

---

**MINUTES OF PVTA'S  
ADVISORY BOARD MEETING  
May 22, 2019**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, May 22, 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**

|                      | <i>Present (44.99 votes)</i> | <i>Not Present (17.11 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               |                              | Barbara Barry                    |
| Pelham               |                              | William Martell                  |
| South Hadley         | Michael Sullivan             |                                  |
| 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, Chairman of the Advisory Board Mayor Narkewicz called the meeting of PVTA's Advisory Board to order at 12:00 PM; majority vote of 44.99 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 March 27, 2019 Regular Advisory Board Meeting.

**Motion:** Moved and seconded (O’Leary/Huntley) to approve the meeting minutes from the March 27, 2019 Regular Advisory Board Meeting.

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

Becky Moriarty 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 11:00am prior to the Board meeting. The committee received an update on PVTA’s FY20 Final Budget. There were very few changes since the last draft budget presentation at the March meeting. Both the Finance & Audit packet and the Board packet include PVTA’s FY20 Final Budget as well as the changes to the Budget highlighted. Aside from the highlighted items, everything else in the budget has stayed the same since the last presentation.

#### **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 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 provided to maintain 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%, change 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.

The changes to the budget are as follows:

1. \$87M estimate for state contract services for all the RTAs which brings us more in state contract assistance. Bringing the deficit down from \$1.7M to \$892,000. This is the most significant change.
2. Administrative changes in wages and fringe benefits due to turnover in the last quarter of this year and a change in the state's Paid Family Medical Leave Act (PFMLA), which wasn't in the original budget. Public employees are not exempt from this law.
3. PVTA does not have a deficit budget. Assuming we use the House number of \$87M, we do not have a deficit budget. If less than \$87M, we will need to take more money out of the capital plan. If money comes in above, we would be able to put back service. If by chance the House number drops to \$86M, it would be a loss of approximately \$287,000, which is approximately the cost of a bus.

Doug Slaughter stated that PVTA's Budget needs to be approved by June 1<sup>st</sup>. The Board needs to take action at this meeting and could amend the budget, if needed, once we know more information.

The Finance and Audit Committee voted to recommend adoption of PVTA's FY20 Final Budget to the Advisory Board. The Committee also voted to approve the Finance and Audit Committee Meeting Minutes from March 27, 2019.

Chairman Mayor Narkewicz asked if the Board had any questions for the Finance & Audit Committee.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to accept the report of the Finance and Audit Committee.

**Motion:** Moved and seconded (Gold/Huntley) to accept the report of the Finance and 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. **FY20 FINAL BUDGET**

Chairman Mayor Narkewicz stated that the Board Packet includes the full report of PVTA's FY 20 Final Budget as well as the highlighted changes which the Finance & Audit Committee has just presented.

Chairman Mayor Narkewicz asked if the Board had any further discussion on PVTA's FY20 Final Budget.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve and adopt PVTA's FY20 Budget as presented.

**Motion:** Moved and seconded (Slaughter/Sullivan) to approve and adopt PVTA's FY20 Budget as presented

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.

A full copy PVTA's FY20 Final Budget has been filed with the minutes of the May 22, 2019 Advisory Board meeting.

## 6. **ADMINISTRATOR'S REPORT**

Administrator Sheehan reported the following:

A Legislative Breakfast was held on April 22<sup>nd</sup> to highlight RTAs' service and outlook for needed service and funding throughout the commonwealth and in our specific region. The event was well attended by our regional delegation. A presentation was provided that highlighted the resources needed to cover the current level of operation.

The Task Force Report of Performance and Funding issued its final report to the Legislature on April 15<sup>th</sup>. It was released to the Legislature after the House budget was finalized. The House budget for the RTAs was listed as \$82M, the same as the Governor's budget number. Representative Peak filed an amendment package for the RTAs that included the following language:

1595-6370: Commonwealth Transportation Fund Transfer to RTAs - \$90,500,000

This amendment increases the RTA funding to the base amount of \$90.5M as recommended by the RTA Task Force.

Outside Section: RTA Base Revenue & Inflation Factor: This amends subsection (d) of section 2ZZZ of chapter 29 to establish a base revenue amount of \$90.5 million and a CPI increase (starting in FY21) for the RTAs as recommended by the RTA Task Force. The MBTA currently has both a base revenue amount and CPI. The language proposed for the RTAs mirrors existing MBTA language.

Outside Section: RTA/MassDOT Memorandum of Understanding: This amendment provides for bilateral RTA/MassDOT Memoranda of Understanding that reflects the RTA Task Force's recommendations of MOUs based on individual RTAs performance targets in the following categories ridership, customer service and satisfaction, asset management and financial performance.

After discussion of the consolidated transportation amendment, the House voted to amend section 2E, in item 1595-6370, to \$87M. The amendment on the Inflation Factor was withdrawn and a compromised was reached for the MOU that includes the following provisions:

- There is no \$4M set aside for MassDOT distribution  
MOUs are to be bilateral



- MOUs to be signed and funding distributed within 45 days after the effective date of the budget
- There is to be a dispute resolution process which includes: first dispute is to be reviewed by Secretary if there is still a dispute, Secretary and an RTA (but not the RTA in dispute) and a third party to be chosen by the Secretary and the RTA will review dispute.
- RTAs that may have a dispute will receive same funding as FY19 until dispute is resolved.
- The funding is to be distributed not later than 60 days after the effective date of the budget.
- Any funding provided in the FY19 \$4M discretionary fund or remedial fund are not to be considered as part of the apportioned funds to an RTA.
- MOUs are to be based on Performance metrics developed by DOT that are most relevant to each RTAs unique system and measured against RTA established baselines.
- MOUs will include RTA and DOT agreed upon timelines and reporting. MOUs shall not be punitive.

The Senate has issued its budget at \$90.5M with a base of \$86M and \$4.5M to be distributed by MassDOT as discretionary funding.

PVTA is preparing to launch Fare Free Tuesdays for seniors starting July 1<sup>st</sup>. Thirty six outreaches have been scheduled to date to inform seniors about the program, make PVTA Senior IDs and help seniors plan out their trips using fixed route service.

PVTA is fully operating out of Cottage Street and we will be holding a ribbon cutting ceremony on June 3<sup>rd</sup>.

PVTA is in the process of placing an order for eight electric buses using the VW funds.

PVTA has purchased seventeen vans. One will go to Agawam, one to East Longmeadow and a converted van to Northampton. If your community needs a used van that has exceeded its useful life, please let us know by July 30<sup>th</sup>.

## **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 (O'Leary/Sullivan) at 12:28 P.M.

**A TRUE RECORD**

ATTEST:

  
**BRANDY PELLETIER**

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 3-27-19
- Highlighted changes to PVTA's FY20 Budget
- PVTA's FY20 Budget

**Minutes Approved: June 26, 2019**