualty & Liability	1,083	1,082	10,833	10,836	3	0.02%
Taxes	-	-	-	-	-	0.00%
Purchase of Transportation Service	714,645	744,213	6,990,311	6,735,729	(254,582)	-3.78%
Miscellaneous	6,798	450	70,829	3,150	(67,679)	-2148.54%
Interest	-	-	-	-	-	0.00%
Rent	74,488	63,700	693,081	573,300	(119,781)	-20.89%
Total Expenses	993,399	995,316	10,153,204	9,269,743	(883,461)	-9.53%
Gross Surplus (Deficit)	(200,212)	(97,330)	(2,309,193)	(1,124,781)	(1,184,412)	105.30%
Subsidy						
Local Subsidy	-	-	-	-	-	-105.30%
State Subsidy	200,212	97,330	2,309,193	1,124,781	(1,184,412)	-105.30%
Federal Subsidy	-	-	-	-	-	-105.30%
Total Subsidy	200,212	97,330	2,309,193	1,124,781	(1,184,412)	-105.30%
Surplus (Deficit)	-	-	-	-	-	#DIV/0!

LANTaVan
Statement of Net Assets
April 30, 2023

CURRENT ASSETS

Cash	\$ (9,184)
Accounts Receivable	117,815
Interdivisional Receivable	
Inventories	
Prepaid Expenses	176,835
Grants Receivable	1,881,835
Total Current Assets	<u>2,167,301</u>

TOTAL ASSETS

\$ 2,167,301

CURRENT LIABILITIES

Note Payable	\$ -
Loan Payable	-
Interdivisional Payable	624,106
Accounts Payable	855,201
Accrued Expenses:	713,854
Deferred Revenue	(25,860)
Total Current Liabilities	<u>2,167,301</u>

NET ASSETS

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

TOTAL CURRENT LIABILITIES AND NET ASSETS

\$ 2,167,301

Carbon Transit
Income Statement Summary
For the Period Ending April 30, 2023

	Fiscal Year 2023				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	Percent
	Actual	Budget	Actual	Budget	Amount	
Revenue						
Passenger Fares	2,432	2,396	23,814	24,997	(1,183)	-4.73%
Non-Transportation Revenues	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	2,274	2,542	21,821	23,084	(1,263)	-5.47%
State Reimbursements	25,533	32,084	258,372	295,528	(37,156)	-12.57%
State Special Fare Assistance	117,691	52,131	897,451	486,617	410,834	84.43%
Total Revenue	147,930	89,153	1,201,458	830,226	371,232	44.71%
Expenses						
Labor	12,765	10,121	136,188	112,157	(24,031)	-21.43%
Fringe Benefits	11,105	8,785	118,484	94,235	(24,249)	-25.73%
Total Labor and Fringe Benefits	23,870	18,906	254,672	206,392	(48,280)	-23.39%
Services	1,439	1,501	21,931	13,991	(7,940)	-56.75%
Fuel	17,276	13,688	168,321	138,015	(30,306)	-21.96%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	648	1,839	12,871	14,230	1,359	9.55%
Utilities	3,175	1,642	28,606	23,440	(5,166)	-22.04%
Casualty & Liability	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	0.00%
Purchase of Transportation Service	185,494	97,164	1,569,433	1,069,485	(499,948)	-46.75%
Miscellaneous	21	352	165	2,021	1,856	91.81%
Interest	-	218	-	1,819	1,819	100.00%
Leases & Rentals	4,636	-	46,361	4,500	(41,861)	-930.24%
Total Expenses	236,558	135,310	2,102,360	1,473,893	(628,467)	-42.64%
Gross Surplus (Deficit)	(88,628)	(46,157)	(900,903)	(643,667)	(257,236)	-39.96%
Subsidy						
Local Subsidy	3,911	3,911	39,116	39,110	(6)	-0.01%
State Subsidy	84,717	28,300	520,237	263,011	(257,226)	-97.80%
Federal Subsidy	-	13,946	341,550	341,550	-	0.00%
Total Subsidy	88,628	46,157	900,903	643,671	(257,232)	-39.96%
Surplus (Deficit)	-	-	-	4	(4)	-100.00%

Carbon Transit
Statement of Net Assets
April 30, 2023

CURRENT ASSETS

Cash	\$	225,316
Accounts Receivable		4,297
Interdivisional Receivable		-
Due From Carbon County		(7,828)
Prepaid Expenses		3,911
Grants Receivable		1,040,172
Total Current Assets		<u>1,265,869</u>

TOTAL ASSETS

\$ 1,265,869

CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		1,114,041
Due to the Commonwealth		-
Accounts Payable		188,817
Accrued Expenses		185,545
Deferred Revenue		29,503
Total Current Liabilities		<u>1,517,906</u>

NET ASSETS

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

TOTAL CURRENT LIABILITIES AND NET ASSETS

\$ 1,265,869



MEMORANDUM

To: LANTA Board of Directors, Finance & Administration Committee
Fr: Owen O'Neil, Executive Director
Re: Contract Award Recommendation – Legal Services
Date: June 6, 2023

On March 1, 2023 LANTA issued a Request for Qualifications (RFQ) seeking submittals from qualified individuals and firms for legal services. The RFQ was posted on PennBID on that date. The announcement informed bidders that submittals would be due April 4, 2023. The availability of the RFQ was also advertised in the Morning Call on March 2, 2023. Bidders could submit qualifications for any of three separate legal expertise areas including Authority Solicitor, Labor Attorney, and Public Transportation Attorney. It is LANTA's intent to award a contract to one or more firms in each legal area.

Four (4) proposals were submitted through PennBid from the firms listed below along with the legal areas for which they submitted qualifications for consideration:

- Clark Hill PLC; Philadelphia, PA; Labor Attorney.
- Hardin Thompson, P.C., Philadelphia, PA; Solicitor, Labor Attorney, Public Transportation Attorney.
- King, Spry, Herman, Freund & Faul, LLC; Bethlehem, PA; Solicitor, Labor Attorney, Public Transportation Attorney.
- Summer Nagy Law Offices, Inc.; Reading, PA; Solicitor, Labor Attorney, Public Transportation Attorney.

Statements of Qualifications were reviewed by a committee consisting of the Executive Director, Human Resources Coordinator, and the Compliance Programs Coordinator. Scores for each submittal were calculated based on the following criteria:

- Specified areas of expertise of the firm related to the legal area, as noted in the RFP;
- Relevant experience of the proposed lead attorney; and
- Commitment to responsiveness.

The proposal receiving the highest scores and overall responsiveness to the RFP for the legal area of **Attorney Solicitor** was **King, Spry, Herman, Freund & Faul, LLC** of Bethlehem, PA

The proposal receiving the highest scores and overall responsiveness to the RFQ for the legal area of **Public Transportation Attorney** was **Summers Nagy Law Offices** of Reading, PA

The proposal receiving the highest scores and overall responsiveness to the RFQ for the legal area of **Labor Attorney** was **Summers Nagy Law Offices** of Reading, PA.

Upon identifying the highest scoring firms based on the qualifications statements, the highest scoring firms were asked to provide a cost proposal for the applicable legal areas. The pricing provided was as follows:

Authority Solicitor - King, Spry, Herman, Freund & Faul, LLC

	Year 1	Year 2	Year 3
Monthly Retainer (\$)	1,500	1,500	1,600
Hourly Fee (\$) – Lead Attorney	175	175	180

Labor Attorney – Summers Nagy Law Offices

	Year 1	Year 2	Year 3
Hourly Fee (\$) – Lead Attorney	185	185	195

Public Transportation Attorney – Summers Nagy Law Offices

	Year 1	Year 2	Year 3
Hourly Fee (\$)	185	185	195

The proposed rates are in line with rates historically paid by LANTA for such services.

It is staff's recommendation to enter into a five-year legal services contract for services as described in the RFQ for the Authority Solicitor with King Spry at the rates listed above. The retainer will include services specified in King Spry's proposal.

It is staff's recommendation to enter into a five-year legal services contract for services as described in the RFQ for the Labor Attorney and Public Transportation Attorney with Summers Nagy.

For both contracts, year 4 and year 5 rates will be negotiated between LANTA and the applicable firm.

**FY 2024 OPERATING BUDGETS AND PROGRAM OF PROJECTS
SUMMARY OF PUBLIC NOTICE AND COMMENT**

The public notice below was published on LANTA's website starting May 9, 2023 along with copies of the draft operating budgets and draft capital program. The notice was also published in the Morning Call on May 13, 2023. The notice provided various ways for members of the public to submit comments or questions. To date, no comments or questions have been received.

**PUBLIC NOTICE
LANTA OPERATING BUDGETS AND PROGRAM OF PROJECTS
Fiscal Year 2024**

The Lehigh and Northampton Transportation Authority (LANTA) has published its proposed operating budgets for its fiscal year 2024; and its proposed Program of Projects for the use of grant assistance from the Federal Transit Administration (FTA) for grants for the federal fiscal year 2024.

A copy of the proposed operating budgets and proposed Program of Projects is available at lantabus.com/public-notice. The documents can also be sent to any member of the public upon request. To request a copy of these documents, please call 610-253-8333, write to LANTA, Rider Resources Department, 1060 Lehigh Street, Allentown, PA 18103; or email customerservice@lantabus.com. This material can be made available to persons with disabilities in alternative medium upon request.

If any member of the public would like to comment on the proposed operating budgets or program of projects as shown, comments must be received in writing by Thursday June 8, 2023 to be considered by the LANTA's Board of Directors prior to adopting the FY 2024 operating budget or the FFY 2024 program of projects as presented. Comments can be submitted by email at customerservice@lantabus.com, by mail at LANTA, 1060 Lehigh Street, Allentown, PA 18103 Attn: Executive Director; or by calling 610-253-8333. The LANTA Board of Directors will consider the proposed program for approval at its regularly scheduled meeting on June 13, 2023.

If no substantial changes are adopted by the LANTA Board as a result of a review of the information gathered through this public comment period, the operating budgets and program of projects will be implemented as outlined here, a second public notice will not be issued and the documents shown will be final.

By: Owen P. O'Neil
Executive Director

Kent Herman, Esq.
Solicitor

Lehigh and Northampton Transportation Authority
Equal Opportunity Employer M/F/Disabled
A drug-free, smoke-free workplace



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

THE UNDERSIGNED, being the duly authorized Chair of the municipal authority known as Lehigh and Northampton Transportation Authority, and existing under the laws of the Commonwealth of Pennsylvania, hereby certifies that the following Resolution was passed by the governing body of said corporation at a meeting of the corporation duly called and convened on June 13, 2023:

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

6/13/2023
Date

Matthew B. Malozi
Chair of the Authority



Capital Asset Management Committee

Agenda

June 6, 2023

1. Call to Order
2. Public Comment
3. Capital Asset Management Dashboard Report
4. Procurements
 - A. Recommendation for Approval – BTC Renovation General Contractor
 - B. Recommendation for Approval – BTC Renovation Electrical Contractor
 - C. Recommendation for Approval – BTC Renovation Mechanical Contractor
5. Report on Initiatives
 - A. Bethlehem Transportation Center Renovation
 - B. Fixed Route Bus Purchase
 - C. Bus Stop Infrastructure Update
6. Actions
 - None
7. Other Items
8. Adjournment



Capital Asset Management Dashboard - January - March 2023

Tuesday, June 6, 2023

LANtaBus MAINTENANCE FIGURES				
Vehicle Availability - percent pull outs made	100%			
Vehicle Availability - Number of road failures	14			
	%	Required	On-time	Benchmark
LANtaBus Vehicle Preventive Maintenance On Time %	86%	359	310	90%
On-Time % for bus detail cleaning (within 5 weeks)	95%	282	269	90%
	Current Q	Benchmark		
Revenue Miles between Road Failure	64,562	40,000		



MEMORANDUM

To: LANTA Board of Directors, Capital Asset Management Committee
Fr: Brendan Cotter, Senior Director, Capital Asset Management
Re: Contract Awards – Bethlehem Transportation Center (BTC) Renovation
Date: June 6, 2023

On March 31, 2023, LANTA released the Request for Proposals (RFP) for the Bethlehem Transportation Center (BTC) Renovation. A non-mandatory pre-bid meeting was held at LANTA's offices on April 12, 2023, with the original bid submission deadline of May 8, 2023. Due to the low number of bids being submitted by the May 8th deadline, a one-week extension for bid submissions was put in place with final bids being submitted on May 15, 2023.

In total, there were 111 companies which downloaded the RFP package from PennBID with a total of eight (8) companies ultimately submitting bids.

This project was advertised as a multiple-prime project which requires the recommendation and award of three separate contractors to complete the renovation. This project will have a General Contractor, Electrical Contractor and Mechanical Contractor being awarded contracts. The General Contractor will serve as the agent to coordinate schedules between the three contractors to get the work completed.

LANTA received three (3) bid submissions for General Contractor, three (3) bid submissions for Electrical Contractor and two (2) bid submissions for Mechanical Contractor. There was a third bid for Mechanical Contractor, however that firm withdrew their bid after the closing date of the RFP. A price matrix is attached with the memo.

After review of the price proposals, staff recommends the Board of Directors approve the award and execution of contracts to CMG of Easton, Inc. for the General Contractor; the award of Electrical Contractor to Shannon A. Smith, Inc.; and the award of Mechanical Contractor to K.C. Mechanical Service, Inc.

Bethlehem Transportation Center (BTC) Renovation - Bid Pricing

FIRM	PRICES		
	GENERAL CONTRACTOR (GC)	ELECTRICAL CONTRACTOR (EC)	MECHANICAL CONTRACTOR (MC)
Albarell Electric		\$ 91,800	
Billitier Electric, Inc.		\$ 98,880	
CMG of Easton, Inc	\$ 587,900		
K.C. Mechanical Service, Inc.			\$ 192,000
Mohawk Contracting & Development, LLC	\$ 825,950		
Myco Mechanical, Inc.			\$ 283,000
Shannon A. Smith, Inc.		\$ 90,000	
Wagman Construction, Inc.	\$ 744,000		



26 APRIL 2021



1600 MARKET STREET, SUITE 520
PHILADELPHIA, PA 19103
P: (267) 256-0300 | F: (267) 256-0395
WWW.JMT.COM

LANTA - BETHLEHEM TRANSPORTATION CENTER

OPTION 2 - METAL PANELS

2.5

© JMT 2020



26 APRIL 2021



1600 MARKET STREET, SUITE 520
PHILADELPHIA, PA 19103
P: (267) 256-0300 | F: (267) 256-0395
WWW.JMT.COM

LANTA - BETHLEHEM TRANSPORTATION CENTER

OPTION 2 - METAL PANELS

2.6



26 APRIL 2021



1600 MARKET STREET, SUITE 520
PHILADELPHIA, PA 19103
P: (267) 256-0300 | F: (267) 256-0395
WWW.JMT.COM

LANTA - BETHLEHEM TRANSPORTATION CENTER

OPTION 2 - METAL PANELS

2.7



26 APRIL 2021



1600 MARKET STREET, SUITE 520
PHILADELPHIA, PA 19103
P: (267) 256-0300 | F: (267) 256-0395
WWW.JMT.COM

LANTA - BETHLEHEM TRANSPORTATION CENTER

OPTION 2 - METAL PANELS

2.8

© JMT 2020



WAITING AREA - EPOXY FLOOR

5 OCTOBER 2020



LANTA - BETHLEHEM TRANSPORTATION CENTER INTERIOR RESTROOM RENOVATIONS AND IMPROVEMENTS

3A.1



ADMINISTRATION AREA - EPOXY FLOOR

5 OCTOBER 2020



LANTA - BETHLEHEM TRANSPORTATION CENTER

INTERIOR RESTROOM RENOVATIONS AND IMPROVEMENTS

3A.2



BUS STOP INFRASTRUCTURE UPDATE

1. Out of current batch of 20 shelters, 16 have been installed. most recent (5) shelter installations since the last CAM meeting in March:
 - Northampton and 15th
 - Northampton and 10th
 - Hanover and Wahneta
 - Jefferson and Cumberland
 - Hamilton and Reading

Remaining new shelters saved for following projects:

- Union and Home Run Lane - new (in coordination with developer's timing of sidewalk improvements)
- 6th and Allen - new
- (2) eastbound/westbound on Catasauqua Rd at Valley Plaza, signal/crosswalk improvements by Summer/fall 2023

2. Upcoming shelter delivery:
 - 20 shelters expected by late summer. This batch of new shelters will go towards old Lamar shelter replacements. Currently working with PPL to disconnect service at these locations for safe physical removal. Process takes months but requests for removal have been issued this spring to guarantee removal by late summer/fall.
 - 19 locations can be submitted for permit using in-house drawings.
 - (1) location at Union Blvd at Giant is under current task order with McMahon for bus stop redesign. Coordinating design layout with Lehigh Shopping Center property management.
3. Future shelters:
 - Another list of 10-13 sites for currently active projects (along existing routing) in which the developer is providing a concrete pad for a new or replacement shelter (provided by LANTA). LANTA will order new shelters by August for March 2024 delivery/start of construction season which can be timed for these project completions in 2024. Recently submitted list of these shelter sites to FTA for approval through Section 106/Historical Resources Review before we purchase shelters from Brasco.
4. ATC Interior Fit out Renovation – selected McMahon Associates with subconsultant KCI to lead the project. Had a kickoff meeting mid April with all departments to provide key needs for space/layout; met onsite recently for existing conditions assessment.
5. Upcoming RFPs:
 - On call engineer – will issue RFP in the next week, due by 8/1, Sept Board approval, 10/1 new contract start
 - Bus stop install contractor – current contracts expire 9/30/23, will be issuing this RFP within the month



LANtaVan & Accessibility Committee

Agenda

June 13, 2023

1. Call to Order
 2. Courtesy of the Floor
 - A. Public Comment
 - B. Update on comments received at March LANtaVan Committee meeting
 3. Dashboard Report
 4. Actions
 - A. None
 5. Report on Initiatives
 - A. Transdev Update
 - B. Appeal Questionnaire Update
 - C. Online Application Activity
 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 March 14 meeting of the Committee.



LANtaVan Dashboard Report

Tuesday, June 13, 2023

Reporting Period:

Q3 January 2023 - March 2023

Total Completed Trips by Funding Source

Q3 Comparison

Program	Q3 FY2023		Q3 FY2022		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total			
ADA	10,523	24%	10,030	27%	5%	LANTA	LANtaBus Op/Cap
Lottery	18,863	44%	15,797	43%	19%	PennDOT	PA Lottery Funds
MATP	11,916	28%	9,345	25%	28%	PA DHS	CMS/State MA Funding
PwD	1,278	3%	1,000	3%	28%	PennDOT	Proj of Stwde Signif
Other	633	1%	967	3%	-35%	Various	Various
Total	43,213	100%	37,139	100%	16%		

Total Completed Trips by Funding Source

YTD Comparison

Program	YTD FY2023		YTD FY2022		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total			
ADA	29,678	25%	30,770	27%	-4%	LANTA	LANtaBus Op/Cap
Lottery	52,124	44%	50,399	44%	3%	PennDOT	PA Lottery Funds
MATP	30,786	26%	28,039	24%	10%	PA DHS	CMS/State MA Funding
PwD	3,779	3%	3,601	3%	5%	PennDOT	Proj of Stwde Signif
Other	1,735	1%	2,913	3%	-40%	Various	Various
Total	118,102	100%	115,722	100%	2%		

MATP Out of Service Area Trip Statistics

Q3 FY2023		
Program	Completed Trips	Revenue Miles
MA OOC LC	515	8133.17
MA OOC NC	290	5892.11
Total	805	14025.28

Service Productivity - All

Q3 FY2023				
Service Hours	Revenue Hours	Passenger Trips	PT/Rev Hours	Scheduled Eff
28,312.20	22,385.20	50,261	2.25	3.07

Scheduled Trip Summary - All

Q3 FY2023			
Scheduled Trips	IVR Cancels	Day of Service Cancel	No Shows
68,778	2,646	3,239	209

Riders by Fare Zone - All

Q3 FY2023				
Zone	Full Fare	Copay	Trips	% of Trips
Base	29.35	\$4.40	20,683	51%
2	35.35	\$5.30	13,287	33%
3	41.35	\$6.20	6,634	16%
Total			40,604	100%

Trip Pattern Statistics - All Passengers
Quarter Comparison

	Q3 FY2023			Q3 FY2022			% Change		
	Average Length			Average Length			Average Length		
	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed
Total	10.42	39.31	15.90	10.08	35.78	16.90	3%	10%	-6%
	LANtaBus Figure		13.9	LANtaBus Figure		13.5			

Duration of Trips - Q3 FY2023

Q3 FY2023					
Minutes	<30	31-60	61-90	>90	>120
Trip Total	24,635	11,695	4,401	1642	840
Trip Total As Percentage	57.0%	27.1%	10.2%	3.8%	1.9%

Percent Trips 30 mins or less	57%
Percent Trips 90 mins or less	94%
% ADA Trips within FRE	73%
% ADA within 15 mins. of FRE	92%

On Time Performance - Client Pick Up Trips

Q3 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	9597	27449	6167	0	0
Trip Total As Percentage	22.2%	63.5%	14.3%	0.0%	0.0%

Total % On Time & Early	86%
LANtaBus On Time	63%

LANTA Call Center Report

Comparison

	Q3 FY2023 (Current)			Q2 2023 (Previous)		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Call Volume	473	121	64	481	104	59
Average Call Wait Time	2:41	0:52	1:24	3:17	1:21	1:24

Complaints Received

Q3 Comparison

Subject of Complaint	Q3 FY2023		Q3 FY2022	
	Number	% of Total	Number	% of Total
Late	34	18%	37	29%
Early	8	4%	2	2%
Driver Attitude	28	15%	15	12%
Care Driving/Comfort	20	11%	17	13%
Van did not show	7	4%	12	9%
Fare Disputes	25	13%	1	1%
Overcrowding	0	0%	0	0%
Trip Length	32	17%	20	16%
Other	33	18%	24	19%
Total	187	100%	128	100%
Trips per Complaint	231		290	
Complaints Deemed Valid	109		87	
Trips per Complaints Deemed Valid	396		427	

LANtaBus ADA Related Complaints			
Jan - Mar 2023			
Month	Issue	Details and Response	Determination
Jan	Ramp deployment	Rider claimed driver did not deploy ramp upon request. Investigation showed driver did refuse to deploy ramp. Driver was coached on policy.	Valid
Jan	Ramp deployment	Rider claimed driver deployed ramp onto broken sidewalk causing wheelchair to tip. Investigation showed ramp was deployed onto flat surface.	Invalid
Feb	Ramp deployment	Rider claimed driver did not deploy ramp upon request. Investigation showed driver did refuse to deploy ramp. Driver was coached on policy.	Valid
Mar	None		

Total Complaints for Quarter	3
Total Valid	2
Total Valid or Inconclusive	2
Valid Complaints per LANtaBus Trip	460,546



ELIGIBILITY APPEAL QUESTIONNAIRE

To be completed by a medical or mental health professional treating the applicant.

As part of LANtaVan's in-person assessment, the applicant was deemed to be able to perform certain tasks needed to establish a reasonable expectation that the applicant could use regular fixed route transit services (i.e., not door-to-door paratransit) for transportation. Based on those observations, it was determined that the applicant was not eligible for LANtaVan door to door paratransit service. A copy of that evaluation was provided to the applicant which the applicant was instructed to provide to their medical or mental health provider for review if they would like to file an appeal of that determination. After reviewing that evaluation, please answer the questions below and sign the form. Please note that there are three (3) pages to this questionnaire. All questions must be answered in their entirety to allow us to consider an appeal. Answers must be legible to consider an appeal; please print or type except where a signature is required.

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.

Printed Name of Treating Professional: _____

Signature of Treating Professional: _____

Name of Treating Practice: _____

Street Address of Treating Practice: _____

City, State, and Zip Code of Treating Practice: _____

Telephone of Treating Practice: _____