

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 15, 2019

6:00 P.M.

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

OPEN SESSION

- I. Public Comment.
- II. Announcement: Funding Award.
- III. Announcement: Upcoming Service Changes.
- IV. Approval of Minutes from the September 26, 2018 Meeting.
- V. Year Round Service Update.
- VI. Report from Finance and Audit Committee: February 6, 2019 Meeting with the Auditor and May 13, 2109 Meeting
- VII. Presentation of FY20 Preliminary Budget with 2019 Summer Fixed Route Operations Schedule.
- VIII. Appointment of Finance and Audit Committee Member and Compensation Committee Member.
- IX. Other Business.

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

ADVISORY BOARD DRAFT

Minutes of the Meeting of September 26, 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.

Announcements: Paula Leary, NRTA Administrator made two announcements. The year round service kick-off event on Friday at 10:00 am at Greenhound. Year Round service begins October 9th. The Mid Island Loop, Miacomet Loop and Sconset via Old South Road Route will operate week days 7 a.m. to 9 p.m. and weekends 7 a.m. to 7 p.m. Chairman Bridges stated he rode the bus to the meeting, it took 6 minutes. All the passengers he asked knew about the year round service and five said that would be using it. Mr. Kelly asked that stats be provided at the next board meeting.

Approval of Minutes for the July 25, 2018 Meeting. Ms. Higgins moved approval of the minutes for the March 28, 2018 minutes; seconded by Mr. Kelly. So voted.

Approval of Transit Asset Management Plan. Ms. Leary explained that the Federal Transit Administration issued a final ruling requiring all transit agencies across the country develop Transit Asset Management Plans. The TAM 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 best to balance and prioritize reasonable anticipated funds toward improving asset condition and achieving a sufficient level of performance within those means. The NRTA falls under a Tier II system. The NRTA has developed its Transit Asset Management Plan that includes the required elements of an inventory of capital assets, condition of assessment, decision support tools and investment prioritization. Mr. Kelly moved approval and acceptance of the NRTA's Transit Asset Management Plan; seconded by Ms. Higgins. So voted.

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

The meeting was unanimously adjourned at 6:07 p.m.

Approved: DRAFT

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

TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: YEAR ROUND SERVICE UPDATE

DATE: MAY 10, 2019

Year round service begin October 9, 2018. Service was provided weekdays from 7:00 a.m. to 9:00 p.m. and weekends from 7:00 a.m. to 7:00 p.m. The Mid Island Loop and Miacomet Loops operated on 30 minute schedules and the Sconset via Old South Road Route operated on a varied schedule servicing Old South Road and Nobadeer Farm Road, every 40 minutes with several daily trips to Sconset. For everyone's information the reason for the few trips to Sconset daily was that during the public outreach process we heard not only from residents in Sconset but many families from the Tom Nevers area that would use the service.

Below is information on ridership, revenue miles and revenue hours:

	Miacomet Loop	Mid Island Loop	Sconset/Old South Road Route	ADR	REV MILES	REV HRS
October*	2,168	2,172	1,935	272	10,762	310.0
November**	2,202	2,122	1,537	202	13,624	1,177.5
December***	1,912	1,823	1,136	162	13,715	1,186.5
January	1,490	1,432	691	117	14,526	1,254.0
February	1,344	1,127	711	114	13,344	1,128.0
March	1,808	1,497	909	136	14,530	1,242.0
April****	2,453	2,137	1,759	219	13,986	1,203.5
Total	13,377	12,310	8,678	171	94,488	7,501.5

*October 9

** No service Thanksgiving Day

***No service Christmas Day

****No service Easter Sunday

Extended hours of service were provided: Stoll Weekend, New Year's Eve and Daffodil Weekend

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

Below is a breakdown of FY19 operating expenses, revenue, and funding sources. This information is based on actuals through April and projections for May and June.

Operating Expense	\$2,663,239
Transportation Revenue	\$653,507
Other Revenue	\$53,956
TOTAL REVENUE	\$707,463
NET COST OF SERVICE	\$1,955,776
Private Funding	\$14,372
Federal Operating Funding	\$587,930
State Contract Operating Assistance	\$488,184
Local Assessment	\$865,290
TOTAL FUNDING	\$1,955,776

The NRTA will work to continue to build the ridership. But for the first year of providing a new service I believe the ridership we've seen is a good start. The service is important to the people using it and they are grateful to have it. The NRTA has and will continue its marketing efforts and work with various stakeholders to help promote and encourage use of the service. We heard from a lot of groups about the need and importance of year round service now we need them actively promote the service to their clients, customers and employees.

Thank you.

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

TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: PRESENTATION OF FY20 PRELIMINARY BUDGET WITH 2019 SUMMER
FIXED ROUTE OPERATIONS SCHEDULES

DATE: MAY 9, 2019

The FY20 preliminary budget was distributed to the Board on March 31, 2019. The FY20 preliminary budget reflects and supports the year round and summer service (attached).

The budget includes the additional \$30,375 of SCA and is reflected in the promotion and marketing line item.

The FY20 Final Budget will be presented to the Board for approval at its May 22, 2019 meeting.

Thank you

**NRTA FY20
PRELIMINARY BUDGET**

	FY17 ACTUAL	FY18 AUDITED	FY19 APPROVED	FY20 PROPOSED
Revenue				
Transportation services revenue:Farebox revenue	\$ 437,769.84	\$ 468,364	\$ 1,000,000	\$ 1,013,000
Contract revenue	\$ 3,405.66	\$ 1,717	\$ 3,000	\$ 2,000
Transportation services revenue:Other income	\$ 1,875.00	\$ 525	\$ 2,000	\$ 1,000
Federal 5311	\$ 540,782.00	\$ 545,730	\$ 550,000	\$ 595,000
Interest income	\$ 1,738.09	\$ 2,025	\$ 5,000	\$ 3,500
Other Income	\$ 6,610.19	\$ 52,125	\$ 3,000	\$ 52,125
Third party reimbursements (private funding)	\$ 255,480.91	\$ 53,393	\$ 96,000	\$ 55,000
TOTAL REVENUE	\$1,247,661.69	\$ 1,123,879	\$ 1,659,000	\$ 1,721,625
Expenses				
Other salaries & wages	\$ 180,367.31	\$ 183,980	\$ 218,500	\$ 225,055
Fringe benefits	\$ 98,218.74	\$ 86,688	\$ 95,000	\$ 97,850
Post Employment Benefits	\$ 23,767.00	\$ 23,196	\$ 22,000	\$ 24,000
Purchased Transportation	\$1,409,773.20	\$ 1,271,415	\$ 2,121,124	\$ 2,277,185
Legal expense	\$ -	\$ 1,192	\$ 100	\$ 1,200
Accounting expense	\$ 51,649.27	\$ 42,411	\$ 53,000	\$ 45,000
Consulting	\$ 4,556.25	\$ 10,049	\$ 2,000	\$ 10,000
Auditing expense	\$ 10,676.12	\$ 16,040	\$ 14,500	\$ 16,500
Outside services	\$ 85,555.27	\$ 77,614	\$ 53,500	\$ 50,000
Vehicle repairs	\$ 2,039.90	\$ 2,510	\$ 5,000	\$ 3,500
Fuels and lubricants	\$ 65,112.37	\$ 87,183	\$ 125,000	\$ 123,642
Tires	\$ 6,024.26	\$ 3,856	\$ 30,000	\$ 5,000
Parts	\$ 32,025.83	\$ 30,383	\$ 30,000	\$ 30,000
Vehicle Supplies	\$ 1,057.38	\$ 1,032	\$ 2,000	\$ 1,500
Miscellaneous maintenance expense	\$ 2,063.81	\$ 4,187	\$ 5,000	\$ 4,000
Insurance - Vehicle	\$ 77,885.79	\$ 83,759	\$ 90,000	\$ 93,000
Insurance - Other	\$ 10,458.32	\$ 7,260	\$ 12,000	\$ 30,000
Utilities	\$ 5,847.24	\$ 6,141	\$ 30,000	\$ 15,000
Promotion & marketing	\$ 16,839.63	\$ 16,641	\$ 30,000	\$ 55,375
Miscellaneous operating expense	\$ 123.17	\$ 64	\$ 2,000	\$ 500
Office supplies and expense	\$ 18,390.05	\$ 17,553	\$ 12,000	\$ 12,000
Leases	\$ 49,670.16	\$ 48,276	\$ 47,000	\$ 48,500
Travel	\$ 5,075.77	\$ 3,381	\$ 6,000	\$ 4,500
Training	\$ -	\$ -	\$ 250	\$ 250
Uniforms	\$ 1,733.29	\$ -	\$ 500	\$ 500
Interest expense	\$ -	\$ 2,048	\$ 6,000	\$ 3,000

TOTAL EXPENSE	\$2,158,910.13	\$ 2,026,859	\$ 3,012,474	\$ 3,177,057
Local Assessment	\$ 408,302.00	\$ 418,510	\$ 865,290	\$ 886,922
State Contract Assistance	\$ 488,184.00	\$ 478,658	\$ 488,184	\$ 568,510

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

TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR

RE: APPOINTMENT OF MEMBER TO FINANCE AND AUDIT COMMITTEE AND
COMPENSATION COMMITTEE

DATE: MAY 9, 2019

In 2018 the NRTA Advisory Board voted to have two members appointed to the NRTA's finance and audit committee and compensation committee. Prior to this the full board served as its members because there were no volunteers to serve. The two member committees have worked well. Mr. Bridges and former board member Mr. Kelly have served on these committees.

I request the Board to appoint a member for these committees to fill Mr. Kelly's vacancy.

Thank you.