

AGENDA

**Regular Board Meeting
March 28, 2019
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING – Pledge Allegiance to the Flag

PUBLIC COMMENT –

MINUTES – Approve for February 28, 2019

EXECUTIVE DIRECTORS REPORT –

COMMITTEE REPORTS –

Finance Committee	JoAnn Baratta
* Financials for February 1-28, 2019	
* All Purchases subject to audit for February 1-28, 2019	
* All Purchases subject to audit for March 1-28, 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 – Move April 25th Board Meeting to May 2nd

EXECUTIVE SESSION –

RESOLUTIONS – Resolution 2019-2 FTA Certs & Assurances FFY2019

QUESTIONS/COMMENTS –

ADJOURNMENT –

The next meeting of the Board of Directors is scheduled for **May 2nd, 2019**

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

Thursday, February 28, 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 8 Board Members in attendance. The meeting was called to order at 5:33 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. Executive Director
John Hoback, 2 nd Vice Chairman	Joan Davidge, Chief Financial Officer
Joan Baratta, Treasurer	Walter Quadarella, Rural Ops & Maint. Manager
Eric Koopman, Asst. Treasurer	Robert Gress, HR/Safety Manager
David Edinger, Secretary	Guy LaBar, Shared Ride Manager
Brian LaVacca, Asst. Secretary	Marc Wolfe, Solicitor
Maria Candelaria	Iris Rivera, Recording Secretary

PUBLIC COMMENT:

None

The minutes from January 31, 2019 were reviewed and approved.

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported on Fixed Route & Shared Ride goals. Expenses in Fixed Route are a little high but there will be some adjustments made to the budget to aid with that. Shared Ride numbers were down in January because we closed for 2 snow days and that means about 400 trips per day loss. Also, in Shared Ride senior ridership is up while PWD has dropped.

FINANCIAL REPORT:

JoAnn reported that there were no Capital Purchases for Period 7 or Period 8. Shared Ride is over budget but the MATP is still in budget. Wages in Shared Ride are over budget which is also due to a 5 week pay month. There will be a revision made to the budget where the IT salary will be split 50/50 SR/FR and moved out of the professional fees line to the Wages-Admin line starting in February. The Fuel budget line will also be revised making it now 40% FR/60% SR and this revision will be reflected starting in the March Budget & Variance Report. The Fixed Route farebox revenue is up thanks to increased ridership on Saturdays.

The **Regular Purchase Reports** for Period 7, January 1-31 2019 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 8 February 1-28 2019 were reviewed and ratified, subject to audit.

OPERATIONS:

Walter reported that he will be going to Gillig in California with Peggy from March 5th to the 7th for the pre-build of our buses where they get to choose colors, fabric etc. The new CNG buses will be on the line in September so, Walter is expecting delivery sometime in October. The CNG fueling station should also be finished by the Fall. The FRITS system is operational in all the FR buses, but there seems to be a software issue that is causing the system to be rebooted in some of the buses. Avail is aware of the issue and is working on a fix.

HUMAN RESOURCES:

Bob reported that he's working on the insurance renewals for Healthcare, Liability and W/C which will be expiring come June 30. There were no W/C claims for the month of January and only one accident to report where one of the Shared Ride buses was rear ended. Peggy got a grant for training that will help us acquire a Maintenance Test System (MTS) from Avail for driver and mechanic training.

COMPLIANCE:

Peggy reported that we are a third of the way through our Shared Ride Compliance review with our last conference call coming up on March 14th. Our second Triennial Review is on hold for now because although we got the notification letter and were supposed to have documents ready for submittal by January 15th, it has been put on hold due to the Government shutdown. As of February 28th, we have not received notification from the FTA as to a new submittal date. The Operating Assistance Grant will open on April 1st and it is due the first week of May.

MARKETING:

Rich reported that the committee is working on the 40th Anniversary celebration coming up in October. St. Lukes in Bartonsville has given us some space where we will have a press conference and access to their Atrium where we will have refreshments for everyone to celebrate with us starting from 10:00am on October 15th. The NPS Shuttle will run this summer. There will be 7 buses going up and back from Kittatinny to Milford Beach.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:23 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM February 28, 2019

2-01-19 - Motion to approve the minutes from the January 31, 2019 Board Meeting,
MOTION CARRIED- WM/DE

2-02-19 – Motion to approve the Regular Purchases for January 1-31, 2019,
Subject to audit
MOTION CARRIED – WM/JH

2-03-19 – Motion to approve the Regular Purchases for February 1-28, 2019,
Subject to audit
MOTION CARRIED – WM/EK

2-04-19 - Motion to approve the Budget & Variance Report for Shared Ride for January 2019,
Subject to audit
MOTION CARRIED- JB/JH

2-05-19 - Motion to approve the Budget & Variance Report for Fixed Route for January 2019,
Subject to audit
MOTION CARRIED- JB/DE

2-06-19 – Motion to adjourn
MOTION CARRIED – DE/JH



EXECUTIVE
DIRECTOR'S
REPORT



FIXED ROUTE				FEB 2019	SHARED RIDE				
VRH= 2,312	(Monthly)	Goals ↑ ↓	FY18/19 YTD Average		FY18/19 YTD Average	VRH= 3,150	(Monthly)	Goals ↑ ↓	
1. RIDERSHIP 250,000/yr:					1. RIDERSHIP 87,000/yr:				
Monthly Goal: 19,178	16,466	↓	20,902		6,976	Monthly Goal: 6,674	6,172	↓	
<small>(=250,000÷365 x 28)</small>						<small>(=87,000÷365 x 28)</small>			
2. EXPENSE/VRH \$98.84:					2. EXPENSE/VRH \$57.31:				
Monthly Goal: \$98.84	\$112.79	↑	\$109.25		\$58.93	Monthly Goal: \$57.31	\$56.94	↓	
<small>Same every month</small>						<small>Same every month</small>			
3. \$3,464,307/yr. BUDGET:					3. BUDGET \$2,500,000/yr.:				
Monthly Goal: \$265,755.06	98.12%	↓	101.59%		99.41%	Monthly Goal: \$191,780.82	93.53%	↓	
<small>(=3464307÷365 x 28)</small>						<small>(=2500000÷365 x 28)</small>			
4. WHAT'S OUR RIDERSHIP MIX?					4. WHAT'S OUR RIDERSHIP MIX?				
Senior	9%					Seniors	51%		
Students	17%					MATP	23%		
Full Fare	45%					PWD	21%		
Transfers	16%					ADA	5%		
Other (ie: Toby Express, Kids, ADA)	14%					Other (ie: Liberty, Full Fare)	0%		

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Eight Months Ending February 28, 2019

Account #	Account Name	Period to Date - February			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	8,826.99	13,000.00	(4,173.01)	98,072.69	104,000.00	(5,927.31)
'4113-0-1	Billed Fixed Route	896.00	750.00	146.00	7,253.00	6,000.00	1,253.00
'4151-0-1	Office Sales - Tickets & Pass	5,307.50	7,000.00	(1,692.50)	53,697.38	56,000.00	(2,302.62)
'4170-0-1	Advertising Revenue FR	3,465.00	1,800.00	1,665.00	6,277.50	14,400.00	(8,122.50)
'4510-0-1	Grants Federal 5311	41,675.00	41,675.00	-	333,400.00	333,400.00	-
'4511-0-1	Grants Federal 5307	41,675.00	41,675.00	-	333,400.00	333,400.00	-
'4520-0-1	Grants State Act 44-FR	144,511.70	152,343.77	(7,832.07)	1,358,318.34	1,305,656.23	52,662.11
'4570-0-1	Grants Local F/R	14,277.25	14,277.25	-	114,218.00	114,218.00	-
'4590-0-1	Other Revenue F/R	122.75	6,500.00	(6,377.25)	38,240.07	52,000.00	(13,759.93)
'4996-0-1	Interest Income -FR	11.29	15.00	(3.71)	90.90	120.00	(29.10)
	Total Revenue	260,768.48	279,036.02	(18,267.54)	2,342,967.88	2,319,194.23	23,773.65
'5010-1-1	Wages: Mechn-FR	21,603.19	19,707.69	(1,895.50)	176,660.16	172,442.31	(4,217.85)
'5010-2-1	Wages: Drivr-FR	56,479.71	60,392.31	3,912.60	531,350.36	528,432.69	(2,917.67)
'5050-1-1	Fica: Mechn-FR	1,750.92	1,862.00	111.08	15,319.20	14,896.00	(423.20)
'5050-2-1	Fica: Drivr-FR	4,673.38	5,696.00	1,022.62	45,084.44	45,568.00	483.56
'5052-1-1	PAUC: Mechn-FR	628.08	171.00	(457.08)	1,574.90	1,368.00	(206.90)
'5052-2-1	PAUC: Drivr-FR	1,714.01	523.00	(1,191.01)	4,567.95	4,184.00	(383.95)
'5096-1-1	Pension: Mechn-FR	1,276.95	1,284.00	7.05	10,953.86	10,272.00	(681.86)
'5096-2-1	Pension: Drivr-FR	3,091.98	3,928.00	836.02	27,374.94	31,424.00	4,049.06
'5330-2-1	Complimentary Transportation-ADA	7,507.00	6,224.00	(1,283.00)	62,252.00	49,792.00	(12,460.00)
'5610-1-1	Parts: Garge-FR	10,743.39	6,250.00	(4,493.39)	53,906.81	50,000.00	(3,906.81)
'5612-1-1	Filters: Garge-FR	1,029.16	1,000.00	(29.16)	6,479.38	8,000.00	1,520.62
'5630-2-1	Purchased Tires: Trans-FR	3,524.88	2,250.00	(1,274.88)	23,608.91	18,000.00	(5,608.91)
'5652-2-1	Fuel Expense: Trans-FR	20,396.64	25,250.00	4,853.36	216,633.89	202,000.00	(14,633.89)
'5653-2-1	Taxes:Trans-FR	147.42	143.00	(4.42)	1,119.01	1,144.00	24.99
'5654-2-1	Motor Oil: Trans-FR	1,588.50	1,128.00	(460.50)	7,925.79	9,024.00	1,098.21
'5656-2-1	Antifreeze: Trans-FR	302.50	175.00	(127.50)	1,815.00	1,400.00	(415.00)
'5659-1-1	Other Fluids FR :Garage	596.66	475.00	(121.66)	4,080.70	3,800.00	(280.70)
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,250.00	1,250.00	-	10,000.00	10,000.00
'6010-6-1	Wages: Admin-FR	38,222.02	44,255.54	6,033.52	327,686.78	321,510.00	(6,176.78)
'6030-1-1	Vacation Pay: Garge-FR	371.30	1,712.00	1,340.70	13,280.25	13,696.00	415.75
'6030-2-1	Vacation Pay: Trans-FR	672.32	2,750.00	2,077.68	29,524.00	22,000.00	(7,524.00)
'6030-6-1	Vacation Pay: Admin-FR	1,474.64	2,712.00	1,237.36	20,106.60	21,696.00	1,589.40
'6032-1-1	Sick Pay: Garge-FR	-	321.00	321.00	2,164.33	2,568.00	403.67
'6032-2-1	Sick Pay: Trans-FR	3,025.44	982.00	(2,043.44)	13,446.40	7,856.00	(5,590.40)
'6032-6-1	Sick Pay: Admin-FR	472.68	581.00	108.32	1,477.02	4,648.00	3,170.98
'6034-1-1	Holiday Pay: Garge-FR	680.10	770.00	89.90	6,787.33	6,160.00	(627.33)
'6034-2-1	Holiday Pay: Trans-FR	1,008.48	2,357.00	1,348.52	14,959.60	18,856.00	3,896.40
'6034-6-1	Holiday Pay: Admin-FR	708.01	1,395.00	686.99	12,504.90	11,160.00	(1,344.90)
'6039-1-1	Other Paid Absences: Garge-FR	441.60	250.00	(191.60)	1,402.03	2,000.00	597.97
'6039-2-1	Other Paid Absences: Trans-FR	1,008.48	425.00	(583.48)	4,028.64	3,400.00	(628.64)
'6039-6-1	Other Paid Absences: Admin-FR	485.07	550.00	64.93	2,846.13	4,400.00	1,553.87
'6050-6-1	Fica on Wages: Admin-FR	2,567.24	3,473.00	905.76	27,789.81	27,784.00	(5.81)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Eight Months Ending February 28, 2019

Account #	Account Name	Period to Date - February			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6052-6-1	PAUC on Wages: Admin-FR	639.47	319.00	(320.47)	2,597.56	2,552.00	(45.56)
'6054-6-1	FICA on 3rd Party Sick Pay	532.16	40.00	(492.16)	532.16	320.00	(212.16)
'6090-1-1	Hospitalization: Garge-FR	3,155.72	3,780.00	624.28	25,300.08	30,240.00	4,939.92
'6090-2-1	Hospitalization: Trans-FR	13,403.64	10,839.00	(2,564.64)	96,509.26	86,712.00	(9,797.26)
'6090-6-1	Hospitalization: Admin-FR	7,238.95	8,341.00	1,102.05	62,755.34	66,728.00	3,972.66
'6092-1-1	Life Insurance: Garge-FR	192.82	280.00	87.18	1,621.49	2,240.00	618.51
'6092-2-1	Life Insurance: Trans-FR	428.33	450.00	21.67	3,251.22	3,600.00	348.78
'6092-6-1	Life Insurance: Admin-FR	270.61	275.00	4.39	2,110.62	2,200.00	89.38
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	410.00	1,200.00	790.00
'6094-1-1	Uniforms: Garge-FR	156.08	472.00	315.92	2,534.30	3,776.00	1,241.70
'6094-2-1	Uniforms: Trans-FR	421.00	550.00	129.00	3,977.95	4,400.00	422.05
'6096-6-1	Pension: Admin-FR	2,054.60	2,400.00	345.40	19,170.02	19,200.00	29.98
'6098-1-1	Bonus/Gifts: Garge-FR	-	490.00	490.00	5,426.30	3,920.00	(1,506.30)
'6098-2-1	Bonus/Gifts: Trans-FR	-	175.00	175.00	3,714.60	1,400.00	(2,314.60)
'6098-6-1	Bonus/Gifts: Admin-FR	59.77	550.00	490.23	8,962.98	4,400.00	(4,562.98)
'6152-3-1	Building Contract Service-FR	3,042.93	1,750.00	(1,292.93)	16,497.76	14,000.00	(2,497.76)
'6153-3-1	Building Supplies & Materials-FR	-	125.00	125.00	63.57	1,000.00	936.43
'6154-3-1	Building:Repairs & Maintenance-FR	949.59	2,000.00	1,050.41	18,526.84	16,000.00	(2,526.84)
'6159-3-1	Building - Other FR	-	25.00	25.00	-	200.00	200.00
'6215-6-1	Staff Travel: Admin-FR	35.42	1,250.00	1,214.58	4,974.91	10,000.00	5,025.09
'6251-6-1	Board Seminars: Admin-FR	-	75.00	75.00	505.26	600.00	94.74
'6253-6-1	Staff Seminars: Admin-FR	-	575.25	575.25	897.36	4,602.00	3,704.64
'6310-6-1	Telephone: Admin-FR	1,074.65	487.00	(587.65)	8,554.33	3,896.00	(4,658.33)
'6330-6-1	Electric: Admin-FR	1,255.75	1,320.00	64.25	9,212.16	10,560.00	1,347.84
'6350-6-1	Non-Elec. Heat: Admin-FR	2,042.90	1,320.00	(722.90)	7,570.28	10,560.00	2,989.72
'6360-6-1	Cable TV: Admin-FR	72.77	60.00	(12.77)	546.82	480.00	(66.82)
'6370-6-1	Water Expense: Admin-FR	351.67	250.00	(101.67)	2,018.06	2,000.00	(18.06)
'6390-6-1	Garbage Removal: Admin-FR	-	400.00	400.00	3,794.35	3,200.00	(594.35)
'6530-4-1	Advertising: Promo-FR	-	225.00	225.00	-	1,800.00	1,800.00
'6531-4-1	Legal Notice Adv: Promo-FR	-	225.00	225.00	298.71	1,800.00	1,501.29
'6550-4-1	Marketing: Promo-FR	94.00	2,296.00	2,202.00	6,589.96	18,368.00	11,778.04
'6551-4-1	Schedules Expense: Promo-FR	-	1,375.00	1,375.00	3,412.00	11,000.00	7,588.00
'6552-4-1	Tickets & Passes: Promo-FR	-	450.00	450.00	1,760.00	3,600.00	1,840.00
'6710-5-1	Vehicle Insurance: In&Sf-FR	22,661.99	21,382.00	(1,279.99)	184,499.19	171,056.00	(13,443.19)
'6720-5-1	In House Claims-FR	1,000.00	825.00	(175.00)	2,227.44	6,600.00	4,372.56
'6736-5-1	Workmans Comp Ins: In&Sf-FR	5,197.83	6,023.00	825.17	44,891.87	48,184.00	3,292.13
'6752-5-1	Safety and Training - FR	-	562.00	562.00	5,469.77	4,496.00	(973.77)
'6800-1-1	Consumable Supplies: Garge-FR	832.76	560.00	(272.76)	6,390.97	4,480.00	(1,910.97)
'6800-2-1	Consumable Supplies: Trans-FR	16.99	55.00	38.01	16.99	440.00	423.01
'6800-6-1	Consumable Supplies: Admin-FR	444.43	650.00	205.57	4,628.22	5,200.00	571.78
'6850-6-1	Postage: Admin-FR	95.72	150.00	54.28	1,052.66	1,200.00	147.34
'6910-6-1	Professional Fees: Admin-FR	505.41	(5,110.77)	(5,616.18)	16,992.55	18,479.23	1,486.68
'6911-6-1	Legal Expense: Admin-FR	660.00	2,000.00	1,340.00	8,525.65	16,000.00	7,474.35

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Eight Months Ending February 28, 2019

Account #	Account Name	Period to Date - February			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	8,448.90	11,823.00	(3,374.10)	76,081.60	94,584.00	(18,502.40)
4113-0-2	Billed Shared Ride	7,923.55	8,400.00	(476.45)	74,240.55	67,200.00	7,040.55
4170-0-2	Advertising SR	1,155.00	560.62	594.38	2,092.50	4,839.38	(2,746.88)
4520-0-2	Grants State Act 44-SR	9,984.92	9,984.92	-	87,368.08	87,368.08	-
4553-0-2	Grants PWD-SR	28,001.05	26,456.31	1,544.74	220,509.05	231,492.69	(10,983.64)
4550-0-2	Grants Lottery - SR	63,523.05	71,849.54	(8,326.49)	600,361.80	628,683.46	(28,321.66)
4560-0-2	Medical Assistance Grant	70,170.00	70,170.33	(0.33)	527,572.70	561,362.67	(33,789.97)
4590-0-2	Other Revenue S/R	-	-	-	-	-	-
4996-0-2	Interest Income -SR	63.92	25.00	38.92	137.21	200.00	(62.79)
	Total Revenue	189,270.39	199,269.72	(9,999.33)	1,588,363.49	1,675,730.28	(87,366.79)
5010-1-2	Wages: Mechn-SR	12,687.58	11,603.08	(1,084.50)	103,752.79	101,526.92	(2,225.87)
5010-2-2	Wages: Drivr-SR	52,617.76	61,384.62	8,766.86	515,908.10	537,115.38	21,207.28
5050-1-2	Fica: Mechn-SR	1,028.32	1,094.00	65.68	8,996.99	8,752.00	(244.99)
5050-2-2	Fica: Drivr-SR	4,599.03	5,663.00	1,063.97	45,188.60	45,304.00	115.40
5052-1-2	PAUC: Mechn-SR	368.87	133.00	(235.87)	924.93	1,064.00	139.07
5052-2-2	PAUC: Drivr-SR	1,699.93	705.00	(994.93)	6,292.88	5,640.00	(652.88)
5096-1-2	Pension: Mechn-SR	749.95	754.00	4.05	6,433.20	6,032.00	(401.20)
5096-2-2	Pension: Drivr-SR	2,296.80	1,995.00	(301.80)	21,370.55	15,960.00	(5,410.55)
5320-2-2	MA Outside Transportation	805.00	1,250.00	445.00	8,855.00	10,000.00	1,145.00
5340-2-2	MA Mileage Reimburse-In County	2,018.56	2,250.00	231.44	19,419.16	18,000.00	(1,419.16)
5342-2-2	MA Mileage Reimburse-Out Cnty	912.72	1,250.00	337.28	8,246.20	10,000.00	1,753.80
5610-1-2	Parts: Garge-SR	6,291.95	3,750.00	(2,541.95)	39,532.54	30,000.00	(9,532.54)
5612-1-2	Filters: Garge-SR	324.03	250.00	(74.03)	1,316.78	2,000.00	683.22
5630-2-2	Purchased Tires: Trans-SR	1,090.47	2,500.00	1,409.53	13,744.80	20,000.00	6,255.20
5652-2-2	Fuel Expense: Trans-SR	12,217.09	16,000.00	3,782.91	125,434.22	128,000.00	2,565.78
5653-2-2	Taxes:Trans-SR	98.28	96.00	(2.28)	746.00	768.00	22.00
5654-2-2	Motor Oil: Trans-SR	-	577.00	577.00	2,444.42	4,616.00	2,171.58
5656-2-2	Antifreeze: Trans-SR	-	75.00	75.00	605.00	600.00	(5.00)
6010-6-2	Wages: Admin-SR	38,222.02	44,256.46	6,034.44	332,254.38	321,518.08	(10,736.30)
6030-1-2	Vacation Pay: Garge-SR	218.06	955.00	736.94	7,799.51	7,640.00	(159.51)
6030-2-2	Vacation Pay: Trans-SR	256.64	1,663.00	1,406.36	10,758.88	13,304.00	2,545.12
6030-6-2	Vacation Pay: Admin-SR	1,474.65	3,178.00	1,703.35	20,106.66	25,424.00	5,317.34
6032-1-2	Sick Pay: Garge-SR	-	188.00	188.00	1,271.11	1,504.00	232.89
6032-2-2	Sick Pay: Trans-SR	1,411.52	333.00	(1,078.52)	3,849.60	2,664.00	(1,185.60)
6032-6-2	Sick Pay: Admin-SR	472.68	581.00	108.32	1,477.02	4,648.00	3,170.98
6034-1-2	Holiday Pay: Garge-SR	399.42	465.00	65.58	3,986.19	3,720.00	(266.19)
6034-2-2	Holiday Pay: Trans-SR	256.64	665.00	408.36	5,894.72	5,320.00	(574.72)
6034-6-2	Holiday Pay: Admin-SR	708.02	1,434.01	725.99	12,504.95	11,472.07	(1,032.88)
6039-1-2	Other Paid Absences: Garge-SR	259.36	176.00	(83.36)	823.41	1,408.00	584.59
6039-2-2	Other Paid Absences: Trans-SR	384.96	333.00	(51.96)	1,770.80	2,664.00	893.20
6039-6-2	Other Paid Absences: Admin-SR	485.08	543.00	57.92	2,846.18	4,344.00	1,497.82
6050-6-2	Fica on Wages: Admin-SR	2,567.24	3,411.00	843.76	27,789.85	27,288.00	(501.85)
6052-6-2	PAUC on Wages: Admin-SR	639.47	388.00	(251.47)	2,597.61	3,104.00	506.39
6054-6-2	FICA on 3rd Party Sick Pay	532.15	40.00	(492.15)	532.15	320.00	(212.15)
6090-1-2	Hospitalization: Garge-SR	2,103.85	2,376.00	272.15	16,885.89	19,008.00	2,122.11
6090-2-2	Hospitalization: Trans-SR	2,795.45	2,927.00	131.55	20,434.59	23,416.00	2,981.41
6090-6-2	Hospitalization: Admin-SR	7,238.96	8,220.32	981.36	62,755.94	65,762.60	3,006.66

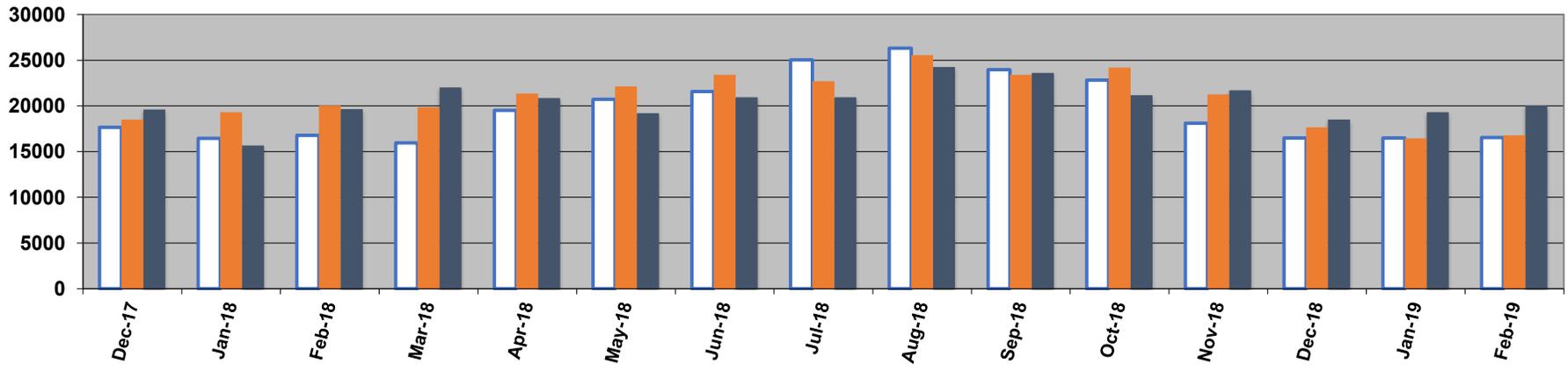
Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Eight Months Ending February 28, 2019

Account #	Account Name	Period to Date - February			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6092-1-2	Life Insurance: Garge-SR	113.24	180.00	66.76	1,010.56	1,440.00	429.44
6092-2-2	Life Insurance: Trans-SR	193.28	225.00	31.72	1,601.09	1,800.00	198.91
6092-6-2	Life Insurance: Admin-SR	270.61	275.00	4.39	2,110.61	2,200.00	89.39
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	410.00	1,200.00	790.00
6094-1-2	Uniforms: Garge-SR	91.66	250.00	158.34	1,488.39	2,000.00	511.61
6094-2-2	Uniforms: Trans-SR	1,343.09	875.00	(468.09)	8,178.73	7,000.00	(1,178.73)
6096-6-2	Pension: Admin-SR	2,054.61	2,400.00	345.39	19,170.06	19,200.00	29.94
6098-1-2	Bonus/Gifts: Garge-SR	-	315.00	315.00	4,286.53	2,520.00	(1,766.53)
6098-2-2	Bonus/Gifts: Trans-SR	158.94	250.00	91.06	9,161.95	2,000.00	(7,161.95)
6098-6-2	Bonus/Gifts: Admin-SR	59.77	550.00	490.23	12,152.87	4,400.00	(7,752.87)
6253-6-2	Staff Seminars: Admin-SR	-	50.00	50.00	78.03	400.00	321.97
6310-6-2	Telephone: Admin-SR	119.40	50.00	(69.40)	1,031.95	400.00	(631.95)
6330-6-2	Electric: Admin-SR	837.16	880.00	42.84	6,141.45	7,040.00	898.55
6350-6-2	Non-Elec. Heat: Admin-SR	1,361.93	880.00	(481.93)	5,046.86	7,040.00	1,993.14
6360-6-2	Cable TV: Admin-SR	48.52	40.00	(8.52)	364.58	320.00	(44.58)
6370-6-2	Water Expense: Admin-SR	234.46	167.00	(67.46)	1,323.45	1,336.00	12.55
6390-6-2	Garbage Removal: Admin-SR	-	267.00	267.00	1,997.46	2,136.00	138.54
6550-4-2	Marketing: Promo-SR	-	-	-	-	-	-
6710-5-2	Vehicle Insurance: In&Sf-SR	3,999.18	3,761.00	(238.18)	30,022.83	30,088.00	65.17
6720-5-2	In House Claims-SR	416.70	539.00	122.30	586.08	4,312.00	3,725.92
6736-5-2	Workmans Comp Ins: In&Sf-SR	4,798.00	5,560.00	762.00	39,423.47	44,480.00	5,056.53
6800-1-2	Consumable Supplies: Garge-SR	356.90	250.00	(106.90)	2,810.91	2,000.00	(810.91)
6800-2-2	Consumable Supplies: Trans-SR	-	42.00	42.00	47.40	336.00	288.60
6800-6-2	Consumable Supplies: Admin-SR	345.69	550.00	204.31	3,197.47	4,400.00	1,202.53
6850-6-2	Postage: Admin-SR	223.35	325.00	101.65	2,042.44	2,600.00	557.56
6910-6-2	Professional Fees: Admin-SR	336.94	(6,039.77)	(6,376.71)	8,736.36	11,047.23	2,310.87
6912-6-2	Labor Attorney: Admin-SR	-	175.00	175.00	-	1,400.00	1,400.00
6913-6-2	Drug Screens - SR	47.20	275.00	227.80	1,867.20	2,200.00	332.80
6916-6-2	Auditor: Admin-SR	-	988.00	988.00	10,660.00	7,904.00	(2,756.00)
6930-1-2	Small Tools & Equip.: Garge-SR	377.04	50.00	(327.04)	1,152.48	400.00	(752.48)
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	1,289.15	-	(1,289.15)
6951-1-2	Towing Expense: Garge-SR	300.00	200.00	(100.00)	1,630.00	1,600.00	(30.00)
6952-2-2	Licnese Renewals & Physicals: Trans-SR	409.50	350.00	(59.50)	1,738.50	2,800.00	1,061.50
6954-2-2	Communication: Trans-SR	500.07	675.00	174.93	6,568.18	5,400.00	(1,168.18)
6970-6-2	Dues/Memb/Subsc/: Admin-SR	145.83	300.00	154.17	1,617.61	2,400.00	782.39
7996-6-2	Bank Charges-SR	-	3.00	3.00	(15.00)	24.00	39.00
	Total Expenses	179,375.58	199,269.72	19,894.14	1,654,481.25	1,675,730.28	21,249.03
	Net Income from Operations	9,894.81	-	9,894.81	(66,117.76)	-	(66,117.76)

MONROE COUNTY TRANSPORTATION **FIXED ROUTE** RIDERSHIP STATISTICS

17-18	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	18-19
TOTAL FULL FARE	5,598	5,347	4,791	4,818	5,591	6,585	6,873	6,295	6,594	6,102	6,016	5,509	5,098	4,887	4,865	
TOTAL SENIORS	1,774	1,482	1,497	1,567	2,000	2,328	2,250	2,221	2,426	2,117	2,321	1,490	1,461	1,499	1,441	
TICKETS (BLUE)	313	299	402	322	424	445	497	518	545	422	483	414	345	444	447	
STUDENTS	2,326	2,295	2,945	2,590	3,263	2,420	2,483	5,664	6,244	5,478	4,062	3,089	2,520	2,347	2,742	
FEDERAL (GREEN)	299	466	355	313	404	365	373	341	420	391	379	253	154	303	290	
TRANSFERS (ON)	3,155	2,855	3,298	2,725	3,571	3,466	3,400	3,498	3,858	3,739	3,965	3,061	2,656	2,839	2,845	
MISC. TRIPS	4,201	3,697	3,495	3,619	4,260	5,119	5,698	6,505	6,218	5,714	5,605	4,279	4,260	4,185	3,909	
FARE CARD SOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL RIDERS	17666	16441	16783	15954	19513	20728	21574	25042	26305	23963	22831	18095	16494	16504	16539	
	18500	19314	20038	19857	21358	22120	23402	22690	25555	23401	24193	21256	17666	16441	16783	
	19612	15666	19646	22018	20863	19208	20954	20954	24251	23611	21161	21702	18500	19314	20038	

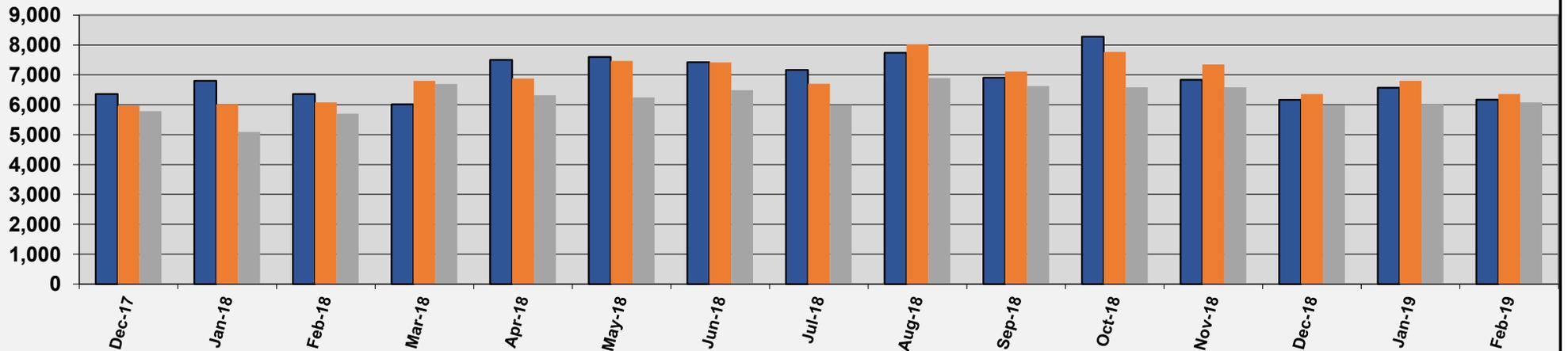
TOTAL MONTHLY FIXED ROUTE TRIPS



MONROE COUNTY TRANSPORTATION **SHARED RIDE** RIDERSHIP STATISTICS

FY 17-18	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	FY18-19
LOTTERY/SENIORS	2,978	2,904	2,853	2,735	3,593	3,703	3,645	3,588	3,901	3,367	4,019	3,240	2,993	3,025	2,820	
LOTTERY MA	311	375	278	289	351	339	354	373	345	307	465	366	272	327	316	
FULL FARE	10	10	6	6	18	12	12	14	20	16	18	11	8	4	7	
MISC. SUBSIDIES	2	4	6	2	2	5	6	4	6	2	4	6	4	2	2	
ADA	286	331	334	349	389	344	290	333	367	335	401	332	340	370	335	
PWD	1,179	1,249	1,111	1,021	1,222	1,170	1,201	1,209	1,319	1,249	1,493	1,233	1,060	1,202	1,277	
MATP	1,588	1,924	1,773	1,604	1,926	2,023	1,905	1,627	1,773	1,622	1,863	1,641	1,480	1,630	1,415	
MATPO	4	6	0	6	2	6	8	14	6	4	12	5	6	6	0	
TOTAL RIDERS	6,358	6,803	6,361	6,012	7,503	7,602	7,421	7,162	7,737	6,902	8,275	6,834	6,163	6,566	6,172	
	5966	6013	6080	6802	6876	7465	7413	6701	8016	7107	7770	7344	6358	6803	6361	
	5782	5092	5699	6692	6315	6245	6484	5984	6889	6622	6581	6581	5966	6013	6080	

TOTAL MONTHLY SHARED RIDE TRIPS



Committee Name: HR/Personnel Committee 4:00pm Date: March 28, 2019

Chairperson: Wayne Mazur

MCTA Staff Liaison: Bob Gress

1. Members Present: _____

2. Members Absent: _____

3. Topics Discussed:

a. Time checks/driver observations- (March 5)

b. Employee Update:

i. Staffing-

ii. Job Description Change- Bilingual Executive Assistant

c. FMLA/STD/LOA*/other-updates- MW, CB

iv. Terminations/Separations/Resignations

d. Union Negotiations- contract expires 7/01/2019

e. New Hires/NPS

f. Insurance Renewals for 2019/2020

f. January: W/C – 0 new/ 3 open; PPL- 4 new/ 12 open

g. Claims Updates- PLRB, W/C, Unemployment

h Policy/Procedure Updates- NTD Random Observations by Video

i. Driver Training / TAPTCO

j. Title VI Program Update- translator service

k. EEO Program Update-

l. 40th Anniversary -October 15th

m. Executive Director Update

n. Other

4. Task(s) Assigned & Follow up (Identify a committee member for each task).

5. Next Meeting Date/Time: TBA

Committees

Finance

JoAnn Baratta, Chair
Joan Davidge, Staff Liaison
Peggy Howarth, Ex officio
Rick Mutchler, Ex officio

HR/Personnel

Wayne Mazur, Chair
Bob Gress, Staff Liaison
Dave Edinger
Guy LaBar
Peggy Howarth, Ex officio
Rick Mutchler, Ex officio

Marketing

Robert Huffman, Chair
Rich Schlameuss, Staff Liaison
Peggy Howarth, Ex officio
Brian LaVacco
Anthony Giudice
Rick Mutchler, Ex Officio

Operations

Dave Edinger, Chair
Walter Quadarella, Staff Liaison
Peggy Howarth, Ex officio
Wayne Mazur
Rick Mutchler, Ex Officio

Compliance

John Hoback, Chair
Staff Liaison
Peggy Howarth, Ex officio
Rick Mutchler, Ex officio

