

# BROCKTON AREA TRANSIT AUTHORITY

## ADVISORY BOARD MEETING AGENDA

11:00 am, Thursday, October 18, 2018

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1. **Welcome**
2. **Public Comments**
3. **Minutes – May 24, 2018** *M.BC*
4. **Audit and Finance Committee Report**
  - i. FY2018 Audit *FH*
  - ii. Triennial Report *RGL*
  - iii. State Audit *RGL*
5. **Service Update** *KF*
  - i. Ridership
  - ii. Performance Dashboard
6. **Financial Update** *LAS*
  - i. FY2019 Budget Update
  - ii. Assessments
  - iii. Ethics Training
7. **Deputy Administrators Report** *ML*
  - i. Technology Assessment
  - ii. UBER/LYFT Study
8. **Administrator’s Report** *RGL*
  - i. NETS-First Transit Update
  - ii. Succession Planning-Audit and Finance Committee
  - iii. Rail Vision
  - iv. Task Force on RTA Performance and Financing
    - a. Amazon, BSU, Stoughton, Ashmont, Technology
  - v. Property Disposition
9. **Old Business / New Business** *M.BC*
  - i. Items Not Reasonably Anticipated to be Discussed
  - ii. Meeting Schedule
    - December 13, 2019 Thursday, 11:00 am
    - January 17 , 2019, Thursday, 11:00 am
    - April 11, 2019, Thursday, 11:00 am
    - May 30, 2019, Thursday, 11:00 am
10. **Adjourn** *M.BC*

*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. The items listed are those reasonably anticipated, which may be discussed at the meeting at last forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*



## MINUTES OF THE MEETING OF THE BAT ADVISORY BOARD

October 18, 2018

In Attendance:

Frank Hegarty, Town of Avon	Stanley Zoll, Stoughton
Michael Dutton, Town of Bridgewater	Charlie Kilmer, Old Colony Planning Council
Tobias Cowans, City of Brockton	Reinald G. Ledoux, Jr., Administrator
Noreen O'Toole, Town of Stoughton	Michael Lambert, Deputy Administrator
Eldon Moreira, Town of West Bridgewater	Kelly Forrester, Manager of Transit Operations
Frank Lynam, Town of Whitman	Linda Sacchetti, Chief Financial Officer
Cathie Klabish, AFL-CIO Representative	Kathy Riddell, BAT
Richard Downs, Rider Representative	Allen Karon, customer
	Judith Gangel, customer

The meeting was called to order at 11:00 AM by Mr. Hegarty. He welcomed everyone. Mr. Ledoux introduced BAT's newest employee, Sylvie DaSilva, to the Board and gave a description of some of her responsibilities and noted how valuable her contribution to BAT will be as a bi-lingual individual. Additionally, Mr. Zoll was introduced. He is expected to be the representative from the town of Stoughton but BAT has not yet received his delegate authorization letter.

Mr. Hegarty asked if there was anyone who wanted to make public comment. Mr. Allen Karon, from the town of Canton, provided public comment. He asked about increased frequency of the Stoughton route to the BAT Centre. He also wanted to reiterate a request for Sunday and evening service in Stoughton. Mr. Karon is also requesting to receive (via email) updates on ridership information. Mr. Ledoux stated that Mr. Karon could receive those updates by following the "freedom of information" request process. In addition, Mr. Karon had a complaint on the lateness of a Stoughton bus. Ms. Forrester took down the information and will follow up.

Mr. Downs asked if Stoughton would ever have Sunday service. Mr. Ledoux stated that at this time, it is not in any plan. Mr. Kilmer asked to address the Board. He wanted to publicly thank BAT, the City of Brockton and School Dept. for their cooperative efforts in the bicycle, pedestrian safety group. He also complimented BAT on its "distracted driver" advertisements.

Mr. Hegarty asked for a motion to approve the Advisory Board Minutes of May 24, 2018. A motion was made by Mr. Lynam and seconded by Mr. Dutton. Minutes was unanimously approved.

Next was a presentation of the Audit and Finance Committee Report. Mr. Hegarty informed the Board that the committee met and received BAT's FY18 Audit. He stated that he was duly impressed with the results of the audit and attributed it to the hard work and diligence of the finance department. The two audit documents were included in the Board package. He also directed the Board's attention to page 19 #7 of the financial statements which denotes BAT's reserves in the

amount of \$886,000. The Extraordinary Reserve is funded to its maximum but the Stabilization fund can continue to be increased by up to 15% of total revenues. BAT's OPEB fund is 80% funded. It has been the Board's position to fund OPEB to between 80% - 85%.

Mr. Ledoux noted an issue with the paratransit operator's ability to present a balance sheet. Request was made a year ago and the management company is still unable to produce the document. More information and actions to be taken will be addressed later in the meeting. Another issue that came to light at a risk management workshop was cyber security and USB data exporting and corrupted data. It was suggested that all USB ports be eliminated. Going forward, action will be taken regarding the paratransit contractor and USB ports.

Regarding the Triennial Review, Mr. Ledoux explained the process and stated that no deficiencies were found. The letter from FTA was provided to members of the Board.

Regarding the State Audit, Mr. Ledoux noted two findings. The first was in regards to open checkbook. The office of the Controller General was very helpful in assisting BAT with the CTHRU system to attain compliance. The second finding was regarding unassigned support vehicles not having logs denoting who was using vehicle, odometer readings and destinations. BAT now has a policy in place to address the usage of unassigned non-revenue vehicles. Mr. Lynam made the motion and Mr. Dutton seconded the motion to accept the report of the Audit Committee.

Next on the agenda was a service update. Ms. Forrester directed the Board's attention to the ridership reports. When the fare increase was first implemented, ridership was predicted to be down approximately 5.1%. However, fixed route ridership only decreased 1% for July through September and DIAL-A-BAT decreased 2.3% for the same period. Under performance measures, Mr. Ledoux gave the Board a synopsis of BAT's strategic planning meeting that took place in Wareham. Discussions at the meeting centered around technology and realignment/tweaking of some of the performance metrics goals. Mr. Lynam made a motion and it was seconded by Mr. Dutton to accept and approve the performance metrics as presented.

Ms. Sacchetti provided an update to BAT's financial picture. The FY19 budget reflects rising fuel prices and slightly declining farebox revenues. BAT entered into a fuel contract at \$2.39 through March 2019. Ms. Sacchetti noted that Avon/Stoughton and Rockland Community Transit Grants were approved and will continue through 12/31/19. She also noted that BAT saved \$60,000 in its contract with a new insurance carrier. Mr. Lynam made the motion and Mr. Dutton seconded the motion to accept the financial report of the CFO. All were in favor.

Ms. Sacchetti then presented the Board with the 2018 assessments. Mr. Lynam made the motion and Mr. Dutton seconded the motion to accept the assessments as presented. Motion passed unanimously.

Mr. Ledoux informed the Board that state ethics training has been completed by BAT and that Board members are also required to take part in the on-line training every two years. The Board was asked to submit their training documentation as soon as possible.

Mr. Lambert gave the Board a presentation on technology expenses incurred by the organization. The presentation depicts the current levels of spending and discussed the opportunities for saving as well as risks involved. Mr. Ledoux gave the Board an overview of the electric bus project in Worcester and some of the problems they are experiencing. Most of the problems are due to poor planning for backup of buses out of service and the obstacles that are being met with repairs. Mr. Lambert went on to point out how BAT's technology dollars were being spent and that fixed route operations accounted for the majority of spending.

Mr. Downs informed the group that, as a blind individual, he is highly dependent on the voice annunciators. Mr. Ledoux explained that they are set to make an announcement at major intersections not every bus stop.

Mr. Lambert continued his report on a UBER/LYFT study and the number of trips being provided in Brockton by these private carriers which amount to 4.5 trips per resident. In Stoughton, 2.5 trips per resident are provided through UBER and LYFT. The state is providing funding for BAT to look at the ride-share service to determine the unmet needs in the region. As BAT moves forward, the Board will be kept informed of the findings.

Mr. Hegarty reopened the public comment period to accommodate a late arriving individual. Ms. Judith Gangel wanted to comment on a gap in the connection to the MBTA in Avon center and BAT's service to the Avon Walmart. Her husband is disabled and works at Walmart. He is unable to walk the distance between the two services and needs to pay \$25 for a taxi ride when she is unable to drive him. She is requesting that BAT facilitate service to fill that gap in service.

Mr. Ledoux provided the Board with the Administrator's Report. First was to inform the Board that the owner of NETS (BAT's paratransit operator) is planning to assign the contract to First Transit. Mr. Blondin is no longer in the area. Mr. Stevenson stated that there are several additional benefits to the assignment to First Transit in addition to providing a balance sheet. He stated that no one receiving services would notice a change. BAT owns everything and the management company runs the service. There are no financial implications/complications to the assignment and parties have agreed to conditions verbally. Contract should be in place within a few days with transition being complete in a matter of weeks.

Under Succession Planning, Mr. Ledoux wanted to reaffirm that the Audit and Finance Committee, which also serves as the Compensation Committee, shall be responsible for succession planning efforts related to the Administrator. Mr. Lynam made a motion, in an effort to provide for good governance, and the motion was seconded by Mr. Dutton that the Audit and Finance Committee shall be responsible for succession planning efforts. All were in favor.

Mr. Ledoux informed the Board that he and Pat Ciaramella, Director of the Old Colony Planning Council, are taking part in the Rail Vision meetings planning out to 2040 to prepare for the future of commuter rail service including capital needs and infrastructure. Additionally, Mr. Ledoux is part of the Task Force on RTA Performance and Financing. Meetings take place weekly and intend to tie

performance measures to funding. The Task Force is assigned with the responsibility of facilitation of \$4,000,000 in state funds through a competitive application process. RFP will be issued shortly. BAT is contemplating a number of ideas for the application including transportation to Amazon in Stoughton, increased BSU service, additional Stoughton and Ashmont trips and technology such as automated passenger counters.

Mr. Ledoux informed the Board that BAT is disposing of a number of vehicles and hopes to have the property removed from the maintenance facility before snow arrives. The Brockton Council on Aging has requested a used vehicle and Mr. Lambert is hoping to make progress in that regard in the next couple of weeks. Mr. Lynam made a motion and it was seconded by Mr. Dutton to accept the Administrator's Report.

Under New Business, Mr. Ledoux informed the Board that an individual filed an MCAD complaint against BAT regarding fare discrimination. The complainant feels that BAT is charging people of color more for Ashmont trips than it charges white people.

BAT has been awarded a Community Transit Grant to continue Stoughton/Avon service. Beginning 1/1/19, BAT will provide that service only to disabled (ADA) individuals that are outside the ADA Avon/Stoughton corridor in those communities. Funding to continue Rockland service has also been awarded.

BAT will be making a voluntary vision care plan available through Mass Municipal Health Group.

BAT has five (5) vans in the process of being delivered to five area councils on aging.

As was previously discussed and approved at a prior meeting, Mr. Ledoux will be travelling to Cape Verde as part of a diversity and education program with BSU. Mr. Ledoux asked if there were any questions or objections and there were none.

Next meeting would be held on December 13, 2018. There being no other Old/New Business, Mr. Lynam made a motion to adjourn which was seconded by Mr. Dutton. Meeting adjourned.

Respectfully submitted,

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Kathy Riddell