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**DRAFT  
MINUTES OF PVTA'S  
ADVISORY BOARD MEETING  
August 19, 2020**

**1. CALL TO ORDER**

The Advisory Board Meeting of the Pioneer Valley Transit Authority was held on Wednesday, August 19, 2020 at 12:00 P.M. remotely in accordance with the Governor's State of Emergency Provisions of the Open Meeting Law, G.L. c. 30A, Section 20, relieving from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, permitting a public body to allow remote participation by all members.

	<u>Present (43.64 votes)</u>	<u>Not Present (18.44 votes)</u>
Agawam	Michael Squindo	
Amherst	Douglas Slaughter	
Belchertown	Brian O'Leary	
Chicopee	Steve Huntley	
East Longmeadow	Carolyn Brennan	
Easthampton	Brendan Rogers	
Granby		Glen Sexton
Hadley		David Moskin
Hampden	Becky Moriarty	
Holyoke		Mayor Alex Morse
Leverett		Peter D'Errico
Longmeadow	Mark Gold	
Ludlow		Derek DeBarge
Northampton	Mayor David Narkewicz	
Palmer		Barbara Barry
Pelham		Karen Willard-Ribeiro
South Hadley	Michael Sullivan	
Springfield	Tasheena Davis	
Sunderland		Geoff Kravitz
Ware	John Carroll	
West Springfield	Mayor William Reichelt	
Westfield		Peter Miller
Wilbraham	Paula Dubord	
Williamsburg	J.M. Sorrell	
ADA Representative		Vacant
Rider Representative		Patrick Burke

A quorum of 31.05 vote being present, Chairman of the Advisory Board, Mayor David Narkewicz, called the remote meeting of PVRTA's Advisory Board to order at 12:01 PM; majority vote of 43.64 present.

**2. PUBLIC COMMENT**

Chairman Mayor Narkewicz asked if any members of the public would like to make a public comment. 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 June 24, 2020 Regular Advisory Board Meeting.

**Motion:** Moved and seconded (O'Leary/Gold) to approve the meeting minutes from the June 24, 2020 Regular Advisory Board Meeting.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote to approve the minutes.

	<u>Yes</u>	<u>No</u>	<u>Abstained</u>
Agawam	Michael Squindo		
Amherst	Douglas Slaughter		
Belchertown	Brian O'Leary		
Chicopee	Steve Huntley		
East Longmeadow			Carolyn Brennan
Easthampton	Brendan Rogers		
Granby			
Hadley			
Hampden	Becky Moriarty		
Holyoke			
Leverett			
Longmeadow	Mark Gold		
Ludlow			
Northampton	Mayor David Narkewicz		
Palmer			
Pelham			
South Hadley	Michael Sullivan		
Springfield	Tasheena Davis		
Sunderland			
Ware	John Carroll		
West Springfield	Mayor William Reichelt		
Westfield			
Wilbraham	Paula Dubord		
Williamsburg	J.M. Sorrell		
ADA Representative			
Rider Representative			

Motion passed by a vote of 14-0 with 1 abstention.

#### 4. CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer (CFO), Lisa Seymour, reported on the budget to actual:

Pioneer Valley Transit Authority Budget to Actual through June 30, 2020	FY 20 Actual-12 month	FY 20 Budget-12 month	Variance From Budget
<b>REVENUES</b>			
Farebox	5,115,866	6,455,358	(1,339,492)
School Passes	624,493	1,380,673	(756,180)
Advertising	289,959	300,000	(10,041)
Interest & Insurance Recoveries, Misc.	331,002	450,686	(119,684)
Operating Subsidy - Other Grants	391,121	1,509,113	(1,117,992)
Federal Operating Grants	5,038,840	7,121,866	(2,083,026)
State Contract Assistance	24,991,215	24,991,215	-
Discretionary Funding	492,623	600,241	(107,618)
Local Assessments	9,171,583	9,171,583	-
<b>Total Revenue</b>	<b>\$ 46,446,702</b>	<b>\$ 51,980,735</b>	<b>(5,534,033)</b>
<b>EXPENSES</b>			
<b>Administration</b>	<b>3,472,071</b>	<b>3,986,507</b>	<b>(514,436)</b>
<b>Paratransit Service</b>			
National Express	6,879,509	8,202,549	(1,323,040)
East Longmeadow	52,283	50,000	2,283
Northampton	20,780	25,000	(4,220)
Williamsburg	11,507	9,508	1,999
Agawam	30,156	25,000	5,156
Fuel	614,566	920,000	(305,434)
Maintenance & Miscellaneous	202,882	295,000	(92,118)
PVTA ADA Services			-
Mobility Training			-
Insurance Claim Payments	57,324	20,000	37,324
<b>Total Paratransit</b>	<b>7,869,007</b>	<b>9,547,057</b>	<b>(1,678,050)</b>
<b>Fixed Route Service</b>			
First Transit	29,224,538	29,714,461	(489,923)
UMTS	3,668,696	4,354,005	(685,309)
Shuttles	295,515	318,655	(23,140)

Fuel	2,242,092	2,588,390	(346,298)
Utilities, Security, Janitorial, Maint	293,917	498,427	(204,510)
Union Station CAM Charges	324,538	324,000	538
Maintenance Recovery	185,255	(300,000)	485,255
Insurance Claim Payments	463,647	85,000	85,000
<b>Total Fixed Route Service</b>	<b>36,698,198</b>	<b>37,582,938</b>	<b>(884,740)</b>
<b>Allocated Expenditures</b>			
Allocated Insurance	558,417	564,807	(6,390)
Allocated IT Support	318,986	299,426	19,560
<b>Gross Expenditures</b>	<b>48,916,679</b>	<b>51,980,735</b>	<b>(3,064,056)</b>

CFO Seymour reported the following:

The RANS for FY20 of \$13,257,833.33 was paid back on July 16, 2020 and the RANS for FY21 sold for \$14,500,000 which is \$1,500,000 more than last year to assist with cash flow due to the delay in payment from the State Contract Assistance for FY21. The interest to be paid back upon maturity is \$290,000 which is \$32,167 more than last year. FY20 rate was 2% as was FY21 rate.

The Auditors have been conducting the FY20 Audit and will be onsite this month again to finish. They are also doing SATCO's audit as well.

We have closed the annual books for FY20 and are waiting on the auditor's final adjustments following their review. An amended budget will be presented to the Board in October for review and consideration once the effects of COVID are documented financially.

## **5. DIRECTOR OF TRANSIT OPERATIONS REPORT**

Director of Transit Operations, Paul Burns, reported the following:

Fixed-route ridership started recovering at the end of April and into May, with weekly ridership at 60K and 65K, respectively as the state of Massachusetts issued re-opening plans. As the MA re-opening phases progressed, more businesses started to reopen, PVRTA in turn began operating full summer service on June 28<sup>th</sup> and saw ridership continue to steadily increase. By mid-July, weekly ridership had climbed to 88K.

Paratransit ridership continues to be impacted by the pandemic. Like the fixed route, ridership was most severely impacted in April with a decline in ridership of 84.9%. Ridership has improved more slowly in the paratransit system than in the fixed route system.

PVRTA has made some minor adjustments to the R14, G1, G3, R10 to improve efficiency and enhance the service. The 10s, P11 and UMass service area route changes are due to college schedules and requests from the college not to operate.

Resumption of Normal Operations; PVRTA resumed a modified full-service schedule on June 28<sup>th</sup>, 2020 with service ending across the system by midnight in all areas. Routes that ended earlier prior to COVID changes resumed their normal schedules at that time.

All SATCo and VATCo vehicles were outfitted with plexiglass protective barriers by July 19. UMass vehicles are in the process of installing barriers and anticipate having much of the fleet outfitted with these on August 24. Front door boarding and enforcement of fare collection resumed on July 19<sup>th</sup> for SATCo and VATCo. Front door boarding will resume for UMass vehicles once barriers are installed.

PVTA suspended service to day programs operated under Executive Office of Human Services agencies effective Monday August 17. This was necessitated by the issuance of transportation guidelines for consumers of day program services that PVTA was unable to meet. We have reached out to DDS and EOHHS for a possible waiver of some of those transportation restrictions. To date we have had no response. We continue to provide transportation services to participants in those programs to community-based jobs and other community-based transit as those trips were not addressed in EOHHS guidelines.

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

Administrator Sandra Sheehan reported the following:

The Legislature has yet to propose a budget for fiscal 2021 as it waits to better understand the fiscal impacts of the pandemic and learn if Congress will send additional financial relief to states. Instead of another one-month interim budget for August, the House and Senate had passed a spending bill with enough money to cover three months of spending.

It is an election year, so most likely, there will be a continuation of the FAST Act (at currently appropriations levels) through the seating of the new Congress in January 2021. Then, we hope to see *FAST Act* reauthorization as a Congressional priority with action next spring. In the meantime, there could be Senate *FAST Act* reauthorization bill as early as September. But after mid-to-late September, little Congressional action is expected until after the November elections.

After extensive review of transit data including on-time performance of the routes funded through MassDOT discretionary grants, PVTA has made minor adjustments to service. These changes are intended to make the routes more efficient and to enhance the service to our passengers. PVTA conducted a public participation process that include riding the bus to survey passengers in person as well as online surveys.

Service for the fall is different than originally planned due to the significant changes to the reopening of both the K-12 and higher education institutions. For the next few weeks, there will be no school tripper service to the communities of Holyoke and Springfield. The P11 service to Holyoke Community College and several routes in the Five College area will not operate while other will operate with a reduced schedule. PVTA will continue its commitment to monitoring ridership to safely align service to meet returning demand. Our operational decisions will be data driven as we monitor and identify projected trends in ridership and customer behavior. This analysis will continue throughout the next few months to ensure we remain flexible.

On July 19, 2020, PVTA resumed fare collection and front-door boarding in the Springfield and Northampton service areas. PVTA also launched its new mobile fare payment App that is sponsored by MassDOT; MassDOT BusPlus. This App allow passengers to purchase passes on-line using their smart phones. PVTA riders used the App 324 times on its first day. Usage jumped by 72% by the following week and for the week starting August 3<sup>rd</sup> usage has jumped by 139% to 775. Half of the tickets used have been for one-ride tickets or Day passes, 20% for 7-Day passes, and 23% for monthly passes (regular and E&D).

PVTA is expanding the use of the App to HCC for the passes the school is issuing to the students for the Fall semester and has engaged STCC for possible use for the Spring semester.

NEXT has asked for volunteer to take furlough with the reduction in ridership.

Twenty new New Flyer buses that were ordered have arrived. These new buses have a different look with plastic seats for easier cleaning.

We are upgrading the Avail system which is the ability to determine where the bus is at any given point in time.

## 7. NEW BUSINESS

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

## 8. OLD BUSINESS

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

## 9. ADJOURNMENT

Chairman Mayor Narkewicz asked for a motion to adjourn.

**Motion:** Moved and seconded (Gold/O’Leary) to adjourn.

Chairman Mayor Narkewicz asked if the Board had any discussion. Hearing none; asked for a roll call vote.

	<u>Yes</u>	<u>No</u>	<u>Abstained</u>
Agawam	Michael Squindo		
Amherst	Douglas Slaughter		
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Williamsburg  
ADA Representative  
Rider Representative

John Carroll  
Mayor William Reichelt  
  
Paula Dubord  
J.M. Sorrell

All present were in favor. Motion passed by a vote of 15-0.

The meeting of the Advisory Board adjourned at 12:36 P.M.

**A TRUE RECORD**

**ATTEST:** \_\_\_\_\_  
**BRANDY PELLETIER**

Documents filed with Board Meeting packet:

- Roll Call Votes
- Regular Advisory Board Minutes of 6-24-2020
- Budget to Actual