

**PVTA  
Pioneer  
Valley  
Transit  
Authority**

**Administrative Headquarters  
Old North Main St. Firehouse  
2808 Main Street  
Springfield, MA 01107  
(413) 732-6248**

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**MINUTES OF PVTA'S  
ADVISORY BOARD REGULAR MEETING  
January 27, 2016**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, January 27, 2016 at the Pioneer Valley Transit Authority Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

**1. ROLL CALL**

	<u>Present (45.61 vote)</u>	<u>Not Present (16.37 vote)</u>
Agawam		Richard Theroux
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow	Carolyn Brennan	
Easthampton	Melissa Zawadzki	
Granby	Jessica Scahill	
Hadley		David Moskin
Hampden	Becky Moriarty	
Holyoke		Mayor Alex Morse
Leverett		Richard Brazeau
Longmeadow	Mark Gold	
Ludlow		Aaron Saunders
Northampton	Mayor David Narkewicz	
Palmer	Paul Burns	
Pelham		William Martell
South Hadley	Marilyn Ishler	
Springfield	Anthony Wilson	
Sunderland		Sherry Patch
Ware		Nancy Talbot
West Springfield	Jim Czach	
Westfield	Peter Miller	
Wilbraham	Paula Dubord	
Williamsburg		Jeffrey Ciuffreda
ADA Representative		TBD
Rider Representative	Patrick Burke	

A quorum of 31.01 majority vote being present, Chairman David Narkewicz called the meeting of PVTA's Advisory Board to order at 12:06 PM; majority vote of 45.61 present.

## **2. APPROVAL OF MINUTES**

Chairman Narkewicz asked for a motion from the Advisory Board to approve the meeting minutes of the Informational Advisory Board Meeting held on November 18, 2015 and the Executive Committee Meeting held on November 24, 2015.

**Motion:** Moved and seconded (O'Leary/Gold) to approve the meeting minutes of the Informational Advisory Board Meeting held on November 18, 2015 and the Executive Committee Meeting held on November 24, 2015.

Chairman Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Melissa Zawadzki abstained.

Motion passed by a majority vote.

## **3. REPORT OF THE PARATRANSIT COMMITTEE**

Chairperson of the Paratransit Committee, Carolyn Brennan, stated that the Paratransit Committee met prior to today's Board Meeting. The Committee voted to approve the Paratransit minutes from September 23, 2015. The Committee received a presentation from Mr. Rickman, PVTA Operations & Planning Manager, entitled Senior Van Service Policy regarding a variable cap and discussed the impacts on ADA.

Chairperson Brennan stated that the Committee is going to meet prior to the next Board Meeting to discuss alternatives on this item.

Mr. Rickman gave a presentation on the Senior Van Service and stated the following:

Senior Van Service is available to individuals over sixty years of age in all twenty four PVTA member communities from 8:00am to 4:30pm on weekdays. Seniors must call up to seven days in advance to book a trip. Senior Service receives the same service as ADA riders including a twenty minute pick up window, door to door service and shopping bag assistance.

Senior Van Service is not required by the Federal Transit Administration or the state. The FTA requires PVTA to provide service to individuals with mobility impairments that prevent them from accessing the fixed route service. Service must be comparable to fixed route service for origin and destination, hours of service, and cost (no more than two times the fixed route fare) and there cannot be any prioritization of trip purposes (shopping vs. medical).

ADA Regulations: Must not demonstrate any Capacity Constraints that limit the ability of ADA individuals from accessing the service including the following.

- Capping # of ADA trips
- Waiting lists
- Untimely pick ups
- Trip denials
- Excessively long trips

The Paratransit Service cost per vehicle revenue hour in FY15 was \$38.02. FY16 (through December) averages to \$36.85 due to the decrease in fuel prices. The cost per trip in FY15 was \$25.13 which includes labor, insurance, fuel, maintenance, administrative, etc. Increasing vehicle revenue hours would have required an additional \$1.2 Million Dollars in FY15 which PVTA's budget cannot support.

PVTA's on time performance for the previous year has been below our standards. Current OTP is below industry standards (90%).

Capping senior van service would entail identifying the maximum number of senior van service trips that can be completed while maintaining appropriate ADA service delivery standards.

Future alternative methods to improve transportation resources are

- Addressing adult day health transportation
- Donating lift equipped vehicles to municipalities
- Council on aging transportation survey
- Prioritizing specific senior van trips
- Zone analysis

Chairman Narkewicz asked if the Board had any questions regarding the Paratransit Committee Report.

Patrick Brennan asked for trip financial ratios and a geography breakdown for trips.

Steve Huntley asked for on time performance by hour rather than day. Also to look at trips that we can and cannot legally restrict.

Paul Burns asked if PVTA can change the contract to go back to the industry standard of 90% versus having 95%.

Becky Moriarty stated that Hampden does not have access to ADA service so limiting senior rides would have a big impact in her community.

Jim Czach asked if PVTA can look into categorizing senior rides.

Chairman Narkewicz asked if the Board had any further questions regarding the Paratransit Committee Report.

Hearing none;

Chairman Narkewicz asked for a motion from the Advisory Board to accept the report of the Paratransit Committee.

Motion: Moved and seconded (Ishler/Burns) to accept the report of the Paratransit Committee.

Chairman Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Motion passed by a unanimous vote.



#### **4. Budget to Actual Report – Chief Financial Officer**

Chief Financial Officer, Patty O’Leary reported on PVTA’s Budget to Actual as of November 2015 and stated the following:

Farebox revenue is about even with the budget after the first five months, with the fixed route being slightly under and paratransit over due to ridership variances (-.2% fixed route and +8% paratransit).

Advertising revenue is higher than projected as sales have increased and a bus wrap was sold this year at a cost of \$10,800 which PVTA will receive revenue for over a 6 month time frame.

Subrogation insurance recoveries are over budget by almost \$10K as the vigorous pursuit of subrogation claims through the use of correspondence mailed to the at-fault insurance carrier pursuant to Massachusetts General Law, Chapter 93A practices, has started to show positive results.

Funds received from the Hampden County Sheriff’s Office for Stonybrook service and the remaining funding for the Travel Training Grant are included here. This line item will be very close to budget at year end. PVTA will receive \$118,525 for the Stonybrook Route and \$9,818 for the Travel Training program by year end.

Planning, preventive maintenance, and ADA operating funds will be received under this line item. Currently planning funds are running under budget for the first quarter due to timing of invoices. The planning subsidy is expected to stay on budget.

After PVTA’s budget was produced the amount of State Contract Assistance approved in the State budget was \$125,620 shorter than what MassDOT had estimated. This line item will run under budget all fiscal year.

There is a savings in wages and fringe due to a delay in hiring the Paratransit Analyst position. This position was budgeted for a full fiscal year.

PVTA borrowed \$10.8 million dollars, instead of the \$13 million that was budgeted due to continued cash flow efficiencies with forward funding and monthly receipts of local assessments. The interest rate awarded on the Note sale was 1.5% which was .5% over budget representing a dollar overage in interest of \$25,917. However, the winning bidder, Jefferies LLC offered a cash discount of \$86,079 which was \$36,109 greater than budgeted, netting PVTA a budgetary savings of \$10,192 in interest this fiscal year. Most of the savings will be realized in the beginning of the year due to the award of the discounted premium.

Services; Line items in this category include: legal, planning, marketing, printing, and auditing. Most of the savings for this category are due to the delay in the Smart Card installation and the associated marketing campaign. It is expected that these funds will be spent by year end. All other administration line items are close to budget.

Insurance is over budget as a large claim was settled out of court this year. That claim was expected to go to court and not be settled until the FY 17 budget year. The combined demands for settlement made by the claimants’ attorney totaled over \$1 Million. We settled for \$338,513.89 (including all legal bills). This claim has been paid out of our self insured retention and comes directly out of our operating dollars.

Paratransit Service; the amount paid to the Contractor although close to budget, varies significantly in two areas that make up those numbers: off-peak service and incentives.

The amount of money spent on off-peak service was higher than projected over the first five months. PVTA paid for 856 more off-peak trips (\$24K) than budgeted. Deductions for performance measures not met have offset most of this overage (\$22K). An additional \$54,000 was awarded to Hulmes from October through June this year to add an additional dispatcher to assist with performance issues. This amounted to an overage of \$12K by November.

Fuel is running under budget due to the drop in fuel prices. The budgeted price per gallon was \$3.15. For the first five months, PVTA has paid an average of \$1.83 per gallon for over 174,000 gallons of gasoline. PVTA purchases approximately \$400,000 gallons of gasoline for its paratransit fleet every year. A One Dollar (\$1.00) drop in fuel pricing saves PVTA \$400,000 per year. This line item could potentially save half a million dollars if the prices continue to drop or remain consistent.

Maintenance of our van fleet is under budget for the first five months. The age of the fleet has attributed to this. This line item is offset by a credit to the SATCO subsidy.

Equipment and Miscellaneous is over budget in the first quarter due to timing of invoices and the printing of a lot of van tickets early in the year.

Diesel fuel was budgeted at \$2.45 per gallon for FY 16. PVTA has also locked in all of FY17, the first 9 months for \$1.82 per gallon and the last 3 months for \$1.32 per gallon. With over 3 million gallons purchased on an annual basis, this continues to be one of our most proactive categories of savings.

SATCo/VATCo savings through the first five months are primarily due to the following factors: PVTA renegotiated the First Transit Management structure and rate after the budget was approved. First Transit now supplies PVTA with a one person management team rather than a 2 person team. PVTA reduced the fee for this service by \$121,583. This savings will be reduced by \$57K in FY 16 and \$91K in FY17 with the addition of an Assistant Director of Operations for SATCo. Net savings in the FY16 budget is \$65K. For the first five months PVTA saved \$44K in this line item.

Materials and supply expense is under budget by \$97K. The new buses in the fleet continue to cost much less than expected. Maintenance labor is also under budget by \$16K after the first five months.

Gasoline and utilities are under budget due to the price of those items by \$32K.

UMTS is slightly over budget for the first five months. Both fuel usage payments for services have been higher than expected as the ridership for that service has increased 8% in this time frame.

A full copy of the CFO's presentation on PVTA's FY16 Budget to Actual year to date as of November 30, 2015 has been filed with the meeting minutes of this meeting.

Chairman Narkewicz asked for a motion from the Advisory Board to accept the Budget to Actual Report.

Motion: Moved and seconded (O'Leary/Burns) to accept the Budget to Actual Report.



Chairman Narkewicz asked if there was any discussion, hearing none, asked for all those in favor to say aye.

Motion passed by a unanimous vote.

## **5. ADMINISTRATOR'S REPORT**

Mary MacInnes, PVTA Administrator, reported the following:

MassDOT has established a process for selecting Capital Projects to be funded. The first step was to submit our needs for the next five years with justification. The next step was to score our projects that were not classified as State of Good Repair. We scored the Operations/Maintenance Facility with a score of 100 and MassDOT scored it at 98. One would think that we are all set but there are several other factors that will come into play for project selection. Since this is a new process, they are still working on the next steps. Variables such as geographic and social equity and advancement of MassDOT goals probably will influence project selection. One approach is to place all projects for every mode (transit, highway, rail, bicycle, pedestrian, RMV, aeronautics) on a list ranked by score and fund until the money runs out.

At the last Board meeting I mentioned that there was Legislation before Congress that if passed would result in PVTA losing about \$4 million dollars annually in FTA allocation funding. Fortunately the Legislation did not pass.

## **6. MANAGER OF PLANNING & OPERATIONS REPORT**

Josh Rickman, Manager of Planning & Operations reported the following:

PVTA's fixed route bus system transported 5,197,864 passengers through November of FY16. This is a 0.2% decrease compared to the year to date ridership over the previous Fiscal Year.

The Bus Rapid Transit study for the State Street Corridor is getting into the final stages of analysis. The last analysis will produce the operational analysis which will include fleet requirements, scheduling, station design and location and projected ridership. The analysis will investigate the possibility of both a curb side and center median BRT application to the State Street, Boston Road Corridor.

The BRT for the Route 9 study (which is being funded and managed by MassDOT) is in initial study stages. Public outreach has been conducted by the consultant and data has been analyzed and presented to the PVTA. Currently stops are being identified and a model is being developed to determine the application of BRT components (Transit Signal priority, Queue Jumps) and the impact on travel time.

PVTA has secured engineering bids to install an electric bus charger at the Holyoke Transportation Center. The engineering study will identify the best way to mount or provide for the electric charger installation. PVTA met with Skanska, the consultant on this project and MassDOT to discuss installation of an electric bus charger at Union Station. Currently, Eversource is identifying how to provide power to the campus for this installation. Having the charger at this location would allow for potential future deployment to Springfield based route.

PVTA has begun the process of placing numbers on the roofs of the buses. This is a common practice throughout the industry and allows for emergency officials to easily identify vehicles during emergency events.

PVTA's paratransit service transported 138,438 passengers during FY15. This is an increase of 7.8% compared to FY14.

**7. NEW BUSINESS**

Chairman Narkewicz reported that there is no new business to discuss.

**8. OLD BUSINESS**

Chairman Narkewicz reported that there is no old business to discuss.

**9. ADJOURNMENT**

The meeting of the Advisory Board adjourned (Ishler/Burns) at 1:23 P.M.

**A TRUE RECORD**

**ATTEST:**

  
**BRANDY LAMOUR**

Documents filed with Board Meeting packet:

- November 18, 2015 Advisory Board Meeting Minutes
- November 24, 2015 Executive Committee Meeting Minutes
- PVTA Budget to Actual as of November 30, 2015
- Senior Van Service Presentation

**Minutes of this meeting approved: February 24, 2016**

