

**BROCKTON AREA TRANSIT AUTHORITY
ADVISORY BOARD MEETING AGENDA
Thursday, January 28, 2016
12:00 pm**

1. **Welcome**
2. **Public Comments**
3. **Minutes – October 15, 2015** *M. BC*
4. **Service – Ridership**
 - i. Ridership *KF*
 - ii. Performance Dashboard *KF*
 - iii. MBTA Ride – BAT Beta Test *RGL*
5. **Financial Update**
 - i. Budget Update *LS*
 - ii. GASB 67-68 *RGL*
 - iii. Risk Assessment *RGL*
6. **Property Disposition** *RGL*
7. **Comprehensive Regional Transit Plan Update** *RGL*
8. **Administrator’s Report** *RGL*
 - i. Environmental – Engineering Contracts
 - ii. Inventory Analysis
9. **Old Business / New Business**
10. **Adjourn**

Calendar – Upcoming Meetings

- 11:00 am, Thursday, April 14, 2016
- 11:00 am, Thursday, May 26, 2016

Note: Invitees are respectfully requested to limit their comments to three minutes understanding the work before the Advisory Board and out of respect for others who may desire to offer comments.

MINUTES OF THE MEETING OF THE BAT ADVISORY BOARD

January 28, 2016

In Attendance:

Bill Carpenter, Mayor, City of Brockton
Frank Hegarty, Chairman Town of Avon
Michael Dutton, Bridgewater
Robert Buckley, City of Brockton
Beverly Harris, Town of Stoughton
Frank Lynam, Town of Whitman
Richard Downs, Rider Representative
Reinald G. Ledoux, Jr., Administrator
Charles Kilmer, OCPC
Linda Sacchetti, Chief Financial Officer
Kelly Forrester, Project Manager for Operations
Christina Carew, Administrative Assistant Grants Manager
Kathy Riddell, Grants Manager

The meeting was called to order at 12:10 pm at the BAT office, 155 Court St., Brockton, MA for the purpose of discussing business brought before the Board in accordance with the agenda presented and the notice sent out on January 25, 2016. He welcomed everyone and asked for public comments. There were none offered.

Next a motion was made by Mr. Lynam to accept the minutes of the May 28th meeting. The motion was seconded by Mr. Dutton.

Item 4 on the agenda was a discussion around service and ridership. Ms. Forrester provided a brief summary of FY16 ridership stating that both fixed route and paratransit are running even compared to last year, and any shortfalls are expected to be recouped after February. Directing the Board's attention to the performance dashboard, Ms. Forrester noted the two areas in the Maintenance Dept. in Sept. and Oct. that fell below set standards.

Mr. Ledoux went on to describe the CDL training BAT will implement in March. This is an effort to recruit paratransit drivers in a very competitive market. The new Assistant Safety Manager will teach the course to about six individuals and BAT is hoping to gain about three good employees from the class. The new Assistant Safety Manager is a recent graduate with extensive experience in driver training and supervision from UMass Amherst.

Next Mr. Ledoux displayed a map depicting some of the overlap of BAT's service area and that of The Ride. As many news articles in the recent past have demonstrated, the

MBTA's paratransit service, The Ride, is an extremely costly service to provide. After some discussion with MassDOT, BAT is considering providing some of the ADA transportation in a defined area. The service would be a beta test program with service limited to a geographic area within Routes 95, Route 24, Route 128, Route 3 and Route 495. This would allow the disabled community to travel with fewer transfers in the regions and less confusion over multiple fares. Mr. Ledoux described the difference between BAT's ADA intake process and that of The Ride. BAT would explore having The Ride do a functional assessment in BAT's area to determine eligibility. Mr. Hegarty told the Board of his knowledge of a number of veterans that need to travel from Sharon and Canton to the Brockton VA Hospital during the year but have no public transportation options available to them short of going all the way to Boston and back down to Brockton which is a very long trip. Mr. Ledoux believes it makes sense to try to develop better system to service the disabled community. If there were no objections, Mr. Ledoux asked that he be allowed to move forward with a memorandum of understanding to provide this beta services. The program needs to be further defined with the financial assistance from the state identified. Presently the Metro West Regional Transit Authority is taking service over from The Ride in several towns in their area. There were no objections from the Board.

Under Item #5 on the agenda, Ms. Sacchetti presented the Board with a financial update. Included in the Board package was an update on the Audit and Finance Committee meeting that took place on Tuesday. Under revenues, BAT expects to be on budget in all areas except auxiliary revenue which includes parking revenues. Under expenses, both the fixed route and paratransit operators are under budget and will continue to be under budget through the end of the year. Discussions are now taking place around one-time expenditures to close the gap in the budget through the end of the year.

Fuel prices will continue to come in under budget. In light of this BAT would like to use this opportunity to take on some state of good repair projects which could include improving accessibility at the BAT Centre, mitigation of an environmental issue, parking garage repairs and staff trainings. Trainings would include looking at opioid risks with the "see it say it" campaign, recognition of abuse and vulnerability around the elder population and methods to assist the limited English proficiency (LEP) population and their interaction with the BAT system.

Mr. Ledoux asked the Mayor for assistance with BAT's audit process. Due to the new GASB 67 & 68 statute requirements, BAT is reliant on the City of Brockton's pension board for financial data to complete the audit process. Mr. Ledoux asked if the Mayor could arrange a meeting with the chairman of the Retirement Board to discuss some of the pressures BAT is ok to provide the state with an audited financial statement by October 1.

Next was a discussion about risk assessment. MassDOT and the Audit Committee both recognize the need to perform formal risk assessments. These assessments could be around the farebox revenues, pilferage, etc. in the organization. Mr. Ledoux is nominating that BAT hire an impartial third party to develop and rate BAT's risks. There is an individual who is a retired forensic accountant for the FBI, that lives in the service area and maybe able to assist.

Under Property Disposition, Mr. Ledoux gave the Board an overview of the recent inventory of bus parts that took place at the maintenance facility. Ms. Sacchetti discovered and number on a report which was different from a report submitted days earlier. As it was not a material number, the decision was made to deal with it after the audit was complete. The complete inventory analysis was in the \$270,000 range. It was discerned that the system was not being maintained well. A meeting will be held this evening to discuss and present a reorganization plan. There is a party that is interested in about \$70,000 worth of parts that cannot be used with BAT's present fleet. The Rhode Island Public Transit Authority (RIPTA) has a number of buses that are still utilizing these parts and have shown interest in obtaining them. Mr. Ledoux asked for a motion to dispose of these parts. Mr. Hegarty made the motion and it was seconded by Mr. Lynam. Motion passed.

Number 7 on the agenda was the CRTP. The Board was directed by Mr. Ledoux to the spreadsheet in their packets that showed a list of priorities and service recommendations that were developed as part of the comprehensive regional transportation plan. Top priority is to maintain the services that are currently being funded under JARC/New Freedom. These contracts will be coming to an end.

Next is an expansion of Ashmont services. The Board was informed that two years ago daily ridership to the Ashmont station was between 1,850 and 1,900. Today passenger counts are around 2,133. BAT has added several express runs to help alleviate capacity constraints and will continue to add trips as the demand rises.

Bridgewater State University service from the college to Brockton has risen from an average of 10 – 12 riders per day to 50 per day. BAT would like to have twelve (12) round trips between the university and the BAT Centre but at present there aren't enough student drivers. Training is taking place to increase available drivers. On April 30th, BAT will sponsor a Roadeo at BSU for the student drivers.

Mr. Ledoux then directed the Boards attention to the areas highlighted in orange. These items require more planning and study. BAT plans to enter into a contract with the Old Colony Planning Council to look at the impacts of the changes, surveying passenger boardings and alightings, etc. BAT will ask that OCPC present preliminary findings by the April Board meeting with final report in May. The state has said that some of the regional CRTP plans need to be implemented in order for funding to be made available. There being no objections, BAT will move forward in this regard.

Under the Administrator's Report, Mr. Ledoux described BAT's efforts in obtaining environmental and engineering services around concerns regarding the lifts at the maintenance facility and building of a gas fueling station on the maintenance facility property. A task-specific contract has been issued to a firm that specializes in fueling/transit types of issues. At first inspection, it does not appear that the problem is as serious as originally thought. There may be a leak in fluid line but hydraulic fluid does not travel far from the source. Despite by-weekly senior management and capital meetings, the lift issue was not brought to BAT's attention. This is another reason for the reorganization plan. Mr. Ledoux will disclose the findings at the next Board meeting in April.

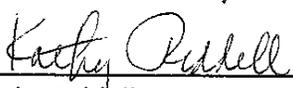
The Board was informed that negotiations are now taking place with an engineering firm to design a 5,000 gallon gas fueling station at the maintenance facility. Most of the DIAL-A-BAT fleet is now gas powered. It is costing 1,500 man hours a year for the drivers to fuel the vans. Additionally, BAT has experienced some interruption in fueling due to weather and fuel availability. The estimated cost for the engineering services was \$25,000 to \$30,000. The most qualified firm came in at \$80,000 for the services. BAT is now negotiating with the next qualified firm.

Under New Business, Mr. Ledoux told the Board about a wellness program in the workplace offered by Signature Health Care. There seems to be some resistance with the union over medical information so there will be an agreement with staff to carve out a group to participate as a test. The Board had no objections to Mr. Ledoux moving forward with the program.

Under Old Business, Mayor Carpenter presented Ms. Riddell with a plaque in recognition of her retirement after 26 years of service with BAT.

There being no other business brought before the Board, Mr. Lynam made a motion to adjourn and Mr. Hegarty seconded the motion.

Respectfully submitted,



Kathy Riddell
Grants Manager/Compliance