

NANTUCKET REGIONAL TRANSIT AUTHORITY

20 R South Water Street

Nantucket, MA 02554

Phone: 508-325-9571

TTY: 508-325-7516

nrta@nantucket-ma.gov

www.nrtawave.com

AGENDA FOR THE MEETING OF THE NRTA ADVISORY BOARD

March 22, 2017

6:00 P.M.

COMMUNITY ROOM, NANTUCKET POLICE STATION
4 FAIRGROUNDS ROAD
NANTUCKET, MASSACHUSETTS

OPEN SESSION

- I. Public Comment.
- II. Approval of Minutes from the March 15, 2017 Meeting.
- III. Report from the Compensation Committee.
- IV. Approval of FY18 NRTA Administrator's Salary.
- V. Report from Finance and Audit Committee.
- VI. Approval of FY18 Budget.
- VII. Approval of 2017 Fixed Route Operations.
- VIII. Other Business.

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DRAFT

ADVISORY BOARD

Minutes of the Meeting of March 15, 2017. The meeting took place in the Community Room of the Nantucket Police Station, 4 Fairgrounds Road, Nantucket, MA 02554. Members of the Board present were: Jim Kelly, Robert DeCosta, Matt Fee, Rick Atherton, and Dawn Hill Holdgate. Absent was Karenlynn Williams. Chairman Kelly opened the meeting at 6:11 p.m.

Public Comment. There was no public comment.

Approval of Minutes for the September 21, 2016 and December 21, 2016 Meetings.
The minutes were approved by unanimous consent.

Report from Finance and Audit Committee on FY18 Preliminary Budget. Mr. Kelly reported that the FY18 Preliminary Budget is \$1,937,375 in expenses; \$1,033,500 in revenue with local assessment and state contract assistance making up the net cost of service. The budget does not include ferry connector service but does include enhancements to the seasonal service.

Other Business. There being no other business before the board the meeting was unanimously adjourned at 6:14 p.m.

Approved: DRAFT

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TO: NRTA ADVISORY BOARD
FROM: PAULA LEARY, NRTA ADMINISTRATOR
RE: REPORT FROM THE COMPENSATION COMMITTEE
DATE: MARCH 16, 2017

A report from the compensation committee will be presented to the Board.

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF NRTA ADMINISTRATOR FY18 SALARY

DATE: MARCH 17, 2017

I am requesting a 5% cost of living increase for FY18 in the amount of \$4,430 with an annual salary of \$93,016. The FY17 salary is \$88,586.

Thank you for your consideration.

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TO: NRTA ADVISORY BOARD
FROM: PAULA LEARY, NRTA ADMINISTRATOR
RE: REPORT FROM THE FINANCE AND AUDIT COMMITTEE
DATE: MARCH 16, 2017

A report from the finance and audit committee will be presented to the Board.

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TO: NRTA ADVISORY BOARD
FROM: PAULA LEARY, NRTA ADMINISTRATOR
RE: APPROVAL OF FY18 BUDGET
DATE: MARCH 16, 2017

Attached is the NRTA's FY18 for review and approval.

As there were no comments on the FY18 preliminary budget from the finance and audit committee and NRTA Advisory Board meetings on March 15TH. However due to new information on the amount of state contract assistance that amount was increased to the FY17 level of \$488,184, the operating expenses were increased to reflect the \$11,000 difference for the net cost of service increase.

I recommend the Board approve the final FY18 budget.

Thank you.

NRTA FY18 FINAL BUDGET

	FY16 ACTUALS	FY17 APPROVED	FY18 FINAL
Revenue			
Transportation services revenue:Farebox revenue	\$ 426,132.91	\$ 435,000	\$ 440,000
Contract revenue	\$ 3,120.15	\$ 3,500	\$ 3,000
Transportation services revenue:Other income	\$ 1,800.00	\$ 2,500	\$ 2,000
Federal 5311	\$ 535,231.00	\$ 550,000	\$ 530,000
Interest income	\$ 2,059.94	\$ 4,000	\$ 2,500
Other Income	\$ 2,787.50	\$ 7,000	\$ 3,000
Third party reimbursements (private funding)	\$ 137,200.00	\$ 21,000	\$ 53,000
TOTAL REVENUE	\$1,108,331.50	\$ 1,023,000	\$ 1,033,500
Expenses			
Other salaries & wages	\$ 173,317.81	\$ 180,500	\$ 187,000
Fringe benefits	\$ 72,959.10	\$ 65,367	\$ 78,000
Post Employment Benefits	\$ 21,757.00	\$ 25,000	\$ 22,000
Purchased Transportation	\$ 1,322,908.70	\$ 1,294,604	\$ 1,232,000
Legal expense	\$ 191.25	\$ 100	\$ 100
Accounting expense	\$ 48,478.16	\$ 45,000	\$ 50,000
Consulting	\$ 4,009.47	\$ 1,000	\$ 2,000
Auditing expense	\$ 11,547.25	\$ 10,000	\$ 13,500
Outside services	\$ 46,584.80	\$ 35,000	\$ 49,909
Vehicle repairs	\$ 7,901.51	\$ 3,000	\$ 5,000
Fuels and lubricants	\$ 70,218.36	\$ 100,000	\$ 82,525
Tires	\$ 5,066.98	\$ 3,000	\$ 3,000
Parts	\$ 21,146.74	\$ 10,000	\$

			20,000
Vehicle Supplies	\$ 1,418.55	\$ 1,000	\$ 1,000
Miscellaneous maintenance expense	\$ 7,090.02	\$ 3,000	\$ 6,000
Insurance - Vehicle	\$ 79,178.11	\$ 46,000	\$ 85,000
Insurance - Other	\$ 12,871.95	\$ 9,000	\$ 15,000
Utilities	\$ 6,920.91	\$ 5,200	\$ 7,500
Promotion & marketing	\$ 14,669.57	\$ 10,000	\$ 20,000
Miscellaneous operating expense	\$ 1,807.44	\$ 1,000	\$ 1,000
Office supplies and expense	\$ 17,421.31	\$ 10,000	\$ 12,000
Leases	\$ 46,572.16	\$ 47,000	\$ 47,000
Travel	\$ 5,902.84	\$ 10,000	\$ 6,000
Training	\$ -	\$ 400	\$ 250
Uniforms	\$ 44.00	\$ 500	\$ 500
Interest expense	\$ -	\$ 4,500	\$ 3,000
TOTAL EXPENSE	\$1,999,983.99	\$ 1,920,171	\$ 1,949,284
Net Cost of Service		\$ 897,171	\$ 915,784
Local Assessment	\$ 398,943	\$ 417,171	\$ 427,600
State Contract Assistance	\$ 488,184	\$ 480,000	\$ 488,184

TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF 2017 FIXED ROUTE OPERATIONS

DATE: MARCH 17, 2017

Below please find the 2017 level of service for 2017 that is supported by the FY18 budget.

ROUTE/LOOP	DATES	HOURS	HEADWAY
Mid-Island Loop	May 15-June 11 and Sept. 11 -Oct. 9	7 am – 11:30 pm	30 minutes
Mid-Island Loop	Sept. 5 – Sept. 10	7 am – 11:30 pm	15 minutes
Mid Island Loop	June 12- Sept. 4	7 am – 12:00 am	15 minutes
Miacomet Loop	May 15-June 11 and Sept.11-Oct.9	7 am – 11:30 pm	30 minutes
Miacomet Loop	June 12-Sept 4	7 am – 12:00 pm	20 minutes
Miacomet Loop	Sept. 5 – Sept. 10	7 am – 11:30 pm	20 minutes
Madaket Route	May 22-June 18 and Sept.5-10	7 am – 11:30 pm	60 minutes
Madaket Route	June 19– Sept. 4	7 am – 11:30 pm	30 minutes
Sconset via Old South Road Route	May 15 – June 11 and Sept. 5 –Oct 9	7 am – 11:30 pm	60 minutes
Sconset via Old South Road	June 12- Sept. 4	7 am – 12:00 a.m.	60 minutes (11:35 pm and 12:00 am)
Sconset via Milestone Road Route	June 17 – Sept. 4	7:15 am – 7:15 pm	60 minutes
Sconset via Polpis Road Route	June 24 - Sept. 4	10 am – 6 pm	1 hr 20 minutes
Surfside Beach Route	June 19 – Sept. 4	10 am – 6 pm	40 minutes
Jetties Beach Route	June 19 – Sept. 4	10 am – 6 pm	30 minutes
Airport Route	June 17 – Sept. 4	10 am – 6 pm	20 minutes

I recommend the Board the 2017 level of service. Thank you.