



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

LANTA Board of Directors Meeting Minutes
November 14, 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; Kim Schaffer; Iris Linares; Sheila Alvarado; and Beth Halpern.

Members Attending via Webinar / Teleconference: Amy Beck.

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

Staff and Contractors Attending: O. O’Neil, N. Ozoa, B. Cotter, J. Polster-Abel, A. Yacko, T. Williams, J. Ozoa, A. Jordan, D. Lightner, Ja. Ozoa, K. Cashatt - LANTA Staff; J. Santiago – ATU 956; Kent Herman – Solicitor.

Public Attending: Maurice Welo.

Public Attending via Webinar/Teleconference: None.

1. Call to Order

The meeting was called to order at 12:02 p.m. by Matt Malozi, Chair of the Authority.

2. Roll Call

Roll Call was conducted by Mr. O’Neil.

3. Public Comment

No comments were offered during public comment.

4. Approval of the Minutes

The minutes of the October 3, 2023 Board of Directors meeting were approved on a motion made by Mr. Lichtenberger and seconded by Ms. Halpern.

5. Report of the Chair

As part of the Report of the Chair, Mr. Malozi congratulated LANTA Board member, Sheila Alvarado, on her election as a new Lehigh County Commissioner. Mr. Malozi noted that Ms. Alvarado's experience on the LANTA Board, as well as the knowledge she will gain in her new role as County Commissioner should be mutually beneficial to both bodies.

Also, Mr. Malozi called the Board's attention to the proposed Board and Committee meeting schedule for January through June of 2024 which is attached. Mr. Malozi noted that the Board has reconfigured the Committee structure to align with the organizational structure implemented at LANTA earlier this year.

On a motion made by Mr. Williams and seconded by Ms. Linares, the Board voted to approve the Committee and Board meeting schedule for January through June 2024 as presented.

Mr. Malozi then concluded the Report of the Chair.

6. Report of the Committees

- A. Finance & Administration Committee – Mr. Williams reported that the Finance & Administration Committee met on Tuesday November 7.

As part of the agenda, staff presented the financial statements for the LANTaBus, LANTaVan, and Carbon Transit operating divisions for September 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. Alvarado, the Board voted to approve the LANTaBus, LANTaVan, and Carbon Transit financial statements for September 2023, subject to audit.

Staff presented a summary of an action taken by the Executive Committee of the Board to lock-in and extend a portion of the CNG purchase agreement with UGI Energy Services in accordance with the Board's adopted fuel purchase procedure. A summary of the option presented as well as the process followed is attached.

On a motion made by Mr. Williams and seconded by Mr. Lichtenberger, the Board voted to ratify the action taken by the Executive Committee to authorize the Executive Director to exercise the proposed lock-in and extension option as presented.

Staff also presented a recommendation to exercise the second of two (2), one-year optional extensions of LANTA's contract with IT services provider, Syncretic Solutions. A summary of the recommendation is attached.

On a motion made by Mr. Williams and seconded by Ms. Linares, the Board voted to approve the one-year extension of the IT services contract with Syncretic Solutions.

Staff presented an update to LANTA's Revenue Growth Policy. Adopting such a policy is a requirement under Act 89 and LANTA is required to submit the policy along with its annual grant applications to PennDOT. The proposed updated policy is attached.

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

Lastly, a representative of Syncretic Solutions, Inc. provided an update on IT services and projects from the previous year and planned projects in the coming year. A summary of the presentation is attached.

The Pension Committee also met on Tuesday November 7. The agenda included a presentation of the GASB 75 disclosure statements by the actuary, Foster & Foster, as well as the investment performance report for the third quarter of calendar year 2023 by the investment manager, Marquette Associates. The reports were distributed at the meeting and are available upon request. The material presented at the Pension Committee was for informational purposes and no actions were taken that require Board approval.

Mr. Williams then concluded his report.

- B. LANtaBus Rider Experience Committee – Ms. Schaffer reported that the LANtaBus Rider Experience Committee met on Tuesday November 14 prior to the Board meeting.

The agenda included a review of the LANtaBus Rider Experience Dashboard Report for the period of July through September 2023. The report is attached. The dashboard shows that ridership is up over 18 percent compared to the same period in the previous fiscal year. In addition, staff also reported that ridership during the three-month period was close to 100% of pre-COVID levels.

In addition, service reliability performance for the quarter was presented and discussed.

The agenda also included updates on service planning initiatives, as well as communications and outreach activities including the ongoing rider satisfaction survey and the Carbon Transit public meeting.

Ms. Schaffer then concluded her Committee Report.

- C. Capital Asset Management Committee – Mr. O’Neil reported that the Capital Asset Management Committee did not meet in November and that the next meeting of the Committee is scheduled for Tuesday December 5.
- D. LANtaVan & Accessibility Committee – Ms. Alvarado reported that the LANtaVan & Accessibility Committee did not meet in November and that the next meeting of the Committee is scheduled for Tuesday December 12.

7. Other Items

None

8. Adjournment

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

Respectfully Submitted



Becky Bradley
Secretary

12/12/2023

Date



Lehigh and Northampton Transportation Authority

**LANTA Board Meeting
Agenda
November 14, 2023**

1. Call to Order
 2. Roll Call
 3. Public Comment
 4. Approval of the Minutes – October 3, 2023 Board Meeting
 5. Report of the Chair
 - A. Approval of January – June 2024 Meeting Schedule
 6. Report of Committees
 - A. Finance & Administration – Fred Williams
 - i. Items for consideration of approval:
 - a. Financial Statements September 2023, subject to audit
 - b. IT Services Contract Extension
 - c. Revenue Growth Policy
 - B. LANtaBus Rider Experience Committee – Kim Schaffer
 - C. Capital Asset Management – Becky Bradley
 - D. LANtaVan & Accessibility Committee – Sheila Alvarado
 7. Other Items
 - A. None
 8. Adjournment
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LANTA Board of Directors and Committee Meeting Schedule

January 2024 - June 2024

Month	Day	Meeting	Location	Time
Jan	9	Finance & Administration	LANTA/Remote	11:00 a.m.
	9	Board	LANTA/Remote	12:00 noon
Feb	6	Finance & Administration	LANTA/Remote	12:00 noon
	6	Pension Committee	LANTA/Remote	12:45 p.m.
	13	Service Support & Planning	LANTA/Remote	11:00 a.m.
	13	Board	LANTA/Remote	12:00 noon
Mar	12	Finance & Administration	LANTA/Remote	12:00 noon
	19	Service Delivery & Accessibility	LANTA/Remote	11:00 a.m.
	19	Board	LANTA/Remote	12:00 noon
Apr	2	Finance & Administration	LANTA/Remote	11:00 a.m.
	2	Board	LANTA/Remote	12:00 noon
May	7	Finance & Administration	LANTA/Remote	12:00 noon
	7	Pension Committee	LANTA/Remote	12:45 p.m.
	14	Service Support & Planning	LANTA/Remote	11:00 a.m.
	14	Board	LANTA/Remote	12:00 noon
Jun	4	Finance & Administration	LANTA/Remote	12:00 noon
	11	Service Delivery & Accessibility	LANTA/Remote	11:00 a.m.
	11	Board	LANTA/Remote	12:00 noon



**LANTA Finance & Administration Committee
Agenda
November 7, 2023**

1. Call to Order
 2. Roll Call
 3. Public Comment
 4. Review and Recommendation – Financial Statements September 2023, subject to audit
 5. Procurements
 - A. Recommendation for Approval – Ratification of Executive Committee Authority for CNG Purchase Agreement Extension
 - B. Recommendation for Approval – Extension of IT Services
 6. Actions
 - A. Recommendation for Approval – Revenue Growth Policy
 7. Report on Initiatives
 - A. Update - IT Services Annual Project Update
 8. Other Items
 9. 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: November 6, 2023
SUBJECT: Unaudited September 2023 Financial Statement

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

Items of Interest:

- LANTA's portion of the Line of Credit Balance as of November 6, 2023, stands at \$0 of an available \$6,000,000. The balance in the combined LANTA general checking account stands at \$1.3M. State ACT 89 funds due to LANTA for FY 23/24 are current. The balance in the ACT 44 checking account stands at \$13,916,582. The account is currently underfunded by approximately \$9.3M. In addition, approximately \$9.8M are either currently owed to LANTA from State Funds or can now be drawn down from Federal Grants:
 - State Shared Ride/PWD - \$853,580 (THRU 09/30/2023)
 - Lehigh County MATP - \$1,504,754 (THRU 09/30/2023)
 - Northampton County MATP - \$566,590 (THRU 09/30/2023)
 - Federal Capital/Ops Funding - \$3,242,147 (THRU 09/30/2023)
 - State Capital Funding - \$2,375,574 (THRU 09/30/2023)
 - Local Capital and Operating Assistance - \$1,283,072 (As of 9/30/2023)
- The balance in the Carbon's general checking account stands at approximately \$123K. The balance in the Carbon's Act 44 checking account stands at \$0K. The account is neither over nor underfunded. State ACT 89 funds due to Carbon for FY 23/24 are current. In addition, approximately \$951K are currently owed to CT from the following sources:
 - State Shared Ride/PWD - \$103,261 (THRU 09/30/2023)
 - Carbon County MATP - \$847,506 (THRU 09/30/2023)
- Fulton Financial ACT 72 Letter for period ended 09/30/2023 was received and all bank accounts are in compliance.
- 2022/2023 Audit will be presented at December's Finance meeting and annual NTD packages for both LANTA and Carbon have been submitted.

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

	MTD Actual	Fiscal YTD Actual	Fiscal YTD Budget
Net Health Insurance	\$709,775	\$1,765,174	\$2,279,132

The current health insurance participation census stands at 122 Employee Only; 85 Employee Plus 1; 39 Employee Plus 2; 34 Employee Plus 3 and 28 Employee Plus 4 or more.

LANtaVan Accounts Receivable Aged Invoice Report - September 30, 2023						
	Total	Current	30 Days	60 Days	90 Days	120 Days +
Lehigh County MATP	\$ 1,504,754	\$ 306,097	\$ 207,171	\$ 223,541	\$ -	\$ 767,945
Northampton County MATP	\$ 566,590	\$ 220,117	\$ 153,907	\$ 157,849	\$ 142,630	\$ (107,913)
Other(PaDOT Shared Ride;PwD)	\$ 890,859	\$ 220,744	\$ 244,418	\$ (381,166)	\$ 451,459	\$ 355,404
Total AR September 30, 2023	\$ 2,962,203	\$ 746,958	\$ 605,496	\$ 224	\$ 594,089	\$ 1,015,437
	100%	25.22%	20.44%	0.01%	20.06%	34.28%
Total AR August 31, 2023	\$ 2,196,366	\$ 448,419	\$ 557,992	\$ 202,868	\$ 701,007	\$ 286,080
	100%	20.42%	25.41%	9.24%	31.92%	13.03%
AR Change	\$ 765,837	\$ 298,539	\$ 47,504	\$ (202,644)	\$ (106,918)	\$ 729,357
	34.87%	66.58%	8.51%	-99.89%	-15.25%	254.95%

Accounts Payable Aged Invoice Report - September 30, 2023						
	Total	Current	30 Days	60 Days	90 Days	120 Days +
LANtaBus	\$ 752,415	\$ 526,055	\$ 242,362	\$ (12,617)	\$ (898)	\$ (2,486)
LANtaVan	\$ 140,994	\$ 98,555	\$ 28,768	\$ 809	\$ 6,222	\$ 6,640
Carbon	\$ 195,519	\$ 20,109	\$ 168,218	\$ 838	\$ 3,299	\$ 3,056

For fiscal year 2023/2024, 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 total \$432,097. This represents a 47.19 percent decrease from the current year budget projection of \$818,147. Fare collection revenue is currently running below budget projections by approximately \$356K. The Other Revenue section, which includes Advertising Revenue, is below current budget projections by \$39,583. The variance is due to a delay in receiving the August commission payment. 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 \$9,926,876. This represents a 0.60 percent increase from the current year budget projection of \$9,986,410. For the current fiscal period, Labor and Fringes, Purchased Transportation, Services and Fuel are the key expense variables to discuss. These categories, as well as all variables, continue to be monitored with further investigation occurring as required. The first area to be examined in detail is the area of Labor and Fringes. Collectively, Labor and Fringes are currently running approximately \$30K above budget. Health Insurance expenses are currently running approximately \$514K below budget, this represents a 22.6 percent decrease from the current year budget projection of \$2,279,132. Purchased Transportation is running below budget projections, by approximately \$64K, an 8.32 percent budget variance. As of the current fiscal period, Fuel costs are in line with budget projections. The current year's expenses for Services are approximately \$150K above budget. The large variance is attributable to an increase in third-party services provided for various work needed on various facilities.

The year-to-date deficit recorded on the fixed route division totals \$9,494,779. This represents a 3.56 percent increase from the current year's budget projection. Current total subsidies equal the deficit and include the following sources:

Federal Subsidy- ARPA - \$6,283,609
Federal Subsidy – All Other - \$1,429,939
State Subsidy - \$1,542,868
Local Subsidy - \$238,363

LANtaVan

Year-to-date revenues for LANtaVan total \$2,664,850. This represents a 2.23 percent increase from the current year budget projection of \$2,606,793. Overall, completed revenue passenger trips have increased approximately 26.7 percent when compared to the prior year period. The ADA program saw a 12.2 percent decrease; Lottery a 33.4 percent increase and PWD a 7.2 percent decrease. Local Special Fare Assistance, which represents revenue from the Offices of Area Agency on Aging for both Lehigh and Northampton counties and ADA program, is below current year budget projections by 30.99 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 25.05 percent above current year budget projections. MATP YTD revenue has been recorded based on actual costs for the program.

Year-to-date expenses for LANtaVan total \$2,986,061. This represents an 8.31 percent increase from the current year budget projection of \$3,256,656. For the current fiscal period, Labor and Fringes, Purchased Transportation and Fuel are the top expense variables contributing to the largest budget variances. The first area to be examined in detail is the area of Labor and Fringes. Collectively, Labor and Fringes are currently running approximately \$97K below budget. Labor costs are allocated to LANtaVan by call volume percentages for call center staff, the remaining staff salaries are allocated based on the amount of time spent on LANtaVan tasks. The Authority anticipates this current trend to continue now that the reorganization has taken place. Fringes are allocated based on an estimated percentage of 82.0 percent of total wages. Purchased Transportation is also running below budget projections, by approximately \$112K. The Authority anticipates the purchased transportation expenses to continue in line with budget projections due to the alternative methods of transportation used to accommodate MA Out of County trips. Fuel costs continue below budget projections by approximately \$77K. The large variance is attributed to an aggressive approach to budget allocation for the current fiscal period due to what we anticipated would be higher fuel prices. These categories, as well as all variables, continue to be monitored with further investigation occurring as required.

The year-to-date deficit recorded on LANtaVan totals \$321,211. This represents a 50.57 percent decrease from the current year's budget projection. The current total subsidy equals the deficit and includes the following source:

State Subsidy - \$321,211

As of the period end, September 30, LANtaVan had a total surplus of \$5,960. An entry was made to reimburse LANTA for the use of Act 89 funds to subsidize the year-to-date deficit, as of August 31, 2023, \$327,171.

Carbon Transit

Year-to-date revenues for Carbon Transit total \$375,276. This represents a 0.43 percent increase from the current year budget projection of \$373,662. As of the current fiscal period, MATP revenue is approximately \$18K above budget. Carbon records and adjusts MATP revenue to reflect the actual cost of the program to maintain a conservative approach to revenue recognition. Overall ridership is up ten percent when compared to the previous fiscal year period.

Year-to-date expenses for Carbon Transit total \$641,711. This represents an 8.96 percent decrease from the current year budget projection of \$704,904. The main deviation of approximately \$49K pertains to the Labor and Fringe Benefits area and are a direct result of restructure of the organization. Fuel costs are above budget projections by approximately \$7K, resulting in a 13.66 percent negative budget variance. The Purchased Transportation expense line item is below current year budget projections by approximately \$13K, a 2.58 percent budget variance. This is a direct result of LANTA's continued involvement in scheduling. All other variances are smaller in individual value but continue to be monitored and analyzed to ensure correct coding and valid expense.

The year-to-date deficit recorded on Carbon Transit totals \$266,435. This represents a 19.57 percent decrease from the current year's budget projection. Current total subsidies are sufficient to cover the deficit and include the following sources:

State Subsidy – \$254,327

Local Subsidy - \$12,108

The unfunded YTD deficit equals \$0.

LANtaBus
Income Statement Summary
For the Period Ending September 30, 2023

	Fiscal Year 2024				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable) Amount	Percent
	Actual	Budget	Actual	Budget		
Revenue						
Passenger Fares	111,572	215,194	343,297	699,398	(356,101)	-50.92%
Special Transit Fares	-	-	-	-	-	#DIV/0!
Auxiliary Transportation Revenue	39,583	39,583	79,167	118,749	(39,582)	-33.33%
NonTransportation Revenue	3,211	-	9,634	-	9,634	#DIV/0!
Total Revenue	154,367	254,777	432,097	818,147	(386,050)	-47.19%
Expenses						
Labor	1,258,550	1,282,103	4,098,129	3,964,930	(133,199)	-3.36%
Fringe Benefits	1,216,717	1,179,535	3,177,307	3,281,053	103,746	3.16%
Total Labor and Fringe Benefits	2,475,268	2,461,638	7,275,435	7,245,983	(29,453)	-0.41%
Services	124,222	132,302	307,366	457,303	149,937	32.79%
Fuel	168,879	125,198	447,520	333,261	(114,259)	-34.29%
Tires & Tubes	10,250	10,887	33,591	33,947	356	1.05%
Materials & Supplies	91,811	102,359	555,043	523,916	(31,127)	-5.94%
Utilities	127,675	103,113	393,007	318,926	(74,081)	-23.23%
Casualty & Liability	59,427	72,886	114,082	242,486	128,404	52.95%
Taxes	2,150	4,657	6,471	11,167	4,696	42.05%
Purchase of Transportation Service	228,227	242,568	708,646	772,989	64,343	8.32%
Miscellaneous	31,728	4,568	55,839	10,632	(45,207)	-425.19%
Interest	1,101	-	2,583	-	(2,583)	#DIV/0!
Leases & Rentals	9,195	10,856	27,294	35,800	8,506	23.76%
Total Expenses	3,329,933	3,271,032	9,926,876	9,986,410	59,534	0.60%
Gross Surplus (Deficit)	(3,175,566)	(3,016,255)	(9,494,779)	(9,168,263)	(326,516)	-3.56%
Subsidy						
Local Subsidy	74,323	76,823	238,363	241,112	2,749	1.14%
State Subsidy	499,101	479,322	1,542,868	1,401,575	(141,293)	-10.08%
Federal Subsidy - ARPA	2,202,989	1,992,000	6,283,609	5,702,222	(581,387)	-10.20%
Federal Subsidy - ADA	60,464	72,302	270,011	358,974	88,963	24.78%
Federal Subsidy - Safety & Security	30,623	45,898	112,883	137,695	24,812	18.02%
Federal Subsidy - VOH	31,916	58,322	88,469	207,330	118,861	57.33%
Federal Subsidy - Preventative Maint	267,951	282,879	931,703	1,092,382	160,679	14.71%
Federal Subsidy - Tire Lease	8,200	8,709	26,873	26,973	100	0.37%
Total Subsidy	3,175,567	3,016,255	9,494,779	9,168,263	(326,515)	-3.56%
Surplus (Deficit)	0	0	(0)	0	(1)	0.00%

LANtaVan
Income Statement Summary
For the Period Ending September 30, 2023

	Fiscal Year 2024				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable) Amount	Percent
	Actual	Budget	Actual	Budget		
Revenue						
Passenger Fares	41,015	49,179	125,203	132,200	(6,996)	-5.29%
Non-Transportation Revenues	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	197,794	313,988	620,358	898,966	(278,608)	-30.99%
State Reimbursements	211,335	193,774	650,606	561,107	89,499	15.95%
State Special Fare Assistance	526,214	401,200	1,268,682	1,014,520	254,162	25.05%
Total Revenue	976,358	958,140	2,664,850	2,606,793	58,057	2.23%
Expenses						
Labor	39,398	48,110	122,148	175,085	52,937	30.24%
Fringe Benefits	32,306	37,529	100,161	143,874	43,713	30.38%
Total Labor and Fringe Benefits	71,705	85,639	222,309	318,959	96,650	30.30%
Services	12,769	7,144	38,598	32,907	(5,691)	-17.29%
Fuel	89,453	103,219	283,642	360,840	77,198	21.39%
Tires & Tubes	-	-	-	-	-	#DIV/0!
Materials & Supplies	3,001	3,896	9,022	9,478	456	4.81%
Utilities	10,925	17,772	36,150	48,724	12,574	25.81%
Casualty & Liability	1,083	1,083	3,250	3,250	-	0.00%
Taxes	10,013	6,250	30,038	18,750	(11,288)	-60.20%
Purchase of Transportation Service	702,018	815,021	2,203,526	2,315,178	111,652	4.82%
Miscellaneous	61	9,128	790	9,595	8,806	91.77%
Interest	-	-	-	-	-	#DIV/0!
Rent	69,371	69,487	158,736	138,974	(19,762)	-14.22%
Total Expenses	970,399	1,118,639	2,986,061	3,256,656	270,596	8.31%
Gross Surplus (Deficit)	5,960	(160,498)	(321,211)	(649,863)	328,652	-50.57%
Subsidy						
Local Subsidy	-	-	-	-	-	-
State Subsidy	(5,960)	160,498	321,211	649,863	328,652	50.57%
Federal Subsidy	-	-	-	-	-	-
Total Subsidy	(5,960)	160,498	321,211	649,863	328,652	-
Surplus (Deficit)	(0)	(0)	0	(0)	(0)	-

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

	Fiscal Year 2024				YTD Budget Variance	
	PTD		YTD		Favorable (UnFavorable)	Percent
	Actual	Budget	Actual	Budget		
Revenue						
Passenger Fares	3,206	5,838	7,654	8,709	33,548	(1,055)
Non-Transportation Revenues	-	-	-	-	-	-
Local Special Fare Assistance	2,191	2,345	7,016	7,141	26,951	(125)
State Reimbursements	24,160	29,635	77,499	93,134	353,871	(15,635)
State Special Fare Assistance	72,942	123,736	283,107	264,678	1,181,812	18,429
Total Revenue	102,499	161,554	375,276	373,662	1,596,182	1,614
Expenses						
Labor	12,135	20,065	40,147	66,953	241,712	26,806
Fringe Benefits	9,950	16,311	32,920	54,901	198,204	21,981
Total Labor and Fringe Benefits	22,085	36,376	73,067	121,854	439,916	48,787
Services	1,740	1,923	5,346	5,652	22,580	306
Fuel	18,635	15,937	61,126	53,781	215,991	(7,345)
Tires & Tubes	-	-	-	-	-	-
Materials & Supplies	569	2,281	2,320	4,242	17,000	1,922
Utilities	(961)	3,926	3,080	9,743	41,125	6,663
Casualty & Liability	-	-	-	-	-	-
Taxes	-	-	-	-	-	-
Purchase of Transportation Service	152,511	179,131	484,490	497,314	2,022,204	12,824
Miscellaneous	-	23	-	23	225	23
Interest	-	-	-	-	-	-
Leases & Rentals	1,003	4,098	12,282	12,296	49,180	14
Total Expenses	195,583	243,695	641,711	704,904	2,808,221	63,193
Gross Surplus (Deficit)	(93,084)	(82,142)	(266,435)	(331,243)	(1,212,039)	64,808
Subsidy						
Local Subsidy	4,036	4,146	12,108	12,437	49,759	329
State Subsidy	89,048	77,996	254,327	318,806	1,162,280	64,479
Total Subsidy	93,084	82,142	266,435	331,243	1,212,039	64,808
Surplus (Deficit)	0	0	0	0	0	(0)
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Lehigh and Northampton Transportation Authority

Date: November 7, 2023
To: LANTA Board Finance & Administration Committee
From: Owen O’Neil, Executive Director
Subject: Ratification of Executive Committee Authority for CNG Purchase Agreement Extension

In accordance with our fuel purchasing procedure, I am presenting the four of you as the Executive Committee with a time sensitive opportunity to lock in a portion of our CNG costs. In accordance with our procedure, the Executive Committee can authorize me to move forward with acting on such proposals prior to the Board meeting. If you provide me with this authority, this will be brought to the Finance & Administration Committee and subsequently the full Board for ratification.

There are two elements to the price we pay for CNG. There is the NYMEX price which is the commodity itself and then there is the “Basis” portion which essentially represents the delivery of the commodity. We are currently locked-in to the basis portion of the CNG through December 31, 2025 at a rate of \$0.054/dth (a dekatherm “dth” is roughly equivalent to 7 gallons of diesel fuel). With current market conditions, LANTA has received a quote from UGI Energy Services (UGIES) to allow us to lock in beyond that date. We can select a 36-month lock-in which would actually represent a negative basis charge of (\$0.051). This would represent savings of approximately \$51,000 over the term given our projected volumes of usage. The table below shows the options.

Term	Term Volume (dth)	Start	End	Basis	Basis Savings
12m	162,822	Jan-26	Dec-26	\$0.043	\$1,791
24m	325,644	Jan-26	Dec-27	\$0.022	\$10,421
36m	488,466	Jan-26	Dec-28	(\$0.051)	\$51,289

The basis portion of our CNG cost is the smaller piece of it and tends to be much more stable than the commodity itself. Given the opportunity to lock that in at a negative rate, staff feels it is very advantageous for the purposes of stability and budgeting.

The Executive Director requested authority to execute the proposed 36-month extension from the Executive Committee on October 23, 2023 and received unanimous approval by the four officers. The option agreement was executed on October 24, 2023. In accordance with LANTA’s fuel purchase procedure, staff is requesting the Finance & Administration Committee recommend Board ratification of this action.



Lehigh and Northampton Transportation Authority

Date: November 7, 2023
To: Board of Directors, Finance & Administration Committee
From: Owen O'Neil, Executive Director
Subject: Extension Contracted IT Services Contracts

Staff is recommending exercising the second (2) 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, 2024.

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



Fixed Route Non-Grant Revenue Policy

This policy is created to maintain compliance with PA Act 89 of 2013 regulations for the receipt of grant funding through the Section 1513 Operating Assistance Program. PA Act 89 of 2013, Chapter 15, Subsection 1507-6.1 specifies that transit authority governing bodies must submit “a statement of policy outlining the basic principles for the adjustment of fare growth to meet the rate of inflation” with the Consolidated Operating Application to PennDOT each year.

LANTA’s adopted approach will focus on maximizing all sources of non-grant revenue to address this requirement rather than relying solely on base fare paying passengers. LANTA will utilize the following process:

- Establish the fiscal year of the most recent base fare increase and the amount of non-grant revenue collected in that same fiscal year period;
- Measure the percentage increase in non-grant revenue collected in that fiscal year to the current fiscal year;
- Match this percentage against the federal inflation rate since the date of the last base fare increase.

Should the rate of inflation be greater than the percentage increase in non-grant revenue since the last increase in the base cash fare, the Board will adopt a strategy to increase the collection of either fare or other forms or non-grant revenue.

This assessment will be completed in conjunction with the budget planning process.

LANTA will adhere to all federal and state requirements for the notice and implementation procedures for instituting fare increases. LANTA reserves the right to establish reduced fares for ridership categories including, but not limited to persons with disabilities, children, etc. LANTA reserves the right to establish discounted fares for passengers purchasing multi-ride tickets or through venues and methods that reduce LANTA’s fare collection costs. LANTA reserves the right to pursue reduced fare options with local partners including, but not limited to local government agencies, colleges and universities, school districts, and employers to further incentivize the utilization of public transportation services.



Summary

Syncretic handled 975 LANTA support and project tickets in 2023 (through 10/25/2023). We are monitoring and maintaining 16 servers, 8 firewalls, 18 wireless access points, approximately 160 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.

Completed in 2023:

- Email MFA Roll-out
- Real-time Communication Displays at Bethlehem Parking Garage and EITC
- Board Room Teams Room Video Conferencing
- Additional Cameras at 1060 and Easton Garage
- Upgraded Bus video storage and backup
- Setup wireless for FRITS Project at 1060 and Easton Garage
- Upgraded seven cell phones and documented accounts
- New Access Point at Carbon County for FRITS project
- Replaced server backup system with Business Continuity Solution
- Conducted two company-wide security trainings
- New server roll-out for AssetWorks Fleet Management
- Upgraded ten (10) workstations
- Rolled out Mobile Device Management for Tablets for Shared Ride.

We made a significant cyber security upgrade by implementing a 24/7/365 Managed Detection and Response (MDR), which is a security operations center which monitors accounts, the network, and devices for threats. MDR directly addresses security threats like ransomware and credential theft.

Here are some of our weekly activities:

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

In progress and 2024 initiatives:

- BTC Renovation Project
- ATC Renovation Project
- Active Directory Sync: O365 and internal AD
- Microsoft Office Training
- Farebox Replacement Project
- Roll-out real-time Agency Communication Displays
- Upgrade OS on Virtual Servers nearing end of support
- Increase DHCP IP range across all sites



**LANTA Pension Committee Meeting Agenda
November 7, 2023**

1. Call to Order
2. Status Reports
 - A. Actuarial Update – Peter Karapelou, Foster & Foster
 - B. Investment Performance Report – Lee Martin, Marquette Associates
3. Other Items
4. Adjournment



**LANtaBus Rider Experience Committee
Agenda
November 14, 2023**

1. Courtesy of the Floor
 2. LANtaBus Rider Experience Dashboard Report
 3. Report on Initiatives
 - A. Service Planning Update
 - B. Communications & Outreach Efforts
 4. Actions
 - None
 5. Other Business
 - None
 6. Adjournment
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LANtaBus Rider Experience Dashboard - July - September 2023 Q1

Tuesday, November 14, 2023

Metric	Q1 FY 24	YTD FY 24	YTD FY 23	% Change
Ridership LANtaBus	1,030,847	1,030,847	869,271	18.59
Senior Ridership	125,820	125,820	116,074	8.40
Ridership LANtaFlex	3,961	3,961	2,271	74.42
Senior Ridership LANtaFlex	893	893	720	24.03
Total Ridership	1,034,808	1,034,808	871,542	18.73
Total Senior Ridership	126,713	126,713	116,794	8.49
Passenger Revenue (\$)	337,285	337,285	304,347	10.82
	YTD FY 24	Benchmark	% Diff	
Riders per revenue hour	12.1	19	-36.43	
Revenue/Revenue Hour (\$)	3.95	19.56	-79.8	

	Current Quarter			Previous Quarter		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Avg daily call volume (LANTA Call Center)	257	91	49	236	81	53
Avg wait time (LANTA Call Center)	2:22	0:39	0:53	2:13	0:38	0:43
	Current Quarter		Previous Quarter		Past Quarter	
Purpose of Call Breakdown	Calls	% of Total	Calls	% of Total	Calls	% of Total
Call Type						
Complaints	459	1.00%	349	0.8%	180	0.39%
Bus Times	8546	18.54%	7862	17.0%	6137	13.44%
Where is the Bus	4	0.01%	31	0.1%	88	0.19%
Why is the Bus Late	0	0.00%	0	0.0%	2	0.00%
What Bus to Take	172	0.37%	324	0.7%	382	0.84%
Hang Up/ Dead Air	1234	2.68%	1288	2.8%	1151	2.52%
Applications	300	0.65%	296	0.6%	249	0.55%
LANtaVan/ECC	31266	67.84%	32208	69.6%	34224	74.94%
Fares/Tickets	136	0.30%	192	0.4%	201	0.44%
Directions	413	0.90%	384	0.8%	372	0.81%
Transfers to Other Dept	2913	6.32%	2797	6.0%	2037	4.46%
Mailed Schedules	9	0.02%	5	0.0%	6	0.01%
Other(lost & found, detours, etc.)	639	1.39%	550	1.2%	641	1.40%
Total Calls	46,091	100.0%	46,286	100.0%	45,670	100.0%
Passenger Trips per Complaint	2,246					

On Time response to LANtaBus complaints	No open complaints more than 8 days old
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Metrics

LANtaBus OPERATIONS FIGURES				
Service Reliability	On-Time	Early	Late	Benchmark
LANtaBus On Time %	57%	22%	20%	80%
Missed Scheduled LANtaBus Trips	10.5			
		Psngtr Trips Per Complaint Type		
Rider Comfort/Experience	Type	Current Q	Previous Q	Prior Q
Complaints regarding driver courtesy	115	8,964	9,618	11,096
Rider complaints about OTP/route adherence	173	5,959	4,497	5,548
HVAC related customer complaints	1	1,030,847	971,449	920,979
Transit App Usage	Current Q	Previous Q		
Transit App Users	16,354	12,757		
Downloads to Mobile Device	2,322	1,502		
Service Alert Subscribers	3,195	2,541		
Passes Purchased	5,236	3,462		