

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

MAY 20, 2020

5:00 P.M.

REMOTE PARTICIPTION VIA ZOOM AND YOU TUBE

Pursuant to Governor Baker's March 12, 2020 Order Regarding Open Meeting Law
(attached)

Information on viewing the meeting can be found at <https://www.nantucket-ma.gov/138/Boards-Commissions-Committees>

OPEN SESSION

YOU TUBE LINK

<https://youtu.be/fRaalOQiLac>

- I. Public Comment.
- II. Approval of Minutes from the January 22, 2020, February 12, 2020 and March 4, 2020 Meetings.
- III. Service Updates.
- IV. Report from Finance and Audit Committee from the April 24, 2020 and April 30, 2020 Meetings and Report from the Compensation Committee from the April 24, 2020 meeting.
- V. Approval of FY20 Amended Budget and Approval of FY21 Budget.
- VI. Approval of FY21 Administrators Salary.
- VII. Approval of FY21 Revenue Anticipation Note.
- VIII. Other Business.

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ADVISORY BOARD JOINT MEETING WITH SELECT BOARD DRAFT

Minutes of the Meeting of January 22, 2020. 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, Matt Fee, Jason Bridges, and Kristie Ferrantella. Rita Higgins was absent. Ms. Holdgate opened the meeting at 6:08 p.m.

- I. Discussion: Downtown Bus Service. Paula Leary, NRTA Administrator provided three service scenarios for the Boards consideration to provide a free bus service from the parking lot at 2 Fairgrounds Road to "somewhere" downtown to accommodate downtown workers with service every ten minutes and provided a history of the Ferry Connector service operated from 2014 through 2016. Ms. Leary stated that the NRTA does not have the available buses to provide ten minute headways. Mike Burns, Transportation Planner, recommended extending the Airport Route. Ms. Leary provided the Board with the requirements for the service and consideration in providing the service. Mr. Fee commented that Hy-Line should contribute to the cost of the service. The Board discussed various options and asked Ms. Leary to come back to the Board with additional information.

The meeting was unanimously adjourned at 6:58 p.m.

Approved: DRAFT

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ADVISORY BOARD JOINT MEETING WITH SELECT BOARD DRAFT

Minutes of the Meeting of February 12, 2020. 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, Matt Fee, Jason Bridges, Kristie Ferrantella. Rita Higgins was absent. Ms. Holdgate opened the meeting at 7:17 p.m.

- II. Downtown Bus Service Continued Discussion from January 22, 2020 Meetings. Paula Leary, NRTA Administrator, provided the Board with a revised proposal for downtown bus service utilizing the Airport Route. The Airport Route would not directly service the parking lot but would utilize the existing stops along the route. Service would be provided every 20 minutes from 7:00 am to 10:00 pm. Three operational scenarios were provided: Option 1 would operate May 15 through September 30, 2020 with a cost of \$310,960; Option 2 would operate May 26 through September 30, 2020 with a cost of \$277,520; and Option 3 would operate May 26 through September 7, 2020 with a cost of \$207,600. Funding was discussed through the local assessment for FY20 but may not be allowed in FY21 as it would not be new service. Ms. Leary will pursue this issue and report back to the Board. Ms. Leary recommended stops be added in close proximity to the parking lot. Mr. MacNeil and Mr. Vorce suggested that new stops not be constructed and that a walkway be provided from the parking lot through to Amelia Drive and the existing Amelia Drive be utilized. Based on this location of the bus stops Ms. Leary will provide the Board with a fare recommendation. Art Gasbarro commented that the Airport parking lot could be used as an inter-transmodal program. There was discussion on charging for parking. Ms. Gibson commented that perhaps the Airport parking lot be used for commercial parking so they are not parking at 2 Fairgrounds Road. Ms. Ferrantella moved to move forward with Option 3; seconded by Mr. Bridges. So voted.

The meeting was unanimously adjourned at 7:52 p.m.

Approved: DRAFT

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ADVISORY BOARD JOINT MEETING WITH SELECT BOARD DRAFT

Minutes of the Meeting of March 4, 2020. 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, Matt Fee, Jason Bridges, Kristie Ferrantella and Rita Higgins. Ms. Holdgate opened the meeting at 6:21 p.m.

- III. Downtown Bus Service Continued Discussion from January 22, 2020 and February 12, 2020 Meetings. Paula Leary, NRTA Administrator, informed the board that the operating costs for the service can be funded through local assessment for FY20 and FY21 costs. Ms. Leary recommended the fare be \$3 each way. Mr. Fee moved approval; seconded by Ms. Ferrantella. So voted.

The meeting was unanimously adjourned at 6:30 p.m.

Approved: DRAFT

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: SERVICE UPDATES

DATE: MAY 14, 2020

Below are service updates affected by Covid-19:

- Average Daily Ridership (ADR) in March 2020 – 110 riders per day (March 2019 ADR of 140)
- Ridership is starting to slightly increase during May
- Fare revenue is down approximately 75% (unaudited) for March and April
- Operating Expenses are down approximately 20% (unaudited) for March and April
- Increase in Covid-19 mitigation costs
- CARES-ACT funding to cover costs from loss of farebox revenue and increased operating costs due to Covid-19

Summer service is scheduled to begin May 18th. The NRTA is taking the approach to provide the necessary services to our customers and add service as demand warrants.

Effective May 18 the following service will be operating:

- Fixed Route Service will be provided from 7 am to 9 pm daily
- Mid Island and Miacomet Loops will continue to operate on 30 minute headways
- Sconset via Old South Road will operate on its summer schedule, leaving town at quarter of the hour and Sconset at quarter after the hour
- The Madaket Route will begin May 22 with hourly service
- The new commuter service will be implemented when there is a demand to do so
- Demand Response has not yet resumed, when it is safe to provide this service we will begin with essential trips (ie: medical, food shopping)

Finance and Audit Committee and Compensation Committee Report

The Finance and Audit Committee met on April 24, 2020 and April 30, 2020 to review the FY20 budget amendment and the FY21 budget. The committee accepted the budgets as presented.

The Compensation Committee met on April 24, 2020 to review the Administrators' salary. Cost of living raise was discussed.

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF FY20 BUDGET AMENDMENT AND FY21 BUDGET

DATE: MAY 14, 2020

The NRTA is presenting an amended FY20 budget and the FY21 budget. In these uncertain times the RTA's are taking the approach to present budgets based on what be normal operations and funding, anticipating there will be lower farebox revenue and increased operating costs for Covid-19 mitigation. Under the Federal Cares-Act federal funding is expected to cover net cost of service. It is MassDOT's intent to first balance the FY20 budget and the remaining funding will be used to balance the FY21 budget and potentially FY22. In addition to its normal federal operating funding, the amount available to the NRTA through the Cares-Act is \$1,836,169.

The FY20 budget amendment includes the additional commuter service, this will enable the service to be provided if there is demand for the service. If the service is not provided it will not be assessed to the Town.

The FY21 budget is being presented based on normal operations.

The NRTA's Revenue Anticipation Note (RAN) cash flow and projections have been based on the FY21 budget as presented.

I recommend the Board vote to approve the FY20 budget amendment and the FY21 budget.

Thank you.

NRTA FY20 FINAL BUDGET Amendment 3/31/2020

	FY20 Approved	FY20 Amended
Revenue		
Transportation services revenue:Farebox revenue	\$ 1,013,000	\$ 1,013,000
Contract revenue	\$ 2,000	\$ 2,000
Transportation services revenue:Other income	\$ 1,000	\$ 1,000
Federal 5311	\$ 595,000	\$ 614,837
Interest income	\$ 3,500	\$ 3,500
Other Income	\$ 52,125	\$ 52,125
Third party reimbursements (private funding)	\$ 55,000	\$ 87,000
TOTAL REVENUE	\$ 1,721,625	\$ 1,773,462
Expenses		
Other salaries & wages	\$ 225,055	\$ 225,055
Fringe benefits	\$ 97,850	\$ 97,850
Post Employment Benefits	\$ 24,000	\$ 24,000
Purchased Transportation	\$ 2,277,185	\$ 2,389,905
Legal expense	\$ 1,200	\$ 1,200
Accounting expense	\$ 45,000	\$ 45,000
Consulting	\$ 10,000	\$ 42,000
Auditing expense	\$ 16,500	\$ 16,500
Outside services	\$ 50,000	\$ 50,000
Vehicle repairs	\$ 3,500	\$ 3,500
Fuels and lubricants	\$ 123,642	\$ 133,479
Tires	\$ 5,000	\$ 5,000
Parts	\$ 30,000	\$ 30,000
Vehicle Supplies	\$ 1,500	\$ 1,500
Miscellaneous maintenance expense	\$ 4,000	\$ 4,000
Insurance - Vehicle	\$ 93,000	\$ 93,000
Insurance - Other	\$ 30,000	\$ 30,000
Utilities	\$ 15,000	\$ 15,000
Promotion & marketing	\$ 55,375	\$ 55,375
Miscellaneous operating expense	\$ 500	\$ 500
Office supplies and expense	\$ 12,000	\$ 12,000
Leases	\$ 48,500	\$ 48,500
Travel	\$ 4,500	\$ 4,500
Training	\$ 250	\$ 250
Uniforms	\$ 500	\$ 500
Interest expense	\$ 3,000	\$ 3,000
TOTAL EXPENSE	\$ 3,177,057	\$ 3,331,614
Local Assessment	\$ 886,922	\$ 989,642

State Contract Assistance	\$ 568,510	\$ 568,510
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NRTA FY21 Final Budget	FY19 ACTUALS	FY20 AMENDED	FY21 BUDGET
Revenue			
Transportation services revenue:Farebox	\$ 608,888	\$ 1,013,000	\$ 925,903
Contract revenue	\$ -	\$ 2,000	\$ -
Transportation services revenue:Other income	\$ 510	\$ 1,000	\$ 3,000
Federal 5311	\$ 608,950	\$ 614,837	\$ 725,000
Interest income	\$ 6,302	\$ 3,500	\$ 15,000
Other Income	\$ 59,102	\$ 52,125	
Third party reimbursements (private funding)		\$ 87,000	\$ 100,000
TOTAL REVENUE	\$1,283,752	\$ 1,773,462	\$1,768,903
Expenses			
Other salaries & wages	\$ 212,686	\$ 225,055	\$ 220,000
Fringe benefits	\$ 99,004	\$ 97,850	\$ 99,500
Post Employment Benefits	\$ 19,131	\$ 24,000	\$ 19,500
Purchased Transportation	\$ 1,906,692	\$ 2,389,905	\$ 2,765,288
Legal expense	\$ 93	\$ 1,200	\$ 100
Accounting expense	\$ 54,750	\$ 45,000	\$ 40,000
Consulting	\$ 13,192	\$ 42,000	\$ 5,000
Auditing expense	\$ 10,571	\$ 16,500	\$ 12,000
Outside services	\$ 55,363	\$ 50,000	\$ 25,000
Vehicle repairs	\$ 5,365	\$ 3,500	\$ 500
Fuels and lubricants	\$ 129,909	\$ 133,479	\$ 132,000
Tires	\$ 3,896	\$ 5,000	\$ -
Parts	\$ 56,107	\$ 30,000	\$ 20,000
Vehicle Supplies	\$ 1,670	\$ 1,500	\$ 800
Miscellaneous maintenance expense	\$ 2,247	\$ 4,000	\$ 500
Insurance - Vehicle	\$ 95,178	\$ 93,000	\$ 97,000
Insurance - Other	\$ 7,707	\$ 30,000	\$ 8,000
Utilities	\$ 10,985	\$ 15,000	\$ 11,000
Promotion & marketing	\$ 35,495	\$ 55,375	\$ 15,000
Miscellaneous operating expense	\$ 808	\$ 500	\$ 500
Office supplies and expense	\$ 21,908	\$ 12,000	\$ 10,000
Leases	\$ 48,230	\$ 48,500	\$ 48,300
Travel	\$ 12,767	\$ 4,500	\$ 1,500
Training	\$ -	\$ 250	\$ -
Uniforms	\$ 1,035	\$ 500	\$ -
Interest expense	\$ 9,416	\$ 3,000	\$ 3,000
TOTAL EXPENSE	\$2,814,205	\$ 3,331,614	\$3,534,488
Local Assessment	\$ 865,290	\$ 989,642	\$ 1,119,263

State Contract Assistance	\$ 488,184	\$ 568,510	\$ 646,322
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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF NRTA ADMINISTRATOR FY21 SALARY

DATE: APRIL 30, 2020

The NRTA Administrator is not requesting a pay increase in salary for FY21. The Administrators FY21 salary will be \$100,072.04.

Thank you.

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF FY21 REVENUE ANTICIPATION NOTE

DATE: MAY 14, 2020

The NRTA worked with its financial advisor and bond counsel to determine the Revenue Anticipation Note (RAN) and conduct the purchase of sale.

Three bids was received for the NRTA's \$1,550,000 RAN for FY21 operations:

BANK	NET INTEREST COST
Oppenheimer & Co., Inc.	1.3331%
Piper Sandler & Co.	1.3833%
Cape Cod Five Savings Bank	1.8000%

I recommend the Board vote to approve the Revenue Anticipation Note with Oppenheimer & Co., Inc. at a net interest cost 1.3331% with a due date of the note on May 28, 2021 and authorize the NRTA Advisory Board Chair and NRTA Administrator to sign the appropriate documents.

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

Thank you.