

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

April 11, 2018

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 28, 2018 Meeting.
- III. Approval of Contract Amendment with Sun Island Fuel.
- IV. Approval of Contract Amendment with VTS of MA, Inc.
- V. Report from Finance and Audit Committee.
- VI. Approval of FY19 Administrators Salary.
- VII. Approval of 2018 Fixed Route Operations Schedule.
- VIII. Approval of FY19 Budget.
- IX. Other Business.

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DRAFT

ADVISORY BOARD

Minutes of the Meeting of March 28, 2018. 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: Dawn Hill Holdgate, Jim Kelly, Matt Fee, Rita Higgins, Jason Bridges and John Malloy. Chairman Hill Holdgate opened the meeting at 6:02 p.m.

Public Comment. There was no public comment.

Introduction of John Malloy as Board Representative for the Disabled Community.

Paula Leary, NRTA Administrator informed the Board that Dr. Malloy has recently been appointed to serve on the Advisory Board as the disabled representative for 2018 as required by Section 1. Section 5 of Chapter 161B of the General Laws. Dr. Malloy is currently a member of the Commission for Disability and has served on several boards relating to the needs of the disabled community. His profession career, PhD in special education, spanned 50 years working on behalf of persons with disabilities and he continues to advocate for that population.

Approval of Minutes for the December 6, 2017. Mr. Kelly moved approval of the minutes for the December 6, 2017 minutes; seconded by Mr. Fee. So voted.

Approval of Audit Services Agreement with Bruce D. Norling, CPA, P.C. for Fiscal Years 2018 through 2022. Ms. Leary stated that the audit services agreement is for five years for a fee of \$13,800 per year and includes all services related to auditing the NRTA's financial statements including reporting requirements under GASB 34 reporting model. Ms. Leary also stated that if Federal awards of \$750,000 or more are received by the NRTA and a single audit is required there will be an additional \$3,500 per year. Mr. Kelly moved approval and authorized the chair to sign; seconded by Mr. Bridges. So voted.

Open Meeting Law – Posting of Notice of NRTA Advisory Board Meetings. Ms. Leary recommended the Board vote to officially designate the NRTA's website for the posting of public meeting notices and notify the Town Clerk of this designation per 940 CMR 29.03(3)(b). Mr. Bridges moved to designate the NRTA's website for the posting of public meeting notices and for the Administrator to notify the Town Clerk; seconded by Mr. Fee. So voted.

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Report from Finance and Audit Committee and Compensation Committee on FY18 Budget Amendment and FY19 Preliminary Budget. Mr. Kelly reported that the finance and audit committee met with the auditor and accountant on February 27, 2018 and that the audit and management letter are in good standing particularly internal controls. Mr. Kelly stated that the finance and audit committee met and discussed the FY18 amended budget and FY19 preliminary budget as presented and includes revenues and expenses to support year round bus service. Mr. Kelly reported that the compensation committee met and the administrator requested a pay increase due to the complexity of the role and year round bus service. He and Mr. Bridges felt that a 2% increase consistent with increase of town unions and an additional 5% increase was reasonable when looking at other RTA salaries based on the budgets. Mr. Kelly asked that the FY19 budget reflect the decrease in salary from the amount requested. Mr. Fee asked that the Board be provided with the RTA compensation information and what other RTA Administrators receive for benefits. Ms. Leary will provide the Board with that information. Mr. Kelly stated that year round service should be celebrated, that it is important to the community and will impact how people get around. He suggested having an advisory board meeting on the bus or taking to the bus to the meeting.

Approval of FY18 Budget Amendment. Ms. Leary presented the FY18 Budget Amendment stating that the amendment reflected an increase in revenues and expenses due to service beginning at the end of April. Mr. Kelly moved approval; seconded by Ms. Higgins. So voted.

Presentation of FY19 Preliminary Budget with 2018 Route Operations Schedule. Ms. Leary presented the FY19 preliminary budget that supports year round bus service. Year round service will begin April 27th on the Mid Island and Miacomet Loops and service on the Sconset via Old South Road route primarily servicing Old South Road and Nobadeer Farm Road with some daily trips to Sconset. Friday and Saturday of Daffodil weekend service will be provided from 7:30 a.m. to 11:30 p.m., beginning April 29, 2019 service will be provided weekdays from 7:00 a.m. to 9:00 p.m. and weekends from 7:00 a.m. to 7:00 p.m.

Other Business. There was no other business before the Board.

The meeting was unanimously adjourned at 6:18 p.m.

Approved: DRAFT

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF CONTRACT AMENDMENT WITH SUN ISLAND FUEL

DATE: APRIL 3, 2018

Attached is Contract Amendment #1 with Sun Island Fuel for the supply and delivery of diesel fuel. The original contract was executed on December 21, 2016. The period of service was for fuel delivery based on the seasonal service being provided.

The contract amendment reflects a change for the delivery of fuel for the year round service.

I recommend the Board vote to approve the amended contract with Sun Island Fuel and authorize the chair to sign.

Thank you.

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF CONTRACT AMENDMENT WITH VTS OF MA, INC.

DATE: APRIL 3, 2018

Attached is Contract Amendment #1 with VTS of MA, Inc. the operator of fixed route service. The original contract was executed on December 21, 2016. The period of service was for seasonal fixed route service.

The contract amendment reflects a change for for the year round service.

I recommend the Board vote to approve the amended contract with VTS of MA, Inc. and authorize the chair to sign.

Thank you.

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: REPORT FROM FINANCE AND AUDIT COMMITTEE

DATE: APRIL 4, 2018

A report from the Finance and Audit Committee will be given to the board regarding discussions on the FY19 budget. The committee is holding a meeting April 11, 2018 at 10:30 am.

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF NRTA ADMINISTRATOR FY19 SALARY

DATE: APRIL 4, 2018

Based on discussions at meetings held by the Compensation Committee and at the March 28, 2018 Advisory Board meeting the Administrator Salary for FY19 is presented at \$97,157.07. This represents a 2% COLA and 5% pay increase. This is a \$6,356.07 increase. The FY19 final budget reflects this increase.

Thank you for your consideration.

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF 2018 FIXED ROUTE OPERATIONS SCHEDULE

DATE: APRIL 4, 2018

Attached for your approval is the 2018 fixed route operations schedule that includes year round service.

I recommend the board vote to approve the 2018 fixed route operations schedule.

Thank you.

2018 Fixed Route Operations Schedule

April 27- May 13, 2018 & October 9, 2018 – December 31, 2018

ROUTE/LOOP	DATES	HOURS	HEADWAY
Mid Island Loop	April 27-May 13 and Oct. 9 – May 12, 2019	Weekdays 7 am – 9 om Weekends 7 am – 7 pm	30 minutes
Miacomet Loop	April 27-May 13 and Oct. 9 – May 12, 2019	Weekdays 7 am – 9 om Weekends 7 am – 7 pm	30 minutes
Sconset via Old South Road Loop	April 27-May 13 and Oct. 9 – May 12, 2019	Weekdays 7 am – 9 om Weekends 7 am – 7 pm	40 – 60 minutes*

Note: Buses will operate 7 am to 11:30 pm Friday and Saturday Daffodil weekend, Stroll Weekend and from 7 am to 12:00 am New Year's Eve. There will be no service Christmas Day

*varies with trips to Sconset

Summer Service: May 14-October 8, 2018

ROUTE/LOOP	DATES	HOURS	HEADWAY
Mid-Island Loop	May 14-June 10 and Sept. 15 -Oct. 8	7 am – 11:30 pm	30 minutes
Mid-Island Loop	Sept. 4 – Sept. 14	7 am – 11:30 pm	15 minutes
Mid Island Loop	June 11- Sept. 3	7 am – 12:00 am	15 minutes
Miacomet Loop	May 14-June 10 and Sept.15-Oct.8	7 am – 11:30 pm	30 minutes
Miacomet Loop	June 11-Sept 3	7 am – 12:00 pm	20 minutes
Miacomet Loop	Sept. 4 – Sept. 14	7 am – 11:30 pm	20 minutes
Madaket Route	May 25-June 17 and Sept.9-16	7 am – 11:30 pm	60 minutes
Madaket Route	June 18– Sept. 3	7 am – 11:30 pm	30 minutes
Sconset via Old South Road Route	May 14 – June 10 and Sept. 4 –Oct 8	7 am – 11:30 pm	60 minutes
Sconset via Old South Road	June 11- Sept. 3	7 am – 12:00 a.m.	60 minutes (11:35 pm and 12:00 am)
Sconset via Milestone Road Route	June 11 – Sept. 3	7:15 am – 7:15 pm	60 minutes
Sconset via Polpis Road Route	June 25 - Sept. 3	10 am – 6 pm	1 hr 20 minutes
Surfside Beach Route	June 18 – Sept. 3	10 am – 6 pm	40 minutes
Jetties Beach Route	June 18 – Sept. 3	10 am – 6 pm	30 minutes
Airport Route	June 16 – Sept. 3	10 am – 6 pm	20 minutes

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TO: NRTA ADVISORY BOARD
FROM: PAULA LEARY, NRTA ADMINISTRATOR
RE: APPROVAL OF FY19 BUDGET
DATE: APRIL 4, 2018

Attached is the final FY19 budget for your approval. The budget reflects changes discussed at the March 28, 2018 board meeting.

The Finance and Audit Committee is meeting the morning of the April 11th and will provide report to the board in agenda item V.

I recommend the Board vote to approve the FY19 final budget.

Thank you.

**NRTA FY19 FINAL
BUDGET**

	FY16 ACTUAL	FY17 ACTUAL	FY18 APPROVED	FY19 FINAL
Revenue				
Transportation services revenue:Farebox revenue	\$ 426,132.91	\$ 437,769.84	\$ 490,000	\$ 1,000,000
Contract revenue	\$ 3,120.15	\$ 3,405.66	\$ 3,000	\$ 3,000
Transportation services revenue:Other income	\$ 1,800.00	\$ 1,875.00	\$ 2,000	\$ 2,000
Federal 5311	\$ 535,231.00	\$ 540,782.00	\$ 550,000	\$ 550,000
Interest income	\$ 2,059.94	\$ 1,738.09	\$ 2,000	\$ 5,000
Other Income	\$ 2,787.50	\$ 6,610.19	\$ 3,000	\$ 3,000
Third party reimbursements (private funding)	\$ 137,200.00	\$ 255,480.91	\$ 96,000	\$ 96,000
TOTAL REVENUE	\$1,108,331.50	\$1,247,661.69	\$ 1,146,000	\$ 1,659,000
Expenses				
Other salaries & wages	\$ 173,317.81	\$ 180,367.31	\$ 200,000	\$ 218,500
Fringe benefits	\$ 72,959.10	\$ 98,218.74	\$ 103,000	\$ 95,000
Post Employment Benefits	\$ 21,757.00	\$ 23,767.00	\$ 24,000	\$ 22,000
Purchased Transportation	\$ 1,322,908.70	\$1,409,773.20	\$ 1,274,634	\$ 2,121,124
Legal expense	\$ 191.25	\$ -	\$ 100	\$ 100
Accounting expense	\$ 48,478.16	\$ 51,649.27	\$ 52,000	\$ 53,000
Consulting	\$ 4,009.47	\$ 4,556.25	\$ 2,000	\$ 2,000
Auditing expense	\$ 11,547.25	\$ 10,676.12	\$ 13,800	\$ 14,500
Outside services	\$ 46,584.80	\$ 85,555.27	\$ 50,000	\$ 53,500
Vehicle repairs	\$ 7,901.51	\$ 2,039.90	\$ 3,500	\$ 5,000
Fuels and lubricants	\$ 70,218.36	\$ 65,112.37	\$ 80,000	\$ 125,000
Tires	\$ 5,066.98	\$ 6,024.26	\$ -	\$ 30,000
Parts	\$ 21,146.74	\$ 32,025.83	\$ 20,000	\$ 30,000
Vehicle Supplies	\$ 1,418.55	\$ 1,057.38	\$ 1,000	\$ 2,000
Miscellaneous maintenance expense	\$ 7,090.02	\$ 2,063.81	\$ 3,000	\$ 5,000
Insurance - Vehicle	\$ 79,178.11	\$ 77,885.79	\$ 80,000	\$ 90,000
Insurance - Other	\$ 12,871.95	\$ 10,458.32	\$ 10,000	\$ 12,000
Utilities	\$ 6,920.91	\$ 5,847.24	\$ 12,500	\$ 30,000
Promotion & marketing	\$ 14,669.57	\$ 16,839.63	\$ 25,000	\$ 30,000
Miscellaneous operating expense	\$ 1,807.44	\$ 123.17	\$ 1,000	\$ 2,000
Office supplies and expense	\$ 17,421.31	\$ 18,390.05	\$ 13,000	\$ 12,000
Leases	\$ 46,572.16	\$ 49,670.16	\$ 50,000	\$ 47,000

Travel	\$ 5,902.00	\$ 5,075.77	\$ 6,000	\$ 6,000
Training	\$ -	\$ -	\$ 250	\$ 250
Uniforms	\$ 44.00	\$ 1,733.29	\$ 2,000	\$ 500
Interest expense	\$ -	\$ -	\$ 35,000	\$ 6,000
TOTAL EXPENSE	\$1,999,983.99	\$2,158,910.13	\$ 2,061,784	\$ 3,012,474
Local Assessment	\$ 398,943.00	\$ 408,302.00	\$ 427,600	\$ 865,290
State Contract Assistance	\$ 488,184.00	\$ 488,184.00	\$ 488,184	\$ 488,184