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**MINUTES OF PVTA'S  
ADVISORY BOARD MEETING  
March 27, 2019**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, March 27, 2019 at the Pioneer Valley Transit Authority Administration Office located at 2808 Main Street in Springfield, MA, at 12:00 P.M.

**1. ROLL CALL**

	<u>Present (48.07 votes)</u>	<u>Not Present (13.92 votes)</u>
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		Barbara Barry
Pelham		William Martell
South Hadley	Marilyn Ishler	
Springfield	Anthony Wilson	
Sunderland		Sherry Patch
Ware	John Carroll	
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, Clerk of the Advisory Board Mark Gold called the meeting of PVTA's Advisory Board to order at 12:01 PM; majority vote of 48.07 present.

**2. PUBLIC COMMENT**

Clerk Mark Gold opened the floor for public comments. No public comments were made.

### 3. APPROVAL OF MINUTES

Clerk Gold asked for a motion from the Advisory Board to approve the meeting minutes from the January 23, 2019 Regular Advisory Board Meeting.

**Motion:** Moved and seconded (O’Leary/Huntley) to approve the meeting minutes from the January 23, 2019 Regular Advisory Board Meeting.

Clerk Gold asked if the Board had any discussion. Hearing none. Clerk Gold asked all those in favor to say aye.

Marilyn Ishler abstained.

Motion passed by a majority vote.

### 4. REPORT OF THE FINANCE COMMITTEE

Doug Slaughter, Chairman of the Finance Committee, reported that the Finance Committee met today at 10:30am prior to the Board meeting. The committee received an update on the RTA Task Force regarding performance and funding, a report on PVTA’s FY19 Budget to Actual and a report of PVTA’s FY20 Draft Budget. The committee voted to accept both financial reports and also to approve the minutes of January 23, 2019.

Chairman Slaughter stated that CFO O’Leary is confident that FY19 will come in under budget due to an increase in media sales at Union Station, paratransit service not transporting the amount of trips projected (creating a cost savings) and service penalty’s paid to PVTA by our paratransit contractor.

Chairman Slaughter stated that CFO O’Leary reported that the Task Force on RTA’s is pushing for \$90.5 million in State Contract Assistance total for the RTA’s rather than the Governor’s \$82 million total. The difference in funding proposed would give PVTA \$2,371,060 more, which would eliminate the deficit and add \$597,487 in funding. This would allow PVTA to restore some of the service reduced in FY19.

Clerk Gold asked if the Board had any questions.

Clerk Gold asked for a motion from the Advisory Board to accept the report of the Finance Committee.

**Motion:** Moved and seconded (Huntley/Wilson) to accept the report of the Finance Committee.

Clerk Gold asked if the Board had any discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

### 5. FY20 DRAFT BUDGET

Chief Financial Officer Patty O’Leary reported on PVTA’s FY20 Draft Budget:

**Revenue:**

- Farebox Revenue is consistent. There is a slight increase in college and tripper routes from Cottage street
- Paying less interest. Higher cash flow needs and less gain on sale expected
- Other Operating: CMAQ not expected in FY20 400K, UMass increased 156K

- Federal Grants: year-end will be adjusted if necessary, whether up or down
- SCA - The loss of \$1,679,000 in State Contract Assistance given to restore service last year was a one-time payment and is not included in this budget.

**Expenses:**

**PVTA Administration**

- Overall Administration expenses increased by 2.5% over the FY19 projected actual. PVTA Administrative costs comprise 8% of all expenditures.
- Wages: Staff merit of 3%, decrease in finance staff and procurement position offset wage expense category.
- Fringe: A 10% increase in health, reduction in wage impacted fringes, lots of new employees
- Retiree fringe: 10%
- All Other admin: - .9% no material variance

**Paratransit Services**

- Primary increase of 5.9% is due to contractual increase with NEXT and projected 2% trip increase. Trip cost is \$22.66 as opposed to \$21.57. Fixed Fee increased contractually, and penalties are expected to decrease.
- Senior Programs have an assumed increased built into the budget.
- Fuel is budgeted at 420,000 gallons at \$2.30 per gallon.
- Maintenance is expected to increase with increased service.

**Fixed Route Services**

- First Transit – Reflects Collective Bargaining agreements, Cottage Street differential. Large savings in pension and workers compensation and multi relief scheduling proposed at Cottage Street reduced the projected differential by \$1 million since the October projection.
- UMTS – The University, in addition to eliminating the Superintendent of Maintenance position and the Transportation Supervisor for the 2nd year in a row, is subsidizing \$654K of the service in FY20 to keep costs to a minimum.
- Shuttles – NEXT shuttles operating for a full year in FY20 as opposed to 10-months in FY19 at increased rate of \$22.66 per trip (5% increase). Hulmes shuttles expected to remain same cost.

A full copy PVTA’s FY20 Draft Budget Report has been filed with the minutes of the March 27, 2019 Advisory Board meeting.

Clerk Gold asked for a motion from the Advisory Board to approve PVTA’s FY20 Draft Budget Report.

**Motion:** Moved and seconded (Wilson/Slaughter) to approve PVTA’s FY20 Draft Budget Report.

Clerk Gold asked if the Board had any discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

**6. SENIOR FARE FREE TUESDAYS**

Administrator Sandra Sheehan stated that PVTA is proposing to have a free fixed route transportation service day for seniors on Tuesdays. Currently the only other RTA in MA that offers this type of program is Cape Cod. The fare free Tuesday will be system-wide and valid on all PVTA’s fixed routes.

We will be doing outreaches helping seniors plan out their trips and helping them attain their PVTA Senior ID which would allow seniors to ride fixed route buses for free on Tuesdays and for half fare the other days.

The goal of this program would be to encourage seniors to utilize PVTA's bus service and eliminate the amount of van trips taken by seniors which are far more costly to provide than a bus trip.

Clerk Gold asked if there is a time frame for this pilot.

Administrator Sheehan stated we would like the program to start July 1<sup>st</sup> and the Board can determine if they want the pilot for one or two years.

Clerk Gold asked for a motion from the Advisory Board to adopt Senior Fare Free Tuesdays on PVTA's fixed route service for a pilot of two years (July 1, 2019 – June 30, 2021).

**MOTION:** Moved and seconded (Slaughter/Sorrell) to adopt Senior Fare Free Tuesdays on PVTA's fixed route service for a pilot of two years (July 1, 2019 – June 30, 2021).

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

Motion Passed unanimously.

## **7. RTA TASK FORCE ON PERFORMANCE AND FUNDING**

PVTA Administrator, Sandra Sheehan stated that after 19 meetings, the Task Force issued its draft report on March 18<sup>th</sup>. The Task Force scheduled three public meetings in Worcester, Amherst, and Hyannis to hear from RTA area stakeholders. These hearings provided riders, advocates, RTA Advisory Board members and municipal leaders the opportunity to provide the RTA Task Force members with testimony of the service needs in their service area.

This report includes twenty four recommendations to guide the Legislature. The first two recommendations are part of Investment and Performance. They include:

*1. The legislature should fund the RTAs in fiscal year 2020 with a base of \$90.5 million<sup>2</sup> in state contract assistance. Each subsequent year increase the state contract assistance by an automatic inflator<sup>3</sup>.*

*2. All state contract assistance will be connected to performance targets via a Memorandum of Understanding (MOU). MOUs will be bilaterally negotiated between MassDOT and each RTA and will identify performance targets in the following categories: ridership; customer service and satisfaction; asset management; and financial performance (incorporating a number of factors including farebox recovery ratio).*

The RTA's are all supportive of the recommendations included in the report. The funding recommendation of \$90.5M will allow PVTA to maintain the current level of service its passengers have come to rely on, and the annual increases will ensure PVTA has consistent reliable funding.

## **8. ADMINISTRATOR'S REPORT**

Administrator Sheehan reported the following:

PVTA's MARTA Luncheon was held in Boston on March 5<sup>th</sup>. PVTA will be holding a Legislative Breakfast here at Admin. on Monday, April 22<sup>nd</sup>. In addition to these meetings, Chairman Narkewicz and I met with majority of the State Representatives on Thursday, March 21<sup>st</sup> in Boston and had one on one meeting's with the individual Representatives to talk about PVTA's funding situation and the outcome for PVTA.

PVTA will start operating out of Cottage Street starting Sunday, April 14<sup>th</sup>.

Paul Burns has been selected as the new Director of Transit Operations for PVTA and will start on Monday, April 8<sup>th</sup>.

PVTA has recently submitted five grants to the state and was awarded funding by MassDOT for three service enhancements, tentatively slated to begin summer 2019.

The first is expanded express service to the Holyoke Mall via the P20 Express. This service was reduced during the service reduction process for FY2018, but the grant will allow PVTA to reinstate the full original service.

The second enhancement is the creation of a new service expansion between MassMutual and Union Station, tentatively called the State Street Express. This will create an average of 10-minute headways along the PVTA's most heavily traveled route, the B7.

Finally, PVTA received funding to improve on-time performance along the G1, which has been impacted by new traffic congestion resulting from the opening of the MGM facility. This service enhancement will be used to enhance service and help PVTA reach its goal of 90% on-time performance.

#### **9. PVTA APPEAL HEARING COMMITTEE REPORT**

J.M. Sorrell stated that PVTA's Appeal Hearing Committee which consists of herself, Brian, Jennifer, Michael and Rana have held three hearings so far. This Committee gives riders that have been prohibited from riding the PVTA the opportunity to have their case heard and possibly be reinstated. So far, two riders have been reinstated and one rider that we met with was unable to demonstrate a change in behavior and was not reinstated but was offered another meeting in six months to see if a change has occurred.

#### **10. NEW BUSINESS**

Clerk Gold reported that there is no new business to discuss.

#### **11. OLD BUSINESS**

Clerk Gold reported that there is no old business to discuss.

#### **12. ADJOURNMENT**

The meeting of the Advisory Board adjourned (Huntley/O'Leary) at 12:51 P.M.

**A TRUE RECORD**

ATTEST:

  
**BRANDY PELLETIER**

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 1-23-19
- FY20 Draft Budget

**MINUTES APPROVED: May 22, 2019**

