

**GATRA Advisory Board Meeting
January 18, 2023 - 1:00 p.m.
Taunton City Hall, 15 Summer Street, Taunton, MA
And Zoom Link for Advisory Board**

Alan Slavin called the meeting to order at 1:00 p.m. Roll call attendance was taken. Present were:

Bellingham (2.59) Josie Dutil	Norton (2.11) Michael Toole
Berkley (1.38) Dean Larabee	Pembroke (2.53) Gretchen Emmetts
Carver (1.61) Connie Kelly	Plainville (1.29) Brenda Watkinson
Dighton (1.15) Anabela Powell	Plympton (1.0) Colleen Thompson
Duxbury (2.25) Joanne Moore	Raynham (2.06) Erin Medeiros
Hanover 3.57) Tammy Murray	Scituate (2.32) Linda Hayes
Mansfield (2.80) Kevin Dumas	Seekonk (2.11) Brittany Faria
Marshfield (3.04) Greg Guimond	Wareham (3.20) Alan Slavin
Medway (1.96) Courtney Riley	Wrentham (1.92) Janet Angelico
Middleboro (2.79) Mark Germain	ADA Advocate (1.0) Michael Raymond
Norfolk (2.24) Karen Edwards	

Alan welcomed two new Advisory Board members; Michael Toole, Norton and Mayor Jay DiLisio, Attleboro.

1. Minutes of the November 16, 2023 Advisory Board Meeting

The first item on the agenda is approval of the minutes of the November 16, 2023 Advisory Board Meeting. Alan Slavin asked if there was any discussion. Hearing none called for a motion to approve the minutes. Kevin moved to approve; Brenda Watkinson seconded the motion. A roll call vote was taken:

Bellingham (2.59) Josie Dutil abstain	Norton (2.11) Michael Toole aye
Berkley (1.38) Dean Larabee abstain	Pembroke (2.53)G. Emmetts abstain
Carver (1.61) Connie Kelly abstain	Plainville (1.29) Brenda Watkinson aye
Dighton (1.15) Anabela Powell aye	Plympton (1.0) Colleen Thompson aye
Duxbury (2.25) Joanne Moore aye	Raynham (2.06) Erin Medeiros aye
Hanover 3.57) Tammy Murray aye	Scituate (2.32) Linda Hayes aye
Mansfield (2.80) Kevin Dumas aye	Seekonk (2.11) Brittany Faria aye
Marshfield (3.04) Greg Guimond aye	Wareham (3.20) Alan Slavin aye
Medway (1.96) Courtney Riley abstain	Wrentham (1.92) Janet Angelico aye
Middleboro (2.79) Mark Germain abstain	ADA Advocate (1.0) Michael Raymond aye
Norfolk (2.24) Karen Edwards aye	

Motion passed.

2. Administrators report

GATRA's new operator began January 30, 2023. National Express has been awarded the management contract. Kevin requested a brief explanation of this for our new members. Mary Ellen explained that GATRA has for many years managed 3 separate management contracts to cover 3 parts of the GATRA district. It has been difficult to manage three contracts and wanting the service to look the same. When GATRA went out to bid for the new management contract, we asked for 1 contract to cover all three areas. This gives GATRA more continuity of service and makes it more efficient to oversee all of our operations.

GATRA is starting to transition into the Bloom space. This space will include indoor storage and give the possibility or increased space for electric infrastructure.

Mary Ellen reported on some staffing changes. GATRA's Director of Maintenance has resigned to take the position of Administrator of Nantucket Regional Transit Authority. We are looking at staffing needs based on new management and the way we operate service which is becoming more technology based. GATRA is currently looking for an Asset Manager, Outreach Marketing Manager, Assistant IT Manager and a Front Desk Customer Service person.

The By-law committee is going over further recommendations and will bring the proposed new by-laws to the full Advisory Board at the February meeting.

Civil Rights Report

Several times throughout the year GATRA needs to report on Civil Rights to the FTA. This report is now included in the monthly reports to the Board. There have been no changes this month.

Financials

Dan reported that the November Actuals Report is consistent with previous months. Farebox revenue is what we expected. We are still climbing out of the low during Covid. Costs have been consistent on the transit operations side. On the Brokerage side, last month there was a larger surplus. This was really a factor of invoice timing. We expected the surplus. It is a 5-year contract, and we expect our costs will increase. We will need these reserves.

Alan Slavin asked for a motion to include all three reports into the minutes. Kevin Dumas moved to accept the Financial Report, Brenda Watkinson seconded. A roll call vote was taken:

Bellingham (2.59) Josie Dutil aye
Berkley (1.38) Dean Larabee aye
Carver (1.61) Connie Kelly aye
Dighton (1.15) Anabela Powell aye
Duxbury (2.25) Joanne Moore aye
Hanover 3.57) Tammy Murray aye

Mansfield (2.80) Kevin Dumas aye
Marshfield (3.04) Greg Guimond aye
Medway (1.96) Courtney Riley aye
Middleboro (2.79) Mark Germain aye
Norfolk (2.24) Karen Edwards aye
Norton (2.11) Michael Toole aye

Pembroke (2.53)G. Emmetts aye
Plainville (1.29) Brenda Watkinson aye
Plympton (1.0) Colleen Thompson aye
Raynham (2.06) Erin Medeiros aye
Scituate (2.32) Linda Hayes aye

Seekonk (2.11) Brittany Faria aye
Wareham (3.20) Alan Slavin aye
Wrentham (1.92) Janet Angelico aye
ADA Advocate (1.0) Michael Raymond aye

Motion passed.

3. GATRA Safety Plan

Stacy Forte reported the FTA requires GATRA update the Public Transportation Safety Agency Plan each year. This plan maps out our safety plan for a safety culture. A new law was passed under the bipartisan infrastructure bill that requires us to have a committee made up of management and front-line staff that reviews this plan each year before it goes to the Advisory Board for final approval. GATRA formed the Safety Committee last summer. We have had a good response with drivers, mechanics and management working together. This plan has been approved by the Safety Committee The committee will continue to meet throughout the year to work on other safety management issues.

Alan asked for a motion to approve the Safety Plan. Kevin Dumas made a motion to approve the plan as presented. Michael Toole seconded. A roll call vote was taken.

Bellingham (2.59) Josie Dutil aye
Berkley (1.38) Dean Larabee aye
Carver (1.61) Connie Kelly aye
Dighton (1.15) Anabela Powell aye
Duxbury (2.25) Joanne Moore aye
Hanover 3.57) Tammy Murray aye
Mansfield (2.80) Kevin Dumas aye
Marshfield (3.04) Greg Guimond aye
Medway (1.96) Courtney Riley aye
Middleboro (2.79) Mark Germain aye
Norfolk (2.24) Karen Edwards aye

Norton (2.11) Michael Toole aye
Pembroke (2.53)G. Emmetts aye
Plainville (1.29) Brenda Watkinson aye
Plympton (1.0) Colleen Thompson aye
Raynham (2.06) Erin Medeiros aye
Scituate (2.32) Linda Hayes aye
Seekonk (2.11) Brittany Faria aye
Wareham (3.20) Alan Slavin aye
Wrentham (1.92) Janet Angelico aye
ADA Advocate (1.0) Michael Raymond aye

Motion passed.

4. Executive Session

Alan asked for a motion to go into Executive Session. Kevin Dumas made

a motion to go into Exec Session for the purposes of discussing strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the Authority's bargaining or litigating position, and the chair so declares (G.L. c. 30A, §21(a)(3)). and to invite: Dan Burgess, Mary Ellen DeFrias, Nancy Foley and Michele Randazzo and to adjourn from Executive Session and not reconvene in open session. Marc Germain seconded. Kevin requested an amendment to include the approval of Executive Session Minutes of November 16, 2022 (G.L. c. 30A, §21(a)(7), pursuant to G.L. c. 30A, §22(f)). A motion was made by Marc Germain to amend the motion, seconded by Brenda Watkinson. A roll call vote was taken:

Bellingham (2.59) Josie Dutil aye
Berkley (1.38) Dean Larabee aye
Carver (1.61) Connie Kelly aye
Dighton (1.15) Anabela Powell aye
Duxbury (2.25) Joanne Moore aye
Hanover 3.57) Tammy Murray aye
Mansfield (2.80) Kevin Dumas aye
Marshfield (3.04) Greg Guimond aye
Medway (1.96) Courtney Riley aye
Middleboro (2.79) Mark Germain aye

Norfolk (2.24) Karen Edwards aye
Norton (2.11) Michael Toole aye
Pembroke (2.53)G. Emmetts aye
Plainville (1.29) Brenda Watkinson aye
Plympton (1.0) Colleen Thompson aye
Raynham (2.06) Erin Medeiros aye
Scituate (2.32) Linda Hayes aye
Seekonk (2.11) Brittany Faria aye
Wareham (3.20) Alan Slavin aye
Wrentham (1.92) Janet Angelico aye
ADA Advocate (1.0) Michael Raymond ay

Motion passed. Open meeting was adjourned at 1:40 p.m.

**GATRA Advisory Board
Administrator's Report
January 2023**

Triennial Update:

GATRA is working with the auditors to finalize the audit. Once that is set and the board has reviewed and accepted, then that will be sent to the FTA. The rest of the issues identified will be addressed over the next several months.

Operations:

GATRA has been working closely with National Express to ensure the smoothest possible transition of fixed route and demand response services in the GATRA's communities. The transfer will take place on 1/30/23 to coincide with the start of the workweek. GATRA is continuing to work with Bloom to ensure the transition of that part of the property back to GATRA. This new space will allow for more indoor storage space, expanded space for future electrical buildout and will double our maintenance capacity. To coincide with the Operator switch, GATRA has selected Spare to consolidate all Micro Transit Dispatch Software and Demand Response dispatching. We are looking forward to introducing a new app to our riders.

Personnel:

The Director of Maintenance has resigned to take the Administrator position in Nantucket. After evaluating the Authority needs given the changes with the Management Contract, the decision has been made to eliminate this position and instead advertise for an Asset Manager. As part of this assessment of staff changes and needs, it has been determined that the following positions will provide GATRA with the staff capacity to address the changing landscape of transit.

Front Desk

Outreach and Marketing Coordinator

Assistant IT Manager

There are still two openings for Call Takers in the Brokerage section.

Financials:

The CFO has attached the November financials. The Authority is interviewing 2 of the firms and hopes to select a firm next week. The CFO will be convening the Audit and Finance Committee the Week of the 23rd to review the Audit, which will come to the Board for the February meeting.

By-Law Committee:

The By-Law Sub-Committee will need to meet and review the feedback provided by the new legal counsel. It is the hope of the committee to bring this to the Board in February.

Next Meeting:

The next Board meeting will be February 15th at 1 PM at Taunton City Hall and on Zoom.

**GATRA Advisory Board
Monthly Civil Rights Report
January 2023**

Title VI

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 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 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 December 1 and is under FTA review. GATRA is on track with DBE contracting. The next semi-annual report is due June 1.

Environmental Justice

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-November (Unaudited)

Transit Operations

OPERATING REVENUE:

Farebox	
Fixed Route	175,866
Demand Reponse	181,873
Other Revenue	422,227

TOTAL REVENUE: 779,966

OPERATING EXPENSE:

TRANSIT OPERATIONS:

SUBTOTAL, TRANSIT OPERATIONS: 6,021,370

ADDITIONAL COSTS OF SERVICE:

Fuel	575,284
Insurance	463,787
Management Fees	238,569
Materials & Supplies	49,120
Utilities	36,983
Other	4,378

SUBTOTAL, ADDITIONAL COS: 1,368,121

TOTAL OPERATING EXPENSE: 7,389,491

GATRA ADMINISTRATION: 802,652

NET COST OF SERVICE: 7,412,178

ANTICIPATED FEDERAL, STATE, & LOCAL:

Federal Grants	3,628,903
State Contract Assistance	1,784,455
Local Assessment	1,998,820
Total ANTICIPATED FEDERAL, STATE, & LOCAL:	<u>7,412,178</u>

NET COST OF SERVICE IS EXCESS OF FUNDING: -

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

HST Brokerage

OPERATING REVENUE:

Contract Income	25,580,926
Management Fee	1,250,000

TOTAL REVENUE:	26,830,926
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OPERATING EXPENSE:

Purchased Transportation Services	25,435,091
Administration	796,929

TOTAL OPERATING EXPENSE:	26,232,020
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NET SURPLUS / (DEFICIT):	598,906
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