



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

LANTA Board of Directors Meeting Minutes

November 12, 2024

LANTA Administrative Offices, Allentown, PA

Members Attending: Mike Lichtenberger – Chair of the Authority; Fred Williams – Treasurer of the Authority; Sheila Alvarado – Secretary of the Authority; Matt Malozi; and Beth Halpern.

Members Attending via Webinar / Teleconference: Becky Bradley – Vice Chair of the Authority; Iris Linares; Jared Mast; and Amy Beck;

Members Absent: Jennifer Ramos; Kim Schaffer; and Matt Rozsa.

Staff and Contractors Attending: O. O’Neil, N. Ozoa, B. Cotter, J. Polster-Abel, A. Yacko, D. Lightner, A. Jordan, M. Wood, J. Berry – LANTA Staff. Kent Herman – Solicitor.

Public Attending: Maurice Wells.

Public Attending via Webinar/Teleconference: None.

1. Call to Order

The meeting was called to order at 12:12 p.m. by Mike Lichtenberger, Chair of the Authority.

2. Roll Call

Roll Call was conducted by Mr. O’Neil.

3. Public Comment

No comment was provided during Public Comment.

4. Approval of the Minutes

The minutes of the October 8, 2024, Board of Directors meeting were approved on a motion made by Mr. Malozi and seconded by Ms. Bradley.

5. Report of the Chair

As part of the Report of the Chair, Mr. Lichtenberger congratulated Mr. Herman for being named an Icon of Business by the Lehigh Valley Business publication.

Mr. Lichtenberger presented the proposed Board and Committee meeting schedule for January through June 2025. The proposed schedule is attached.

On a motion made by Ms. Linares and seconded by Ms. Alvarado, the Board voted to approve the Board and Committee meeting schedule for January through June 2025 as presented.

Mr. Lichtenberger then concluded the Report of the Chair.

6. Report of the Committees

- A. Finance Committee – Mr. Williams reported that the Finance Committee met on Wednesday November 6. As part of the agenda, staff presented the financial statements for the LANtaBus, LANtaVan, and Carbon Transit operating divisions for September 2024, 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. Halpern, the Board voted to approve the LANtaBus, LANtaVan, and Carbon Transit financial statements for September 2024, subject to audit.

In addition, the agenda included a presentation by the auditors, RKL, LLP. RKL presented the financial audit for the Fiscal Year Ending June 30, 2024. The meeting included a detailed presentation of process and findings of the audit. Audit documents were distributed at the Committee meeting and are available to all Board members.

On a motion made by Mr. Williams and seconded by Mr. Malozi, the Board voted to approve the financial audit for Fiscal Year Ending June 30, 2024.

Mr. Williams thanked Ms. Ozoa and the Finance Department staff for their work on the audit.

The Pension Committee also met on Wednesday November 6. The agenda included presentations from the actuary as well as the investment manager. Investment performance reports were distributed at the meeting and are available to all Board members.

Mr. Williams then concluded his report.

- B. Administration & Safety Committee – Ms. Alvarado reported that the Administration & Safety Committee met on Wednesday November 6.

As part of the agenda, staff presented the Administration & Safety Dashboard Report which covered employee headcount, current vacancies, and training completed in August. The report is attached.

Ms. Alvarado then concluded her report.

- C. Service Support & Planning Committee – Mr. Malozi, Chair of the Service Support & Planning Committee, reported that the Committee met on Tuesday November 12 prior to the Board meeting.

As part of the agenda, staff presented the Service Support & Planning Dashboard Report for the period of July through September 2024. The report is attached. The Dashboard shows that safety and rider comfort metrics were above benchmark levels. Inspection and reliability metrics were also above benchmark.

In addition, staff provided updates on service planning efforts including a description of planned festival services in Bethlehem over the holiday season. Staff also provided an update on marketing and communications initiatives including the introduction of the ValleyRide branding for the new fare collection system as well as an update on the currently open annual rider survey.

The agenda included a summary of new shelter installations and planned locations for the next few months. Staff also provided updates on the Bethlehem Transportation Center (BTC) renovation.

Lastly, staff provided a demonstration of the new Maintenance Information System, Asset Works, which is currently being implemented by the Maintenance Department.

Mr. Malozi then concluded his report.

- D. Service Delivery & Accessibility Committee – Ms. Linares, Chair of the Service Delivery & Accessibility Committee, reported that the Committee did not meet in November and that the next meeting of the Committee is scheduled for Tuesday December 10.

7. Other Items

- Mr. Lichtenberger thanked the Board members for their participation in a strategic planning retreat the week prior to the Board meeting.
- Mr. Lichtenberger asked the staff if they had any department updates: Mr. Cotter reported that staff had submitted the annual National Transit Database report required by the Federal Transit Administration in October prior to the deadline; Mr. Yacko reported that LANTA had finalized an update to the Job Class Structure with the Amalgamated Transit Union which establishes the job classifications and training requirements in the Maintenance Department; Mr. Polster-Abel reported that the Administration Department was currently promoting and managing the open enrollment period for employees; and Ms. Ozoa reported that the Finance Department is continuing to recruit for unfilled positions.

8. Adjournment

The meeting was adjourned at 12:35 p.m.

Respectfully Submitted



12/10/2024

Sheila Alvarado
Secretary

Date



Lehigh and Northampton Transportation Authority

**LANTA Board Meeting
Agenda
November 12, 2024**

1. Call to Order
 2. Roll Call
 3. Public Comment
 4. Approval of the Minutes – October 8, 2024 Board Meeting
 5. Report of the Chair
 - A. For Consideration of Approval – Board and Committee Meeting Schedule – Jan-Jun 2025
 6. Report of Committees
 - A. Finance – Fred Williams
 - a. Items for consideration of approval:
 - i. Financial Statements September 2024, subject to audit
 - ii. Financial Audit FYE June 30, 2024
 - B. Administration & Safety – Sheila Alvarado
 - C. Service Support & Planning – Matt Malozi
 - D. Service Delivery & Accessibility – Iris Linares
 7. Other Items
 8. Adjournment
-

LANTA Board of Directors and Committee Meeting Schedule
January 2025 - June 2025

Month	Day	Meeting	Location	Time
Jan	7	Board	Beth RRC/Remote	12:00 noon
Feb	4	Joint Finance / Administration & Safety	LANTA/Remote	12:00 noon
	4	Pension	LANTA/Remote	12:45 p.m.
	11	Service Support & Planning	LANTA/Remote	11:00 a.m.
	11	Board	LANTA/Remote	12:00 noon
Mar	4	Joint Finance / Administration & Safety	LANTA/Remote	12:00 noon
	11	Service Delivery & Accessibility	LANTA/Remote	11:00 a.m.
	11	Board	LANTA/Remote	12:00 noon
Apr	8	Joint Finance / Administration & Safety	Beth RRC/Remote	11:00 a.m.
	8	Board	Beth RRC/Remote	12:00 noon
May	6	Joint Finance / Administration & Safety	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
Jun	3	Joint Finance / Administration & Safety	LANTA/Remote	12:00 noon
	10	Service Delivery & Accessibility	LANTA/Remote	11:00 a.m.
	10	Board	LANTA/Remote	12:00 noon



**Joint LANTA Finance Committee and
Administration & Safety Committee**

**Agenda
November 6, 2024**

Administration & Safety Committee

1. Call to Order
 2. Roll Call
 3. Public Comment
 4. Administration & Safety Dashboard
 5. Adjournment
-

Finance Committee

1. Call to Order
2. Roll Call
3. Public Comment
4. Review and Recommendation – Financial Statements September 2024 subject to audit
5. Other Items
 - a. Presentation – Draft FYE June 30, 2024 Financial Audit
6. Adjournment



Administration & Safety Committee Dashboard November 6, 2024

Headcount Summary

LANTA employees count as of 10/17/2024:

Union Employees	Count	Percentage
Male	167	69.29%
Female	74	30.71%
Total	241	100%
Non-Union Employees		
Male	38	48.10%
Female	41	51.90%
Total	79	100%
All LANTA Employees		
Male	205	64.06%
Female	115	35.94%
Total	320	100%

Open Positions:

Currently LANTA has the following open positions:

- Finance Specialist – Payroll (1)
- Finance Specialist – Revenue (1)
- Operations Supervisor (1)

Internal Training Update:

List of internal trainings that were completed in September 2024:

- New employee training Operations and Maintenance – 9 new employees
- Endorsement Training - 1
- Recertifications – 16
- Retraining – 0
- Ride-Alongs - 23

LANtaBus September 2024 Unaudited Financial Statements

LANtaBus

September 2024 Unaudited Financial Statements

LANtaBus Income Statement Summary For the Period Ending September 30, 2024							
Revenue	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Passenger Fares	307,444	157,115	834,550	684,221	2,396,151	150,328	21.97%
Special Transit Fares	27,490	58,750	27,490	58,750	235,000	(31,260)	0.00%
Auxiliary Transportation Reven	41,667	41,667	125,000	125,000	512,500	-	0.00%
NonTransportation Revenue	1,888	-	4,680	-	-	4,680	0.00%
Total Revenue	378,489	257,532	991,720	867,971	3,143,651	123,748	14.26%

Note: Totals and percentage may not be precise due to independent rounding

Revenues - \$991,720

Current revenues total \$991,720. This represents a 14.3 percent increase from the current budget projection of \$867,971.

Passenger Revenue - \$834,550

Current passenger fare revenue is above budget projections by \$150,328, representative of a 22.0% budget variance. The current fare revenue collected is \$787 below the GFI stated revenue collected. GFI industry standards state an anticipated variance of +/- 0.5 percent is reasonable.

DAILY REVENUE ANALYSIS				
DATE	GFI AMOUNT	FISCAL YEAR 2025		
		ACTUALLY COUNTED	DIFFERENCE	%
JULY	\$ 149,187.29	\$ 148,287.42	(899.87)	-0.60%
AUGUST	142,925.88	143,011.94	86.06	0.06%
SEPTEMBER	158,009.72	158,036.30	26.58	0.02%
TOTALS	450,122.89	449,335.66	(787.23)	-0.17%

LANtaBus September 2024 Unaudited Financial Statements

LANtaBus Income Statement Summary For the Period Ending September 30, 2024

Expenses	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Labor	1,541,012	1,468,954	4,996,397	4,833,825	19,356,608	(162,571)	-3.36%
Fringe Benefits	1,075,327	1,001,824	3,582,533	3,214,117	16,441,686	(368,416)	-11.46%
Total Labor and Fringe Be	2,616,339	2,470,778	8,578,930	8,047,943	35,798,294	(530,987)	-6.60%
Services	215,020	201,877	638,090	531,450	2,738,842	(106,640)	-20.07%
Fuel	113,679	124,784	410,546	445,224	2,091,988	34,678	7.79%
Tires & Tubes	13,058	12,996	39,476	35,697	137,035	(3,779)	-10.59%
Materials & Supplies	117,536	139,454	483,743	546,165	2,964,957	62,422	11.43%
Utilities	101,170	88,654	228,166	207,778	942,456	(20,388)	-9.81%
Casualty & Liability	44,340	66,390	126,691	134,605	1,406,089	7,914	5.88%
Taxes	1,840	425	5,582	1,200	4,296	(4,382)	-365.13%
Purchase of Transportation Ser	204,510	197,632	658,803	571,890	2,684,946	(86,913)	-15.20%
Miscellaneous	35,197	24,322	81,684	51,818	271,891	(29,866)	-57.64%
Interest	2,753	100	4,288	381	1,200	(3,907)	-1024.25%
Leases & Rentals	9,014	2,452	34,494	7,229	28,709	(27,265)	-377.17%
Total Expenses	3,474,455	3,329,864	11,290,492	10,581,381	49,070,703	(709,111)	-6.70%
Gross Surplus (Deficit)	(3,095,967)	(3,072,332)	(10,298,772)	(9,713,409)	(45,927,052)	(585,363)	-6.03%

Note: Totals and percentage may not be precise due to independent rounding

Expenditures - \$11,290,492

Collectively, operating expenditures are above current budget projections by \$709,111, representative of a 6.7 percent budget variance.

Labor - \$4,996,397

Collectively, current labor costs, after Carbon Transit and LANtaVan allocations, are approximately \$163K above current budget projections, representative of a 3.4% increase.

Operator Wages - \$3,340,525

Current operator wages are based on a total of 199 operators, 105,376 payroll hours, of which 10,485 hours are attributable to overtime premiums: an average of 52.7 overtime hours per operator. The continued payment of overtime is attributed to the following:

- Total of 1,678 absences through September 30th
 - Average of 18.2 absences per day
- 1,678 absences are comprised of the following

LANtaBus September 2024 Unaudited Financial Statements

Union Pension - \$466,481

Costs are representative of the monthly Municipal Minimum Obligation Employer contribution payment to the LANTA Union Pension Plan and the union portion of the 2024 Fiduciary Liability insurance. Current costs align with budget projections.

Non-Union Pension - \$74,286

Costs are representative of the monthly Municipal Minimum Obligation Employer contribution payment to the LANTA Non-Union Pension Plan and the non-union portion of the 2024 Fiduciary Liability insurance. Current costs align with budget projections.

Non-Union 457 ER Match - \$7,867

This amount represents the total employer contribution to employees' IRC 457(b) plans who are covered by the Non-Union Pension Plan Alternative B. Current contributions align with the budget projections.

Medical Insurance - \$1,975,003

The Authority offers its employees the Capital Blue Cross PPO Plus medical insurance plan. Dental and vision coverage are provided by Capital Blue Cross as well. The Authority's plan is self-insured, and there is a stop-loss insurance policy in place. Current costs are above current budget projections by approximately \$52K, an 12.3 percent budget variance.

LANtaBus Health Insurance September 30, 2024

Claims billed through September 30, 2024	\$	2,036,963
Administration Costs billed through September 2024		42,374
LVBCH		36
CANARX		1,181
Total Admin Fees and Claims	\$	2,080,554
Reimbursements		
EE Contributions	\$	98,172
Pensioner Contributions		230
Stop Loss		7,149
Total Program Reimbursements	\$	105,551
Net Healthcare Costs	\$	1,975,003
Cost per covered EE - 322 employees as of 9/30	\$	6,134

Outside Services - \$638,090

Current costs reflect an increase of 20.1 percent over the current budget projection of \$531,450. The net increase can be attributed to FY2025 budget allocation and an increase in third party services such as building maintenance and repairs and temporary help services.

Fuel - \$410,546

Current costs are below budget projections by 7.8 percent and is attributable to the budget assumption of a higher than actual diesel fuel usage for the first quarter.

Tires and Tubes - \$39,476

Current costs are estimated and are above budget projections by 10.6 percent.

Materials and Supplies - \$483,743

Current costs represent the cost of materials to keep the revenue vehicle fleet in a state of good repair as well as office and computer supplies. Current costs are below budget projections by \$62,422, an 11.4% budget variance.

Utilities - \$228,166

Current costs are inclusive of routine utility costs for items such as Refuse Removal, Water & Sewer, Electric, Gas Heat, transit center utilities and Internet fees. Annual costs are above current year budget projections by approximately \$21K, a 9.8% budget variance.

Casual & Liability Insurance - \$126,691

Annual costs include the property damage and liability insurance purchased through the SAFTI program. Costs are currently below budget projections by approximately \$8K, a 5.9% budget variance.

Taxes - \$5,582

This category includes expense line items for vehicle license & registration fees and fuel recovery fees as well as real estate taxes.

LANtaBus September 2024 Unaudited Financial Statements

LANtaBus Income Statement Summary For the Period Ending September 30, 2024

Subsidy	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Local Subsidy	112,269	84,500	336,807	265,454	1,347,227	(71,353)	-26.88%
State Subsidy	2,681,991	2,488,043	7,803,013	7,331,453	35,626,942	(471,560)	-6.43%
Federal Subsidy - ADA	95,864	94,863	263,277	284,130	960,999	20,852	7.34%
Federal Subsidy - Safety & Secu	43,293	69,181	85,398	207,543	632,474	122,145	58.85%
Federal Subsidy - VOH	-	-	8,192	12,266	792,658	4,074	33.22%
Federal Subsidy - Preventative	306,098	325,348	1,780,579	1,584,006	6,457,124	(196,573)	-12.41%
Federal Subsidy - Tire Lease	9,950	10,397	21,506	28,558	109,628	7,052	24.69%
Total Subsidy	3,249,464	3,072,332	10,298,772	9,713,409	45,927,052	(585,363)	-6.03%
 Surplus (Deficit)	 153,498	 0	 (0)	 (0)	 -	 0	 0.00%

Note: Totals and percentage may not be precise due to independent rounding

Subsidy - \$10,298,772

The year-to-date funded deficit recorded on LANtaBus totals \$10,298,772. This represents a 6.0 percent increase from the current budget projection of \$9,713,409. Current total subsidies equal the amount of the deficit.

Local Subsidy - \$336,807

This category includes the general operating assistance revenues received from the Counties of Lehigh and Northampton. Year-to-date local subsidy is above current year budget projections by 26.9%.

State Subsidy - \$7,803,013

This category includes the operating assistance funds from PennDOT to assist in paying the cost of operating transit services. The current state subsidy is representative of 3/12th of the FY2025 allocation amount plus \$1,335,709 of Act 44 prior year reserves to subsidize the remaining operating deficit LANtaBus. Year-to-date state subsidy is above current year budget projections by 6.4%.

Federal Subsidy - \$2,158,953

This category covers funds obtained from the Federal Government to assist in paying the costs of operating transit services. Formula funding for FY 2025 has been used to fund preventative maintenance activities and ADA total operating expenses. The balance of federal subsidy was provided from the Vehicle Overhaul Program (VOH). Total federal

LANTA Bus
Income Statement Summary
For the Period Ending September 30, 2024

	Fiscal Year 2025				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
Revenue						
Passenger Fares	307,444	157,115	834,550	684,221	2,396,151	150,328 21.97%
Special Transit Fares	27,490	58,750	27,490	58,750	235,000	(31,260) 0.00%
Auxiliary Transportation Revenue	41,667	41,667	125,000	125,000	512,500	- 0.00%
NonTransportation Revenue	1,888	-	4,680	-	-	4,680 0.00%
Total Revenue	378,489	257,532	991,720	867,971	3,143,651	123,748 14.26%
Expenses						
Labor	1,541,012	1,468,954	4,996,397	4,833,825	19,356,608	(162,571) -3.36%
Fringe Benefits	1,075,327	1,001,824	3,582,533	3,214,117	16,441,686	(368,416) -11.46%
Total Labor and Fringe B	2,616,339	2,470,778	8,578,930	8,047,943	35,798,294	(530,987) -6.60%
Services	215,020	201,877	638,090	531,450	2,738,842	(106,640) -20.07%
Fuel	113,679	124,784	410,546	445,224	2,091,988	34,678 7.79%
Tires & Tubes	13,058	12,996	39,476	35,697	137,035	(3,779) -10.59%
Materials & Supplies	117,536	139,454	483,743	546,165	2,964,957	62,422 11.43%
Utilities	101,170	88,654	228,166	207,778	942,456	(20,388) -9.81%
Casualty & Liability	44,340	66,390	126,691	134,605	1,406,089	7,914 5.88%
Taxes	1,840	425	5,582	1,200	4,296	(4,382) -365.13%
Purchase of Transportation Serv	204,510	197,632	658,803	571,890	2,684,946	(86,913) -15.20%
Miscellaneous	35,197	24,322	81,684	51,818	271,891	(29,866) -57.64%
Interest	2,753	100	4,288	381	1,200	(3,907) -1024.25%
Leases & Rentals	9,014	2,452	34,494	7,229	28,709	(27,265) -377.17%
Total Expenses	3,474,455	3,329,864	11,290,492	10,581,381	49,070,703	(709,111) -6.70%
Gross Surplus (Deficit)	(3,095,967)	(3,072,332)	(10,298,772)	(9,713,409)	(45,927,052)	(585,363) -6.03%
Subsidy						
Local Subsidy	112,269	84,500	336,807	265,454	1,347,227	(71,353) -26.88%
State Subsidy	2,681,991	2,488,043	7,803,013	7,331,453	35,626,942	(471,560) -6.43%
Federal Subsidy - ADA	95,864	94,863	263,277	284,130	960,999	20,852 7.34%
Federal Subsidy - Safety & Security	43,293	69,181	85,398	207,543	632,474	122,145 58.85%
Federal Subsidy - VOH	-	-	8,192	12,266	792,658	4,074 33.22%
Federal Subsidy - Preventative Ma	306,098	325,348	1,780,579	1,584,006	6,457,124	(196,573) -12.41%
Federal Subsidy - Tire Lease	9,950	10,397	21,506	28,558	109,628	7,052 24.69%
Total Subsidy	3,249,464	3,072,332	10,298,772	9,713,409	45,927,052	(585,363) -6.03%
Surplus (Deficit)						
	153,498	0	(0)	(0)	-	0 0.00%

LANTaBus
Statement of Net Assets
September 30, 2024

CURRENT ASSETS

Cash	\$ (2,282,738)
Accounts Receivable	197,017
Interdivisional Receivable - CT	844,931
Interdivisional Receivable -LV	770,417
Inventories	1,086,854
Prepaid Expenses	28,589,078
Grants Receivable	14,278,605
Total Current Assets	<u>43,484,164</u>

RESTRICTED ASSETS

Cash	<u>2,892,777</u>
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CAPITAL ASSETS

Capital Assets Not Being Depreciated	147,970
Capital Assets Being Depreciated - Net	42,189,514
Total Capital Assets	<u>42,337,484</u>

TOTAL ASSETS	<u><u>\$ 88,714,425</u></u>
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CURRENT LIABILITIES

Note Payable	\$ -
Loan Payable	-
Interdivisional Payable	-
Accounts Payable	1,043,508
Accrued Expenses:	-
Wages	2,064,607
Professional Fees	25,575
Other	1,047,686
Deferred Other Funding	41,558,232
Due To Commonwealth of PA	13,894,591
Deferred Local Grant Funding	-
Total Current Liabilities	<u>59,634,199</u>

NET ASSETS

Invested In Capital Assets	42,174,532
Unrestricted Equity	(13,094,306)
Restricted Equity	-
Total Net Assets	<u>29,080,226</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	<u><u>\$ 88,714,425</u></u>
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LANtaVan

September 2024 Unaudited Financial Statements

LANtaVan
Income Statement Summary
For the Period Ending September 30, 2024

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Revenue							
Passenger Fares	44,811	35,724	133,961	109,180	443,396	24,780	22.70%
Non-Transportation Revenues	-	-	-	-	-	-	0.00%
Local Special Fare Assistance	182,139	181,001	558,118	559,747	2,204,822	(1,629)	-0.29%
State Reimbursements	243,234	211,273	1,356,074	650,348	2,752,584	705,727	108.52%
State Special Fare Assistance	353,133	578,534	375,979	1,394,741	4,260,937	(1,018,762)	-73.04%
Total Revenue	823,317	1,006,532	2,424,132	2,714,016	9,661,739	(289,884)	-10.68%

Note: Totals and percentage may not be precise due to independent rounding

Revenues - \$2,424,132

Current revenues total \$2,424,132. This represents a 10.7 percent decrease from the current budget projection of \$2,714,016. Revenue ridership has increased approximately 8.9% from the prior year period.

Passenger Revenues - \$133,961

General Public Fares (GPF) Copays - \$133,961

Current GPF Copays are 22.7 percent above the current budget projection of \$109,180. Total completed fare paying revenue trips, which includes trips performed under ADA, GMCO, GPB, NUR, Lottery, and PWD programs, total 34,987 trips.

Local Special Fare Assistance - \$558,118

Collectively, Local Special Fare Assistance is \$1,630 below the current budget projection of \$559,747, resulting in a 0.3 percent budget variance.

Lehigh County Area Agency on Aging (LCAAA) - \$13,554

Currently this line item represents revenue earned on ridership for Lehigh County AAA (LCAAA) sponsored clients. For those sponsored clients under 65 years of age, LCAAA pays

State Special Fare Assistance - \$981,256

Lehigh County MATP – \$605,277

Lehigh County MATP revenue is representative of the total annual operating costs for the Lehigh County MA Program. Collectively, revenue ridership for Lehigh County MATP totals 11,533 trips. Lehigh County MATP revenue ridership is comprised of the following MATP trip types:

- MATP Under 65 – 8,310
- MATP Out of County – 72
- MATP Mileage Reimbursement – 3,049
- MATP Fixed Route Reimbursement – 102
- MATP Pass-Through – 0

Northampton County MATP - \$375,979

Northampton County MATP revenue is representative of the total annual operating costs for the Northampton County MA Program. Collectively, revenue ridership for Northampton County MATP totals 6,999 trips. Northampton County MATP revenue ridership is comprised of the following MATP trip types:

- MATP Under 65 – 4,185
- MATP Out of County – 106
- MATP Mileage Reimbursement – 2,316
- MATP Fixed Route Reimbursement – 392
- MATP Pass-Through – 0

LANtaVan September 2024 Unaudited Financial Statements

The remaining staff salaries allocated to LANtaVan are equivalent to the direct time spent performing tasks related to the LANtaVan division.

Fringe Benefits - \$149,924

FICA - \$14,337

Current costs are based on the calculation of 7.65% of current salaries and wages.

Fringe Benefits- \$135,588

Costs include the allocation of benefit costs to the LANtaVan Division for staff time to administer the paratransit program. Fringe benefits are allocated at 80% of total wages.

Collectively, fringe benefits are 23.6 percent below current budget projections.

Outside Services - \$65,404

Current costs reflect an increase of 58.9% percent over the current budget projection of \$41,151. The net increase can be attributed to the approximate \$15K in unanticipated van repairs and an increase in computer supplies.

Materials and Supplies - \$11,590

Current costs reflect an increase of 9.4 percent over the current budget projection of \$10,594.

Office Supplies - \$8,398

Current costs are representative of routine purchases of office and computer supplies, reprinting of LANtaVan applications, brochures, and offsite storage fees.

Freight - \$3,192

Current costs are representative of the postage expense of LANtaVan specific items less the postage received on each online ticket purchase. Each online ticket purchase offsets the postage costs at a rate of \$1.50 per transaction. As of September 30th, LANtaVan received \$75 in prepaid postage costs from online transactions.

LANtaVan September 2024 Unaudited Financial Statements

Pass-Through Entities - \$0

This line item represents the reimbursements to applicable Pass-Through Entities for the MATP program. Currently, no costs have been incurred.

Lehigh County Fixed Route Reimbursements - \$67

This line item represents the fixed route reimbursements for the Lehigh County MATP program. Fixed route reimbursements are currently reimbursed at a rate of \$.67 per trip.

Lehigh County Mileage Reimbursements - \$7,823

This line item represents the mileage, parking, and toll reimbursements for the Lehigh County MATP program. Mileage is currently reimbursed at an increased rate of \$.25 per mile, while parking and tolls are based on the actual costs. Lehigh County MATP mileage reimbursement trips total 3,049.

Northampton County Fixed Route Reimbursements - \$259

This line item represents the fixed route reimbursements for the Northampton County MATP program. Fixed route reimbursements are currently reimbursed at a rate of \$.67 per trip. Northampton County MATP fixed route reimbursement trips total 392.

Northampton County Mileage Reimbursements - \$6,839

This line item represents the mileage, parking, and toll reimbursements for the Northampton County MATP program. Mileage is currently reimbursed at an increased rate of \$.25 per mile, while parking and tolls are based on the actual costs. Northampton County MATP mileage reimbursement trips total 2,316.

Northampton County Mass Transit Reimbursements - \$180

This line item represents the mass transit reimbursements for the Northampton County MATP program. Mass Transit reimbursements represent the cost of the tickets given to eligible clients and the costs of the taxi services needed to accommodate transportation when the fixed route service is not available during their time of need for transportation services.

MA Out of County (MA OOC) Lehigh and Northampton - \$46,928

This line item represents expenditures for the MATP premium transportation. MATP premium transportation represents medical transportation outside of Lehigh and Northampton counties. Total MA OOC completed revenue trips of 178 have decreased 66.9% when compared to the prior fiscal year period.

LANtaVan September 2024 Unaudited Financial Statements

LANtaVan Income Statement Summary For the Period Ending September 30, 2024

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Subsidy							
State Subsidy	-	-	-	-	76,638	-	0.00%
Total Subsidy	-	-	-	-	76,638	-	-
Surplus (Deficit)	(296,187)	(50,735)	(790,433)	(520,057)	(3,218,494)	270,376	-51.99%

Note: Totals and percentage may not be precise due to independent rounding

Subsidy - \$0

The year-to-date deficit recorded on LANtaVan totals \$790,433. This represents a 52.0 percent decrease from the current budget projection of \$520,057.

LANTaVan
Income Statement Summary
For the Period Ending September 30, 2024

	Fiscal Year 2025				YTD Budget Variance	
	PTD		YTD		Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
Revenue						
Passenger Fares	44,811	35,724	133,961	109,180	24,780	22.70%
Non-Transportation Revenues	-	-	-	-	-	0.00%
Local Special Fare Assistance	182,139	181,001	558,118	559,747	(1,629)	-0.29%
State Reimbursements	243,234	211,273	750,797	650,348	100,449	15.45%
State Special Fare Assistance	353,133	578,534	981,256	1,394,741	(413,485)	-29.65%
Total Revenue	823,317	1,006,532	2,424,132	2,714,016	(289,884)	-10.68%
Expenses						
Labor	100,592	60,269	187,405	186,855	(550)	-0.29%
Fringe Benefits	80,474	69,816	149,924	196,198	46,274	23.59%
Total Labor and Fringe Benefits	181,066	130,085	337,329	383,053	45,724	11.94%
Services	16,442	15,626	65,404	41,151	(24,253)	-58.94%
Fuel	268,030	84,788	268,030	268,848	819	0.30%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	5,050	3,221	11,590	10,594	(996)	-9.40%
Utilities	14,874	14,428	40,157	44,159	4,002	9.06%
Casualty & Liability	1,083	1,083	3,250	3,250	-	0.00%
Taxes	9,802	8,169	29,406	24,508	(4,899)	-19.99%
Purchase of Transportation Service	495,660	725,017	2,242,979	2,237,391	(5,588)	-0.25%
Miscellaneous	(281)	2,429	3,794	3,857	62	1.61%
Interest	-	-	-	-	-	0%
Rent	127,779	72,421	212,625	217,263	4,638	2.13%
Total Expenses	1,119,505	1,057,266	3,214,565	3,234,073	19,508	0.60%
Gross Surplus (Deficit)	(296,187)	(50,735)	(790,433)	(520,057)	(270,376)	51.99%
Subsidy						
State Subsidy	-	-	-	-	-	0.00%
Total Subsidy	-	-	-	-	-	-
Surplus (Deficit)	(296,187)	(50,735)	(790,433)	(520,057)	270,376	-51.99%

LANtaVan
Statement of Net Assets
September 30, 2024

CURRENT ASSETS

Cash	\$	-
Accounts Receivable		407,751
Interdivisional Receivable		
Inventories		
Prepaid Expenses		77,159
Grants Receivable		783,698
Total Current Assets		<u>1,268,607</u>

TOTAL ASSETS	\$	<u>1,268,607</u>
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CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		770,417
Accounts Payable		412,506
Accrued Expenses:		808,966
Deferred Revenue		67,151
Total Current Liabilities		<u>2,059,040</u>

NET ASSETS

Unrestricted Equity	(790,433)
Restricted Equity	-
Total Net Assets	<u>(790,433)</u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u>1,268,607</u>
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Carbon Transit September 2024 Unaudited Financial Statements

Carbon Transit September 2024 Unaudited Financial Statements

Carbon Transit Income Statement Summary For the Period Ending September 30, 2024

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Revenue							
Passenger Fares	2,892	3,420	8,627	9,392	39,531	(765)	-8.14%
Non-Transportation Revenues	476	-	1,381	-	-	1,381	0.00%
Local Special Fare Assistance	12,251	2,067	47,925	6,618	112,175	41,307	624.18%
State Reimbursements	24,423	24,208	73,444	77,725	298,582	(4,281)	-5.51%
State Special Fare Assistance	72,877	92,621	234,792	359,487	1,385,161	(124,695)	-34.69%
Total Revenue	112,918	122,316	366,170	453,221	1,835,449	(87,052)	-19.21%

Note: Totals and percentage may not be precise due to independent rounding

Revenues - \$366,170

Year-to-date revenues total \$366,170. This represents a 19.2 percent decrease from the current budget projection of \$453,221.

Passenger Revenues - \$5,735

Collectively, annual passenger revenues, which include fixed route fares and paratransit passenger copays, are below current budget projections by 8.1 percent.

General Public Fares (GPF) Copays -\$7,685

Year-to-date completed fare paying revenue trips, which includes trips performed under ADA, GMCO, GPB, Lottery and PWD programs, total 3,350 trips.

General Public Fares (GPF) Fixed Route -\$759

GPF Fixed Route revenue has been recorded for the current fiscal period.

Carbon Transit September 2024 Unaudited Financial Statements

previous fiscal year period. Revenue ridership is comprised of the following MATP trip types:

- MATP Under 65 – 1,246
- MATP Out of County – 863
- MATP Mileage Reimbursement – 686
- MATP Pass-through - 0

Carbon Transit September 2024 Unaudited Financial Statements

- 6.7% Carbon Transit
- 33.2% LANtaBus
- 60.1% LANtaVan

The remaining staff salaries allocated to Carbon Transit are equivalent to the direct time spent performing tasks related to the Carbon Transit Division.

Fringe Benefits - \$41,972

FICA - \$4,014

Costs are based on the calculation of 7.65% of current salaries and wages.

Fringe Benefits- \$37,958

Costs include the allocation of benefit costs to the Carbon Transit Division for staff time to administer both the fixed route and paratransit programs. Fringe benefits are allocated at 80% of total wages.

Collectively, fringe benefits are 20.6% below current budget projections.

Outside Services - \$6,114

Current costs reflect a decrease of 3.7% below the current budget projection of \$6,348. The net decrease can be attributed to the following:

- Auditing Fees – Current costs are representative of Carbon's allocation of FY2025 auditing services which have increased 3% from the previous fiscal year.
- Banking – Current costs include the fees associated with banking transactions relating to Carbon Transit operations.
- Online Sales - This line item includes the fees associated with online sales transactions for ticket purchases and EcoPay balance replenishments via the current online platform, Square Inc. Costs have exceeded the current budget projection due to clients moving to the EcoPay option.

Fuel - \$32,057

LANTA provides Transdev with WEX fuel cards, to be used at any public gas station for fueling the vans. Current costs represent those transactions and are below current budget projections by a 53.2% budget variance.

Carbon Transit September 2024 Unaudited Financial Statements

- Electric – Utility rates were capped during the previous fiscal year.
- Water and Sewer – Current costs are representative of water service; no accrual was made for sewer fees due to a possible credit owed.
- Heating – Costs are below budget projections due to mild weather.
- Internet fees - The costs for internet and landline services were split during the previous fiscal year.

Purchased Transportation (P/T) - \$420,709

Collectively, P/T costs are below the current budget projection of \$545,295, by 22.9%. The net decrease is attributed to a decrease in revenue ridership, along with the collaboration between LANTA, specifically the Paratransit Department and the Department of Human Services to ensure that clients are receiving the proper services.

Shared Ride - \$331,111

This line item represents expenditures for the in-county paratransit service currently operated by TransDev, LANTA's subcontractor for Carbon Transit service plus the agreed upon fixed cost portion for FY 2025. This line item includes State Shared Ride, PwD, ADA and MATP transportation. Current costs are below the current budget projection of \$348,188, by 4.9%.

Mileage Reimbursements - \$3,878

This line item represents the mileage, parking, and toll reimbursements for the MATP program. Mileage is currently reimbursed at an increased rate of \$.25 per mile, while parking and tolls are based on the actual costs. Current actual costs are below the current budget projection of \$6,206, by 37.5%. MATP mileage reimbursement trips total 686; an 11.6% decrease when compared to the previous fiscal year period.

Pass-Through Entity - CLIU - \$0

No costs to report currently.

MA Out of County (MA OOC) - \$85,720

This line item represents expenditures for the MATP premium transportation. MATP premium transportation represents medical transportation outside of Carbon County. Costs are below the current budget projection of \$190,901, by 55.1%. Total MA OOC

Carbon Transit September 2024 Unaudited Financial Statements

Carbon Transit Income Statement Summary For the Period Ending September 30, 2024

	Fiscal Year 2025					YTD Budget Variance	
	PTD		YTD		Annual Budget	Favorable (Unfavorable)	
	Actual	Budget	Actual	Budget		Amount	Percent
Subsidy							
Local Subsidy	4,238	4,238	12,714	12,714	50,859	-	0.00%
State Subsidy	14,617	35,658	44,753	106,974	339,060	62,221	58.16%
Total Subsidy	18,855	39,896	57,467	119,688	389,919	62,221	51.99%
 Surplus (Deficit)	 (57,713)	 (73,044)	 (153,069)	 (194,311)	 (805,615)	 41,243	 -21.23%

Note: Totals and percentage may not be precise due to independent rounding

Subsidy - \$57,467

The year-to-date deficit recorded on Carbon Transit totals \$153,069. This represents a 21.2 percent decrease from the current year's budget projection of \$194,311. Current total subsidies equal the amount of the deficit for the Fixed Route and the ADA program.

Local Subsidy - \$12,714

Current amount represents 3/12th of the annual general operating assistance revenues received from Carbon County.

State Subsidy - \$44,753

Th current amount represents the amount of state operating assistance needed to fund the operating deficit for fixed route operations.

Carbon Transit
Income Statement Summary
For the Period Ending September 30, 2024

	Fiscal Year 2025				YTD Budget Variance	
	PTD		YTD		Favorable (UnFavorable)	
	Actual	Budget	Actual	Budget	Amount	Percent
Revenue						
Passenger Fares	2,892	3,420	8,627	9,392	(765)	-8.14%
Non-Transportation Revenues	476	-	1,381	-	1,381	0.00%
Local Special Fare Assistance	12,251	2,067	47,925	6,618	41,307	624.18%
State Reimbursements	24,423	24,208	73,444	77,725	(4,281)	-5.51%
State Special Fare Assistance	72,877	92,621	234,792	359,487	(124,695)	-34.69%
Total Revenue	112,918	122,316	366,170	453,221	(87,052)	-19.21%
Expenses						
Labor	21,763	19,964	52,464	66,049	13,585	20.57%
Fringe Benefits	17,410	15,971	41,972	52,839	10,868	20.57%
Total Labor and Fringe Benefits	39,173	35,935	94,436	118,889	24,453	20.57%
Services	2,096	2,070	6,114	6,348	234	3.68%
Fuel	32,057	20,892	32,057	68,528	36,471	53.22%
Tires & Tubes	-	-	-	-	-	0.00%
Materials & Supplies	654	727	4,931	4,098	(833)	-20.33%
Utilities	1,800	3,839	5,898	10,643	4,745	44.58%
Casualty & Liability	-	-	-	-	-	0.00%
Taxes	-	-	-	-	-	0.00%
Purchase of Transportation Service	110,534	170,683	420,709	545,295	124,586	22.85%
Miscellaneous	35	19	80	57	(23)	0.00%
Interest	-	-	-	-	-	0.00%
Leases & Rentals	3,137	1,091	12,480	13,362	882	6.60%
Total Expenses	189,486	235,256	576,705	767,220	190,516	24.83%
Gross Surplus (Deficit)	(76,568)	(112,940)	(210,535)	(313,999)	103,464	32.95%
Subsidy						
Local Subsidy	4,238	4,238	12,714	12,714	-	0.00%
State Subsidy	14,617	35,658	44,753	106,974	62,221	58.16%
Total Subsidy	18,855	39,896	57,467	119,688	62,221	51.99%
Surplus (Deficit)	(57,713)	(73,044)	(153,069)	(194,311)	41,243	-21.23%

Carbon Transit
Statement of Net Assets
September 30, 2024

CURRENT ASSETS

Cash	\$	119,066
Accounts Receivable		(1,401,405)
Interdivisional Receivable		
Due From Carbon County		22,047
Prepaid Expenses		109,272
Grants Receivable		1,007,339
Total Current Assets		<u>(143,681)</u>

TOTAL ASSETS	\$	<u><u>(143,681)</u></u>
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CURRENT LIABILITIES

Note Payable	\$	-
Loan Payable		-
Interdivisional Payable		
Due to the Commonwealth		-
Accounts Payable		(10,557)
Accrued Expenses		168,046
Deferred Revenue		107,938
Total Current Liabilities		<u>265,426</u>

NET ASSETS

Unrestricted Equity		(409,107)
Restricted Equity		-
Total Net Assets		<u><u>(409,107)</u></u>

TOTAL CURRENT LIABILITIES AND NET ASSETS	\$	<u><u>(143,681)</u></u>
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Service Support & Planning Committee

Agenda

November 12, 2024

1. Call to Order
2. Roll Call
3. Public Comment
4. Service Support & Planning Dashboard Report
5. Report on Initiatives
 - A. Bethlehem Transportation Center (BTC) Renovation Update
 - B. Communications & Outreach Efforts
 - C. Service Planning Update
 - D. Land Development Outreach and Bus Stop Infrastructure Update
6. Other Items
 - A. AssetWork Presentation
7. Adjournment



Service Support & Planning Dashboard - July - September 2024
Tuesday, November 12, 2024

LANtaBus MAINTENANCE FIGURES					
Vehicle Availability - percent pull outs made	100%				
Vehicle Availability - Number of road failures	68				
	%	Required	On-time	Benchmark	
LANtaBus Vehicle Preventive Maintenance On Time %	98%	162	158	90%	
On-Time % for bus detail cleaning (within 5 weeks)	95%	255	241	90%	
	Current Q	Benchmark			
Revenue Miles between Road Failure	13,872	10,000			