

AGENDA FOR THE MEETING OF THE
NRTA ADVISORY BOARD
March 23, 2016
5:45 P.M.
COMMUNITY ROOM, NANTUCKET POLICE STATION
4 FAIRGROUNDS ROAD
NANTUCKET, MASSACHUSETTS

- I. Public Comment.
- II. Approval of Minutes from the March 16, 2016 Meeting.
- III. Report from the Compensation Committee.
- IV. Approval of FY17 NRTA Administrator's Salary.
- V. Report from Finance and Audit Committee.
- VI. Approval of FY17 Budget.
- VII. Approval of 2016 Fixed Route Operations.
- VIII. Other Business.

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ADVISORY BOARD

Minutes of the Meeting of March 16, 2016. 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: Robert DeCosta, Matt Fee, Rick Atherton, Tobias Glidden, and Dawn Hill Holdgate. Absent: Karenlynn Williams. Chairman DeCosta opened the meeting at 6:01 p.m.

Approval of Minutes from the June 24, 2015 and January 6, 2016 Meetings. The minutes of the June 24, 2015 and January 6, 2016 meetings were approved by unanimous consent of the Board.

Report from the Finance and Audit Committee on FY17 Preliminary Budget. Chairman DeCosta reported that for the ferry connector service the Town would contribute and additional \$25,000 and Ms. Leary will continue to seek private funding. The level of service will be dependent on the amount of revenue that can be gotten.

Report of Federal Compliance Review. Ms. Leary reported that the NRTA recently went under a compliance review for federal regulations. The NRTA is a sub-recipient of MassDOT for its federal transit funding. MassDOT is required to conduct compliance reviews of its sub-recipients as a Federal requirement of their triennial review by the Federal Transit Administration. Ms. Leary stated that this is the first time such a review has been conducted by MassDOT. A 58 page package containing 209 questions was provided to the NRTA, which was about 50 hours of work prior to the time spent during the site visit. In addition to answering the questions, materials consisting of various policies and back up documentation were required to be provided in the following areas: project management/grant administration, procurement, disadvantaged business enterprise, equal employment opportunity, asset management, Americans with Disabilities Act, drug and alcohol program, charter bus service, school bus service, intercity bus, service eligibility, nondiscrimination in the delivery of service, and planning and coordination. The compliance review consisted of a desk review of the answers and documents provided prior to the two day site visit. A final report will be issued in the near future.

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Approval of Updated Title VI Rights to Beneficiaries. Ms. Leary stated that during the compliance review a change was necessary to the Title VI Rights of Beneficiaries from “for more information visit the NRTA’s website at www.nrtawave.com” to “for more information on NRTA’s Title VI program visit www.nrtawave.com”. Mr. Atherton moved approval of the change; seconded by Mr. Glidden. So voted.

Approval of Contract Award to VTS of Massachusetts, Inc. for the Operations and Management of the NRTA’s elderly and disabled van service, Your Island Ride. Ms. Leary stated a request for proposal had been issued and VTS has been the operator since 2011 and has provided a high quality and professional service and recommends the Board award the contract to VTS of Massachusetts, Inc. Mr. Atherton moved approval to award the contract for the operations and management of the NRTA’s elderly and disabled van service to VTS of Massachusetts, Inc.; seconded by Mr. Fee. So voted.

Approval of NRTA Procurement Policies and Procedures. Ms. Leary informed the Board that the NRTA’s Procurement Policies and Procedures meet the requirements of Circular 4220.1F for Third Party Contracting under the Federal Transit Administration. Mr. Atherton moved to approve the Procurement Policies and Procedures; seconded by Mr. Fee. So voted.

Other Business. Ms. Leary announced that the Year Round Transit Study is nearing completion and will be presented to the NRTA Advisory Board and Board of Selectmen in a joint meeting on April 13th and that there will be a sneak peek for stakeholders and the public at 10:00 a.m. in the Studio Theater at the Dreamland.

There being no other business before the Board, Mr. Atherton moved to adjourn; seconded by Mr. Fee. So voted.

Approved: **DRAFT**

TO: NRTA ADVISORY BOARD
FROM: PAULA LEARY, NRTA ADMINISTRATOR
RE: REPORT FROM THE FINANCE AND AUDIT COMMITTEE
DATE: MARCH 17, 2016

The Finance and Audit Committee will report on the committee's discussion and recommendation of the NRTA's FY17 Final Budget.

NRTA FY17 FINAL BUDGET

	FY15 ACTUALS	FY16 APPROVED	FY17 FINAL
Revenue			
Transportation services revenue:Farebox revenue	\$ 399,475.94	\$ 435,000	\$ 435,000
Contract revenue	\$ 3,003.90	\$ 7,000	\$ 3,500
Transportation services revenue:Other income	\$ 900.00	\$ 2,000	\$ 2,500
Federal 5311	\$ 531,946.00	\$ 550,000	\$ 550,000
Interest income	\$ 4,002.54	\$ 3,700	\$ 4,000
Fully Funded Staff	\$ 17,550.00	\$ 22,000	\$ 21,000
Other Income	\$ 7,779.91	\$ 6,500	\$ 7,000
Ferry Connector	\$ 206,608.18	\$ 141,505	Included below
Total Revenue without Ferry Connector	\$ 1,171,266.47	\$ 1,167,705	\$ 1,023,000
Ferry Connector*			\$ 280,000
Total Revenue with Ferry Connector			\$ 1,303,000
Expenses			
Other salaries & wages	\$ 175,437.68	\$ 190,000	\$ 180,500
Fringe benefits	\$ 59,169.02	\$ 56,000	\$ 65,367
Post Employment Benefits	\$ 24,297.00	\$ 22,000	\$ 25,000
Purchased Transportation	\$ 1,033,617.38	\$ 1,169,934	\$ 1,294,604
Extended Service Hours	\$ 3,121.72	\$ 41,145	Included in purchased transportation
Ferry Connector	\$ 206,608.18	\$ 141,505	Included below
Legal expense	\$ 61.25	\$ 100	\$ 100
Accounting expense	\$ 39,360.00	\$ 45,000	\$ 45,000
Consulting	\$ 9,077.03	\$ 8,500	\$ 1,000
Auditing expense	\$ 14,616.66	\$ 19,000	\$ 10,000
Outside services	\$ 46,913.37	\$ 42,000	\$ 35,000
Vehicle repairs	\$ (2,044.00)	\$ 3,000	\$ 3,000
Fuels and lubricants	\$ 97,145.69	\$ 119,000	\$ 100,000
Tires	\$ 8,402.17	\$ 5,000	\$ 3,000

Parts	\$ 15,589.70	\$ 19,057	\$ 10,000
Vehicle Supplies	\$ 1,991.69	\$ 1,000	\$ 1,000
Miscellaneous maintenance expense	\$ 3,796.58	\$ 3,000	\$ 3,000
Insurance - Vehicle	\$ 66,072.57	\$ 66,000	\$ 46,000
Insurance - Other	\$ 12,653.63	\$ 18,000	\$ 9,000
Utilities	\$ 5,141.74	\$ 5,700	\$ 5,200
Promotion & marketing	\$ 14,119.10	\$ 10,000	\$ 10,000
Miscellaneous operating expense	\$ 7,402.65	\$ 1,000	\$ 1,000
Office supplies and expense	\$ 14,752.82	\$ 10,000	\$ 10,000
Leases	\$ 46,385.98	\$ 48,000	\$ 47,000
Travel	\$ 11,520.21	\$ 10,000	\$ 10,000
Training	\$ 335.00	\$ 500	\$ 400
Uniforms	\$ 968.00	\$ 500	\$ 500
Interest expense	\$ 2,617.50	\$ 2,760	\$ 4,500
Total costs and expenses without Ferry Connector	\$ 1,919,130.32	\$ 2,057,701	\$ 1,920,171
<i>Ferry Connector*</i>			\$ 280,000
Total costs and expenses with Ferry Connector			\$ 2,200,171
Net Cost of Service	\$ 747,863.90	\$ 889,996	\$ 897,171
Local Assessment	\$ 355,195.00	\$ 406,996	\$ 417,171
State Contract Assistance	\$ 476,277.00	477,943	\$ 480,000
Fund Capital Expenditures	\$ 83,608.00		

*Ferry Connector - for budget approval purposes only the revenue and expense is included at the highest amount of service

TO: NRTA ADVISORY BOARD
 FROM: PAULA LEARY, NRTA ADMINISTRATOR
 RE: APPROVAL OF 2016 SEASON FIXED ROUTE OPERATIONS
 DATE: MARCH 22, 2016

Below, please find the 2016 season proposed service recommendations:

1. PROPOSED SERVICE - 2016 ROUTE DATES, HOURS AND HEADWAYS

ROUTE/LOOP	DATES	HOURS	HEADWAY
Mid-Island Loop	May 23-June 19 and Sept.6-Oct. 10	7 am – 11:30 pm	30 minutes
Mid-Island Loop	June 13-June 20	7 am - 12:00 am	30 minutes
Mid Island Loop	June 21- Sept. 5	7 am – 12:00 am	15 minutes
Miacomet Loop	May 23-June 19 and Sept.6-Oct.10	7 am – 11:30 pm	30 minutes
Miacomet Loop	June13-June 20	7 am – 12:00 pm	30 minutes
Miacomet Loop	June 21 – Sept. 5	7 am – 12:00 am	20 minutes
Madaket Route	May 27-June 23 and Sept. 5-11	7 am – 11:30 pm	60 minutes
Madaket Route	June 24– Sept. 5	7 am – 11:30 pm	30 minutes
Sconset via Old South Road Route	May 18 – June 14 and Sept. 6 –Oct 10	7 am – 11:30 pm	60 minutes
Sconset via Old South Road	June 13- Sept. 5	7 am – 12:00 a.m.	60 minutes (11:35 pm and 12:00 am
Sconset via Milestone Road Route	June 20 – Sept. 5	7:15 am – 7:15 pm	60 minutes
Sconset via Polpis Road Route	June 27 - Sept. 5	10 am – 6 pm	1 hr 20 minutes
Surfside Beach Route	June 20 – Sept. 5	10 am – 6 pm	40 minutes
Jetties Beach Route	June 25 – Sept. 5	10 am – 6 pm	30 minutes
Airport Route	June 25 – Sept. 5	10 am – 6 pm	20 minutes
Ferry Connector	TBD	7 am – 10 pm	20 minutes

The level of service above is the reflected costs presented in the FY17, with the exception of the ferry connector dates of operation. I recommend the Board vote to approve the above dates and hours of service for all routes except ferry connector and authorize the NRTA Administrator to determine the dates of operation based on final funding commitments.

I recommend the fare structure below which is unchanged with the exception of a \$2.00 one way fare for the ferry connector. I do not recommend any change to the advertising rates listed below.

FARES

ROUTE/LOOP	FARE
Mid-Island Loop	\$1.00
Miacomet Loop	\$1.00
Jetties Beach Route	\$1.00 each way
Madaket Route (to/from Crooked Lane)	\$1.00 each way
Sconset Route (to/from Rotary)	\$1.00 each way
Madaket Route	\$2.00 each way
Sconset Routes	\$2.00 each way
Surfside Beach Route	\$2.00 each way
Airport Route	\$2.00 each way
Ferry Connector	\$2.00 each way
Seniors 65 & older, persons with disabilities, veterans and active military personnel	Half Fare
Children 6 and Under	Free

The NRTA currently offers three (3) types of advertising aboard the buses: AdPockets accommodate 4"x9" brochures and are offered on a weekly and seasonal basis. AdSigns are 24"x11" self adhesive vinyl ads and are only offered on a per season basis. AdPosters accommodate 8 1/2"x11" or 14" poster offered on a weekly basis.

TYPE OF ADVERTISING	RATE
AdPocket	\$500 season or \$35/week
AdPocket non-profit	\$225 season or \$15/week
2 AdSigns	\$500 season
4 AdSigns	\$800 season
6 AdSigns	\$1,000 season
8 AdSigns	\$1,350 season
AdPosters	\$100/week
AdPosters non-profit	\$75/week
Website Advertising	\$500/year

Please do not hesitate to contact me with any questions. I can be reached at 508-325-9571 or nrta@nantucket-ma.gov. Thank you.