

AGENDA

**Regular Board Meeting
November 21, 2019
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge Allegiance to the Flag

AUDIT REPORT – Reinsel, Kuntz, Leshner, CPA- Tim Kraft reporting for FY18/19

PUBLIC COMMENT –

MINUTES – Approve for September 26, 2019

EXECUTIVE DIRECTOR’S REPORT – FR, SR & Flex for August & September 2019

COMMITTEE REPORTS –

Finance Committee	JoAnn Baratta
* Financials for September 1-30, 2019	
* All Purchases subject to audit for September 1-30, 2019	
* All Purchases subject to audit for October 1-31, 2019	
* All Purchases subject to audit for November 1-21, 2019	

Operations Committee	Dave Edinger
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Human Resource Committee	Wayne Mazur
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Compliance Committee	John Hoback
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Marketing Committee	Robert Huffman
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OLD BUSINESS –

NEW BUSINESS – Approval of Board Meetings & Holidays 2020

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2019-6 Revised Title VI Program

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors is scheduled for **December 19, 2019**

**BOARD MINUTES
MONROE COUNTY TRANSPORTATION AUTHORITY
P.O. BOX 339
SCOTRUN, PA 18355**

Thursday, September 26, 2019 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held in the Boardroom at MCTA after due and proper notice. There were 5 Board Members in attendance. The meeting was called to order at 5:35 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Wayne Mazur, Vice Chairman	Margaret Howarth, Executive Director
JoAnn Baratta, Treasurer	Richard Schlameuss, Asst. Executive Director
David Edinger, Secretary	Joan Davidge, Chief Financial Officer
Brian LaVacca, Asst. Secretary	Walter Quadarella, Rural Ops & Maint. Manager
Robert Huffman	Robert Gress, HR/Safety Manager
	Guy LaBar, Shared Ride Manager
	Marc Wolfe, Solicitor
	Iris Rivera, Recording Secretary

PUBLIC COMMENT:

Public comment was given by resident Metzgar.

The minutes from September 26, 2019 were reviewed and approved.

EXECUTIVE DIRECTOR’S REPORT:

Peggy presented the new revised Executive Director’s report for FY19-20. The new version includes On-Time Performance & Road Calls which will be monitored closely.

FINANCIAL REPORT:

The Finance Committee met on September 26th; JoAnn reported that Joan is still interviewing for the Accounting Clerk 2 position; Ida Pogue was hired for Accounting Clerk 1. The Triennial review has been completed. Peggy and Joan attended a 2-day NTD class to prepare for the annual NTD report that is due on October 31st. Revenue in Fixed Route was a little under and expenses were over. Wages were high due to the Kalahari route guarantee and Sunday service; once the Kalahari payment comes in, revenue will look better in Fixed Route. In Shared Ride driver wages and fuel look good. Expenses were a bit high, but when the Flex gets moved over to FR the expenses will be reduced. Also, the MA program hasn’t been billed yet for the first quarter. Workers Comp and vehicle insurance were also good.

The **Capital Purchase Reports** for Period 2, August 1-31, 2019 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 2, August 1-31, 2019 were reviewed and ratified, subject to audit.

The **Capital Purchase Reports** for Period 3, September 1-26, 2019 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 3, September 1-26, 2019 were reviewed and ratified, subject to audit.

OPERATIONS:

Walter reported that there was a recall of the wheelchair lifts on the 11 new Shared Ride buses. They will be changing them out the first week in October. Bus 181 also had electrical issues, but it has been fixed. The garage is getting rewired for the CNG project. They are also waiting for permits so they can start breaking ground in the lower parking lot. The first of the 3 CNG buses will be going on the assembly line September 30th with the other 2 going on a week after.

HUMAN RESOURCES:

The HR Committee met on September 26th, Bob reported that there was 1 W/C claim and 2 PPL claims in August. Our Title VI plan needs to be revised per the Triennial; it will probably be brought to the Board for approval in December. The EEO program will also need to be updated.

COMPLIANCE:

There is nothing to report. The committee will try to meet the end of October.

MARKETING:

Rich reported that there will be revisions to the schedules for October 6th. The Silver service will continue, but the Blue Sunday service will be reduced; driver hours will also be reduced due to NPS and the Kalahari route guarantee coming to an end. The planning continues for our 40th anniversary celebration which will be on October 15th at St. Lukes.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

Regarding an HR matter from 6:48pm to 6:52pm

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:54 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM September 26, 2019

9-01-19 - Motion to approve the minutes from the August 29, 2019 Board Meeting,
MOTION CARRIED- RH/DE

9-02-19 – Motion to approve the goals proposed by management for the
Executive Director’s Report FY19-20,
MOTION CARRIED – DE/JB

9-03-19 - Motion to approve the Capital Purchases for August 1-31, 2019,
Subject to audit
MOTION CARRIED- DE/BL

9-04-19 - Motion to approve the Regular Purchases for August 1-31, 2019,
Subject to audit
MOTION CARRIED- DE/BL

9-05-19 - Motion to approve the Capital Purchases for September 1-26, 2019,
Subject to audit
MOTION CARRIED- DE/BL

9-06-19 - Motion to approve the Regular Purchases for September 1-26, 2019,
Subject to audit
MOTION CARRIED- DE/EK

9-07-19 – Motion to approve Budget & Variance Report for Fixed Route July 2019,
Subject to audit
MOTION CARRIED – JB/DE

9-08-19 - Motion to approve Budget & Variance Report for Fixed Route August 2019,
Subject to audit
MOTION CARRIED- JB/BL

9-09-19 - Motion to approve Budget & Variance Report for Shared Ride July 2019,
Subject to audit
MOTION CARRIED- JB/DE

9-10-19 - Motion to approve Budget & Variance Report for Shared Ride August 2019,
Subject to audit
MOTION CARRIED- JB/DE

9-11-19 - Motion to accept the Executive Director’s review and pension contribution.
MOTION CARRIED- DE/RH

9-12-19 – Motion to adjourn
MOTION CARRIED – RH/BL



EXECUTIVE DIRECTOR'S REPORT



FIXED ROUTE				AUG 2019	SHARED RIDE				FLEX CONNECT		
OTP= 76%	(Monthly)	Monthly Goals ↑ ↓	FY19/20 YTD Average		FY19/20 YTD Average	OTP= 88%	(Monthly)	Monthly Goals ↑ ↓	MONTHLY TRIPS (210)		
1. RIDERSHIP (3.3%) 260,000/yr:					1. RIDERSHIP (1%) 86,000/yr:				1. RIDERSHIP FLEX Orange:		
Monthly Goal: 22,082	29,134	↑	31.56%		4.33%	Monthly Goal: 7,304	7,552	↑	Flex Orange Monthly Goal: 157	170	
=(260,000÷365 x 31) YTD Avg						=(86,000÷365 x 31) YTD Average				Same every month (based on \$26.75/trip avg)	
2. EXPENSE/VRH \$101.81: PennDOT Performance Rpt					2. EXPENSE/VRH \$61.47:				2. RIDERSHIP FLEX Violet:		
Monthly Goal: \$101.81	\$108.28	↑	\$104.76		\$59.56	Monthly Goal: \$61.47	\$64.71	↑	Flex Violet Monthly Goal: 226	22	
Same every month						Same every month (Use total Rev on BUD VAR)				Same every month (based on \$16/trip avg)	
3. REVENUE/VRH \$10.90: PennDOT Performance Rpt					3. ACT 44 Use:				3. RIDERSHIP FLEX Yellow:		
Monthly Goal: \$10.90	\$10.32	↓	\$13.99		50.88%	Monthly Goal: ≤ \$42,981.54	\$27,789.46	↓	Flex Yellow Monthly Goal: 116	18	
Same every month (Use Revenues only, no Subsidies)						Number needs to be as close to 0 as possible (with less reliance on additional FR subsidy)				Same every month (based on \$20/trip avg)	
4. \$3,540,000/yr. BUDGET:					4. BUDGET \$2,766,000/yr:						
Monthly Goal: \$300,658	1.10	↑	105.52%		97.00%	Monthly Goal: \$234,921	0.98	↓			
=(3,540,000÷365 x 31)						=(2,766,000÷365 x 31)					
5. ROAD CALLS: ≥ 12,000					5. ROAD CALLS: ≥ 17,000						
AUG Total FR Miles: 50,560	7,499	↓	0.53		0.96	AUG Total SR Miles: 113,117	22,623	↑			



EXECUTIVE DIRECTOR'S REPORT



FIXED ROUTE				SEP 2019	SHARED RIDE				FLEX CONNECT		
OTP= 79%	(Monthly)	Monthly Goals ↑ ↓	FY19/20 YTD Average		FY19/20 YTD Average	OTP= 88%	(Monthly)	Monthly Goals ↑ ↓	MONTHLY TRIPS (326)		
1. RIDERSHIP (3.3%) 260,000/yr:					1. RIDERSHIP (1%) 86,000/yr:				1. RIDERSHIP FLEX Orange:		
Monthly Goal: 21,370	23,807	↑	24.64%		3.36%	Monthly Goal: 7,068	7,165	↑	Flex Orange Monthly Goal: 157	258	
=(260,000÷365 x 30) YTD Avg						=(86,000÷365 x 30) YTD Average				Same every month (based on \$26.75/trip avg)	
2. EXPENSE/VRH \$101.81: PennDOT Performance Rpt					2. EXPENSE/VRH \$61.47:				2. RIDERSHIP FLEX Violet:		
Monthly Goal: \$101.81	\$123.92	↑	\$110.12		\$58.80	Monthly Goal: \$61.47	\$57.14	↓	Flex Violet Monthly Goal: 226	41	
Same every month						Same every month (Use total Rev on BUDVAR)				Same every month (based on \$16/trip avg)	
3. REVENUE/VRH \$10.90: PennDOT Performance Rpt					3. ACT 44 Use:				3. RIDERSHIP FLEX Yellow:		
Monthly Goal: \$10.90	\$16.75	↑	\$14.76		64.48%	Monthly Goal: ≤ \$14,634.23	\$17,272.59	↑	Flex Yellow Monthly Goal: 116	27	
Same every month (Use Revenues only, no Subsidies)					(Fund use to budget)	Number needs to be as close to 0 as possible (with less reliance on additional FR subsidy)				Same every month (based on \$20/trip avg)	
4. \$3,540,000/yr. BUDGET:					4. BUDGET \$2,766,000/yr:						
Monthly Goal: \$290,959	1.00	↑	104.27%		94.90%	Monthly Goal: \$227,342	90.45%	↓			
=(3,540,000÷365 x 30)						=(2,766,000÷365 x 30)					
5. ROAD CALLS: ≥ 12,000					5. ROAD CALLS: ≥ 17,000						
AUG Total FR Miles: 44,993	7,499	↓	55.63%		113.98%	AUG Total SR Miles: 100,060	33,353	↑			

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Three Months Ending September 30, 2019

Account #	Account Name	Period to Date - September			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	11,580.87	15,500.00	(3,919.13)	39,196.67	46,500.00	(7,303.33)
'4113-0-1	Billed Fixed Route	63.00	675.00	(612.00)	1,023.00	2,025.00	(1,002.00)
'4151-0-1	Office Sales - Tickets & Pass	7,057.80	8,750.00	(1,692.20)	20,282.72	26,250.00	(5,967.28)
'4170-0-1	Advertising Revenue FR	-	1,500.00	(1,500.00)	(429.60)	4,500.00	(4,929.60)
'4510-0-1	Grants Federal 5311	55,000.00	55,000.00	-	165,000.00	165,000.00	-
'4511-0-1	Grants Federal 5307	41,667.00	41,666.67	0.33	111,195.00	125,000.00	(13,805.00)
'4520-0-1	Grants State Act 44-FR	139,555.26	139,299.56	255.70	445,927.45	445,671.75	255.70
'4570-0-1	Grants Local F/R	14,991.08	14,991.08	-	44,973.24	44,973.25	(0.01)
'4590-0-1	Other Revenue F/R	8,168.43	4,175.00	3,993.43	38,836.75	12,525.00	26,311.75
'4591-0-1	Route Guarantee	12,378.50	4,175.00	8,203.50	24,745.00	12,525.00	12,220.00
'4996-0-1	Interest Income -FR	12.34	10.00	2.34	35.81	30.00	5.81
	Total Revenue	290,474.28	285,742.31	4,731.97	890,786.04	885,000.00	5,786.04
'5010-1-1	Wages: Mechn-FR	20,033.94	20,376.92	342.98	66,106.90	66,225.00	118.10
'5010-2-1	Wages: Drivr-FR	62,377.41	52,176.92	(10,200.49)	214,008.81	169,575.00	(44,433.81)
'5050-1-1	Fica: Mechn-FR	1,768.76	2,000.00	231.24	5,762.88	6,000.00	237.12
'5050-2-1	Fica: Drivr-FR	5,257.79	4,850.00	(407.79)	17,848.84	14,550.00	(3,298.84)
'5052-1-1	PAUC: Mechn-FR	-	225.00	225.00	-	675.00	675.00
'5052-2-1	PAUC: Drivr-FR	119.10	575.00	455.90	607.69	1,725.00	1,117.31
'5096-1-1	Pension: Mechn-FR	1,263.92	1,325.00	61.08	4,130.56	3,975.00	(155.56)
'5096-2-1	Pension: Drivr-FR	3,277.69	3,500.00	222.31	10,554.01	10,500.00	(54.01)
'5330-2-1	Complimentary Transportation-ADA	5,192.00	8,250.00	3,058.00	21,224.00	24,750.00	3,526.00
5331-2-1	Flex - Orange:Trans-FR	10,943.00	4,200.00	(6,743.00)	10,943.00	12,600.00	1,657.00
5332-2-1	Flex - Yellow:Trans-FR	1,369.00	2,310.00	941.00	1,369.00	6,930.00	5,561.00
5333-2-1	Flex - Violet:Trans-FR	1,212.00	3,625.00	2,413.00	1,212.00	10,875.00	9,663.00
'5610-1-1	Parts: Garge-FR	9,332.85	6,000.00	(3,332.85)	30,823.29	18,000.00	(12,823.29)
'5612-1-1	Filters: Garge-FR	1,288.77	600.00	(688.77)	2,717.04	1,800.00	(917.04)
'5630-2-1	Purchased Tires: Trans-FR	2,103.40	2,750.00	646.60	10,908.36	8,250.00	(2,658.36)
5650-2-1	Electric: CNG:Trans-FR	-	847.92	847.92	-	2,543.75	2,543.75
5651-2-1	Fuel: CNG Expense:Trans-FR	-	2,543.75	2,543.75	-	7,631.25	7,631.25
'5652-2-1	Fuel Expense: Trans-FR	19,382.18	23,741.67	4,359.49	69,900.19	71,225.00	1,324.81
'5653-2-1	Taxes:Trans-FR	104.93	150.00	45.07	311.47	450.00	138.53
'5654-2-1	Motor Oil: Trans-FR	-	1,028.67	1,028.67	2,116.34	3,086.00	969.66
'5656-2-1	Antifreeze: Trans-FR	302.50	228.00	(74.50)	1,210.00	684.00	(526.00)
'5659-1-1	Other Fluids FR :Garage	589.68	570.00	(19.68)	1,615.56	1,710.00	94.44
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,000.00	1,000.00	-	3,000.00	3,000.00
'6010-6-1	Wages: Admin-FR	39,185.05	38,538.46	(646.59)	125,634.60	125,250.00	(384.60)
'6030-1-1	Vacation Pay: Garge-FR	1,924.75	1,600.00	(324.75)	6,429.55	4,800.00	(1,629.55)
'6030-2-1	Vacation Pay: Trans-FR	3,462.40	3,150.00	(312.40)	13,101.68	9,450.00	(3,651.68)
'6030-6-1	Vacation Pay: Admin-FR	2,605.05	2,505.00	(100.05)	11,720.69	7,515.00	(4,205.69)
'6032-1-1	Sick Pay: Garge-FR	109.78	425.00	315.22	834.91	1,275.00	440.09
'6032-2-1	Sick Pay: Trans-FR	173.12	1,350.00	1,176.88	855.52	4,050.00	3,194.48
'6032-6-1	Sick Pay: Admin-FR	267.12	225.00	(42.12)	724.58	675.00	(49.58)
'6034-1-1	Holiday Pay: Garge-FR	802.99	850.00	47.01	1,895.38	2,550.00	654.62

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Three Months Ending September 30, 2019

Account #	Account Name	Period to Date - September			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6034-2-1	Holiday Pay: Trans-FR	2,769.92	1,525.00	(1,244.92)	5,886.08	4,575.00	(1,311.08)
'6034-6-1	Holiday Pay: Admin-FR	1,909.54	1,600.00	(309.54)	4,254.67	4,800.00	545.33
'6039-1-1	Other Paid Absences: Garge-FR	450.48	325.00	(125.48)	871.88	975.00	103.12
'6039-2-1	Other Paid Absences: Trans-FR	519.36	850.00	330.64	860.56	2,550.00	1,689.44
'6039-6-1	Other Paid Absences: Admin-FR	313.43	625.00	311.57	772.47	1,875.00	1,102.53
'6050-6-1	Fica on Wages: Admin-FR	3,258.90	3,500.00	241.10	10,608.36	10,500.00	(108.36)
'6052-6-1	PAUC on Wages: Admin-FR	27.08	210.00	182.92	72.48	630.00	557.52
'6054-6-1	FICA on 3rd Party Sick Pay	-	50.00	50.00	-	150.00	150.00
'6090-1-1	Hospitalization: Garge-FR	3,408.80	3,650.00	241.20	10,287.96	10,950.00	662.04
'6090-2-1	Hospitalization: Trans-FR	17,003.18	13,750.00	(3,253.18)	51,778.45	41,250.00	(10,528.45)
'6090-6-1	Hospitalization: Admin-FR	8,725.75	9,000.00	274.25	26,187.31	27,000.00	812.69
'6092-1-1	Life Insurance: Garge-FR	183.64	220.00	36.36	550.92	660.00	109.08
'6092-2-1	Life Insurance: Trans-FR	520.61	550.00	29.39	1,561.83	1,650.00	88.17
'6092-6-1	Life Insurance: Admin-FR	256.26	425.00	168.74	768.78	1,275.00	506.22
'6093-6-1	Employee Assistance Program FR	-	100.00	100.00	-	300.00	300.00
'6094-1-1	Uniforms: Garge-FR	162.75	325.00	162.25	594.38	975.00	380.62
'6094-2-1	Uniforms: Trans-FR	915.74	525.00	(390.74)	2,064.60	1,575.00	(489.60)
'6096-6-1	Pension: Admin-FR	2,442.58	2,505.00	62.42	7,974.52	7,515.00	(459.52)
'6098-1-1	Bonus/Gifts: Garge-FR	-	500.00	500.00	1,230.00	1,500.00	270.00
'6098-2-1	Bonus/Gifts: Trans-FR	-	300.00	300.00	119.94	900.00	780.06
'6098-6-1	Bonus/Gifts: Admin-FR	(128.89)	750.00	878.89	149.89	2,250.00	2,100.11
'6152-3-1	Building Contract Service-FR	1,508.04	1,850.00	341.96	8,372.45	5,550.00	(2,822.45)
'6153-3-1	Building Supplies & Materials-FR	-	-	-	-	-	-
'6154-3-1	Building:Repairs & Maintenance-FR	2,178.37	2,000.00	(178.37)	6,096.76	6,000.00	(96.76)
'6159-3-1	Building - Other FR	-	-	-	-	-	-
'6215-6-1	Staff Travel: Admin-FR	636.68	650.00	13.32	2,060.03	1,950.00	(110.03)
'6251-6-1	Board Seminars: Admin-FR	-	250.00	250.00	-	750.00	750.00
'6253-6-1	Staff Seminars: Admin-FR	66.40	250.00	183.60	107.07	750.00	642.93
'6310-6-1	Telephone: Admin-FR	767.47	800.00	32.53	3,004.74	2,400.00	(604.74)
'6330-6-1	Electric: Admin-FR	1,093.65	1,250.00	156.35	3,308.15	3,750.00	441.85
'6350-6-1	Non-Elec. Heat: Admin-FR	-	1,000.00	1,000.00	(7.18)	3,000.00	3,007.18
'6360-6-1	Cable TV: Admin-FR	76.41	75.00	(1.41)	229.25	225.00	(4.25)
'6370-6-1	Water Expense: Admin-FR	231.00	275.00	44.00	774.10	825.00	50.90
'6390-6-1	Garbage Removal: Admin-FR	582.21	475.00	(107.21)	2,349.03	1,425.00	(924.03)
'6530-4-1	Advertising: Promo-FR	-	-	-	-	-	-
'6531-4-1	Legal Notice Adv: Promo-FR	-	40.00	40.00	-	120.00	120.00
'6550-4-1	Marketing: Promo-FR	302.91	2,125.00	1,822.09	3,891.89	6,375.00	2,483.11
'6551-4-1	Schedules Expense: Promo-FR	154.29	1,275.00	1,120.71	5,868.29	3,825.00	(2,043.29)
'6552-4-1	Tickets & Passes: Promo-FR	320.00	650.00	330.00	320.00	1,950.00	1,630.00
'6710-5-1	Vehicle Insurance: In&Sf-FR	21,646.36	21,250.00	(396.36)	63,883.10	63,750.00	(133.10)
'6720-5-1	In House Claims-FR	-	300.00	300.00	667.66	900.00	232.34
'6736-5-1	Workmans Comp Ins: In&Sf-FR	4,424.63	5,600.00	1,175.37	12,984.14	16,800.00	3,815.86
'6751-5-1	Safety Equipment: In&Sf-FR	-	500.00	500.00	-	1,500.00	1,500.00

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Three Months Ending September 30, 2019

Account #	Account Name	Period to Date - September			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6752-5-1	Safety and Training - FR	-	750.00	750.00	1,970.00	2,250.00	280.00
'6800-1-1	Consumable Supplies: Garge-FR	1,526.34	825.00	(701.34)	2,859.10	2,475.00	(384.10)
'6800-2-1	Consumable Supplies: Trans-FR	-	-	-	-	-	-
'6800-6-1	Consumable Supplies: Admin-FR	440.40	600.00	159.60	1,374.84	1,800.00	425.16
'6850-6-1	Postage: Admin-FR	123.10	150.00	26.90	398.03	450.00	51.97
'6910-6-1	Professional Fees: Admin-FR	1,080.97	2,000.00	919.03	5,538.79	6,000.00	461.21
'6911-6-1	Legal Expense: Admin-FR	1,350.00	1,000.00	(350.00)	2,695.00	3,000.00	305.00
'6912-6-1	Labor Attorney: Admin-FR	-	250.00	250.00	190.00	750.00	560.00
'6913-6-1	Drug Screens - FR	188.80	175.00	(13.80)	660.80	525.00	(135.80)
6915-6-1	Maintenance/Service Agreements:Admin-FR	332.00	1,050.00	718.00	996.00	3,150.00	2,154.00
'6916-6-1	Auditor: Admin-FR	8,400.00	1,335.00	(7,065.00)	10,200.00	4,005.00	(6,195.00)
'6930-1-1	Small Tools & Equip.: Garge-FR	580.06	500.00	(80.06)	1,195.65	1,500.00	304.35
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	2,067.65	1,050.00	(1,017.65)	10,568.27	3,150.00	(7,418.27)
'6951-1-1	Towing Expense: Garge-FR	-	175.00	175.00	950.00	525.00	(425.00)
'6952-2-1	License Renewals & Physicals: Trans-FR	1,890.00	350.00	(1,540.00)	1,890.00	1,050.00	(840.00)
'6954-2-1	Communication: Trans-FR	535.93	750.00	214.07	1,597.13	2,250.00	652.87
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	42.00	550.00	508.00	1,535.25	1,650.00	114.75
'6999-6-1	Other Expense Admin - FR	633.60	675.00	41.40	2,786.13	2,025.00	(761.13)
'7996-6-1	Bank Charges-FR	106.70	100.00	(6.70)	321.74	300.00	(21.74)
'7996-7-1	Interest Expense - FR	-	40.00	40.00	32.17	120.00	87.83
	Total Expenses	290,474.28	285,742.31	(4,731.97)	922,830.31	885,000.00	(37,830.31)
	Net Income from Operations	-	-	-	(32,044.27)	-	(32,044.27)

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Three Months Ending September 30, 2019

Account #	Account Name	Period to Date - September			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	11,667.80	13,255.00	(1,587.20)	34,334.40	39,765.00	(5,430.60)
4113-0-2	Billed Shared Ride	8,884.80	20,000.00	(11,115.20)	27,557.85	60,000.00	(32,442.15)
4170-0-2	Advertising SR	-	725.00	(725.00)	429.60	2,175.00	(1,745.40)
4520-0-2	Grants State Act 44-SR	17,272.59	14,634.23	2,638.36	46,589.68	72,250.00	(25,660.32)
4550-0-2	Grants Lottery - SR	80,590.20	76,666.67	3,923.53	254,912.45	230,000.00	24,912.45
4553-0-2	Grants PWD-SR	29,502.25	28,500.00	1,002.25	90,631.05	85,500.00	5,131.05
4560-0-2	Medical Assistance Grant	67,250.00	67,250.00	-	201,750.00	201,750.00	-
4996-0-2	Interest Income -SR	5.25	20.00	(14.75)	56.58	60.00	(3.42)
	Total Revenue	215,172.89	221,050.90	(5,878.01)	656,261.61	691,500.00	(35,238.39)
5010-1-2	Wages: Mechn-SR	13,355.96	13,384.62	28.66	44,071.26	43,500.00	(571.26)
5010-2-2	Wages: Drivr-SR	60,318.86	62,000.00	1,681.14	213,267.73	201,500.00	(11,767.73)
5050-1-2	Fica: Mechn-SR	1,179.18	1,250.00	70.82	3,841.93	3,750.00	(91.93)
5050-2-2	Fica: Drivr-SR	5,736.36	5,750.00	13.64	18,900.04	17,250.00	(1,650.04)
5052-1-2	PAUC: Mechn-SR	-	150.00	150.00	-	450.00	450.00
5052-2-2	PAUC: Drivr-SR	51.45	675.00	623.55	989.12	2,025.00	1,035.88
5096-1-2	Pension: Mechn-SR	842.61	875.00	32.39	2,753.71	2,625.00	(128.71)
5096-2-2	Pension: Drivr-SR	1,609.37	4,000.00	2,390.63	6,371.46	12,000.00	5,628.54
5320-2-2	MA Outside Transportation	-	750.00	750.00	-	2,250.00	2,250.00
5340-2-2	MA Mileage Reimburse-In County	3,028.00	2,750.00	(278.00)	8,296.36	8,250.00	(46.36)
5342-2-2	MA Mileage Reimburse-Out Cnty	1,113.80	875.00	(238.80)	2,835.73	2,625.00	(210.73)
5610-1-2	Parts: Garge-SR	2,448.86	4,000.00	1,551.14	7,115.46	12,000.00	4,884.54
5612-1-2	Filters: Garge-SR	255.28	100.00	(155.28)	547.73	300.00	(247.73)
5630-2-2	Purchased Tires: Trans-SR	914.92	2,000.00	1,085.08	7,703.77	6,000.00	(1,703.77)
5652-2-2	Fuel Expense: Trans-SR	13,632.32	22,500.00	8,867.68	52,612.87	67,500.00	14,887.13
5653-2-2	Taxes: Trans-SR	100.81	150.00	49.19	299.27	450.00	150.73
5654-2-2	Motor Oil: Trans-SR	1,243.50	1,250.00	6.50	1,500.90	3,750.00	2,249.10
5656-2-2	Antifreeze: Trans-SR	302.50	275.00	(27.50)	302.50	825.00	522.50
6010-6-2	Wages: Admin-SR	39,185.05	38,004.62	(1,180.43)	125,634.61	123,515.00	(2,119.61)
6030-1-2	Vacation Pay: Garge-SR	1,283.17	1,100.00	(183.17)	4,286.37	3,300.00	(986.37)
6030-2-2	Vacation Pay: Trans-SR	264.32	3,750.00	3,485.68	2,643.20	11,250.00	8,606.80
6030-6-2	Vacation Pay: Admin-SR	2,605.05	2,505.00	(100.05)	11,720.70	7,515.00	(4,205.70)
6032-1-2	Sick Pay: Garge-SR	73.18	175.00	101.82	556.61	525.00	(31.61)
6032-2-2	Sick Pay: Trans-SR	-	325.00	325.00	1,698.88	975.00	(723.88)
6032-6-2	Sick Pay: Admin-SR	267.12	200.00	(67.12)	724.58	600.00	(124.58)
6034-1-2	Holiday Pay: Garge-SR	535.33	550.00	14.67	1,263.58	1,650.00	386.42
6034-2-2	Holiday Pay: Trans-SR	1,057.28	725.00	(332.28)	2,511.04	2,175.00	(336.04)
6034-6-2	Holiday Pay: Admin-SR	1,909.55	1,500.00	(409.55)	4,254.68	4,500.00	245.32
6039-1-2	Other Paid Absences: Garge-SR	300.32	100.00	(200.32)	581.24	300.00	(281.24)
6039-2-2	Other Paid Absences: Trans-SR	264.32	225.00	(39.32)	528.64	675.00	146.36
6039-6-2	Other Paid Absences: Admin-SR	313.43	325.00	11.57	772.48	975.00	202.52
6050-6-2	Fica on Wages: Admin-SR	3,258.90	3,500.00	241.10	10,608.38	10,500.00	(108.38)
6052-6-2	PAUC on Wages: Admin-SR	27.09	300.00	272.91	72.49	900.00	827.51
6054-6-2	FICA on 3rd Party Sick Pay	-	50.00	50.00	-	150.00	150.00
6090-1-2	Hospitalization: Garge-SR	2,272.54	2,250.00	(22.54)	6,858.65	6,750.00	(108.65)
6090-2-2	Hospitalization: Trans-SR	3,390.80	2,750.00	(640.80)	10,044.08	8,250.00	(1,794.08)

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Three Months Ending September 30, 2019

Account #	Account Name	Period to Date - September			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6090-6-2	Hospitalization: Admin-SR	8,725.74	9,175.00	449.26	26,212.74	27,525.00	1,312.26
6092-1-2	Life Insurance: Garge-SR	122.42	150.00	27.58	367.26	450.00	82.74
6092-2-2	Life Insurance: Trans-SR	130.15	675.00	544.85	390.45	2,025.00	1,634.55
6092-6-2	Life Insurance: Admin-SR	256.26	425.00	168.74	768.78	1,275.00	506.22
6093-6-2	Employee Assistance Program SR	-	100.00	100.00	-	300.00	300.00
6094-1-2	Uniforms: Garge-SR	289.34	200.00	(89.34)	748.15	600.00	(148.15)
6094-2-2	Uniforms: Trans-SR	1,068.55	1,000.00	(68.55)	2,295.75	3,000.00	704.25
6096-6-2	Pension: Admin-SR	2,442.59	2,500.00	57.41	7,974.53	7,500.00	(474.53)
6098-1-2	Bonus/Gifts: Garge-SR	-	366.67	366.67	820.00	1,100.00	280.00
6098-2-2	Bonus/Gifts: Trans-SR	-	1,250.00	1,250.00	2,604.85	3,750.00	1,145.15
6098-6-2	Bonus/Gifts: Admin-SR	(86.69)	1,500.00	1,586.69	192.08	4,500.00	4,307.92
6253-6-2	Staff Seminars: Admin-SR	13.60	50.00	36.40	21.93	150.00	128.07
6310-6-2	Telephone: Admin-SR	450.74	600.00	149.26	1,764.70	1,800.00	35.30
6330-6-2	Electric: Admin-SR	642.31	925.00	282.69	1,942.89	2,775.00	832.11
6350-6-2	Non-Elec. Heat: Admin-SR	-	750.00	750.00	(4.21)	2,250.00	2,254.21
6360-6-2	Cable TV: Admin-SR	44.87	50.00	5.13	134.61	150.00	15.39
6370-6-2	Water Expense: Admin-SR	135.65	200.00	64.35	454.59	600.00	145.41
6390-6-2	Garbage Removal: Admin-SR	341.94	350.00	8.06	1,379.60	1,050.00	(329.60)
6710-5-2	Vehicle Insurance: In&Sf-SR	6,733.64	9,000.00	2,266.36	20,030.67	27,000.00	6,969.33
6720-5-2	In House Claims-SR	-	75.00	75.00	23.75	225.00	201.25
6736-5-2	Workmans Comp Ins: In&Sf-SR	4,546.20	6,075.00	1,528.80	12,245.77	18,225.00	5,979.23
6800-1-2	Consumable Supplies: Garge-SR	654.16	325.00	(329.16)	1,225.37	975.00	(250.37)
6800-6-2	Consumable Supplies: Admin-SR	298.96	425.00	126.04	1,011.29	1,275.00	263.71
6850-6-2	Postage: Admin-SR	228.60	275.00	46.40	739.19	825.00	85.81
6910-6-2	Professional Fees: Admin-SR	360.32	675.00	314.68	1,846.24	2,025.00	178.76
6913-6-2	Drug Screens - SR	216.80	60.00	(156.80)	405.60	180.00	(225.60)
6916-6-2	Auditor: Admin-SR	5,600.00	890.00	(4,710.00)	6,800.00	2,670.00	(4,130.00)
6930-1-2	Small Tools & Equip.: Garge-SR	102.36	100.00	(2.36)	133.67	300.00	166.33
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	84.84	350.00	265.16	2,013.57	1,050.00	(963.57)
6951-1-2	Towing Expense: Garge-SR	-	150.00	150.00	375.00	450.00	75.00
6952-2-2	Licnese Renewals & Physicals: Trans-SR	2,774.00	225.00	(2,549.00)	2,872.50	675.00	(2,197.50)
6954-2-2	Communication: Trans-SR	604.35	860.00	255.65	1,801.09	2,580.00	778.91
6970-6-2	Dues/Memb/Subsc/: Admin-SR	-	200.00	200.00	472.75	600.00	127.25
6999-6-2	Other Expense Admin-SR	26.40	25.00	(1.40)	26.40	75.00	48.60
7996-6-2	Bank Charges-SR	-	5.00	5.00	-	15.00	15.00
	Total Expenses	199,949.33	221,050.91	21,101.58	656,261.61	691,500.00	35,238.39
	Net Income from Operations	15,223.56	(0.01)	15,223.57	-	-	-



MCTA BOARD MEETINGS 2020

January 30 th	Meeting as scheduled @ 5:30pm.
February 27 th	Meeting as scheduled @ 5:30pm.
March 26 th	Meeting as scheduled @ 5:30pm.
April 30 th	Meeting as scheduled @ 5:30pm.
May 28 th	Meeting as scheduled @ 5:30pm.
June 25 th	Meeting as scheduled @ 5:30pm.
July 30 th	Meeting as scheduled @ 5:30pm.
August 27 th	Meeting as scheduled @ 5:30pm.
September 24 th	Meeting as scheduled @ 5:30pm.
October 29 th	No Meeting
November 19 th	Meeting as scheduled @ 5:30pm.
December 17 th	Meeting as scheduled @ 5:30pm.



MCTA HOLIDAYS 2020

MCTA will be closed on the following holidays.
(No Fixed Route, Shared Ride, or Administrative Offices will be operating.)

New Year's Day	Wednesday, January 1, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Christmas Day	Friday, December 25, 2020

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**On the following 2 holidays MCTA will be open with limited staff
since in lieu of days will be applied.**

*Martin Luther King Day	Monday, January 20, 2020
*Presidents' Day	Monday, February 17, 2020

All other days MCTA will operate as scheduled.

ASSURANCES
Board Resolution to Adopt the Revised Title VI Program
and
Title VI Statement of Policy

Whereas, Monroe County Transportation Authority (MCTA) Board is required by the Federal Transit Administration (FTA) to adopt the Title VI Program, as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The MCTA will compile, maintain and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The MCTA will make it known to the public that those person or persons alleging discrimination on the basis of race, color or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

Now, therefore, be it resolved, that the MCTA Board of Directors, hereby reaffirms and adopts the Monroe County Transportation Authority's revised Title VI Program and Title VI "Statement of Policy", and

The responsibility of implementation of the Title VI Program is assigned to the HR & Safety Manager, although all management personnel will share in this responsibility and will be assigned specific tasks to assure compliance.

Certification

I, _____ Secretary/Asst. Secretary of the Board of the Monroe County Transportation Authority, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Board held on the 21st day of November 2019.