

**GATRA Advisory Board Meeting
November 16, 2022 – 1:00 p.m.
Taunton City Hall, 15 Summer Street, Taunton MA
And Zoom Link for Advisory Board**

Mayor O’Connell called the meeting to order at 1:15 p.m. Roll call attendance was taken. Present were:

Berkley (1.38) Dean Larabee	Plainville (1.29) Brenda Watkinson
Dighton (1.15) Anabela Powell	Raynham (2.06) Erin Medeiros
Duxbury (2.25) Joanne Moore	Rehoboth (1.21) Bradley Marshall
Franklin (2.35) Cobi Frongillo	Scituate (2.32) Linda Hayes
Lakeville (1.59) Kelly Howley	Seekonk (2.11) Brittany Faria
Mansfield (2.80) Kevin Dumas	Taunton (5.49) Shaunna O’Connell
Marshfield (3.04) Greg Guimond	Wareham (3.20) Alan Slavin
Middleboro (2.79) Mark Germain	Wrentham (1.92) Janet Angelico
Norfolk (2.24) Karen Edwards	ADA Advocate (1.0) Michael Raymond

1. Minutes of the October 18, 2022 Advisory Board Meeting

The first item on the agenda is approval of the minutes of October 18, 2022. Mayor O’Connell asked if there was any discussion. Hearing none the Mayor called for a motion to approve the minutes. Alan Slavin moved, Mark Germain seconded. A roll call vote was taken:

Berkley (1.38) Dean Larabee aye	Raynham (2.06) Erin Medeiros aye
Dighton (1.15) Anabela Powell aye	Rehoboth (1.21) Bradley Marshall aye
Duxbury (2.25) Joanne Moore aye	Scituate (2.32) Linda Hayes aye
Franklin (2.35) Cobi Frongillo aye	Seekonk (2.11) Brittany Faria abstain
Lakeville (1.59) Kelly Howley aye	Taunton (5.49) Shaunna O’Connell aye
Mansfield (2.80) Kevin Dumas aye	Wareham (3.20) Alan Slavin aye
Marshfield (3.04) Greg Guimond aye	Wrentham (1.92) Janet Angelico abstain
Middleboro (2.79) Mark Germain aye	ADA Advocate (1.0) Michael Raymond abstain
Norfolk (2.24) Karen Edwards aye	
Plainville (1.29) Brenda Watkinson aye	

Motion passed.

2. Administrators report

The November Administrators report along with the monthly civil rights update was sent to the board. Mary Ellen pointed out a few key items. We are working on the first of our deficiencies identified in the triennial report starting today with the Advisory Board. We will provide an informational PowerPoint on GATRA and have distributed an Advisory

Board Orientation Manual to all members. This information will give you all the information about what GATRA is and your role as an Advisory Board Member.

Mary Ellen also included an update on the bylaw committee progress. The new bylaws will be presented to the Advisory Board at an upcoming meeting.

Lastly, Mary Ellen proposed to cancel the December Meeting. Mary Ellen will send the monthly Administrators report, Civil Rights report and Financial report.

Mayor O'Connell asked motion to include the Administrator's report and the Civil Rights report into the minutes. Greg Guimond moved, Brenda Watkinson seconded. A roll call vote was taken:

Berkley (1.38) Dean Larabee aye
Dighton (1.15) Anabela Powell aye
Duxbury (2.25) Joanne Moore aye
Franklin (2.35) Cobi Frongillo aye
Lakeville (1.59) Kelly Howley aye
Mansfield (2.80) Kevin Dumas aye
Marshfield (3.04) Greg Guimond aye
Middleboro (2.79) Mark Germain aye
Norfolk (2.24) Karen Edwards aye

Plainville (1.29) Brenda Watkinson aye
Raynham (2.06) Erin Medeiros aye
Rehoboth (1.21) Bradley Marshall aye
Scituate (2.32) Linda Hayes aye
Seekonk (2.11) Brittany Faria aye
Taunton (5.49) Shaunna O'Connell aye
Wareham (3.20) Alan Slavin aye
Wrentham (1.92) Janet Angelico aye
ADA Advocate(1) Michael Raymond aye

Motion passed.

3. Financial Review

Dan Burgess reported that September farebox revenue was higher than expected. Dan pointed out higher than expected expenses for both Administration and Brokerage. This is due to an extra payroll in September.

Mayor O'Connell asked for a motion to include this report into the minutes, Greg Guimond moved, Brenda Watkinson seconded. A roll call vote was taken.

Berkley (1.38) Dean Larabee aye
Dighton (1.15) Anabela Powell aye
Duxbury (2.25) Joanne Moore aye
Franklin (2.35) Cobi Frongillo aye
Lakeville (1.59) Kelly Howley aye
Mansfield (2.80) Kevin Dumas aye
Marshfield (3.04) Greg Guimond aye
Middleboro (2.79) Mark Germain aye
Norfolk (2.24) Karen Edwards aye

Plainville (1.29) Brenda Watkinson aye
Raynham (2.06) Erin Medeiros aye
Rehoboth (1.21) Bradley Marshall aye
Scituate (2.32) Linda Hayes aye
Seekonk (2.11) Brittany Faria aye
Taunton (5.49) Shaunna O'Connell aye
Wareham (3.20) Alan Slavin aye
Wrentham (1.92) Janet Angelico aye
ADA Advocate(1) Michael Raymond aye

Motion passed.

4. GATRA Overview and Board Orientation manual

Mary Ellen presented the GATRA PowerPoint presentation. This information is to tell the FTA that we go over the roles and responsibilities of the Advisory Board annually. This will be updated as needed.

Mayor O'Connell asked for a motion to include GATRA PowerPoint and Board Orientation manual into the minutes. Greg Guimond moved, Brenda Watkinson seconded. A roll call vote was taken:

Berkley (1.38) Dean Larabee aye	Plainville (1.29) Brenda Watkinson aye
Dighton (1.15) Anabela Powell aye	Raynham (2.06) Erin Medeiros aye
Duxbury (2.25) Joanne Moore aye	Rehoboth (1.21) Bradley Marshall aye
Franklin (2.35) Cobi Frongillo aye	Scituate (2.32) Linda Hayes aye
Lakeville (1.59) Kelly Howley aye	Seekonk (2.11) Brittany Faria aye
Mansfield (2.80) Kevin Dumas aye	Taunton (5.49) Shaunna O'Connell aye
Marshfield (3.04) Greg Guimond aye	Wareham (3.20) Alan Slavin aye
Middleboro (2.79) Mark Germain aye	Wrentham (1.92) Janet Angelico aye
Norfolk (2.24) Karen Edwards aye	ADA Advocat (1) Michael Raymond aye

Motion approved.

5. Executive Session

Mayor O'Connell asked for motion to go into Executive Session, Kevin Dumas Moved to go into Executive Session for:

- Approval of Executive Session Minutes of June 23, 2022 (G.L. c. 30A, §21(a)(7), pursuant to G.L. c. 30A, §22(f))

and to invite Dan Burgess, Mary Ellen DeFrias and Nancy Foley

and to adjourn from Executive Session and not reconvene in open session

Greg Guimond seconded. A roll call vote was taken

Berkley (1.38) Dean Larabee aye	Middleboro (2.79) Mark Germain aye
Dighton (1.15) Anabela Powell aye	Norfolk (2.24) Karen Edwards aye
Duxbury (2.25) Joanne Moore aye	Plainville (1.29) Brenda Watkinson aye
Franklin (2.35) Cobi Frongillo aye	Raynham (2.06) Erin Medeiros aye
Lakeville (1.59) Kelly Howley aye	Rehoboth (1.21) Bradley Marshall aye
Mansfield (2.80) Kevin Dumas aye	Scituate (2.32) Linda Hayes aye
Marshfield (3.04) Greg Guimond aye	Seekonk (2.11) Brittany Faria aye

Taunton (5.49) Shaunna O'Connell aye
Wareham (3.20) Alan Slavin aye

Wrentham (1.92) Janet Angelico aye
ADA Advocate (1) Michael Raymond aye

Motion passed.

Meeting adjourned at 1:25

GATRA Advisory Board Administrator's Report November 2022

Triennial Update:

GATRA is addressing the first of the deficiencies today by incorporating the Annual Board training into today's meeting. In the future, this training will be held at the September meeting. A Board Handbook has been created and will be available in either hard copy or electronically for all board members.

The Team is also working on the single audit report to ensure for a timely submission as soon as it is approved by the Board. It is anticipated that the audit would be brought to the Audit & Finance committee for their review in December and presented to the full board in January. Work is also on-going to come up with plans to spend down and close out current open grants with the Authority.

GATRA will also be preparing the December DBE report this month, which will be reported out in the December civil rights report.

Operations:

GATRA received three responses to the Management Request for Proposals. Given the timing, a contract extension was signed with the current operator to have them stay on through 1/31/23. This will allow for the new operator to coordinate messages to staff on how the transition will work. Interviews have been held with the respondents and the plan is to award the contract in mid-November.

In anticipation of a new management company and the need for additional space, GATRA has terminated their lease with Bloom and requested that they be out of the facility by the end of the calendar year.

Personnel:

Currently, there are two openings for Call Takers in the Brokerage section, with the potential that both will be filled this month. The Grants Manager position in the Administration section is still open. The Authority has taken on a co-op student from Bristol Plymouth Regional Technical School to work with the Facilities Manager. There will also be an intern from the Honors College at UMass Dartmouth working with the CFO and we are looking for an intern to work with the IT department.

Financials:

The CFO will be presenting the September financials. The Authority has gone out to bid for new Financial reporting software, which is expected to be implemented in the Spring. As the Authority prepares for this conversion, there may be some adjustments to the financials received by the Board.

By-Law Committee:

The By-Law Sub-Committee met last week and completed an initial review of the document. There are a few areas that the staff needs to get further information to the committee before a final version can be brought to the board for approval. It is the hope of the committee that this work would be completed for the Board to review at the January meeting.

Next Meeting:

I would like to propose that we cancel the December Board meeting. There are no major items for the Board to review or approve. The Board would resume meeting in January. The Administrator Report and the October financials will be sent out to the Board in December and questions can be addressed at the January meeting

**GATRA Advisory Board
Monthly Civil Rights Report
November 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-September
(Unaudited)**

		Transit Operations
OPERATING REVENUE:		
Farebox		
Fixed Route		109,018
Demand Reponse		94,328
Other Revenue		247,905
TOTAL REVENUE:		451,251
 OPERATING EXPENSE:		
TRANSIT OPERATIONS:		
	SUBTOTAL, TRANSIT OPERATIONS:	3,325,048
 ADDITIONAL COSTS OF SERVICE:		
Fuel		368,062
Insurance		278,272
Management Fees		141,974
Materials & Supplies		28,955
Utilities		20,435
Other		3,575
	SUBTOTAL, ADDITIONAL COS:	841,273
	TOTAL OPERATING EXPENSE:	4,166,321
GATRA ADMINISTRATION:		552,050
	NET COST OF SERVICE:	4,267,121
 ANTICIPATED FEDERAL, STATE, & LOCAL:		
Federal Grants		1,997,156
State Contract Assistance		1,070,673
Local Assessment		1,199,292
Total ANTICIPATED FEDERAL, STATE, & LOCAL:		4,267,121
 NET COST OF SERVICE IS EXCESS OF FUNDING:		

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

	<u>HST Brokerage</u>
OPERATING REVENUE:	
Contract Income	15,031,912
Management Fee	750,000
TOTAL REVENUE:	<u><u>15,781,912</u></u>
OPERATING EXPENSE:	
Purchased Transportation Services	15,022,876
Administration	533,233
TOTAL OPERATING EXPENSE:	<u><u>15,556,109</u></u>
NET SURPLUS / (DEFICIT):	<u><u>225,803</u></u>