

---

**MINUTES OF PVTA'S  
ADVISORY BOARD MEETING  
September 25, 2019**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, September 25, 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 (42.40 votes)</i>	<i>Not Present (19.59 votes)</i>
Agawam	Michael Squindo	
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Monica Blazic	
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	Tasheena Davis	
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, who will be acting Chairman of the September 25, 2019 Advisory Board Meeting called the meeting of PVTA's Advisory Board to order at 12:04 PM; majority vote of 42.40 present.

**2. PUBLIC COMMENT**

## **2. PUBLIC COMMENT**

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

## **3. APPROVAL OF MINUTES**

Chairman Mark Gold asked for a motion from the Advisory Board to approve the meeting minutes from the August 21, 2019 Regular Advisory Board Meeting.

**Motion:** Moved and seconded (Sullivan/O’Leary) to approve the meeting minutes from the August 21, 2019 Regular Advisory Board Meeting.

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

Motion passed by a unanimous vote.

## **4. REPORT OF THE FINANCE & AUDIT SUB-COMMITTEE**

Chairman of the Finance & Audit Sub-Committee, Doug Slaughter, reported that the committee met on Monday, September 23, 2019 at 10:00am and voted to approve the Finance & Audit Committee minutes from May 22, 2019. The committee received a detailed presentation from Auditor David Irwin of Adelson & Company PC.

Chairman Slaughter gave an overview of PVTA’s FY19 Audit presentation for the year ended June 30, 2019:

Total assets for 2019: \$149,353,387  
Total deferred outflows of resources: \$2,686,681  
Total assets and deferred outflows of resources: \$152,040,068  
Total liabilities: \$69,402,265

Net Position:

Invested in capital assets, net of related debt: \$122,828,619  
Restricted reserve: \$1,580,175  
Unrestricted: \$-47,171,008  
Total Net Position: \$77,237,786

Financial Highlights:

- The assets and deferred outflows of resources of the Authority exceeded its liabilities and deferred inflows of resources at June 30, 2019 by \$77,237,786.
- The total operating revenue increased \$515,147 or 7.3% from fiscal year 2018.
- The total operating expenses increased \$6,706,060 or 14.2% from fiscal year 2018. A large portion of this increase is related to the change in the Authority’s net pension liabilities of \$603,657 and other postemployment benefits liabilities of 4,382,844, which are non-reimbursable costs at this time.
- The Authority’s net cost of service, after applying operating assistance and revenues, for eligible reimbursable expenses for fiscal year 2019 was \$34,181,824. The net cost of service was funded with local assessments of \$8,947,886 and state contract assistance of \$25,233,938.

- The Authority expended \$18,024,710 on capital assets, which were fully funded with federal and state capital grants.

Chairman Slaughter stated that the Auditors had four recommendations for PVTA in the Management Letter:

1. During fiscal year 2019, the Authority's Finance Department experienced a high rate of staff turnover. In addition, the Authority switched to a new general ledger software, Abila MIP. Recommendation: The staff of the Finance Department should familiarize themselves with accounting rules and regulations applicable to the Authority.
2. The Authority's capital grant accounts receivable balance as of June 30, 2019 was \$6,104,227. Subsequent to fiscal year end, the Authority collected \$2,931,071 leaving an outstanding balance of \$3,173,156 as of September 10, 2019. As these receivables are related to capital asset purchases funded with specific federal and state grants, the collection of the receivables should be more timely. Recommendation: Capital asset purchases charged to Federal grants are reimbursed by drawing the funds down directly from the Federal ECHO system by the Authority. The drawdown should take place no later than 3 business days after the purchase, or soon enough thereafter as allowed under the terms of the grants.
3. The Governmental Accounting Standards Board (GASB) has issued Statement No. 87, *Leases*, which establishes new financial reporting requirements for governments. The implementation of this statement will require a lessee to recognize a lease liability and an intangible right-to-use lease asset or capital asset on its balance sheet and will require a lessor to recognize a lease receivable and a deferred inflow of resources on its balance sheet. The Authority's required implementation date of GASB Statement No. 87 is for the fiscal year ended June 30, 2021. Recommendation: Management of the Authority should familiarize itself with GASB Statement No. 87 in order to prepare for its implementation and impact on the Authority's financial reporting which begins on July 1, 2020 (fiscal year 2021). The Authority should also begin the process of identifying and documenting all lease contracts, whether as lessee or lessor, and determine if any contracts meet the reporting requirements of GASB Statement No. 87.
4. There is an increasing threat of cyber and ransomware attacks against organizations of all sizes and industries, including public government agencies. An attack on the Authority's computer systems could cause significant disruption to the Authority's operations and result in the potential theft or loss of electronic files and data, including financial records, payroll information, and employee data. Recommendation: The Authority should review its information technology policies and procedures to make sure the appropriate safeguards are in place to mitigate the risk of a cyber-attack, as well as minimize the theft or loss of data should an attack occur.

Chairman Slaughter reported that Auditor Irwin said that PVTA met all the requirements for the audit and all the information and documentation that was needed was provided. This was a clean audit and PVTA's books are being kept well. The Finance & Audit Committee voted to accept PVTA's FY19 Audit.

(A full copy of PVTA's FY19 Audit has been filed with the minutes of this meeting)

Chairman Gold asked Finance & Audit Chairman Slaughter if the committee had a chance to talk to the Auditor's without PVTA Staff present.

Chairman Slaughter stated yes.

Chairman Gold asked if the Advisory Board had any discussion or questions for the Finance & Audit Committee. Hearing none;

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

**Motion:** Moved and seconded (Sullivan/O'Leary) to accept the report of the Finance & Audit Committee.

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

**Motion passed** by a unanimous vote.

**5. PVTA AUDIT FOR YEAR ENDED JUNE 30, 2019**

Chairman Gold asked if the Advisory Board had any further discussion or questions on PVTA's FY19 Audit. Hearing none;

Chairman Gold asked for a motion from the Advisory Board to accept PVTA's FY19 Audit.

**Motion:** Moved and seconded (Slaughter/O'Leary) to accept PVTA's FY19 Audit.

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

**Motion passed** by a unanimous vote.

**6. REPORT OF THE ROUTE SUB-COMMITTEE**

Brian O'Leary, Chairman of the Route Committee, reported that the Committee met prior to today's Board meeting at 11:30am. The Committee received a presentation on *The Loop's* Title VI Analysis and information from the Public Hearing on *The Loop* which was held on September 16, 2019 at Union Station. The Committee voted to approve the meeting minutes from August 21, 2019, approve the Title VI Analysis for *The Loop* and approve *The Loop* as a Route, contingent on MGM continuing to fund the route.

Chairman Gold asked for a motion from the Advisory Board to accept the report of the Route Committee.

**Motion:** Moved and seconded (Sullivan/O'Leary) to accept the report of the Route Committee.

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

Motion passed by a unanimous vote.

**7. APPROVAL OF TITLE VI ANALYSIS FOR THE LOOP**

Administrator Sandra Sheehan reported that the Title VI Analysis showed that there was neither a disparate impact to minority populations nor a disproportionate burden on low-income communities. No mitigation or additional review is required should the PVTA make *The Loop* route part of the permanent

PVTA transit network. This determination was made based on methodological guidance of the FTA Title VI, the PVTA's Title VI plan, and US Census Bureau data.

Chairman Gold asked for a motion from the Advisory Board to approve the Title VI Analysis on *The Loop*.

**Motion:** Moved and seconded (Sullivan/O'Leary) to approve the Title VI Analysis on *The Loop*.

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

Motion passed by a unanimous vote.

## **8. APPROVAL OF THE LOOP AS A ROUTE**

Chairman Gold asked for a motion from the Advisory Board to approve *The Loop* as a route, contingent on MGM continuing to fund the route.

**Motion:** Moved and seconded (O'Leary/Sorrell) to approve *The Loop* as a route, contingent on MGM continuing to fund the route.

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

Motion passed by a unanimous vote.

## **9. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)**

Paul Burns, Director of Transit Operations gave a presentation on PTASP reporting:

- Bus operators that receive FTA grant funds must develop agency safety plans.
- Safety plans must identify the process and procedures to implement SMS. SMS is a Safety Management System developed by FTA.
- Bus operators who have more than 100 buses in peak service are required to develop their own plans.
- PVTA is the only Massachusetts RTA required to write their own PTASP

SMS requires that PVTA encourage participation in the safety management system by employees at all levels of the organization. To ensure this PVTA has created a safety committee that includes representatives from:

- Administration
- Senior management from operators
- Drivers
- Mechanics
- Union representatives
- Customer service staff

SMS Requires:

- The development of a comprehensive Employee Safety Reporting System.
- The development of performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan (NSP).

- Establishment of criteria to address all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the NSP.
- A process and timeline for conducting an annual review and update of the safety plan.
- That safety concerns and potential hazard identification inform the budget process as well as the planning process at the MPO.

(A full copy of the Public Transportation Agency Safety Plan has been filed with the minutes of this meeting)

## **10. ADMINISTRATOR'S REPORT**

Administrator Sheehan reported the following:

FY19 Audit: PVTA staff as well as the Interim Chief Financial Officer, Anna Mosqueda, worked long hours to complete the documents needed for the audit. This year there were unique challenges due to the departure of PVTA's CFO, the staff being new to their positions and, having a new finance software system. The audit is clean with no internal deficiencies noted.

ValleyPass Partnership: PVTA staff has been working with PVPC staff on the Workforce Transportation Grant. The program consists of providing a subsidy to monthly and weekly pass holders through a visual ticketing application process. Staff is currently working on setting up partnerships with the Springfield Business Improvement District, MassHire Springfield Career Center, Way Finders, and other community partners, to provide their employees with knowledge of the public transit system and a system of ease to purchasing and using bus passes.

This regional ticketing process (ValleyPass) would potentially allow other transit and transportation systems to utilize a single ticketing platform throughout Western Massachusetts and Northern Connecticut. Potential future transportation partners could include, Amtrak, ValleyBike Share, Franklin Regional Transit Authority, CT Rail, and CT Transit. This program will create an integrated mobile device multi-modal trip planning platform would ensure collection of trip data by participants

MassDOT Discretionary Funding Program FY20: The RTAs 2020 Budget under Section 82 Chapter 41. MassDOT has available up to \$3.5M to award to RTAs as Performance Grants. These funds will be awarded in a competitive basis for projects such as: technology improvements, evaluation of services, targeted operating assistance and projects that comply with or commit to the three funding categories, Service Decisions, Quality of Service and Environmental Sustainability. PVTA staff will be working with PVPC staff to prepare a competitive grant proposal. Proposals are due on October 11<sup>th</sup>.

## **11. NEW BUSINESS**

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


## **12. OLD BUSINESS**

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

## **13. ADJOURNMENT**

The meeting of the Advisory Board adjourned (Squindo/Sullivan) at 1:04 P.M.

**A TRUE RECORD**

ATTEST:   
**BRANDY PELLETIER**

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 8-21-19
- PVTA's FY19 Audit
- Title VI Analysis for The Loop
- Public Transportation Agency Safety Plan (PTSAP)

**MINUTES APPROVED ON: November 13, 2019**