



Lehigh and Northampton Transportation Authority

**LANTA Board Meeting
Agenda
March 19, 2024**

1. Call to Order
 2. Roll Call
 3. Public Comment
 4. Approval of the Minutes – February 13, 2024 Board Meeting
 5. Report of Committees
 - A. Finance & Administration – Fred Williams
 - i. Items for consideration of approval:
 - a. Financial Statements January 2024, subject to audit
 - b. Federal Transit Administration FFY 2024 Certifications & Assurances
 - B. Service Support & Planning – Becky Bradley
 - C. Service Delivery & Accessibility – Sheila Alvarado
 6. Other Items
 - A. LVPC Climate / Carbon Pollution Reduction Grant Application
 7. Adjournment
-



LANTA Finance & Administration Committee

Agenda

March 12, 2024

1. Call to Order
 2. Roll Call
 3. Public Comment
 4. Review and Recommendation – Financial Statements January 2024, subject to audit
 5. Safety & Training Report – October – December 2023
 6. Procurements
 - None
 7. Actions
 - A. Recommendation for Approval – Federal Transit Administration FFY 2024 Certifications & Assurances
 8. Other Items
 9. Adjournment
-



Lehigh and Northampton Transportation Authority

TO: Owen O'Neil, Executive Director and Authority Members
FROM: Nicole L. Ozoa, Senior Director of Finance
DATE: March 11, 2024
SUBJECT: Unaudited January 2024 Financial Statement

Attached for your review are the unaudited financial statements for the period ended January 31, 2024, for LANtaBus, LANtaVan and Carbon Transit.

Items of Interest:

- LANTA's portion of the Line of Credit Balance as of March 1st stands at \$0 of an available \$6,000,000. The balance in the combined LANTA general checking account stands at \$189K. State ACT 89 funds due to LANTA for FY 23/24 total \$2,013,412. The balance in the ACT 44 checking account stands at \$16,790,954. The account is currently underfunded by approximately \$7.8M. In addition, approximately \$11.4M are either currently owed to LANTA from State Funds or can now be drawn down from Federal Grants:
 - State Shared Ride/PWD - \$1,079,690 (THRU 1/31/2024)
 - Lehigh County MATP - \$529,886 (THRU 1/31/2024)
 - Northampton County MATP - \$354,170 (THRU 1/31/2024)
 - Federal Capital/Ops Funding - \$6,954,249 (THRU 1/31/2024)
 - State Capital Funding - \$2,506,874 (THRU 1/31/2024)
- The balance in the Carbon's general checking account stands at approximately \$403K. The balance in the Carbon's Act 44 checking account stands at \$0K. State ACT 89 funds due to Carbon for FY 22/24 are approximately \$27K. In addition, approximately \$1M are currently owed to CT from the following sources:
 - State Shared Ride/PWD - \$155,479 (THRU 1/31/2024)
 - Carbon County MATP - \$889,229 (THRU 1/31/2024)
- Fulton Financial ACT 72 Letter for period ended 1/31/2024 has been received and all bank accounts are in compliance.
- 2024/2025 Preliminary Budget data is being prepared. Departmental meetings will be conducted over the next three weeks to assist in the completion of LANTA 2024/2025 Budgets.

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	\$573,910	\$3,793,546	\$5,525,662

The current health insurance participation census stands at 128 Employee Only; 85 Employee Plus 1; 39 Employee Plus 2; 35 Employee Plus 3 and 30 Employee Plus 4 or more.

LANtaVan Accounts Receivable Aged Invoice Report - January 31, 2024

	Total	Current	30 Days	60 Days	90 Days	120 Days +
Lehigh County MATP	\$ 529,886	\$ 199,932	\$ -	\$ 224,130	\$ 105,824	
Northampton County MATP	\$ 354,170	\$ 104,493	\$ -	\$ 138,666	\$ 203,757	\$ (92,746)
Other(PaDOT Shared Ride;PWD)	\$ 3,009,560	\$ 225,704	\$ (453,180)	\$ 221,816	\$ 449,932	\$ 2,565,289
Total AR January 31, 2024	\$ 3,893,616	\$ 530,128	\$ (453,180)	\$ 584,612	\$ 759,513	\$ 2,472,543
	100%	13.62%	-11.64%	15.01%	19.51%	63.50%
Total AR December 31, 2023	\$ 3,232,359	\$ 759,732	\$ 71,528	\$ -	\$ 526,441	\$ 1,874,658
	100%	23.50%	2.21%	0.00%	16.29%	58.00%
AR Change	\$ 661,257	\$ (229,604)	\$ (524,708)	\$ 584,612	\$ 233,072	\$ 597,885
	20.46%	-30.22%	-733.57%	#DIV/0!	44.27%	31.89%

Accounts Payable Aged Invoice Report - January 31, 2024

	Total	Current	30 Days	60 Days	90 Days	120 Days +
LANtaBus	\$ 544,033	\$ 289,526	\$ 265,747	\$ 72	\$ -	\$ (11,311)
LANtaVan	\$ 707,931	\$ 3,834	\$ 698,286	\$ 172	\$ 19	\$ 5,620
Carbon	\$ 146,593	\$ 972	\$ 144,994	\$ 627	\$ -	\$ -

LANtaBus

Year-to-date revenues for the fixed route division total \$1,486,840. This represents a 30.34 percent decrease from the current year budget projection of \$2,134,415. Fare collection revenue is currently running below budget projections by approximately \$543K, a 31.12 percent increase from the budget projection of \$1,744,758. The Other Revenue section, which includes Advertising Revenue, is below the current year budget projection by approximately \$42K. This is due to the increase in the contract amount for 2024 and the delay in receiving December's payment and the reconciliation payment of revenue received over the guaranteed 2023 amount.

Year-to-date expenditures for the fixed route division total \$26,442,998. This represents a 2.32 percent increase from the current year budget projection of \$25,844,051. As of the current fiscal period, Labor & Fringe Benefits, Utilities and Services are 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 Labor and Fringe Benefits. Sick and vacation accruals were reset as of January 1, 2024, and actual expense aligns with budget with little variance. Actual wages are above budgeted amounts by approximately \$710K. Collectively, total Labor and Fringe Benefits are below current budget projections by \$253K, resulting in a 1.31 percent budget variance. Health Insurance expenses are currently running approximately \$1.7M below budget. A total of \$78K in stop loss reimbursements has been received through January 31st. The current year expenses for both Physical Damage and Liability and Property Damage insurance are running approximately \$55K below budget. Approximately \$78K 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 below current budget projections by approximately \$266K. 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. The Authority expects this trend to continue due to the opportunity to lock in service rates and a very mild winter. Service costs are currently running above budget projection by approximately \$821K. This can be attributed to the current year budget allocation as well as an increase in building maintenance services.

The year-to-date deficit recorded on the fixed route division totals \$24,956,159. This represents a 5.26 percent increase from the current budget projection. Current total subsidies equal the deficit and include the following sources:

Federal ARPA Funds - \$12,544,967
Federal Subsidy - \$2,990,448
State Subsidy - \$9,061,646
Local Subsidy - \$359,098

LANtaVan

Year-to-date revenues for LANtaVan total \$5,572,743. This represents a 5.86 percent decrease from the current year budget projection of \$5,919,825. Total YTD completed revenue trips have increased approximately 20.8% from the prior year period, with ADA, Lottery and MATP experiencing the largest increases. Local revenues, which includes the ADA program, are currently \$316K below budget, a 17.65 percent decrease. State revenues, which represent the Lottery and PWD programs, are currently \$158K above budget, an 11.53 percent increase from current budget projections. MATP revenue is currently \$157K below budget, a 6.40 percent decrease from current budget projections. MATP YTD revenue has been recorded based on actual costs of the program.

Year-to-date expenditures for LANtaVan total \$7,053,931. This represents an 8.85 percent decrease from the current year budget projection of \$7,738,650. The majority of the deviation continues to reside in the Purchased Transportation area. The variance within the purchased transportation area continues to relate to LANTA's direct involvement in day-to-day operations. The net result is approximately \$246K, below budget, which represents a 4.66 percent budget variance. Fuel costs are below budget projections by approximately \$155K, resulting in a 20.26 percent budget variance. Labor and Fringe Benefits are below current budget projections, collectively by approximately \$222K. The allocation of fringes has decreased from 82% to 66% of total wages. Remaining expenditure variances will continue to be monitored and investigated as warranted.

The year-to-date deficit recorded on LANtaVan totals \$1,481,189. This represents an 18.56 percent decrease from the current year budget projection of \$1,818,825. Current total subsidies equal the deficit and include the following sources:

State Subsidy - \$1,481,189

Carbon Transit

Year-to-date revenues for Carbon Transit total \$868,947. This represents a 2.72 percent decrease from the current year budget projection of \$893,224. MATP revenue continues above budget projections by approximately \$15K, which represents a 2.27 percent increase. Revenue ridership has increased approximately 18.3% from the prior year with ADA, and MATP continuing with the largest increases.

Year-to-date expenditures for Carbon Transit total \$1,473,358. This represents a 9.68 percent decrease from the current year budget projection of \$1,631,281. The Purchased Transportation area continues below budget projections by approximately \$56K, representing a 4.92 percent budget variance. The Authority anticipates this trend to continue due to cost-saving measures implemented for the Out of County service. Labor and fringes continue below current year budget projections by approximately \$81K, representing a 29.5 percent budget variance, collectively. The current allocation of labor expenses to Carbon has been adjusted to reflect the increase in time spent by our scheduling team. The allocation of fringes has decreased from 82% to 66% of total wages. Remaining expenditure variances will continue to be monitored and investigated as warranted.

The year-to-date deficit recorded on Carbon Transit totals \$604,411. This represents an 18.11 percent decrease from the current year budget projection of \$738,056. Current total subsidies equal the deficit and include the following sources:

State Subsidy – \$576,159
Local Subsidy - \$28,252

Carbon Transit
Income Statement Summary
For the Period Ending January 31, 2024

	Fiscal Year 2024				YTD Budget Variance	
	PTD		YTD		Favorable (UnFavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
Revenue						
Passenger Fares	2,589	2,650	18,389	18,843	(454)	-2.41%
Non-Transportation Revenues	-	-	-	-	-	0.00%
Local Special Fare Assistance	1,941	2,252	15,315	16,066	(751)	-4.67%
State Reimbursements	23,387	30,625	176,645	214,337	(37,692)	-17.59%
State Special Fare Assistance	85,805	111,266	658,598	643,979	14,619	2.27%
Total Revenue	113,721	146,793	868,947	893,224	(24,277)	-2.72%
Expenses						
Labor	20,081	16,313	117,279	151,737	34,458	22.71%
Fringe Benefits	(2,298)	13,377	77,404	124,425	47,021	37.79%
Total Labor and Fringe Benefits	17,782	29,689	194,683	276,161	81,479	29.50%
Services	1,828	1,936	14,428	13,128	(1,300)	-9.90%
Fuel	15,449	19,634	127,167	127,483	316	0.25%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	1,531	554	5,594	10,841	5,246	48.40%
Utilities	1,776	6,412	11,965	27,533	15,568	56.54%
Casualty & Liability	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	0.00%
Purchase of Transportation Service	144,620	164,274	1,090,863	1,147,332	56,469	4.92%
Miscellaneous	-	23	-	113	113	0.00%
Interest	-	-	-	-	-	0.00%
Leases & Rentals	4,094	4,098	28,657	28,689	32	0.00%
Total Expenses	187,081	226,620	1,473,358	1,631,281	157,923	9.68%
Gross Surplus (Deficit)	(73,360)	(79,827)	(604,411)	(738,056)	133,646	18.11%
Subsidy						
Local Subsidy	4,036	4,146	28,252	29,025	773	2.66%
State Subsidy	69,324	75,682	576,159	709,031	132,872	18.74%
Total Subsidy	73,360	79,827	604,411	738,056	133,646	18.11%
Surplus (Deficit)						
	-	0	-	0	(0)	-100.00%

Carbon Transit
January 31, 2024

	Fixed Route	ADA	SRR/PWD	MATP	Total
Salaries & Wages	\$ 4,456.46 \$	12,253.87 \$	49,992.63 \$	50,575.77 \$	117,278.73
Fringes	2,941.27	8,087.55	32,995.13	33,380.01	77,403.96
Services - General Admin	56.24	1,521.03	6,205.39	6,005.57	13,788.23
Services - Maintenance	6.40	68.82	280.75	284.03	640.00
Materials & Supplies	-	607.61	2,478.87	2,507.79	5,594.27
Fuel	1,271.67	13,673.79	55,785.56	56,436.28	127,167.30
Utilities	65.37	1,292.49	5,273.04	5,334.55	11,965.45
Purchased Transportation	143,519.41	89,765.83	366,221.50	479,920.53	1,079,427.27
Mileage Reimbursement	-	-	-	11,435.90	11,435.90
Miscellaneous Expense	-	-	-	-	-
Interest Expense	-	-	-	-	-
Leases	286.57	3,081.36	12,571.16	12,717.79	28,656.88
Total Expenditures	152,603.39	130,352.35	531,804.03	658,598.22	1,473,357.99
Passenger Fares	1,628.64	4,820.50	11,939.75	-	18,388.89
Program Reimbursements					
Lottery - Shared Ride			163,107.35	\$	163,107.35
Lottery - PWD			13,537.95		13,537.95
MATP			15,315.00	658,598.22	658,598.22
Area Agency on Aging					15,315.00
Total Program Reimbursements	-	-	191,960.30	658,598.22	850,558.52
Gross Surplus/(Deficit)	(150,974.75)	(125,531.85)	(327,903.98)	(0.00)	(604,410.59)
Subsidy					
Local Operating Assistance	28,252.00	-	-	-	28,252.00
State Operating Assistance - CT	122,722.75	65,647.25			188,370.00
State Operating Assistance - Reserves		59,884.60	327,903.99		387,788.59
Total Subsidy by Program	150,974.75	125,531.85	327,903.99	-	604,410.59
Surplus/(Deficit)	-	-	-	-	-
Total Trips		1,555	6,344	6,418	
Avg Cost per Trip	\$	83.83 \$	83.83 \$	102.62	
Avg Passenger Revenue per Trip	\$	3.10 \$	32.14 \$	102.62	
Avg Subsidy per Trip	\$	80.73 \$	51.69		

LANtaVan
Income Statement Summary
For the Period Ending January 31, 2024

	Fiscal Year 2024				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
Revenue						
Passenger Fares	23,771	43,760	271,625	304,238	(32,612)	-10.72%
Non-Transportation Revenues	-	-	-	-	-	#DIV/0!
Local Special Fare Assistance	194,648	154,190	1,475,149	1,791,234	(316,085)	-17.65%
State Reimbursements	216,487	205,402	1,533,224	1,374,758	158,466	11.53%
State Special Fare Assistance	304,425	256,782	2,292,744	2,449,596	(156,851)	-6.40%
Total Revenue	739,331	660,135	5,572,743	5,919,825	(347,083)	-5.86%
Expenses						
Labor	61,452	117,525	349,286	470,937	121,651	25.83%
Fringe Benefits	50,390	96,575	286,414	386,990	100,575	25.99%
Total Labor and Fringe Benefits	111,842	214,100	635,700	857,926	222,227	25.90%
Services	16,685	9,114	96,383	102,117	5,734	5.62%
Fuel	81,638	98,041	608,136	762,665	154,529	20.26%
Tires & Tubes	-	-	-	-	-	#DIV/0!
Materials & Supplies	5,752	4,723	24,164	25,056	891	3.56%
Utilities	9,641	16,194	89,719	134,841	45,122	33.46%
Casualty & Liability	1,083	1,083	7,583	7,583	-	0.00%
Taxes	6,733	6,250	66,808	43,750	(23,058)	-52.70%
Purchase of Transportation Service	708,010	753,475	5,028,554	5,274,136	245,581	4.66%
Miscellaneous	1,064	7,828	10,932	18,176	7,244	39.85%
Interest	-	-	-	-	-	#DIV/0!
Rent	69,548	76,296	485,952	512,400	26,449	5.16%
Total Expenses	1,011,996	1,187,103	7,053,931	7,738,650	684,718	8.85%
Gross Surplus (Deficit)	(272,665)	(526,968)	(1,481,189)	(1,818,825)	337,636	-18.56%
Subsidy						
Local Subsidy	-	-	-	-	-	-
State Subsidy	272,665	526,968	1,481,189	1,818,825	337,635	18.56%
Federal Subsidy	-	-	-	-	-	-
Total Subsidy	272,665	526,968	1,481,189	1,818,825	337,635	18.56%
Surplus (Deficit)	-	-	-	0	(0)	-

LANTA
January 31, 2024

	ADA	SRR/PWD	MATP	Total
Salaries & Wages	\$ 68,455.82	\$ 152,651.67	\$ 128,178.09	\$ 349,285.58
Other Paid Absences	5,476.47	12,212.13	10,254.25	27,942.85
Fringe Benefits	50,657.30	112,962.23	94,851.79	258,471.32
Services	19,406.65	43,275.47	32,925.85	95,607.97
Materials & Supplies	4,887.74	10,899.32	9,151.91	24,938.97
Fuel	119,187.48	265,779.73	223,169.11	608,136.32
Utilities	17,583.77	39,210.58	32,924.22	89,718.57
Insurances	1,486.24	3,314.21	2,782.86	7,583.31
Purchased Transportation	1,096,986.97	2,446,203.99	1,453,746.01	4,996,936.97
MA Reimbursements			31,617.38	31,617.38
Miscellaneous Expense	25,786.83	57,502.81	41,946.06	125,235.70
Leases	85,932.31	191,623.02	160,901.43	438,456.76
Total Expenditures	1,495,847.58	3,335,635.16	2,222,448.96	\$ 7,053,931.70
Passenger Fares	107,258.80	164,366.45	-	\$ 271,625.25
Program Reimbursements				
Lottery - Shared Ride		1,433,379.80		1,433,379.80
Lottery - PWD		99,844.55		99,844.55
Area Agency on Aging		63,348.57		63,348.57
MATP - Lehigh County		46,332.40	1,367,148.02	1,413,480.42
MATP - Northampton County		23,962.90	855,300.94	879,263.84
Total Program Reimbursements	-	1,666,868.22	2,222,448.96	\$ 3,889,317.18
Gross Surplus/(Deficit)	(1,388,588.78)	(1,504,400.49)	-	\$ (2,892,989.27)
Subsidy				
State Operating Assistance - CER		22,676.10	\$	22,676.10
ADA - Federal/State/Local	1,388,588.77			1,388,588.77
State Operating Assistance - Reserves		1,481,724.39		1,481,724.39
Total Subsidy by Program	1,388,588.77	1,504,400.49	-	\$ 2,892,989.26
Surplus/(Deficit)	-	-	-	-
Total Trips	24,377	54,359	45,644	
Avg Cost per Trip	\$ 61.36	\$ 61.36	\$ 48.69	
Avg Passenger Revenue per Trip	\$ 4.40	\$ 33.69		
Avg Subsidy per Trip	\$ 56.96	\$ 27.68		

LANtaBus
Income Statement Summary
For the Period Ending January 31, 2024

	Fiscal Year 2024				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
Revenue						
Passenger Fares	261,382	244,031	1,201,873	1,744,758	(542,885)	-31.12%
Special Transit Fares	-	55,246	22,540	110,492	(87,952)	-79.60%
Auxiliary Transportation Revenue	39,583	41,667	237,500	279,165	(41,665)	-14.92%
NonTransportation Revenue	3,405	-	24,926	-	24,926	#DIV/0!
Total Revenue	304,369	340,944	1,486,840	2,134,415	(647,575)	-30.34%
Expenses						
Labor	1,334,885	1,271,875	10,177,103	9,467,310	(709,792)	-7.50%
Fringe Benefits	3,024,440	2,999,445	8,827,244	9,789,783	962,540	9.83%
Total Labor and Fringe Benefits	4,359,325	4,271,320	19,004,346	19,257,094	252,748	1.31%
Services	195,565	176,453	1,872,780	1,051,711	(821,069)	-78.07%
Fuel	161,912	154,892	1,110,853	1,020,008	(90,845)	-8.91%
Tires & Tubes	11,684	15,028	80,326	81,287	961	1.18%
Materials & Supplies	265,583	188,878	1,513,988	1,362,568	(151,420)	-11.11%
Utilities	77,585	98,455	452,538	718,083	265,545	36.98%
Casualty & Liability	185,800	136,667	553,791	613,381	59,590	9.71%
Taxes	1,165	1,252	13,069	26,590	13,521	50.85%
Purchase of Transportation Service	191,143	191,307	1,660,788	1,652,928	(7,860)	-0.48%
Miscellaneous	8,430	5,891	111,316	31,692	(79,624)	-251.24%
Interest	38	-	5,802	-	(5,802)	#DIV/0!
Leases & Rentals	8,920	(7,091)	63,401	28,709	(34,692)	-120.84%
Total Expenses	5,467,150	5,233,052	26,442,998	25,844,051	(598,947)	-2.32%
Gross Surplus (Deficit)	(5,162,780)	(4,892,108)	(24,956,158)	(23,709,636)	(1,246,522)	-5.26%
Subsidy						
Local Subsidy	49,436	66,436	359,098	524,846	165,748	31.58%
State Subsidy	4,730,967	4,321,547	9,061,646	7,033,164	(2,028,482)	-28.84%
Federal Subsidy - ARPA	-	-	12,544,967	12,544,967	-	0.00%
Federal Subsidy - ADA	87,551	70,474	666,523	773,238	106,716	13.80%
Federal Subsidy - Safety & Security	40,789	45,898	287,373	321,288	33,916	10.56%
Federal Subsidy - VOH	12,223	157,386	363,621	650,734	287,113	44.12%
Federal Subsidy - Preventative Maint	232,763	218,345	1,618,017	1,795,667	177,650	9.89%
Federal Subsidy - Tire Lease	9,051	12,023	54,914	65,732	10,818	16.46%
Total Subsidy	5,162,780	4,892,109	24,956,159	23,709,636	(1,246,523)	-5.26%
Surplus (Deficit)	(0)	0	0	(0)	1	0.00%

LANtaBus
January 31, 2024

	Operations	Maintenance	General Administration	Total
Salaries & Wages	6,650,677.85	1,385,738.67	2,140,685.98	\$ 10,177,102.50
Fringe Benefits	5,965,225.72	1,228,754.39	1,633,263.40	8,827,243.51
Services	594,891.88	237,737.53	1,040,150.46	1,872,779.87
Materials & Supplies	11,122.65	1,452,711.63	50,154.20	1,513,988.48
Fuel	1,110,853.01	-	-	1,110,853.01
Tires and Tubes	80,325.98	-	-	80,325.98
Utilities	-	-	452,538.22	452,538.22
Insurances	-	-	553,791.27	553,791.27
Taxes	-	-	13,068.84	13,068.84
Purchased Transportation	1,660,788.07	-	-	1,660,788.07
Miscellaneous Expense	10,430.90	6,208.57	94,676.64	111,316.11
Interest Expense	-	-	5,801.57	5,801.57
Leases	-	-	63,400.56	63,400.56
Total Expenditures	16,084,316.06	4,311,150.79	6,047,531.14	\$ 26,442,997.99
Revenue				
Passenger Fares	1,201,873.26			1,201,873.26
Special Route Guarantees	22,540.09			22,540.09
Advertising Commissions	237,500.02			237,500.02
Rental Income	21,000.00			21,000.00
Investment Income	1,866.34			1,866.34
Non-transportation Income	2,059.96			2,059.96
Total Revenue	1,486,839.67	-	-	\$ 1,486,839.67
Gross Surplus/(Deficit)	(14,597,476.39)	(4,311,150.79)	(6,047,531.14)	\$ (24,956,158.32)
Subsidy				
Tire Lease - Federal/State/Local	68,641.98			\$ 68,641.98
ADA - Federal/State/Local	833,153.26			833,153.26
Safety & Security - Federal/State	574,745.48			574,745.48
Preventative Maint - Federal/State/Local		2,022,521.63		2,022,521.63
VOH - Federal/State/Local		490,866.35		490,866.35
ARPA - Federal	8,154,231.00	1,756,296.00	3,034,443.63	12,944,970.63
Local Operating Assistance	161,525.00	34,790.00	52,185.00	248,500.00
State Operating Assistance	4,805,179.67	6,676.81	2,960,902.51	7,772,758.99
Total Subsidy by Expense Class	14,597,476.39	4,311,150.79	6,047,531.14	\$ 24,956,158.32
Surplus/(Deficit)	-	-	-	-

SAFETY REPORT

October, November , December 2023

Collision/Incident Performance Report	Total Property Damage			Total	Injuries	
	Under \$2,500	\$2,500-\$15,000	Over \$15,000		# Resulting in Minor Personal Injuries	# Resulting in More than Minor Personal Injuries
Chargeable Vehicle Collisions	36	3	0	39	0	2
Non-Chargeable Vehicle Collisions	33	3	0	36	0	3
Total	69	6	0	75	0	5
Chargeable Non-Collision Incidents					1	
Non-Chargeable Non-Collision Incidents					2	2
Total						
	Current Q	Benchmark				
Vehicle Miles	1,103,894					
Veh Miles between Collisions	14,719	15,500	-			
Veh Miles between Chargeable Collisions	28,305	31,000	-			

Workplace Injury Reports	Lost Time				
	None	Less than 7 days	7-21 Days	More than 21 Days	Total
Workers' Compensation Reports	5	2	0	2	9
Employee Work Hours for Period	143,131				
Occurrences per Work Hour	28,626	71,566	N/A	71,566	15,903
Previous Quarter	26,342	131,712	N/A	65,857	16,464

TRAINING REPORT

Oct-Dec 2023

NEW HIRES	0
RECERTIFICATIONS	23
OBSERVATIONS	16
RETRAINING	24
MAINTENANCE	2

Other training included Moravian University students in November, and training with Bethlehem PD in December

**FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of all categories: (*check here*) _____.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs
- 13 State of Good Repair Grants
- 14 Infrastructure Finance Programs
- 15 Alcohol and Controlled Substances Testing
- 16 Rail Safety Training and Oversight
- 17 Demand Responsive Service
- 18 Interest and Financing Costs
- 19 Cybersecurity Certification for Rail Rolling Stock and Operations
- 20 Tribal Transit Programs
- 21 Emergency Relief Program

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.



Service Delivery & Accessibility Committee

Agenda

March 19, 2024

1. Call to Order
 2. Roll Call
 3. Courtesy of the Floor
 - A. Public Comment
 - B. Update on comments received at December Committee meeting
 4. Dashboard Reports
 - A. LANtaBus Service Delivery Dashboard Report
 - B. LANtaVan Service Delivery Dashboard Report
 - C. Carbon Transit Shared Ride Service Delivery Dashboard Report
 5. Report on Initiatives
 - A. Accessibility of Signage and Information
 - B. Transdev Update
 - C. Verification Questionnaire Adoption
 - D. Online Application Trends
 - E. ADA Appeal Committee Training
 6. Other Business
 7. Adjournment
-



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

Two comments were received during the December 12 meeting of the Committee by one individual.

- A. Debbie Rozear commented that the Center for Independent Living (LVCIL) had discussed conducting sensitivity training for Transdev but had not heard back. Mr. May from Transdev provided a response during the meeting that Transdev utilizes internal options they have available to them for that type of training. Mr. May also noted that Transdev's training program does include a sensitivity training element.
- B. Ms. Rozear also noted that one of the Transdev drivers is allergic to her guide dog and asked if her trips could not be scheduled with that driver out of concern for the driver's health. Ms. Rozear did not know the name of the driver or specific dates of when the driver was assigned her trip. Staff identified the driver to which Ms. Rozear was referring. The concern is no longer an issue since the driver is no longer employed at Transdev.



LANtaBus Rider Experience Dashboard - October - December 2023-Q2

Tuesday, 3/19/2024

Metric	Q2 FY 24	Q2 FY 23	% Change	YTD FY 24	YTD FY 23	% Change
Ridership LANtaBus	1,026,885	909,749	12.88	2,361,790	1,779,020	32.76
Senior Ridership	120,086	109,340	9.83	281,811	225,414	25.02
Ridership LANtaFlex	4,509	2,355	91.46	8,470	4,626	83.10
Senior Ridership LANtaFlex	892	860	3.72	1,785	1,580	12.97
Total Ridership	1,031,394	912,104	13.08	2,370,260	1,783,646	32.89
Total Senior Ridership	120,978	110,200	9.78	283,596	226,994	24.94
Passenger Revenue (\$)	597,194	652,769	-8.51	934,479	607,570	53.81
	Q2 FY 24	Benchmark	% Diff	YTD FY 24	Benchmark	% Diff
Riders per revenue hour	13.0	19.0	-31.69	12.2	19.0	-35.75
Revenue/Revenue Hour (\$)	7.55	19.56	-61.4	4.83	19.56	-75.3
	Current Quarter			Previous Quarter		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Avg daily call volume (LANTA Call Center)	243	85	50	257	91	49
Avg wait time (LANTA Call Center)	2:14	0:30	1:07	2:22	0:39	0:53
	Current Quarter		Previous Quarter		Past Quarter	
Purpose of Call Breakdown	Calls	% of Total	Calls	% of Total	Calls	% of Total
Call Type						
Complaints	352	0.80%	459	1.00%	349	0.8%
Bus Times	6925	15.74%	8546	18.54%	7862	17.0%
Where is the Bus	1	0.00%	4	0.01%	31	0.1%
Why is the Bus Late	0	0.00%	0	0.00%	0	0.0%
What Bus to Take	103	0.23%	172	0.37%	324	0.7%
Hang Up/ Dead Air	949	2.16%	1234	2.68%	1288	2.8%
Applications	255	0.58%	300	0.65%	296	0.6%
LANtaVan/ECC	31625	71.88%	31266	67.84%	32208	69.6%
Fares/Tickets	173	0.39%	136	0.30%	192	0.4%
Directions	313	0.71%	413	0.90%	384	0.8%
Transfers to Other Dept	2690	6.11%	2913	6.32%	2797	6.0%
Mailed Schedules	2	0.00%	9	0.02%	5	0.0%
Other(lost & found, detours, etc.)	606	1.38%	639	1.39%	550	1.2%
Total Calls	43,994	100.0%	46,091	100.0%	46,286	100.0%
Passenger Trips per Complaint	2,917					

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

Metrics

LANtaBus OPERATIONS FIGURES				
Service Reliability	On-Time	Early	Late	Benchmark
LANtaBus On Time %	56%	23%	21%	80%
Missed Scheduled LANtaBus Trips	5.5			
		Psngr Trips Per Complaint Type		
Rider Comfort/Experience	Type	Current Q	Previous Q	Prior Q
Complaints regarding driver courtesy	115	8,929	8,964	9,618
Rider complaints about OTP/route adherence	173	5,936	5,959	4,497
HVAC related customer complaints	1	1,026,885	1,030,847	971,449
Transit App Usage	Current Q	Previous Q		
Transit App Users	14,517	16,354		
Downloads to Mobile Device	1,627	2,322		
Service Alert Subscribers	4,799	3,195		
Passes Purchased	9,157	5,236		



LANtaVan Dashboard Report

Tuesday, March 19, 2024

Reporting Period:

Q2 October 2023 - December 2023

Total Completed Trips by Funding Source

Q2 Comparison

Program	Q2 FY2024		Q2 FY2023		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total	Total		
ADA	10,687	23%	9,870	25%	8%	LANTA	LANtaBus Op/Cap
Lottery	21,826	47%	17,277	44%	26%	PennDOT	PA Lottery Funds
MATP	12,409	26%	9,988	26%	24%	PA DHS	CMS/State MA Funding
PwD	1,264	3%	1,319	3%	4%	PennDOT	Proj of Stwde Signif
Other	746	2%	390	1%	91%	Various	Various
Total	46,932	100%	38,844	100%	21%		

Total Completed Trips by Funding Source

YTD Comparison

Program	YTD FY2024		YTD FY2023		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total	Total		
ADA	21,100	23%	19,155	26%	10%	LANTA	LANtaBus Op/Cap
Lottery	43,150	46%	33,261	44%	30%	PennDOT	PA Lottery Funds
MATP	24,510	26%	18,870	25%	30%	PA DHS	CMS/State MA Funding
PwD	2,531	3%	2,501	3%	1%	PennDOT	Proj of Stwde Signif
Other	1,509	2%	1,102	1%	37%	Various	Various
Total	92,800	100%	74,889	100%	24%		

MATP Out of Service Area Trip Statistics

Q2 FY2024		
Program	Completed Trips	Revenue Miles
MA OOC LC	208	6437.09
MA OOC NC	382	5138.86
Total	590	11575.95

Service Productivity - All

Q2 FY2024				
Service Hours	Revenue Hours	Passenger Trips	PT/Rev Hours	Scheduled Eff
30,122.31	23,879.59	55,881	2.34	3.11

Scheduled Trip Summary - All

Q2 FY2024			
Scheduled Trips	IVR Cancels	Day of Service Cancel	No Shows
74,319	2,484	2,907	194

Riders by Fare Zone - All

Q2 FY2024				
Zone	Full Fare	Copay	Trips	% of Trips
Base	29.35	\$4.40	21,244	50%
2	35.35	\$5.30	14,211	33%
3	41.35	\$6.20	7,182	17%
Total			42,637	100%

Trip Pattern Statistics - All Passengers

Quarter Comparison

	Q2 FY2024			Q2 FY2023			% Change		
	Average Length			Average Length			Average Length		
	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed
Total	9.98	38.5	15.55	10.91	41.05	15.95	-9%	-6%	-3%
	LANtaBus Figure		13.7	LANtaBus Figure		13.6			

Duration of Trips - Q2 FY2024

Q2 FY2024					
Minutes	<30	31-60	61-90	>90	>120
Trip Total	26,318	12,906	4,871	1740	1097
Trip Total As Percentage	56.1%	27.5%	10.4%	3.7%	2.3%

Percent Trips 30 mins or less	56%
Percent Trips 90 mins or less	94%
% ADA Trips within FRE	63%
% ADA within 15 mins. of FRE	91%

On Time Performance - Client Pick Up Trips

Q2 FY2024			
	Before Pick Up Window	In Pick Up Window	Late
Time vs Window			
Trip Total	14057	27841	5034
Trip Total As Percentage	30.0%	59.3%	10.7%

Total % On Time & Early	89%
LANtaBus On Time	56%

**LANTA Call Center Report
Comparison**

	Q2 FY2024 (Current)			Q1 2024 (Previous)		
	Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
Average Daily Call Volume	447	105	72	474	116	69
Average Call Wait Time	3:09	0:45	0:45	3:13	0:45	0:56

**Complaints Received
Q2 Comparison**

Subject of Complaint	Q2 FY2024		Q2 FY2023	
	Number	% of Total	Number	% of Total
Late	12	8%	34	18%
Early	7	4%	6	3%
Driver Attitude	21	13%	22	11%
Care Driving/Comfort	30	19%	28	15%
Van did not show	12	8%	7	4%
Fare Disputes	36	23%	37	19%
Overcrowding	0	0%	0	0%
Trip Length	23	14%	40	21%
Other	18	11%	19	10%
Total	159	100%	193	100%
Trips per Complaint	295		201	
Complaints Deemed Valid	67		113	
Trips per Complaints Deemed Valid	700		344	

**LANTA Bus ADA Related Complaints
October - December 2023**

Month	Issue	Details and Response	Determination
October			None
November	Securements	Rider reported that driver did not secure wheelchair properly. Investigation was inconclusive. Driver received retraining as precaution.	Inconclusive
November	Securements	Rider reported that driver wanted to use securement loops to strap wheelchair. Rider refused. Rider stated wheelchair has placement hooks, securement loops were not needed. Driver was retrained on proper securement of wheelchairs.	Valid
December	Kneeling Bus	Rider with a walker reported that driver did not kneel the bus. Review of video showed that rider did not request to kneel the bus. Driver was coached as precaution.	Not Valid

Total Complaints for Quarter	3
Total Valid	1
Total Valid or Inconclusive	2
Total LANTA Bus Passenger Trips for Period	1031394
LANTA Bus Pax Trips per Valid/Inc. Complaint	515,697



Carbon Transit Dashboard Report

Tuesday, March 19, 2024

Reporting Period:

Q1 - Q2 FY24

July 2023 - December 2023

Total Completed Trips by Funding Source Comparison

Program	July - December 2023		July - December 2022		% Change	Sponsor	Funding Source
	Total	% of Total	Total	% of Total	Total		
ADA	1,359	14%	1,010	11%	35%	CT	CT Op/Cap
Lottery	5,576	57%	5,498	59%	1%	PennDOT	PA Lottery Funds
MATP	2,480	25%	2,338	25%	6%	PA DHS	CMS/State MA Funding
PwD	365	4%	537	6%	-32%	PennDOT	Proj of Stwde Signif
Other	-	0%	-	0%	0%	Various	Various
Total	9,780	100%	9,383	100%	4%		

MATP Out of Service Area Trip Statistics

July - December 2023		
Program	Completed Trips	Revenue Miles
MA OOC CC	1365	28444.98
Total	1365	28444.98

Service Productivity - All

July - December 2023				
Service Hours	Revenue Hours	Passenger Trips	PT/Rev Hours	Scheduled Eff
8,393.75	6,237.75	11,177	1.79	2.34

Scheduled Trip Summary - All

July - December 2023			
Scheduled Trips	IVR Cancels	Day of Service Cancel	No Shows
14,571	361	884	597

Riders by Fare Zone - ADA PwD MATP Lottery

July - December 2023				
Zone	Full Fare	Copay	Trips	% of Trips
Base	\$ 27.00	\$4.05	4,923	51%
2	\$ 31.00	\$4.65	2,989	31%
3	\$ 36.00	\$5.40	1,650	17%
Total			9,562	100%

Riders by Fare Zone - AAA Carbon Sponsorship Trips Only

July - December 2023				
Zone	Full Fare	Copay	Trips	% of Trips
Base	\$ 27.00	\$1.05	1,778	45%
2	\$ 31.00	\$1.25	1,322	33%
3	\$ 36.00	\$1.50	887	22%
Total			3,987	100%

Trip Pattern Statistics - All Passengers
Comparison

	July - December 2023			July - December 2022			% Change		
	Average Length			Average Length			Average Length		
	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed	Miles	Minutes	Serv Speed
Total	14.53	51.5	16.93	13.24	44.74	17.76	10%	15%	-5%

Duration of Trips - 2023

July - December 2023					
Minutes	<30	31-60	61-90	>90	>120
Trip Total	6,251	2,653	674	161	41
Trip Total As Percentage	63.9%	27.1%	6.9%	1.6%	0.4%

Percent Trips 30 mins or less	64%
Percent Trips 90 mins or less	98%

On Time Performance - Client Pick Up Trips

July - December 2023			
Time vs Window	Before Pick Up Window	In Pick Up Window	Late
Trip Total	2651	6687	532
Trip Total As Percentage	27.1%	68.4%	5.4%

Total % On Time & Early	95%
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