

**BROCKTON AREA TRANSIT AUTHORITY
AUDIT AND FINANCE COMMITTEE MEETING
January 26, 2016
9:00 a.m.
Avon Town Hall Meeting Room
AGENDA**

- 1. Welcome**
- 2. Public Comments**
- 3. Minutes October 15, 2015**
- 4. FY2016 Budget Update**
- 5. Inventory / Property Disposition**
- 6. Task Order – Environmental Service & Engineering Contracts**
- 7. Succession Planning - Grants & Procurement**
- 8. Risk Assessment**
- 9. Adjourn**

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

**MINUTES OF THE BAT ADVISORY BOARD
AUDIT AND FINANCE COMMITTEE
155 Court St., Brockton, MA 02302**

January 26, 2016

In Attendance:

Frank Hegarty, Chairman, Town of Avon
Beverly Harris, Town of Stoughton
Reinald G. Ledoux, Jr., Administrator
Linda Sacchetti, Chief Financial Officer
Kelly Forrester, Project Manager of Operations

The meeting was called to order by Mr. Hegarty at 9:00 am for the purpose of discussing business brought before the Audit and Finance Committee in accordance with the agenda presented and the notice sent out on January 21, 2016.

Mr. Hegarty welcomed the group. Seeing no members of the public, there were no public comments. Minutes from the meeting of October 15, 2015 were presented. Ms. Harris made a motion to accept the minutes and Mr. Hegarty seconded. There was no further discussion and the motion was unanimously passed.

Ms. Sacchetti presented the group with a budget update. She referred to the documents included in the Committee package including a FY16 Budget Update and FY16 Budget documents. The FY2016 Operating budget is currently under budget, and is expected to be under budget at end of year. Any federal dollars unspent can be carried over to FY2017. Farebox revenues, Agency fares, Bridgewater State University and JARC/New Freedoms are all on budget and expected to be on budget for the end of year. Auxiliary Revenue is currently under budget, specifically advertising and parking revenues.

Ms. Sacchetti next reviewed expenses. Fixed Route and Paratransit expenses are under budget primarily due to a mild winter so far. ADA purchased transportation is favorable to budget and will continue to be so through the end of the year. COA maintenance expenses are expected to be on budget for the end of the year. Fuel is currently under budget by \$229,000 and is expected to stay favorable to budget through the end of the year. This is due to two contracts BAT has awarded so far this year at lower than expected fuel prices. Overall, expenses are under budget through December 2015.

Mr. Ledoux explained that being under budget at this time, allows for the opportunity for some one-time expenses in the form of maintenance and training projects. He explained that some of those projects will include improving accessibility at the BAT Centre by installing new signage and additional ADA Automatic doors. Also additional training on the "See It, Say It" campaign in light of the events that have occurred in Paris and San Bernadino. BAT is also looking to conduct training for drivers to identify elders and disabled at risk. One of the training programs already scheduled is a CDL training program for the paratransit minibuses that will begin in March. This training will take candidates and train them to get their CDL license in order to be able to drive the paratransit vehicles. Mr. Ledoux stated that once the first class is completed, BAT expects to have several classes a year. Once those dates are settled, BAT will reach out to the COA's to offer them a slot in the class for anyone they would like to be trained to obtain a CDL.

At this time, Ms. Harris stated she wanted to let Mr. Ledoux know she thinks those topics for training and projects that were highlighted are excellent and wonderful topics to be focused on. With all her work with the MBTA, those were always the issues that popped up and she thinks it is great that BAT is choosing to focus on them proactively.

Next Mr. Ledoux explained that BAT is at the tail end of an inventory audit. An inventory analysis in November showed there was poor control of the inventory control system and software. Ms. Sacchetti and the Controller for the Operator have been working through an audit since then. The audit should be wrapped up soon, and will have a minimal adjustment to the inventory. As a result of the audit, physical inventory on parts is now moved to the fiscal department.

BAT has identified some parts that will be considered obsolete when the three remaining Nova buses are disposed of. Currently, two of the Nova buses are being leased to RIPTA to assist in additional service that was needed. Mr. Ledoux stated that unless there was any objections, he would like to inform the Advisory Board that BAT will be looking to transfer those parts to RIPTA for those vehicles. There were no objections. Mr. Ledoux explained the process of disposing of property, he has to sign off on every disposition. He asked Ms. Sacchetti to have an example of the disposition paperwork to hand to the committee members at the next advisory board meeting.

BAT has issued a task order to Green Environmental to do work in the Maintenance department on a suspected leak in the in-ground lifts. An initial inspection was performed by Green Environmental. The issue is still in the investigative stage, but initial comments from Green Environmental lead us to believe it can be remediated by refurbishing the lifts, which BAT would be looking to finish by June 30th.

Mr. Ledoux went on to explain that BAT is also looking to construct a 5,000 gallon above ground unleaded fueling station. BAT is currently in the process of selecting a firm to conduct engineering and design for the project. BAT issued an RFQ for engineering firms, picked the

most qualified firm, however the fee proposed was too high so BAT will begin negotiations with the next firm. Mr. Ledoux stated there is no geographical preference for these firms, and the project is on track to be completed next year.

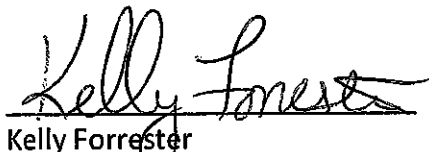
Next, Mr. Ledoux talked about succession planning. The Grants Manager, Ms. Riddell, is scheduled to retire at the end of this week, however, she will be coming in two days a week. We have offered the position to someone who is expected to start in the next few weeks.

Mr. Ledoux discussed the management reorganization that will be going on soon. Due to several issues in the Maintenance department there will be a shift in roles and responsibilities. Mr. Ledoux states he has asked the General Manager to give BAT job descriptions for all the new roles and responsibilities. At this time, Ms. Harris asked if BAT does performance evaluations. Mr. Ledoux responded that yes, both BAT and its operators do use performance evaluations. While BAT does not see the evaluations for the employees of East Coast Transit Services, or Northeast Transit Services, the Administrator approves raises for those employees, per the management contract. Mr. Ledoux explained that BAT will ask for the raw score of those evaluations when the request for raises is submitted. This ensures that there are no discriminatory practices and increases transparency. Mr. Ledoux then asked Ms. Sacchetti to include a copy of the evaluation forms used by BAT in the packet for the Audit and Finance committee members at the Advisory Board Meeting.

Next, Mr. Ledoux discussed the upcoming MASSDOT audit of the regional transit authorities. He stated that the head of the audit division talks about risk assessment as a best practice. Mr. Ledoux stated that in the next 90 to 120 days, unless there are any objections from the committee, BAT will be looking to have a risk assessment performed on BAT and its vulnerable systems. There were no objections. Mr. Hegarty stated he thinks this is a wonderful idea and that it is very important to have outside eyes take a look at vulnerable systems every so often.

Motion was made by Mr. Hegarty to adjourn the Audit and Finance Committee meeting and it was seconded by Ms. Harris. Meeting adjourned at 10:30am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kelly Forrester". The signature is written in black ink and is positioned above the printed name.

Kelly Forrester
Project Manager for Operations