

October 18, 2022
GATRA Advisory Board Meeting Minutes
Taunton City Hall, 15 Summer Street
Taunton, MA 02780
and Zoom Link for Advisory Board

Mayor O'Connell called the meeting to order at 2:05 p.m. Roll call attendance was taken:

Carver (1.61) Connie Kelly	Norfolk (2.24) Karen Edwards
Duxbury (2.25) Joanne Moore	Pembroke (2.53) Gretchen Emmetts
Hanover (3.57) Tammy Murray	Plainville (1.29) Brenda Watkinson
Lakeville (1.59) Kelly Howley	Plymouth (5.33) Derek Brindisi
Mansfield (2.80) Kevin Dumas	Scituate (2.32) Linda Hayes
Medway (1.96) Courtney Riley	Taunton (5.49) Shaunna O'Connell
Middleboro (2.79) Mark Germain	Wareham (3.20) Alan Slavin

1. Minutes of the September 21, 2022 Advisory Board Meeting

Mayor O'Connell asked for a motion to approve the minutes. Alan Slavin made the motion to approve, Brenda Watkinson seconded. A roll call vote was taken:

Carver (1.61) Connie Kelly-aye	Pembroke (2.53) Gretchen Emmetts-aye
Duxbury (2.25) Joanne Moore-aye	Plainville (1.29) Brenda Watkinson-aye
Hanover (3.57) Tammy Murray-aye	Plymouth (5.33) Derek Brindisi-aye
Lakeville (1.59) Kelly Howley-aye	Scituate (2.32) Linda Hayes-aye
Mansfield (2.80) Kevin Dumas-aye	Taunton (5.49) Shaunna O'Connell-aye
Medway (1.96) Courtney Riley-aye	Wareham (3.20) Alan Slavin-aye
Middleboro (2.79) Mark Germain-aye	
Norfolk (2.24) Karen Edwards-aye	

Motion to passed.

2. Administrators report

The October Administrators report along with the monthly civil rights report was sent to the board. The heavy focus this month is on the triennial report we received and what GATRA will need to do to address the deficiencies identified.

GATRA is going for out for bid on the management company contract for our transit operations. Our current management company did not submit a bid. GATRA will have a new management company in January.

GATRA is actively looking for staff. The Grants Manager position is still open. GATRA has a Bristol County Co-op student starting next month and we will be talking with UMASS so we may be seeing some interns from there.

Mary Ellen thanked those that volunteered for the by law committee. The committee has been sent the current bylaws and will be meeting in November to review the by laws and will make recommendations to the Board.

Mayor O'Connell asked for motion to include the administrators report in the minutes. Alan Slavin moved, Brenda Watkinson seconded. A roll call vote was taken:

Carver (1.61) Connie Kelly-aye
Duxbury (2.25) Joanne Moore-aye
Hanover (3.57) Tammy Murray-aye
Lakeville (1.59) Kelly Howley-aye
Mansfield (2.80) Kevin Dumas-aye
Medway (1.96) Courtney Riley-aye
Middleboro (2.79) Mark Germain-aye
Norfolk (2.24) Karen Edwards-aye

Pembroke (2.53) Gretchen Emmetts-aye
Plainville (1.29) Brenda Watkinson-aye
Plymouth (5.33) Derek Brindisi-aye
Scituate (2.32) Linda Hayes-aye
Taunton (5.49) Shaunna O'Connell-aye
Wareham (3.20) Alan Slavin-aye

Motion to passed.

3..Triennial Review Findings and Corrective Action.

Mary Ellen reported that every 3 years the Federal Government through the FTA conducts a triennial audit. The FTA is looking at the GATRA operation and assessing whether GATRA is following the 23 areas identified in the triennial by the FTA. This process began in March and was completed in September. GATRA has just received the report. The FTA had some significant concerns with oversight and GATRA's ability to properly manage Federal funding . A lot of emphasis was on reporting, working with the Board and Board oversight, procurement and Disadvantaged Business Enterprise (DBE). GATRA is working with the FTA to create a plan to address those deficiencies and it has been submitted to the FTA. Mary Ellen has an initial meeting with FTA. These deficiencies will take some time to be corrected. GATRA will need to show the FTA that the management in position now has the ability to create the oversight needed for these programs. Some deficiencies we will be able to finish by this calendar year. Most of the deficiencies identified have been be slated for completion by June 30, 2023. This will allow GATRA to not only have a plan in place, but prove to the FTA we can successfully implement that plan. GATRA will be preparing a lot of documentation to be sent to the Federal Government over the next 6-8 months. In the coming months we will be doing board orientation training, updating the by laws and addressing some of the issues that have been identified. The Board will be seeing implementation very shortly.

Mayor O'Connell thanked Mary Ellen for addressing this so quickly. Everyone here knows that this a huge undertaking and appreciates the work being done to address these issues.

4. Financial Review.

Dan Burgess's report has been sent to the board\ . It is a summary to show current state of the financials. Transit operations and the brokerage operations have been broken out. This separation is to further emphasize the segregation between the HST Brokerage Contract and all of the other transit operations.

Dan explained the HST Brokerage is a contract that we have with the Massachusetts Executive Office of Health and Human Services to provide medical transportation for eligible Mass Health

clients in Southeastern Massachusetts and Cape Cod. We are currently running a \$121,000 surplus. It is important to emphasize that this contract is level funded for 5 years starting FY21. It is GATRA's intention in the early years to try to conserve resources and revenue knowing that in the later years of the contract, costs will increase and the management fee will not. We will plan conservatively, to offset costs later

The transit operations are the fixed route and demand response included are the administrative costs for those services. Also included here is the commuter rail operation in Attleboro, where GATRA oversees the management of the parking lot.

Mayor O'Connell asked if there were any questions, hearing none, asked for a motion to adjourn. Alan Slavin moved, Brenda Watkinson seconded. A roll call vote was taken:

Carver (1.61) Connie Kelly-aye
Duxbury (2.25) Joanne Moore-aye
Hanover (3.57) Tammy Murray-aye
Lakeville (1.59) Kelly Howley-aye
Mansfield (2.80) Kevin Dumas-aye
Medway (1.96) Courtney Riley-aye
Middleboro (2.79) Mark Germain-aye
Norfolk (2.24) Karen Edwards-aye

Pembroke (2.53) Gretchen Emmetts-
aye
Plainville (1.29) Brenda Watkinson-aye
Plymouth (5.33) Derek Brindisi-aye
Scituate (2.32) Linda Hayes-aye
Taunton (5.49) Shaunna O'Connell-aye
Wareham (3.20) Alan Slavin-aye

Motion to passed.

The meeting adjourned at 2:30.

**GATRA Advisory Board
Monthly Civil Rights Report
October 2022**

Title VI

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. The Federal Transit Administration works to ensure nondiscriminatory transportation in support of our mission to enhance the social and economic quality of life for all Americans. The FTA is responsible for monitoring FTA recipients' Title VI programs and ensuring their compliance with Title VI requirements.

The GATRA current Title VI Plan was submitted to FTA in March of 2021. It is now in concurrence and valid through March 31, 2024. No Change.

EEO (Equal Employment Opportunity)

The Federal Transit Laws, 49 U.S.C. 5332(b), provide that "no person in the United States shall on the grounds of race, color, religion, national origin, sex, or age be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any project, program or activity funded in whole or in part through financial assistance under this Act." This applies to employment and business opportunities and is considered to be in addition to the provisions of Title VI of the Civil Rights Act of 1964.

The current EEO Plan for the operator PMT was submitted to GATRA in July and reviewed by the Director of Administration. The plan has been reviewed and the sign-off has been submitted to FTA.

DBE (Disadvantaged Business Enterprise)

The DBE Program seeks to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs and to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts. FTA is responsible for monitoring FTA recipients' DBE programs and ensuring their compliance with DOT's DBE regulations found at 49 CFR Part 26.

The GATRA current DBE Goal Plan (FFY21-23) was submitted to FTA in October 2020 and is awaiting concurrence from FTA. GATRA will begin to form the new plan during early 2023. The most recent semi-annual report was submitted on June 1 and is under FTA review. The next semi-annual report is due December 1.

Environmental Justice

Environmental justice is a requirement that the GATRA must engage the public whenever there is a major project or route change.

GATRA is constantly working to increase public participation, and if any public input is needed, it will be conveyed to the Board as part of this report.

FY 2023 Actuals
July-August (Unaudited)

Transit Operations

OPERATING REVENUE:

Farebox	
Fixed Route	59,582
Demand Reponse	61,522
Other Revenue	169,888
TOTAL REVENUE:	290,992

OPERATING EXPENSE:

TRANSIT OPERATIONS:

SUBTOTAL, TRANSIT OPERATIONS: 2,217,061

ADDITIONAL COSTS OF SERVICE:

Fuel	259,194
Insurance	185,515
Management Fees (TransDev & SPPlus)	94,357
Materials & Supplies	12,442
Utilities	12,257
Other	3,575

SUBTOTAL, ADDITIONAL COS: 567,339

TOTAL OPERATING EXPENSE: **2,784,400**

GATRA ADMINISTRATION: 326,248

NET COST OF SERVICE: **2,819,656**

ANTICIPATED FEDERAL, STATE, & LOCAL:

Federal Grants	1,306,347
State Contract Assistance	713,782
Local Assessment	799,528
Total ANTICIPATED FEDERAL, STATE, & LOCAL:	<u>2,819,657</u>

NET COST OF SERVICE IS EXCESS OF FUNDING: -

-0

**Fiscal Year 2023 Actuals
July-August (Unaudited)**

HST Brokerage

OPERATING REVENUE:

Contract Income	9,841,266
Management Fee	500,000

TOTAL REVENUE: 10,341,266

OPERATING EXPENSE:

Purchased Transportation Services	9,903,504
Administration	296,759

TOTAL OPERATING EXPENSE: 10,200,263

NET SURPLUS / (DEFICIT): 141,003

**GATRA Advisory Board
Administrator's Report
October 2022**

Triennial Update:

The Triennial Review focused on GATRA's compliance in 23 areas. As part of this year's Triennial Review of GATRA, the FTA incorporated Enhanced Review Modules in the Technical Capacity and Procurement areas. The purpose of an Enhanced Review Modules is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. Deficiencies resulting from the Enhanced Review Modules are presented in the Technical Capacity and Procurement areas of this report. Deficiencies were found in the area(s) listed below.

Review Area	Deficiencies	
	Code	Description
2. Financial Management and Capacity	F6-3	Single Audit submission deficient, including late submission
3. Technical Capacity-Award Management (TC-AM)	TC-AM 5-1	Inactive award/untimely closeouts
	TC-ERM 1-1	Governing body not fully informed of requirements of state and local law or adequately performing its legal and fiduciary responsibilities
5. TC – Project Management (TC-PjM)	TC-PjM 1-1	Delay/cost overrun due to project implementation
9. Procurement (P)	P1-4	Procurement policies and procedures not followed
	*P4-2	No verification that excluded parties are not participating/ no requirement for prime contractor to flow down exclusion requirements to lower tier
	P11-1	Missing FTA clauses
	P12-3	Buy America provisions not in solicitation and/or contract
10. Disadvantaged Business Enterprise (DBE)	DBE3-1	DBE goal submitted late
	*DBE12-1	Insufficient documentation of monitoring DBE compliance of contractors
	*DBE12-4	Recipient not ensuring prompt payment
13. ADA – Complementary Paratransit (ADA-CPT)	ADA-CPT2-1	Presumptive eligibility deficiencies

** Denotes repeat finding*

Next Steps:

GATRA has presented a plan to the FTA to address these deficiencies. Parts of this plan includes :

- adding a step in to have both the CFO and Administrator notified that the single audit is ready and have added a sign-off for submission within 10 days of board approval.
- working with FTA and MBTA to create a plan for the current funding that is in federal system to close out these grants.
- A board presentation and Board handbook outlining the roles and responsibilities along with a high-level overview of the operations of the Authority will be created for annual review
- A Procurement coversheet contains a checklist of requirements for the particular level of procurement will be combined with a Procurement Tracking Sheet where procurements are assigned an ID #. This sheet will be provided to FTA for them to then request which procurements they would like to review.
- DBE goal setting will be a collaborative effort between the DBE Liaison and the Administrator to ensure timely submission of goals and reports.

Operations:

GATRA received three responses to the Management Request for Proposals. The current management company did not respond, so there will be a new Management Company in January. The review team is going through the proposals now and will hold interviews with each company and their proposed General Managers in late October. The plan is to award the contract in mid-November.

Personnel:

Currently, there are three openings for Call Takers in the Brokerage section and the Grants Manager position in the Administration section. The Authority is also looking to partner with Bristol Plymouth Regional Technical School for a cooperative opportunity for a student to work with the Facilities Manager.

Financials:

The CFO will be presenting the August financials. Over the next several months, you may see small changes to the way this information is presented as the Authority works to implement new financial software. This will allow the Authority to effectively generate financial information for Board review on a monthly basis.