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**MINUTES OF PVTA'S  
ADVISORY BOARD MEETING  
June 27, 2018**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, June 27, 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**

	<u>Present (39.00 votes)</u>	<u>Not Present (22.99 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	Paul Burns Johnson	
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, Vice Chairman Paul Burns Johnson called the meeting of PVTA's Advisory Board to order at 12:02 PM; majority vote of 39.00 present.

**2. PUBLIC COMMENT**

Vice Chairman Burns Johnson opened the floor for public comments. No public comments were made.

### **3. APPROVAL OF MINUTES**

Vice Chairman Burns Johnson asked for a motion from the Advisory Board to approve the meeting minutes from the May 23, 2018 Regular Advisory Board Meeting.

**Motion:** Moved and seconded (Huntley/Gold) to approve the meeting minutes from the May 23, 2018 Regular Advisory Board Meeting.

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

Motion passed by a unanimous vote.

### **4. 2019 ADVISORY BOARD MEETING SCHEDULE**

Vice Chairman Burns Johnson stated that the proposed Advisory Board meeting schedule for 2019 is included in your board packet and asked for a motion to approve the following 2019 meeting schedule with all meetings beginning at 12:00 Noon:

1. Wednesday, January 23, 2019
2. Wednesday, March 27, 2019
3. Wednesday, May 22, 2019
4. Wednesday, June 26, 2019
5. Wednesday, August 21, 2019
6. Wednesday, September 18, 2019
7. Wednesday, November 13, 2019

**Motion:** Moved and seconded (O'Leary/Wilson) to accept the 2019 Advisory Board Meeting schedule as presented.

Vice Chairman Burns Johnson asked if the Board had any discussion. Hearing none, asked all those in favor to say aye.

Motion passed by a unanimous vote.

### **5. ADMINISTRATOR'S REPORT**

PVTA Administrator, Sandra Sheehan, reported the following:

State Budget:

The Governor has filed a 1/12 of his budget to ensure the state is funded through July. This measure assures the state has funds to continue doing business as usual.

The Senate amendments were adopted. Now, the House and Senate must reconcile their differences on transportation spending in the Fiscal Year 2019 budget, which has begun with conference.

The Senate proposes \$6.0 million more than the House for the Commonwealth's fifteen Regional Transit Authorities (RTAs) in FY 2019. 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 Senate would set aside \$4.0 million of the amount to be distributed to RTAs conditioned upon their agreement to a memorandum of understanding with the Department of Transportation about adhering to best practices and filing information reports, whereas the House would set aside \$2.0 million for similar purposes. The Senate, but not the House, proposes that future distributions to the RTAs be tied to the inflation index. Both budgets proposals would create a task force to establish best practices for RTAs. The task force would 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 letter was sent to our delegation urging their support for the Senate funding language which provides funding to avoid service cuts along with providing inflation adjustment insuring a stable funding foundation for the future. In addition, the letter also stated our support of both the House and Senate initiative to create an RTA Task Force on performance and funding.

#### Fare Increase:

As approved by the Board at the April meeting, PVRTA fares will increase effective July 1<sup>st</sup>. Notices have been posted at all transit centers, onboard PVRTA vehicles, on PVRTA's website and social media. Variable message signs on loan to PVRTA are being placed at Union Station and at the Holyoke Transportation Center to inform passengers of the fare increase. Letters and notices were sent out to all paratransit riders registered in our system notifying them of the changes in fares.

#### Paratransit Management Services:

NEXT transition activities continue for the commencement of service on July 1<sup>st</sup> at their facility located at 255 Liberty Street in Springfield. A large majority of the incumbent staff that has met the employment requirements of NEXT has accepted positions with the company. IT staff from PVRTA as well as NEXT has worked diligently to ensure the system will be operational for July 1<sup>st</sup>.

#### FTA Triennial Review:

FTA conducted a Triennial Review of PVRTA for the period covering May 2015 through June 2018. The site review took place on June 19<sup>th</sup> and 20<sup>th</sup>. This review included examining twenty different areas for compliance with federal regulations as recipients of federal funds. This review also included an enhanced review module for Title VI. No deficiencies were found in 17 of the areas reviewed. Deficiencies were identified in three areas including ADA, DBEs and Procurement. The next steps include commenting on a final report and providing procedures for addressing the deficiencies identified by the reviewers.

#### State's Open Checkbook:

To ensure financial transparency, RTAs met with the State Comptroller's Office on Tuesday, June 12th, to figure a way to get the required data on the EOAF website. The RTAs as a group proposed publication of the financial data on the RTAs' individual websites and provides for the redirection from the State's Open Checkbook website to the RTAs websites. This can be accomplished as long as PVRTA's website complies with the requirements of Chapter 7, Section 14C "Open Checkbook".

## **6. DIRECTOR OF OPERATIONS REPORT**

Director of Operations and Planning, Krystal Oldread, reported the following:

PVRTA's fixed route bus system transported 9,409,346 passengers through April FY18. This is a 5.3% decrease compared to the year to date ridership over the previous fiscal year.

PVTA is continuing to refine the plan to consolidate bus stops in Springfield. An updated list will be submitted to the city once the stop inventory has been completed. Once the list is completed and reconciled, PVTA will begin the process of formalizing the bus stop through the implementation of city ordinances.

PVPC has started the data collection process for the system wide stop and shelter inventory. All stops will be inventoried using a web app developed by students at UMass Transit which will allow for seamless integration with our existing database of stop locations.

PVTA will be holding public meetings to inform passengers about any service changes for September. These meetings will also include outreach for the Title VI Program Update. Public meetings will be held in Springfield, Holyoke, Northampton, and Amherst.

Every three years PVTA is required to update its Title VI Program. The program outlines how PVTA complies with Title VI of the 1964 Civil Rights Act with fair distribution of impacts, and operational decisions about service. The Title VI program is where the thresholds for disparate impact/disproportionate burden are established.

PVTA's paratransit system transported 242,924 passengers through April FY18. This is a 0.82 % decrease compared to the year to date ridership over the previous fiscal year.

Senior Service Pilot Program was launched in the beginning of September in East Longmeadow, Longmeadow and Hampden. There were 3,235 passenger trips between September 2017 and May 2018.

PVTA has taken delivery of new vans. These vehicles are being inspected and road tested as part of the acceptance program.

## **7. NEW BUSINESS**

Vice Chairman Burns Johnson reported that there is no new business to discuss.

## **8. OLD BUSINESS**

Vice Chairman Burns Johnson reported that there is no old business to discuss.

## **9. ADJOURNMENT**

The meeting of the Advisory Board adjourned (O'Leary/Huntley) at 12:25 P.M.

**A TRUE RECORD**

**ATTEST:**

  
**BRANDY PELLETIER**

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 5-23-18
- 2019 Advisory Board Meeting Schedule

**Minutes Approved: August 22, 2018**