

**PVTA
Pioneer
Valley
Transit
Authority**

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**MINUTES OF PVTA'S
REMOTE FINANCE & AUDIT COMMITTEE MEETING
March 14, 2024**

1. CALL TO ORDER

The Finance & Audit Sub-Committee meeting of the Pioneer Valley Transit Authority was held on Thursday, March 14, 2024 at 2:00 P.M. remotely in accordance with Chapter 2 of the Acts of 2023, supplemental state budget provisions for Fiscal Year 2023, authorizing public bodies to continue to hold entirely remote meetings, or so-called "hybrid" meetings, upon the provision of "adequate, alternative means" of public access, until March 31, 2025.

MEMBERS PRESENT:

Members: Doug Slaughter, Amherst; David Moskin, Hadley; Steve Huntley, Chicopee;

NOT PRESENT:

Gloria Caballero, Holyoke

Call to Order: Steve Huntley, Chairman of the Finance & Audit Committee stated that the committee has a quorum and called the meeting to order at 2:09 P.M.

2. PUBLIC COMMENTS

Steve Huntley opened the floor for public comments. No Public Comments were made.

3. APPROVAL OF MINUTES OF THE FINANCE & AUDIT COMMITTEE MEETING OF JANUARY 22, 2024.

Chairman Huntley asked for a motion from the Finance & Audit Committee to approve the meeting minutes of January 22, 2024.

MOTION: Moved and seconded (Slaughter/Moskin) to approve the minutes of PVTA's Finance & Audit Committee meeting held January 22, 2024.

Chairman Huntley asked if there was any discussion, hearing none, asked for a roll call vote.

David Moskin: Yes

Doug Slaughter: Yes

Steve Huntley: Yes

Motion passed, 3-0 vote.

4. BUDGET TO ACTUAL REPORT

PVTA’s Director of Finance, Lori Brodeur, reported on PVTA’s budget to actual:

Total Revenues are under budget by 10%.

Fare Revenue Farebox Revenue are over budget and several Fixed Route pass types are under budget. Shuttle revenue and Paratransit revenue were both under budget. Overall Total Fare Revenue is over budget by around 10%.

Miscellaneous Miscellaneous Revenue are over budget by 36% or \$221,533, which is mostly made up of Marketing and Interest revenue.

Transportation Subsidies Transportation Subsidies are under budget by 13%, which is mostly due to timing of Fare Free revenue submittal from the state and ARPA funds not drawn yet.

EXPENSES

Wages/Fringe Wages and Fringe are both under budget due to open positions that have not being filled.

Services/Utilities Legal fees are over budget by 67% due to Roof Solar project contract reviews and Title VI filed complaints.

Temporary Employment is over budget by 74% due to temporary assistance during maternity leave of two information employees at Union Station.

Mobility Equipment is well over budget due to the purchase of Training Software.

Total Utilities are over budget by 5% due to utility contracts renewal timing.

Paratransit Service Paratransit Services are under budget by 12%.

Fixed Route Service Fixed Route Service is under budget by 4%.

Total Expenses

Total Expenses are under budget by 6%.

Overall, PVTA’s year to date budget has a Net Loss of \$783,556.65

5. DRAFT FY25 BUDGET

Lori Brodeur reported on PVTA’s Draft FY25 Budget:

Expenses:
Administration:

Wages/Fringe Wages are increasing by 3%

Health Insurance is increasing 10%

Unemployment insurance is increasing 11.3%

Overall, the wages and fringe are increasing by 2%

Services/Utilities

Legal Services increasing from 20K to 62K

Temp Employment increasing from 15K to 60K

Mobile Fare Collection Charges increasing by 10%

Bond Financing increasing by 14.3%

Printing increasing from 5K to 7.4K

Interest increasing by 14.3%

Overall Admin expenses are increasing by 4.9%

Paratransit:

Contractors

Williamsburg service contract is increasing from 7.5K to 12K

MV's contract is increasing by 1%

Fleet Maintenance is increasing by 32.5%

Overall Paratransit expenses are increasing by 1.3%

Fixed Route Operations:

SATCo/VATCo:

Subsidy Increasing by 2.3% (this does not include COB Wages)

Management Fee Increasing by 4.5%

Telephone Increasing by 12.2%

Fare Media Tickets Increasing by 20%

Fuel Decreasing by 4.9%

CAM Charges US Increasing by 16.7%

Overall Budget is increasing by 1.9%

UMass Transit

Subsidy Increasing by 1.4%

UMass contribution increasing by 67.2%

Fuel Decreasing by 34.6%

Overall budget increasing by 1.1%

<u>Shuttles</u>	Ware	Increasing by 53.8%, due to service changes.
	Palmer	Increasing by 125.8%, due to service changes.
	Easthampton	Decreasing by 18.7%
	Amherst/Worcester	Decreasing by 34.5%
	Fuel	Increasing for all services

Overall budget increasing by 31.2%

Overall fixed route operations budget increasing by 2.2%

Allocated Insurance: Increasing by 26.7%

Allocated IT Support/Towers: Increasing 25.8%%

6. **FARE ANALYSIS UPDATE**

Alex Forrest, PVTA's Manager of Planning & Analysis, reported that following the Board's policy established in June 2018, PVTA is obliged to review its fare structure and consider the need for a fare increase every three years.

At this three year mark, PVTA is considering four primary approaches to revising its fares in 2024, and will study the financial impact of each approach:

- No change
- Fare Increase
- Fare Free
- Ensemble

Steve Huntley: Will low income fares also be looked at.

Paul Burns: Yes, we will also be looking at this option.

7. **SERVICE ENHANCEMENTS – SPRING IMPLEMENTATION**

Northampton Micro-Transit Pilot Title VI analysis for Service Enhancements:

Paul Burns reported that PVTA is seeking approval to implement a micro-transit pilot program in Northampton using existing assets that are often underutilized as currently dedicated. PVTA currently uses demand response vehicles to provide service to Seniors in the community and to provide regular access to the Northampton Survival Center. While the Senior Center service is well received this was originally grant funded and that funding is no longer available. The Survival Center trips are significantly underutilized with extremely low ridership.

The proposed service would allow us to reassign vehicle assets in Northampton and provide an effective first mile, last mile transit solution in Northampton potentially providing a model for other communities in our service area. The pilot program would provide;

- Door to Door service for riders to access shopping, medical appointments, employment, and buses to points outside Northampton.
- Same day service with 2-hour notice subject to availability.
- Door to door service throughout Northampton.
- Fares matching fixed route service, \$1.50 for adults .75 for those with valid elderly and disabled passes.
- All Northampton residents may use the service regardless of age or disability status.

8. OTHER BUSINESS

Steve Huntley reported that there is no other business to discuss.

9. ADJOURNMENT

Steve Huntley asked for a motion from the Finance & Audit Committee to adjourn.

MOTION: Moved and seconded (Moskin/Steve) to adjourn.

Roll call vote:

David Moskin: Yes

Doug Slaughter: Yes

Steve Huntley: Yes

Motion passed, 3-0 vote.

The meeting of the PVTA Finance & Audit Committee adjourned at 3:11 P.M.

A TRUE RECORD

ATTEST: _____
BRANDY PELLETIER

Documents filed with Finance & Audit Committee Meeting packet:

- January 22, 2024 Finance & Audit Committee Minutes
- Budget to Actual Report
- Draft FY25 Budget

Minutes Approved: May 17, 2024