

NANTUCKET REGIONAL TRANSIT AUTHORITY

20 R South Water Street

Nantucket, MA 02554

Phone: 508-325-9571

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www.nrtawave.com

AGENDA FOR THE MEETING OF THE

NRTA ADVISORY BOARD

SEPTEMBER 26, 2018

6:00 P.M.

COMMUNITY ROOM, NANTUCKET POLICE STATION

4 FAIRGROUNDS ROAD

NANTUCKET, MASSACHUSETTS

OPEN SESSION

- I. Public Comment.
- II. Announcement – September 28 Year Round Service Kick of Event 10:00 a.m. at the Greenhound Building on Washington Street
- III. Announcement – Year Round Service After Columbus Day
- IV. Approval of Minutes from the July 25, 2018 Meeting.
- V. Approval of Transit Asset Management Plan.
- VI. Other Business.

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Announcements:

II. There will be an event to kick off year round service and announce that the buses will keep rolling after Columbus Day for the first time.

The event will be held Friday, September 28th at 10:00 a.m. at the Greenhound Building on Washington Street. All are invited to attend.

There will be refreshments, contests and giveaway items.

III. The Mid Island Loop, Miacomet Loop and Sconset via Old South Road Route will continue to operate after Columbus Day and provide year round bus service to the community. Service will provided from 7 am to 9 pm weekdays and 7 am to 7 pm weekends. The Mid Island Loop and Miacomet Loop will operate on a 30 minute. The Sconset via Old South Road Route will primarily service the Old South Road/Nobadeer Farm Road corridor with a few daily trips to Sconset.

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ADVISORY BOARD DRAFT

Minutes of the Meeting of July 25, 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: Jason Bridges, Dawn Hill Holdgate, Matt Fee, Jim Kelly, Rita Higgins, and John Malloy. Mr. Bridges, chair, opened the meeting at 6:01 p.m.

Public Comment. There was no public comment.

Approval of Minutes for the April 11, 2018 Meeting. Mr. Kelly moved approval of the minutes for the March 28, 2018 minutes; seconded by Ms. Higgins. So voted.

Approval of Revenue Anticipation Note. Ms. Higgins moved approval of the FY19 Revenue Anticipation Note in the amount of \$375,000 and authorized the Chair and Administration to sign the appropriate documents; seconded by Ms. Hill Holdgate. So voted.

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

The meeting was unanimously adjourned at 6:03 p.m.

Approved: DRAFT

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPROVAL OF TRANSIT ASSET MANAGEMENT PLAN

DATE: SEPTEMBER 18, 2018

In July 2016, FTA published a Final Rule for Transit Asset Management. The TAM rule, 49 CFR part 625 of the code of federal regulations and requires all transit agencies that own, operate or manage capital assets used in the provision of public transportation and receive federal financial assistance as recipients or subrecipients must develop a TAM Plan. A TAM plan is a tool that will aide transit providers in: assessing the current condition of its capital assets, determining what the condition and performance of its assets should be, identifying the unacceptable risks, including safety risks, in continuing to use an asset that is not in a state of good repair and deciding how to best balance and prioritize reasonable anticipated funds toward improving asset condition and achieving a sufficient level of performance within those means.

In 2016 and 2017 after the final ruling came out, the regional transit authorities jointly purchased a software product, Trans AM from Cambridge Systematics that allows for the creation of asset inventories as well as the setting of asset policy. Trans AM meets the requirements for the TAM Rule and the development of the TAM Plan. There were several training sessions on the use of the program. All NRTA capital assets were entered into the program and are updated as necessary.

The NRTA falls under a Tier II system, as a subrecipient of 5311 funds and operates less than 100 vehicles across all fixed route modes. As a Tier II system the TAM plan elements must include an inventory of capital assets, condition of asset, decision support tools and investment prioritization.

The NRTA's Transit Asset Management Plan includes the required elements.

I recommend the Board vote to approve the NRTA's Transit Asset Management Plan.

Thank you.

NANTUCKET REGIONAL TRANSIT AUTHORITY



TRANSIT ASSET MANAGEMENT PLAN

September 26, 2018

**Nantucket Regional Transit Authority
20 R South Water Street
Nantucket, MA 02554**

About Nantucket Regional Transit Authority

The Nantucket Regional Transit Authority (NRTA) operates under Massachusetts General Laws Chapter 161B, a body politic and a corporate subdivision of the Commonwealth of Massachusetts. Its member community is the Town of Nantucket. The NRTA has a general responsibility to develop, finance and contract for the operation of mass transportation facilities within its territory.

Management

The affairs of the NRTA are managed by an Administrator who serves as the Chief Executive Officer and is appointed by and serves at the pleasure of the Advisory Board. By special legislation the NRTA Advisory Board consists of members of the Nantucket Select Board. The Advisory Board approves an annual budget, changes in fares and substantial changes in service.

Transportation Services

Although responsible for establishing routes and setting fares, the NRTA is prohibited by statute from directly operating any mass transportation services. It therefore relies on contracting these services out to one or more operators.

VTS of MA, Inc. is under contract to the NRTA to provide transit management and operations services for the NRTA's fixed route and demand response services.

The NRTA's geographic area is Nantucket.

The Authority owns buses and vans for the above service. The NRTA leases its Administrative Office from the Town of Nantucket, is provided a building and land for an information center and downtown bus stop and leases land from Nantucket Memorial Airport and owns the building for its maintenance facility.

The NRTA is a rural transit authority and receives 5311 Federal Operating Assistance, State Operating Assistance and the Town of Nantucket is assessed for its share of the service. For FY19 the NRTA's operating budget is \$3,012,474.

Transit Asset Management Plan

Revision History

The Nantucket Regional Transit Authority has developed this document outlining a methodology for monitoring and improving the agency's State of Good Repair (SOGR). This plan will be a living document and the NRTA may choose to update the plan based on future funding scenarios, unforeseen needs such as new regulations and by periodically updating the assets included in this document. Updates to this document shall be approved by the Accountable Executive and shall not require a subsequent Board action unless the methodology or conditions require one. The Nantucket Regional Transit Authority is required to update the TAM Plan in its entirety every four years with the initial TAM Plan being approved on or before October 1, 2018.

NRTA Advisory Board Adoption Date: September 26, 2018

Transit Asset Management

Time Frame of TAM Plan

This document covers the period 10/1/2018 to 9/30/2023 beginning with the completion of the initial TAM Plan. This TAM Plan shall be amended during the five year horizon period when there is significant change to assets and /or operation occurring at the NRTA.

The Accountable Executive

As required by the TAM Final Rule, each transit operator receiving FTA funding shall designate an “Accountable Executive” to implement the TAM Plan. The NRTA’s Accountable Executive shall be the Administrator, acting as the

Chief Executive Officer of the Authority. The NRTA’s Accountable Executive must balance transit asset management, safety, day to day operations and expansion needs in approving and carrying out the TAM Plan. The Accountable Executive shall be responsible to ensure the development and implementation of the TAM Plan in accordance with section 625.25 (Transit Asset Management Plan requirements). Furthermore, the Accountable Executive shall approve the annual asset performance targets and the TAM Plan document. These required approvals shall be self-certified by the Administrator via the annual FTA Certificates and Assurances forms in TrAMS.

Overview

On July 26, 2016, the Federal Transit Administration (FTA) published the Transit Asset Management (TAM) Final Rule under the Moving Ahead for Progress in the 21st Century Act (MAP-21). This Act establishes a system of monitoring and managing public transit assets to:

1. Improve Safety
2. Increase reliability and performance
3. Establish performance measures.

The purpose of the Final is to achieve and maintain a state of good repair (SOGR) for the nation’s public transit assets. Transit asset management is a business model which uses the condition of assets to guide the investment of transit funding. Nationally, the FTA estimates this backlog stands at \$85.9 billion. Transit Asset Management regulations apply to all transit providers that are recipients or subrecipients of federal funding under 49 U.S.C. Chapter 53 that own, operate or manage transit capital assets used in the provision of public transportation.

What is State of Good Repair?

The condition in which a capital asset is able to operate at a full level of performance. A capital asset is in a state of good repair when the asset:

1. Is able to perform its designated function,
2. Does not pose a known unacceptable safety risk, and
3. Its lifecycle investments have been met or recovered.

TAM Plans – Tier I and Tier II Applicability

Depending on the number of vehicles operated, mode, or funding sources, agencies are required to complete either a Tier I or Tier II level Tam Plan.

Tier 1 Systems are typically larger more complex systems which:

- Operate rail, or
- ≥ 101 Vehicles across all fixed route modes, or
- ≥ 101 vehicles in one non-fixed route mode

Tier II Systems are typically smaller less complex systems which:

- Subrecipients of 5311 funds, or
- American Indian tribe, or
- ≤ 100 vehicles across all fixed route modes, or
- ≤ 100 vehicles in one non-fixed route mode.

Tier I	Tier II
Operates rail	Subrecipient of 5311 funds
OR	OR
≥ 101 vehicles across all fixed route modes	American Indian Tribe
OR	OR
≥ 101 vehicles in one non-fixed route mode	≤ 100 vehicles across all fixed route modes
	OR
	≤ 100 vehicles in one non-fixed route mode

Nantucket Regional Transit Authority (NRTA) operates nineteen fixed route vehicles and four demand response in which classifies it as a Tier II system.

The requirements of a TAM plan vary by classification of an agency as a Tier 1 and Tier 2. Since Tier II services operate typically less complex systems, Tier II systems are required to provide information for the first four TAM plan elements:

- Inventory of Capital Elements
- Condition of Asset by Category of Asset
- Decision Support Tool
- Investment Prioritization

Tier I agencies, as larger more complex organizations, must provide in addition to the first four elements:

- Transit Asset Management and State of Good Repair Policy
- Implementation Strategy
- List of Key Annual Activities
- Identification of Resources
- Evaluation Plan

TAM Plan Elements

The following graphic shows the TAM Plan elements that are required by each category of provider. Since Tier II providers generally operate less complex systems, their TAM Plan requirements are not as extensive.

1. Inventory of Capital Assets	
2. Condition Assessment	Tier I & II
3. Decision Support Tools	
4. Investment Prioritization	
5. TAM and SGR Policy	
6. Implementation Strategy	Tier I Only
7. List of Key Annual Activities	
8. Identification of Resources	
9. Evaluation Plan	

TAM Plan Element I

Inventory of Capital Elements

FTA requires that all assets used in the provision of public transit are included in the TAM plan asset inventory. This inventory includes third party or shared assets. The inventory will include all service

vehicles as well as any other equipment or assets with an acquisition value greater than \$50,000. Any asset that is the direct capital responsibility of the NRTA must include an assessment of the condition of asset.

There are four Categories of Assets:

- Rolling Stock
- Equipment
- Facilities
- Infrastructure

Rolling Stock Inventory

The NRTA has 28 vehicles in their rolling stock inventory. The inventory includes:

- 19 fixed route buses
- 4 demand response vehicles
- 5 non-revenue support vehicles

The useful life benchmark is defined as the expected life cycle or acceptable period of use in service for a capital asset as determined by the transit provider. NRTA fixed route vehicles are medium duty less than 30 foot vehicles with a minimum life of 7 years or 200,000 miles whichever comes first.

The condition of asset determination for Rolling Stock Inventory is based on the age of vehicle using the following scale

- 5 – Excellent - Vehicle is new and has greater than 80% of its useful life
- 4 – Very Good – Vehicle has greater than 60% useful life remaining
- 3 – Good – Vehicle in mid life with 60%-40% of useful life remaining
- 2 – Fair – Vehicle has between 20%-40% of its useful life remaining
- 1 – Poor – Vehicle is near or past the end of its useful life

VEHICLE # (MODE) ASSET NUMBER	Year	Make	CONDITION OF ASSET
NRTA1 (FR)	2018	International	5
NRTA2 (FR)	2018	International	5
NRTA3 (FR)	2010	International	1
NRTA4 (FR)	2016	International	4
NRTA5 (FR)	2012	International	2
NRTA6 (FR)	2013	International	3
NRTA7 (FR)	2011	International	1
NRTA8 (FR)	2013	International	3
NRTA9 (FR)	2018	International	5
NRTA10 (FR)	2018	International	5
NRTA11 (FR)	2011	International	1
NRTA12 (FR)	2011	International	1
NRTA13 (FR)	2013	International	3
NRTA14 (FR)	2010	International	1
NRTA15 (FR)	2013	International	3
NRTA16 (FR)	2013	International	3
NRTA17 (FR)	2013	International	3
NRTA18 (FR)	2011	International	2

NRTA24 (FR)	2016	International	4
NRTA20 (DR)	2015	Ford	4
NRTA21 (DR)	2009	Ford	1
NRTA22 (DR)	2009	Ford	1
NRTA23 (DR)	2015	Ford	4
NRTA25 (NR)	2014	Ford	3
NRTA26 (NR)	2014	Toyota	3
NRTA27 (NR)	2014	Toyota	3
NRTA29 (NR)	2011	Ford	2
NRTA30 (NR)	2014	Toyota	3

FR – Fixed Route DR - Demand Response NR – Non revenue

Equipment

The TAM plan requires that agencies provide an inventory for equipment with a purchase price of greater than \$50,000. The NRTA does not have any equipment with a purchase price of greater than \$50,000 however it does have additional capital equipment below that threshold that should be noted including:

- Portable lifts
- Diagnostic Software
- Computers
- Fareboxes and Farebox Components
- Farebox Exchange and Vault System
- Real Time Location System
- Destination Sign Announcement System and Components
- Fuel Tank, Hose and Reel
- Tire Changer
- Wheel Balancer

Facilities

The NRTA owns one facility, a maintenance facility at 11 New South Road, Nantucket MA 02554. The NRTA owns the facility but leases the land upon which the facility is located.

The facility provides maintenance and garaging for the NRTA fleet and office space for the operator.

Key components of the facility with a replacement value of \$50K or more include:

- Roof
- Metal Structure
- Heating and Air-conditioning Winterization
- Overhead Door

Additional facilities utilized by the NRTA are leased and not under the financial responsibility of the agency. Those facilities include the NRTA's Administrative offices at 20 R South Water Street, Nantucket, MA 02554 and the Greenhound Transportation Center at 10 Washington Street, Nantucket, MA 02554.

Infrastructure

The NRTA does not have any infrastructure assets for which it is responsible.

Decision Support Tool

NRTA's provides support safe and efficient transportation operations throughout Nantucket.

NRTA prioritizes public transit investments that ensure public safety, restore capital to a state of good repair, and improves the customer experience. The priority for investments includes:

- safety components,
- legal requirements,
- preventative maintenance,
- vehicle replacement,
- equipment (non safety sensitive) and
- facilities upgrades/replacement (non safety).

The NRTA uses the following support tools to prepare its Transit Asset Management Plan:

- Trans AM: A software product purchased from Cambridge Systematics in conjunction with 11 other Regional Transit Authorities. This product allows for the creation of asset inventories as well as the setting of asset policy.
- Fleet, Equipment and Facility Maintenance Plans: These plans detail all policies and procedures related to NRTA-owned vehicles and facilities.
- NRTA Procurement Manual: The NRTA's Procurement Manual lists all FTA purchasing policies, contract/bidding requirements and regulations, asset purchasing procedures and asset disposal procedures.
- TAM Plan: NRTA's Transit Asset Management Plan contains the condition of assets used in the provision of public transportation services and to keep the NRTA in a state of good repair.
- Five Year Capital Plan: The NRTA's five year capital plan, submitted annually to MassDOT, includes projects to maintain a state of good repair.

NRTA is supported by federal, state and local funds. Funding for capital needs are provided by the State of Massachusetts through MassDOT and Regional Transit Authority Capital Assistance Program which funds capital expenditures at 100%. MassDOT funding levels are set by the state legislature and award of the funding is determined by MassDOT. Federal 5311 funding which is primarily used for operations at NRTA is also distributed by MassDOT at its discretion. Federal reauthorization of transportation programs could lead to decidedly more or less funds. NRTA also has the option to apply for grant related funds however as these are discretionary awards, they should be considered calculated opportunities to achieve agency goals and not a programmable funding stream.

Prioritized list of projects/programs to manage and improve state of good repair

The NRTA is committed to providing high quality transportation and transit related support services and therefore must obtain and maintain of capital items crucial to operations. The NRTA prioritizes public transportation investments that ensure public safety, are legal requirements for compliance, provide preventative maintenance restore the infrastructure to a state of good repair, vehicle replacement, non-safety sensitive equipment, and non-safety related facility improvements.

Investment Prioritization Process

At the end of each calendar year, NRTA will identify assets that are rated "1" on its condition of asset scale. A "1" designation is provided to those assets that are have less than 20% of their useful life remaining including those capital items which have exceeded their useful life.

After developing a capital replacement list, the NRTA will prioritize those items that in need of replacement based on the criteria determined in the decision support portion of this document which includes:

- safety components,
- legal requirements,
- preventative maintenance,
- vehicle replacement,
- equipment (non safety sensitive) and
- facilities upgrades/replacement (non safety).

Performance Measures

The NRTA has identified performance measures as a tool to measure efficiencies and identify areas where improvements can be made to continue to provide a high quality service to its customers. Performance is measured in several areas for providing public transportation on both our fixed route and demand response services. Standards, trends and goals have been assigned to each area.

Appendix A

Target Setting

NRTA has identified targets for each asset class under its control. These targets shall be reviewed on a annual basis by NRTA and adjusted if necessary.

- Vehicles – NRTA has a target of 100% of its vehicles in a State of Good Repair
- Equipment – NRTA has a target of 100% of its equipment in a State of Good Repair
- Facilities – NRTA has a target of 100% of its equipment in a State of Good Repair
- Infrastructure (NA) – NRTA does not have any infrastructure for which it has direct oversight.

NRTA believes that with adequate financial support by its funding partners these targets are attainable on an on-going basis.

Conclusion

This TAM Plan will be reviewed on an annual basis, updated, and incorporated into the NRTA's capital and budget planning and reporting process.

This document shall cover the "horizon period" of time (starting 10/1/18 to 9/30/23). Projected Fleet Replacement will change annually as new data is entered into the TAM Plan planning and update process.

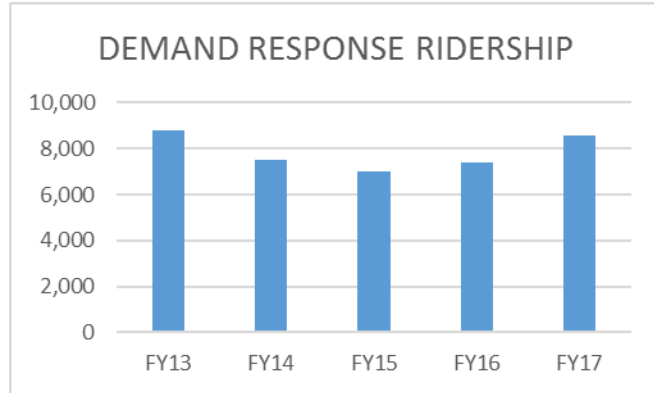
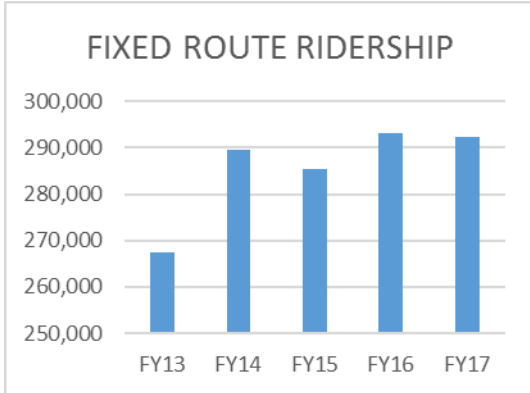
APPENDIX A
PERFORMANCE MEASURES

NANTUCKET REGIONAL TRANSIT AUTHORITY
PERFORMANCE MEASURES
2017

Operations Metrics – FY17

Fixed Route Ridership
Standard: 285,597 Goal: 300,000
5 Year Trend

Demand Response Ridership
Standard: 7,854 Goal: 8,500
5 Year Trend

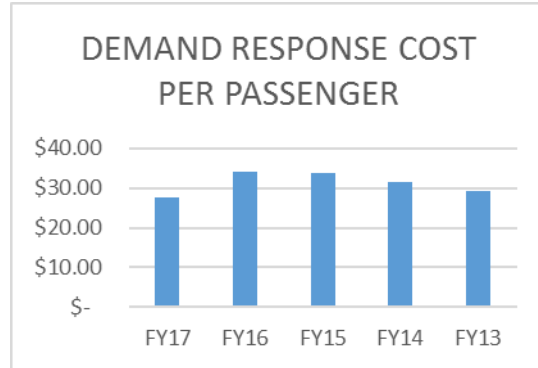
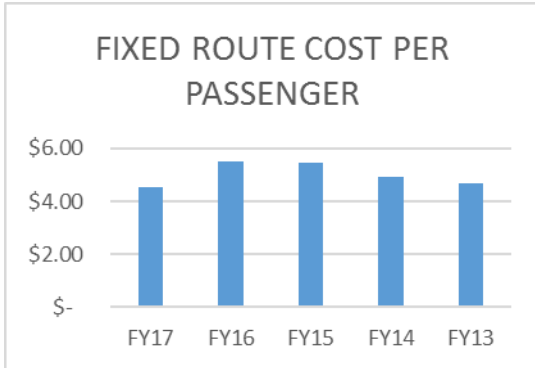


Fixed Route Cost/Passenger
Standard: \$5.02 Goal: \$4.50

Demand Response Cost/Passenger
Standard: \$31.23 Goal: \$27.50

5 Year Trend

5 Year Trend



Operations Metrics – 2017 Season

Fixed Route On-Time Performance
Standard: N/A - Goal: 100% All Routes and System Wide

May 2017

Madaket Route	100%
Miacomet Loop	98%
Mid Island Loop	98%

Sconset via Old South Road Route	99%
System Wide	99%

June 2017

Airport Route	98%
Jetties Beach	95%
Madaket Route	98%
Miacomet Loop	98%
Mid Island Loop	99%
Sconset via Milestone Road Route	100%
Sconset via Old South Road Route	97%
Sconset via Polpis Road Route	98%
Surfside Beach Route	96%
System Wide	97%

July 2017

Airport Route	90%
Jetties Beach	94%
Madaket Route	96%
Miacomet Loop	96%
Mid Island Loop	93%
Sconset via Milestone Road Route	95%
Sconset via Old South Road Route	90%
Sconset via Polpis Road Route	91%
Surfside Beach Route	91%
System Wide	92%

August 2017

Airport Route	95%
Jetties Beach	97%
Madaket Route	99%
Miacomet Loop	100%
Mid Island Loop	97%
Sconset via Old South Road Route	95%
Sconset via Milestone Road Route	99%
Sconset via Polpis Road Route	96%
Surfside Beach Route	92%
System Wide	96%

September 2017

Airport Route	98%
Jetties Beach	98%
Madaket Route	99%
Miacomet Loop	83%
Mid Island Loop	100%
Sconset via Milestone Road Route	100%
Sconset via Old South Road Route	100%
Sconset via Polpis Road Route	100%
Surfside Beach Route	100%
System Wide	98%

October 2017

Miacomet Loop	100%
Mid Island Loop	100%
Sconset via Old South Road Route	100%

System Wide 100%

2017 Season

Airport Route	95%
Jetties Beach	96%
Madaket Route	98%
Miacomet Loop	96%
Mid Island Loop	98%
Sconset via Milestone Road Route	99%
Sconset via Old South Road Route	97%
Sconset via Polpis Road Route	96%
Surfside Beach Route	95%

System Wide 97%

Demand Response On Time Performance
Standard: 92% Goal: 95%

Quarterly Trend:

July 1, 2016 – September 30, 2016	90%
October 1, 2016 – December 31, 2016	91%
January 1, 2017 – March 31, 2017	92%
April 1, 2017 – June 30, 2017	94%

Safety Metrics – FY17

Fixed Route Safety Data - Reportable Incidents
Standard: 0 Goal: 0

5 Year Trend:

- FY13: 1
- FY14: 0
- FY15: 0
- FY16: 0
- FY17: 1

Demand Response Safety Data - Reportable Incidents
Standard: 0 Goal: 0

5 Year Trend:

- FY13: 0
- FY14: 0
- FY15: 0
- FY16: 0
- FY17: 0

Fixed Route Safety Data – Injuries
Standard: 0 Goal: 0

5 Year Trend

FY13: 1
FY14: 0
FY15: 0
FY16: 0
FY17: 0
Demand Response Safety Data – Injuries
Standard: 0 Goal: 0
5 Year Trend

FY13: 0
FY14: 0
FY15: 0
FY16: 0
FY17: 0

Maintenance Metrics – FY17

Preventative Maintenance Schedule

Fixed Route
Standard: 100% Goal: 100%
FY13: 100%
FY14: 100%
FY15: 100%
FY16: 100%
FY17: 100%

Demand Response
Standard: 100% Goal: 100%
FY13: 100%
FY14: 100%
FY15: 100%
FY16: 100%
FY17: 100%

Inventory Valuation

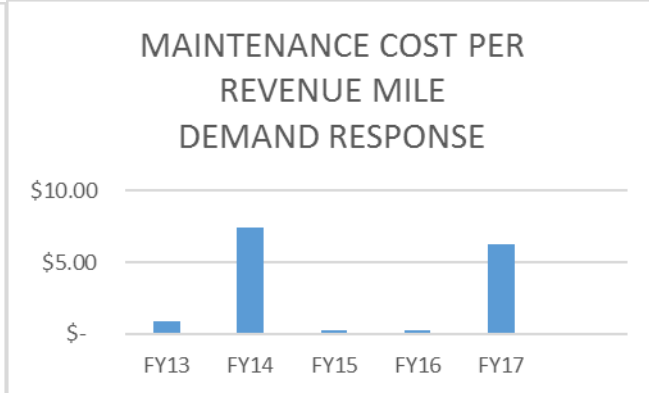
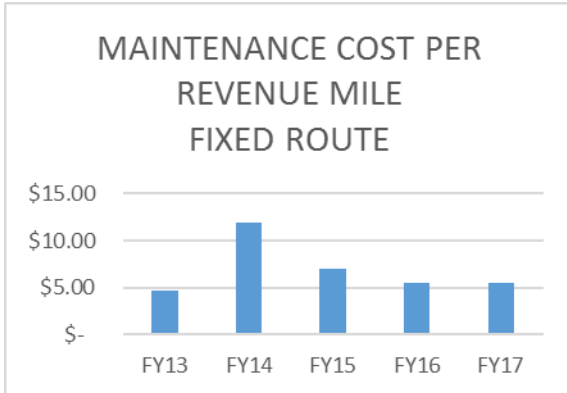
Fixed Route
FY13 Fuel: monthly
FY13: Parts: monthly
FY13: Tires: monthly
FY14 Fuel: monthly
FY14: Parts: monthly
FY14: Tires: monthly
FY15 Fuel: monthly
FY15: Parts: monthly
FY15: Tires: monthly
FY16: Fuel: monthly
FY16: Parts: monthly
FY16: Tires: monthly
FY17: Fuel: monthly
FY17: Parts: monthly
FY17: Tires: monthly

Demand Response
FY13 Tires: monthly
FY14 Tires: monthly
FY15 Tires: monthly
FY16 Tires: monthly
Parts and fuel are not stocked

Maintenance Cost/Revenue Mile

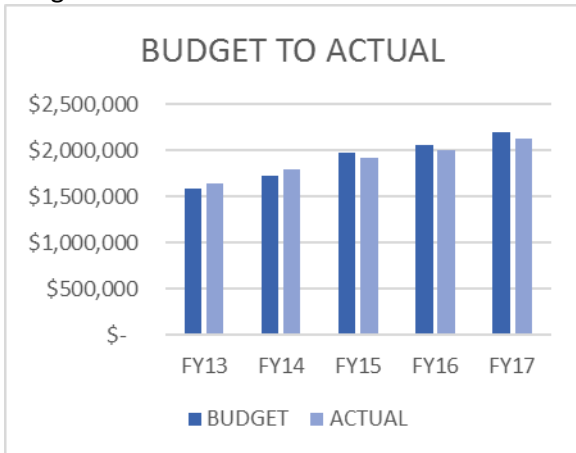
Fixed Route
Standard: \$6.87 Goal: \$6.50
5 Year Trend:

Demand Response
Standard: \$3.01 Goal: \$2.75
5 Year Trend:

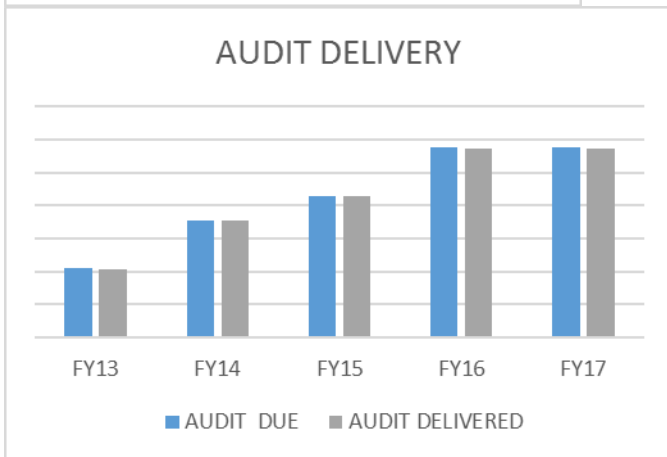


General Administration Metrics – FY17

Budget to Actual



Audit Delivery



Customer Service Metrics – 2017 Season

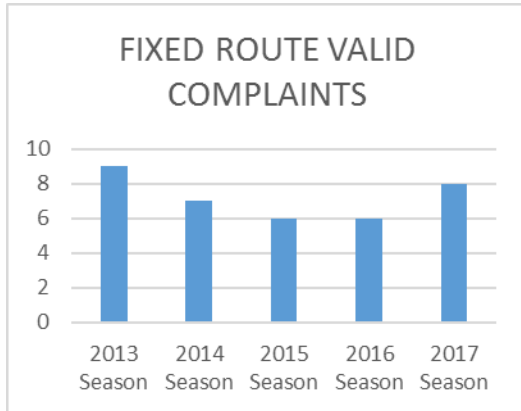
Valid Complaints/Season

Fixed Route

Standard: 7

Goal: 6

5 Year Trend



Valid Complaints/Year

Demand Response

Standard: <1

Goal: 0

5 Year Trend

