

**BROCKTON AREA TRANSIT AUTHORITY
ADVISORY BOARD MEETING AGENDA
11:00 am, Thursday, May 26, 2016**

- 1. Welcome**
- 2. Public Comments**
- 3. Minutes – April 14, 2016** *M. BC*
- 4. Service - Ridership** *RGL*
 - i. Fixed Route
 - ii. Paratransit
 - iii. Performance Dashboard
- 5. Federal and State Update** *RGL*
 - i. DBE Goal
 - ii. UZA Split Letter Agreement
- 6. Financial Update** *LS/RGL*
 - i. FY2016 Budget Update
 - ii. FY2017 Budget Approval (Resolution)
- 7. Personnel** *RGL/Chairman FH*
 - i. Finance Audit Committee Report/ Compensation
- 8. Property Disposition** *RGL*
- 9. Administrator's Report** *RGL*
 - i. DEP Progress Update
 - ii. Title VI Complaint *LAS/RGL*
- 10. Old Business / New Business**
 - i. Draft FY2017 Meeting Schedule
- 11. Adjourn**

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

May 26, 2016

In Attendance:

Bill Carpenter, Mayor, Chairman of the Board
Frank Hegarty, Town of Avon
Michael Dutton, Bridgewater
Allan Chiocca, Town of Rockland
Beverly Harris, Town of Stoughton
Eldon Moreira, Town of West Bridgewater
Frank Lynam, Town of Whitman
Richard Downs, Rider Representative
Cathie Klabish, AFL-CIO Representative
Reinald G. Ledoux, Jr., Administrator
Nick Glaquinto, City of Brockton
Linda Sacchetti, Chief Financial Officer
Kelly Forrester, Project Manager for Operations
Glenn Geiler, Assistant Grants Manager
Kathy Riddell, Grants Manager

The meeting was called to order by Mr. Hegarty 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 May 24, 2016. He welcomed everyone and asked for public comments. There were none offered. Mr. Ledoux presented the Board with a revised agenda. After Mr. Ledoux noted the differences in the agenda, motion was made by Mr. Dutton to accept the revised agenda and seconded by Mr. Chiocca.

Item 4 on the agenda was a discussion about service and ridership. Ms. Forrester stated that the ridership for fixed route service was up through April about 1% including ridership from Bridgewater State University. She expects the numbers to stay level through the end of the year. The ridership not including BSU is down about 8%. DIAL-A-BAT ridership is down about 7.5% in April but overall it is up 11% over last year's difficult winter.

Regarding BAT's Performance Dashboard, the areas of fixed route, demand response and safety are within BAT's standards and goals. The Maintenance Department fell below BAT's standards and goals for fixed route in the month of April. There has been a change in management in the department and a loss of some employees. Customer service complaints are also within BAT's standards and goal. Mr. Ledoux stated that there are a number of internal measurements not included in the sheet provided. The

contractors are required to meet certain measurements. Additionally, BAT has been asked to provide some peer assistance to a large RTA for performance metrics guidance. Mr. Dutton asked for the definition of "valid complaint." Mr. Ledoux gave the group a background of how the definition and system was developed and Ms. Forrester explained how violations of policy and validation of complaints factored into the process. Ms. Harris asked if there was a time frame for getting back to the customer. Ms. Forrester explained that the responsible party in the organization had up to 72 hours to resolve the issue and report the results of the investigation to the complainant. If the time frame was not met then the complaint was automatically deemed valid. Mr. Ledoux also explained how ADA complaints made by disabled individuals were separated from other complaints as required by FTA.

Next item discussed was the Administrator's Report. Mr. Ledoux informed the Board that there was a DEP (environmental) issue at the BAT maintenance facility. There was a hydraulic fluid leak of about 55 gallons into the ground. Fortunately, hydraulic fluid is very heavy and does not travel far or fast. Mr. Ledoux explained the work being done and anticipated to be completed by June 30. He expects total cost of the repair and "clean up" to be approximately \$110,000 - \$130,000. Mr. Ledoux wanted to thank Mr. Mech for his assistance in accomplishing the project. Mr. Mech has completed all the FTA procurement training and his assistance and Interaction with CYN Environmental and Green Environmental was key in accomplishing the work.

Next was an update on a Title VI complaint received by BAT. Title VI is the federal civil rights regulation prohibiting discrimination. Ms. Sacchetti is BAT's Civil Rights Officer and EEO must follow certain procedures once a complaint is received. Mr. Ledoux stated that the complaint investigated will be made by an independent third party with SRTA General Counsel, who has extensive experience. FTA has been given the complaint and will do an independent review following their process.

Next, Mayor Carpenter offered the minutes of the April 14, 2016 meeting to the Board. Minutes were accepted as presented by Mr. Chiocca and seconded by Mr. Dutton. Minutes were unanimously approved.

Mr. Ledoux introduced Glenn Ann Geiler, the new Assistant Grants Manager to the Board. She was hired to succeed Ms. Riddell. Next Mr. Ledoux offered two policies he would like the Board to consider adopting. The first is to ban hoverboards from the buses and property. The MBTA has forbid the use of the hoverboards at their facilities and the Safety Committee asked that it be considered. Mayor Carpenter asked for a motion from the Board to ban hoverboards. The motion was made by Mr. Dutton and seconded by Mr. Chiocca. All were in favor.

The next policy brought before the Board for consideration was the ban of all tobacco products from anywhere on BAT owned facilities. Mr. Ledoux stated that the union

president approached him regarding the issue of drivers walking through customer's second hand smoke, at the maintenance and Intermodal facility. This issue has been raised at the last three Safety Committee meetings. The policy is proposing an internal tobacco free environment beginning July 1, 2016 and after information is disseminated to the public, September 1, 2016 would be the target date for the BAT Centre. Members of the board also wanted to include "vapor" smoke as well. Again, this was also requested by the Safety Committee. Mayor Carpenter asked for a motion from the Board to adopt a Tobacco Free policy, including chewing and vaping, at all BAT facilities. Motion was made by Ms. Klabish and seconded by Mr. Dutton. Motion passed unanimously.

Item #5 on the Agenda was a presentation by Ms. Sacchetti of BAT's DBE Goal. Ms. Sacchetti stated that BAT's present goal is 6.2% and after review would like to increase the goal to 6.6% for FY 17. Motion was made by Mr. Lynam and seconded by Mr. Dutton to increase the DBE goal to 6.6%. Motion passed.

Next, Mr. Ledoux presented the Board with the FY16 UZA Split Agreement letters. He described the process to distribute \$155,000,000 to 10 grantees. Now that the letter has been submitted to FTA, the signers have access to their federal funds. No action was required of the Board.

Mr. Hegarty informed the Board that the Audit and Finance Committee reviewed the FY16 BAT budget. Mr. Ledoux noted that BAT is under budget and will be utilizing approximately \$300,000 for maintenance, training, DEP related costs as well, etc. BAT will still be under budget in most part due to the rapid decline in fuel costs and the unexpected decline in individuals on health care, and a reduced "head count.". He directed the Board's attention to various line item changes and explained the reasoning behind the adjusted figures. Mr. Ledoux noted the pilot funds services; Rockland, Avon/Stoughton, etc. expire 12/31/16. We hope to obtain funding and will keep the Board informed. The Rockland flex rider service is being studied and in the event BAT does not continue to get state dollars, Avon/Stoughton can be reevaluated for transportation to the vulnerable population vs. general public service. Another change is to increase the Councils on Aging maintenance program from \$25,000 to \$35,000 to expand additional repairs beyond preventive maintenance. BAT will be increasing its labor rate from \$54 per hour to \$61 per hour for contract services. Additionally, BAT has increased layers to its insurance coverage. One layer is protection against "ransomware" that has been experienced by some communities and governmental entities. It is quite costly to get rid of malware, etc. and reinstall programs. Included in the Board package is some information from the Dept. of Justice. BAT will do a risk assessment/IT analysis. The assumption is that most organizations will have some things to focus on to prevent cyber attacks.

The request for state funding represents a 2 ½ percent increase over the prior fiscal year at \$84.1 million for the RTA program. The Governor's Budget was at \$80 million and the

House Budget was level funded at \$82 million. The budget deliberations will be subject to a conference committee and a potential veto by the Governor. We will recommend the budget accordingly if the RTA state contract assistance is reduced and will reflect it in our revenue anticipation note borrowings as well as for cash flow purposes as more information becomes available.

Mr. Hegarty stated that the Audit and Finance Committee recommends receiving the FY16 budget as presented and adopting the FY17 budget as presented. Motion was made by Mr. Lynam, seconded by Mr. Chiocca. Vote was unanimous. Chairman Carpenter signed Resolution #239 adopting the FY17 budget.

Item #7 on the agenda was a review of personnel matters. Mr. Ledoux gave the Board an overview of his goals for the upcoming year. He plans to begin succession planning of higher management both at BAT and the management companies. BAT will begin a marketing campaign including print media and redesigning paint scheme for the new fixed route fleet. He also plans to work with MassDOT to implement some of the projects identified on the CRTP plan. Mr. Hegarty stated that the Finance and Audit Committee reviewed the compensation for the Administrator and the CFO. The committee is making three recommendations.

1. To increase the Administrators salary by 4.5%;
2. To increase the CFO's salary by 4.0% effective July 1; and
3. Effective 1/1/17 to reduce the number of sick days from 12 to 10 days per year.

Mayor Carpenter asked for a motion from the floor to adopt the recommendations of the Audit and Finance Committee. Mr. Dutton made the motion and it was seconded by Mr. Chiocca. There were no objections and all of the recommendations presented by the Audit and Finance Committee passed unanimously.

Mr. Ledoux thanked the committee for its support and stated that the reduction in sick days was to keep BAT's benefits below those established by the state. He reminded the Board that at a previous meeting they adopted capping sick day buy backs at 120 days which is well below the 1,000 day cap that the Governor may seek to have instituted for state agencies.

Mr. Hegarty made the recommendation to take the responsibilities of the previous Compensation Committee, which includes acceptance of the annual Audit on behalf of the Board, and transfer them to the Audit and Finance Committee. Motion was made by Mr. Lynam and seconded by Mr. Chiocca.

Under Agenda #8, property disposition was discussed. Mr. Ledoux reminded the Board of the two vehicles that are currently at RIPTA. BAT will dispose of those vehicles to RIPTA for about \$1,500 each. They are 17 to 20 years old and well beyond their useful life. Additionally there were a number of parts for those vehicles but RIPTA was not

interested in those. They have been put on Public Surplus for auction and will be disposed along with old parts for the paratransit fleet.

BAT plans to continue with its driver training for CDL licensing. BAT will start an advertising campaign on 7/1 on the paratransit fleet to help recruit interested parties. Value of the training is approximately \$2,000. Mr. Ledoux invited the member communities to take part in the program if they had any COA driver needs for larger paratransit vehicles. He also reminded the Board that First Aid and CPR training are also available for their COA drivers.

Mr. Ledoux directed the Board's attention to the draft schedule for future meetings in FY17.

Motion was made by Mr. Lynam and seconded by Mr. Dutton to adjourn the meeting. Motion passed and meeting adjourned.

Respectfully submitted,



Kathy Riddell
Grants Manager/Compliance