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**MINUTES OF PVTA'S  
ADVISORY BOARD MEETING  
September 19, 2018**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, September 19, 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**

	<i>Present (41.85 votes)</i>	<i>Not Present (20.14 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	Paul Burns Johnson	
Pelham		William Martell
South Hadley	Marilyn Ishler	
Springfield	Anthony Wilson	
Sunderland	Sherry Patch	
Ware	John Carroll	
West Springfield	Mayor William Reichelt	
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 Mayor Narkewicz called the meeting of PVTA's Advisory Board to order at 12:01 PM; majority vote of 41.85 present.

**2. PUBLIC COMMENT**

Chairman Mayor Narkewicz opened the floor for public comments. Jeff Lee of Amherst spoke about the Title VI Disproportionate impact analysis and how low income is incorporated for students.

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

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the meeting minutes from the August 22, 2018 Regular Advisory Board Meeting.

**Motion:** Moved and seconded (O’Leary/Wilson) to approve the meeting minutes from the August 22, 2018 Regular Advisory Board Meeting.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none. Chairman Mayor Narkewicz 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 voted to accept the minutes of May 21, 2018. The committee received a detailed presentation from the Auditors. The audit was clean and no internal deficiencies were noted. The committee voted to accept the Audit. The committee also received an update on the FY19 Budget. PVTA was able to balance the budget using additional state contract assistance, a memorandum of understanding (MOU) for transit agencies deficit relief and implementing service reductions.

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

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

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

**Motion passed** by a unanimous vote.

### **5. PVTA AUDIT FOR YEAR ENDED JUNE 30, 2018**

Auditor David Irwin of Adelson & Company PC gave an overview of PVTA’s FY18 Audit for the year ended June 30, 2018:

Total assets for 2018: \$160,191,546  
Total deferred outflows of resources: \$2,794,927  
Total assets and deferred outflows of resources: \$162,986,473  
Total liabilities: \$78,815,205

Net Position:  
Invested in capital assets, net of related debt: \$124,821,384  
Restricted reserve: \$1,580,175  
Unrestricted: \$-42,230,291  
Total Net Position: \$84,171,268

Mr. Irwin reported 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.

A recommendation was made after review of the internal controls over the safeguarding of cash and pass inventory at the Union Station Information Center.

A full report of PVTA's FY18 Audit has been filed with the minutes of this meeting.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to accept PVTA's FY18 Audit.

**Motion**: Moved and seconded (Burns/Burke) to accept PVTA's FY18 Audit.

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

**Motion passed** by a unanimous vote.

#### **6. APPROVAL OF REVISED FY19 BUDGET SUBMITTED TO MASSDOT IN ACCORDANCE WITH MOU**

Doug Slaughter, Chairman of the Finance & Audit Committee reported on the revised budget. PVTA has a balanced budget for FY19 due to an increase in state contract assistance from \$82M to \$84M (which gives PVTA an additional \$459,618); an MOU with the state for deficit relief for \$1.679M; and \$671,573 from service reductions, \$160,700 from labor/fringes reductions, and \$500 service reduction in paratransit.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to accept the changes and approve PVTA's FY19 revised budget.

**Motion**: Moved and seconded (Slaughter/Burns) to accept the changes and approve PVTA's FY19 Revised Budget.

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

**Motion passed** by a unanimous vote.

#### **7. REPORT OF THE PVTA COMPENSATION COMMITTEE**

Chairman of the Compensation Committee, Paul Burns, reported that the committee has decided to use the same review document that has been used in the past. The review form will be emailed out to the full Board and completed forms should be returned by October 1, 2018.

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

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

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

**Motion passed** by a unanimous vote.

## 8. TITLE VI PROGRAM

Price Armstrong, Senior Transit Operations Analyst, gave a presentation on PVTA's Title VI Program and reported the following:

- Title VI of the Civil Rights Act of 1964 and other federal regulations
- Focus on income and race-based discrimination
- Programs must be updated every three years
- Governing body (Advisory Board) must be made aware of, have considered, and approved the results of the Monitoring Program and the Major Service Change, Disparate Impact, and Disproportionate Burden Policies, as well as the full program package itself

No finding of Disparate Impact (does not exceed 20% threshold).

Transit Amenities Policy: PVTA is required to track its distribution of transit amenities (shelters, benches, etc.) to ensure non-discrimination in the allocation. Recent activities suggest an equitable distribution of amenities, including:

- Installation of over 100 ADA ramps in the City of Springfield at Tier 1 bus stops, mostly in environmental justice (EJ) areas. Other Tier 1 bus stops in neighboring communities to follow;
- Deployment of electric bus technology in Holyoke and Springfield, serving EJ communities;
- Current project to install new benches in EJ neighborhoods in Springfield, funded by AARP.

PVTA demonstrates no discriminatory practices with transit amenities allocation

Major Service Change Policy Changes:

- Creates new definition for "System-wide" service changes similar to those done in FY17 and FY18;
- Reduces administrative burden and clarifies process for individual route changes, consistent with peer agencies;
- Clarifies process for rescinding cuts pending funding availability

Disparate Impact (Race) Policy Update: No change to policy (threshold still set at 20%).

Disproportionate Burden (Low-Income) Policy Update: No change to policy (threshold still set at 20%).

As per federal regulation, PVTA must show evidence that the governing body was made aware of, considered, and approved the following elements:

- Results of the Monitoring Program
- The Major Service Change, Disparate Impact, and Disproportionate Burden Policies
- The Title VI Program itself

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the Major Service Change, Disparate Impact, and Disproportionate Burden policies found in Appendix K of the Title VI Program.

**Motion:** Moved and seconded (Slaughter/Burns) to approve the Major Service Change, Disparate Impact, and Disproportionate Burden policies found in Appendix K of the Title VI Program.

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

Patrick Burke voted not in favor.

**Motion passed** by a majority vote.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to Vote to confirm consideration, awareness, and approval of the Monitoring Program found in Section 15;

**Motion:** Moved and seconded (Slaughter/Burns) to confirm consideration, awareness, and approval of the Monitoring Program found in Section 15.

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.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve the Title VI Program Update.

**Motion:** Moved and seconded (O’Leary/Slaughter) to approve the Title VI Program Update.

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

Patrick Burke abstained.

**Motion passed** by a majority vote.

## **9. TITLE VI SERVICE EQUITY ANALYSIS**

Price Armstrong, Senior Transit Operations Analyst, gave a presentation on PVTA’s Title VI Service Equity Analysis and reported the following:

Service Equity Analysis by Route:

- 36 of 42 bus and community routes affected.
- 85 total changes.
- 53 of 85 changes are “major” (>25% of service)
- 36 of these major changes exceed PVTA’s 20% Title VI impact threshold and must therefore be classified as the “least discriminatory alternative” considered.

System wide summary impacts:

- 4.5% of service eliminated by FY2019 deficit reduction (effective Aug-Sept 2018).
- *Compare to 13.8% of service approved for elimination by April 9 Board vote.*
- 4.7% of service eliminated for FY2018 deficit reduction (effective Aug 2017).
- Total service eliminated since Aug 2017: -9.2%

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve PVTA’s Title VI Service Equity Analysis.

**Motion:** Moved and seconded (Ishler/O’Leary) to approve PVTA’s Title VI Service Equity Analysis.

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.

## **10. TRANSIT ASSET MANAGEMENT PLAN**

Sandra Sheehan, PVTA Administrator, gave a presentation on PVTA’s TAM Plan.

PVTA operates more than 101 vehicles across all fixed route modes. This means that PVTA is a **Tier I** provider. All Tier I providers must develop and carry out their own TAM plan and must comply with all nine elements of the TAM plan.

There are nine different elements to the TAM Plan:

1. Inventory of Capital Assets
2. Condition of Assessments
3. Decision Support Tool
4. Investment Prioritization
5. TAM and SGR Policy
6. Implementation Strategy
7. List of Key Annual Activities
8. Identification of Resources
9. Evaluation Plan

FTA also requires transit agencies to establish State of Good Repair (SGR) performance measures and set annual targets to evaluate performance.

- Rolling Stock (Revenue Vehicles): Percent of revenue vehicles exceeding the useful life benchmark (ULB)
- Equipment (Equipment and Service Vehicles): Percent of nonrevenue service vehicles exceeding ULB
- Facilities: Percent of facilities rated under 3.0 on the TERM scale

Transit providers must complete their TAM Plan by October 1, 2018, and must update their plan at least once every four years

A full copy of PVTA’s Transit Asset Management Plan has been filed with the minutes of this meeting.

Chairman Mayor Narkewicz asked for a motion from the Advisory Board to approve PVTA’s Transit Asset Management Plan.

**Motion:** Moved and seconded (Burns/Slaughter) to approve PVTA’s Transit Asset Management Plan.

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.

## **11. ADMINISTRATOR'S REPORT**

PVTA Administrator, Sandra Sheehan, reported the following:

MARTA has appointed PVTA to the Task Force. MARTA appointed three current administrators. The House appoints two members as well as the Senate. The Governor appoints 11 members to the Task Force. A preliminary conference call was held between PVTA and MassDOT regarding the various tasks required of the Task Force. MassDOT will be deciding PVTA's eligibility for the additional \$4 Million dollars available for the RTAs.

Service reductions went into effect on August 26 and September 4<sup>th</sup>. Information was provided through the various social media and our regular channels including informational sessions at the transit centers and on route for those routes with major changes to their schedules. The Service to the Survival Center in Northampton and the Shuttle Service in Wilbraham are working as planned. The changes to the Ware and Palmer Shuttles that resulted in combining the two routes into one is being monitored to ensure the most effective alignment and schedule is provided. UMass Transit reduce service along the two Campus Shuttles routes and the Puffer's Pond/Shopping Shuttle route due to lack of manpower available to operate the service. Steps are being taken to ensure full service is available for the spring semester.

## **12. NEW BUSINESS**

Chairman Mayor Narkewicz reported that there is no new business to discuss.

## **13. OLD BUSINESS**

Chairman Mayor Narkewicz reported that there is no old business to discuss.

## **14. ADJOURNMENT**

The meeting of the Advisory Board adjourned (Burns/Ishler) at 1:27 P.M.

**A TRUE RECORD**

ATTEST:

  
**BRANDY PELLETIER**

Documents filed with Board Meeting packet:

- Regular Advisory Board Minutes of 8-22-18
- PVTA FY18 Audit
- Revised FY19 Budget
- Title VI Program Presentation
- Title VI Service Equity Analysis Presentation
- Transit Asset Management Plan Presentation

**Minutes Approved: November 14, 2018**