
**MINUTES OF PVTA'S
ADVISORY BOARD MEETING
May 23, 2018**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, May 23, 2018 at the Pioneer Valley Transit Authority Administration Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

1. ROLL CALL

	<i>Present (48.92 votes)</i>	<i>Not Present (13.07 votes)</i>
Agawam	Michael Squindo	
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow	Carolyn Brennan	
Easthampton	Brendan Rogers	
Granby		Mark Bail
Hadley		David Moskin
Hampden		Becky Moriarty
Holyoke		Mayor Alex Morse
Leverett		Peter D'Errico
Longmeadow	Mark Gold	
Ludlow		Brian Mannix
Northampton	Mayor David Narkewicz	
Palmer	Paul Burns Johnson	
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	J.M. Sorrell	
ADA Representative	Jennifer Carbery	
Rider Representative		Patrick Burke

A quorum of 31.01 majority vote being present, Chairman Mayor Narkewicz called the meeting of PVTA's Advisory Board to order at 12:04 PM; majority vote of 48.92 present.

2. PUBLIC COMMENT

Chairman Mayor Narkewicz opened the floor for public comments. No public comments were made.

3. APPROVAL OF MINUTES

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the meeting minutes from the postponed March 28, 2018 Regular Advisory Board Meeting held on April 9, 2018.

Motion: Moved and seconded (Huntley/ O’Leary) to approve the meeting minutes from the postponed March 28, 2018 Regular Advisory Board Meeting held on April 9, 2018.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none. Chairman Narkewicz asked all those in favor to say aye.

Motion passed by a unanimous vote.

4. REPORT OF THE FINANCE & AUDIT COMMITTEE

Doug Slaughter, Chairman of the Finance & Audit Committee reported the following:

The Finance & Audit Committee met on May 21, 2018. The committee voted to approve the Finance & Audit Minutes of April 3, 2018.

The Committee received a report on the FY19 Budget. The current state of PVTA’s budget is approximately \$60k better off than in the draft budget but still has a budget shortfall of \$-2,971,383. There are some items that are still unknowns that could substantially affect the budget including the final passing of the state budget which is estimated to be done by the 2nd week of July 2018 and the possible price lock of diesel fuel; every ten cent change costs (or saves) PVTA \$116,000.

This budget does include a 20% fare increase. At the current amount of SCA, PVTA will need to implement service changes in September.

The Committee voted to approve the FY19 Budget as presented and recommend approval by the Board.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none. Chairman Mayor Narkewicz asked for a motion from the Advisory Board to accept the report of the Finance & Audit Committee.

Motion: Moved and seconded (Burns Johnson/Ishler) to accept the report of the Finance & Audit Committee.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

5. APPROVAL OF FY 19 FINAL BUDGET

Chairman Mayor Narkewicz stated the Board has just received a report from the Finance & Audit Chairman on the FY19 Budget that is also included in your Board packet and asked if the Board had any discussion.

Paul Burns Johnson: Would like to thank the PVRTA Administration for the more detailed budget information included in this budget.

Chairman Mayor Narkewicz asked if there was any further discussion or comments. Hearing none. Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve PVRTA's FY19 Budget.

Motion: Moved and seconded (Slaughter/Burns Johnson) to approve PVRTA's FY19 Budget.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

6. **REPORT OF THE ROUTE COMMITTEE**

Brian O'Leary, Chairman of the Route Committee reported that the Route Committee met on May 23, 2018. The Route Committee voted to approve the meeting minutes of April 5, 2018 and also voted to approve the MGM Shuttle Pilot and recommends approval by the Board.

Chairman Mayor Narkewicz asked for a motion from the Board to accept the report of the Route Committee.

MOTION: Moved and seconded (Burns Johnson/Slaughter) to accept the report of the Route Committee.

Chairman Narkewicz asked if there was any discussion. Hearing none; asked all those in favor to say aye.

Motion passed by a unanimous vote.

7. **APPROVAL OF MGM SHUTTLE PILOT**

Sandra Sheehan, Administrator, stated that MGM is paying to fund this shuttle service as well as the printing of marketing materials, the wrap, bus stop signs, schedules, and the cost of a driver to operate the route. This is a one year pilot program that will operate starting August 24, 2018. The shuttle will be free to riders and will operate Wednesday-Sunday; 10:00 a.m. to 10:00 p.m. in downtown Springfield. Paratransit trips with a route origin or destination being MGM will also be paid for by MGM.

From 10:00 a.m. to 6:00 p.m. the shuttle will be a 60-minute route from Union Station to MGM Springfield, MassMutual Center, Basketball Hall of Fame, Springfield Museums, Springfield Armory, the Sheraton, Hampton Inn, and Holiday Inn Express. After 6:00 p.m., the shuttle will be a 40-minute route including La Quinta Inn & Suites and removing the Springfield Museums and Armory since they will be closed.

Chairman Mayor Narkewicz asked for a motion from the Board to approve the MGM Shuttle Pilot.

MOTION: Moved and seconded (O'Leary/Miller) to approve the MGM Shuttle Pilot.

Chairman Mayor Narkewicz asked if there was any discussion. Hearing none; asked all those in favor to say aye.

Motion passed by a unanimous vote.

8. **ADMINISTRATOR'S REPORT**

Sandra Sheehan reported the following:

State Budget: The Senate Ways and Means (SWM) Committee proposes \$88.0 million for the Commonwealth's 15 RTAs in FY 2019. This amount would be \$7.6 million above the FY 2018 level, and \$6.0 million more than proposed by the House. Several RTAs are proposing to cut bus routes and raise fares in response to the funding amounts previously proposed by the House and Governor. The SWM proposal would provide about the same amount as the RTAs received in the FY 2016 budget, adjusted for inflation. There are three outside sections of the SWM budget that would impact policy for the RTAs:

- Future distributions to the RTAs would be tied to the inflation index, with increases capped at a 3 percent annually.
- Similar to the House proposal, the SWM budget sets aside \$4.0 million of the line item amount to be distributed to RTAs by MassDOT conditioned upon an agreement to a memorandum of understanding with the Department of Transportation that includes adhering to best practices and filing information reports about ridership, finances, and other performance criteria.
- A task force would be established to recommend guidelines for service standards, predictable revenue streams, appropriate ridership, customer service, asset management, financial performance indicators, and best practices for Regional Transit Authorities. The House proposed a similar task force.

A State Audit is being conducted of PVTA for the periods covering fiscal years 2016 and 2017. The audit is to review and evaluate the RTAs administration practices, including the areas of fleet preventive maintenance activities and capital planning for vehicle replacement. PVTA staff has been providing data as it is requested.

An FTA Triennial Review is being conducted of PVTA for a period covering May 2015 through June 2018. The site review will take place on June 19th and 20th. This review will include an enhanced review module for Title VI.

Smart Card Technology: PVTA has successfully completed the initial rollout of the Fast Break card. On April 30, 2018 PVTA "went live" and began the process of transitioning customers to smart card technology. This allows customers to purchase regular and reduced-fare monthly passes from Customer Service Representatives and from Ticket Vending Machines TVMs. In addition to Fast Break cards, customers can also purchase daily and weekly passes from the ticket vending machines during normal business hours, and during evenings and weekends. This option offers greater flexibility to better meet the customers' needs.

The Board of Five Colleges has approved a contract with PVTA that includes a Five College total contribution increase from the approximately \$500,000 of the relevant town assessments for 2016-17 to \$750,000 in 2021-2022, a 50% increase. With a supplemental payment this fiscal year of \$50,000 to PVTA and the anticipated additional contribution for 2018-19 \$100,000, this equates to a 20% more than the town assessments for 2016-17. The Five Colleges contributions will increase at or exceeding the rate of fare increases. The annual contribution targets are contingent on there being no significant degradation in the inter-campus bus service from what is presently provided.

PVTA conducted a procurement process for Paratransit Management Services. The current contract ends June 30th, 2018. The Selection Committee reviewed and evaluated all Proposals received and recommended an award of a contract to National Express Transit Corporation (NEXT). NEXT will begin operating the Paratransit service on July 1st. Their main facility will be located at 255 Liberty Street in Springfield.

9. DIRECTOR OF OPERATIONS REPORT

Krystal Oldread reported the following:

PVTA's fixed route bus system transported 8,343,882 passengers through February FY18. This is a 5.3% decrease compared to the year to date ridership over the previous Fiscal Year.

PVTA's paratransit system transported 217,978 passengers through February FY18. This is a 1.15 % decrease compared to the year to date ridership over the previous Fiscal Year.

The Community Transit Grant program application period has opened and will close on June 11, 2018. This is an opportunity for communities to request replacement Mobility Assistance Vehicles for their communities. The application and related resources can be found in MassDOT's online grants management system.

10. NEW BUSINESS

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

11. OLD BUSINESS

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

12. ADJOURNMENT

The meeting of the Advisory Board adjourned (Burns Johnson/O'Leary) at 12:29 P.M.

A TRUE RECORD

ATTEST:


BRANDY PELLETIER

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 4-9-18
- FY19 Budget

Minutes Approved on June 27, 2018

