Southeastern Regional Transit Authority Advisory Board Meeting

Date: Thursday, June 22nd, 2017

Location: Fall River Government Center (Cafeteria)

 1 Government Center

 Fall River, MA 02721

(1) Call to Order

**The meeting was called to order at 5:06PM EST by the Advisory Board Chair.**

(2) Roll Call

Present:

|  |  |
| --- | --- |
| City of New Bedford | City of Fall River |
| Town of Fairhaven (Late Arrival) | Town of Swansea |

Absent:

|  |  |
| --- | --- |
| Town of Acushnet | Town of Somerset |
| Town of Dartmouth | Town of Westport |
| Town of Freetown | Riders Representative |
| Town of Mattapoisett | ADA Representative |

Additional Attendees:

|  |  |
| --- | --- |
| Erik Rousseau, SRTA | Kristen Sniezek, SRTA |
| John LeBert, SRTA | Arthur Frank, Legal Counsel |
| Shayne Trimbell, SRPEDD |  |

(3) Approval of Minutes

**The motion was made (Fall River) and seconded (New Bedford) to approve the minutes from the previous May (05/25/2017) Advisory Board Meeting. So Voted.**

(4) Citizen’s Participation

No Citizen’s Participation

(5) Operator’s Report

Ms. Karen Walton (General Manager) noted the continuance of South Coast Transit Management (SCTM) staff participation with SRTA on the recent and ongoing implementation of new Intelligent Transportation Systems (ITS) such as Fuel Management, Maintenance Management, and Transit Technology.

In addition to the above, SCTM staff has been able to work on Fiscal Year ending items such as, but not limited to, physical parts inventory.

Ms. Walton touched on personnel changes being the placement / hiring of the Assistant General Manager of Maintenance (First Transit) as well as the Human Resource Manager (South Coast Transit Management).

(6) Civil Rights Update

Title VI: The new Title VI Plan was submitted and has been approved. The new Plan is effective through 05/31/2022. To date there have been no Title VI complaints under the new Plan.

EEO: The new EEO Plan for South Coast Transit Management was submitted on August 19th, 2016 and is awaiting approval. To date there have been no EEO complaints.

DBE: The SRTA DBE goals for Fiscal Year 2016 through Fiscal Year 2018 were submitted and have been approved. SRTA achieved their DBE goal for Federal Fiscal Year 2016. SRTA’s DBE goal for Federal Fiscal Year 2017 will be 2.2% participation. The first reporting period of this year (June 1st, 2017) SRTA achieved 1.51% participation.

Environmental Justice: This is a requirement that SRTA has to engage the Public whenever there is a major project or route change. SRTA is constantly working to increase Public participation. If any Public input is needed, it will be reported to the Board as part of this report.

(7) Old Business

*Update on Security:*

SRTA continues to work with both the New Bedford and Fall River police departments on the security matters at both the New Bedford and Fall River Terminals, respectively. In addition to working with local law enforcement, the Authority reiterated the use of cameras at each facility and the positive impact of *No Trespass Notices*.

Mr. Erik Rousseau (Administrator) recommends to remove this item from future agendas, of which the Board obliges.

*Update on ADA Certification:*

SRTA continues to await feedback from the Federal Transit Administration (FTA) noting the Region 1 Civil Rights Officer has been assigned to a detail, which has contributed to this delay. As of now, the Authority does not have a timeframe as to when to expect completion of this item.

(8) New Business

*Public Records Request Policy:*

SRTA presented the newly implemented Public Records Request Policy—Code of Massachusetts Regulation (CMR) required by July—which has since been made available and posted on the SRTA website (www.srtabus.com). In doing so, SRTA remains in compliance with the Public Records CMR.

As noted in the Policy, the current Records Access Officer (RAO) is set to the Executive Director (Administrator) by default; however, the RAO can be changed at the discretion of the Administrator.

**The motion was made (Fall River) and seconded (Swansea) to approve/ratify the Southeastern Regional Transit Authority Public Records Request Policy and Procedure. So Voted.**

*FY17 Budget Amendment:*

Mr. Rousseau noted the funding recent partnership with the Greater Attleboro Taunton Regional Transit Authority (GATRA) $20,000 for operating the New Bedford to Wareham service, an increase in State Contract Assistance (SCA) $140,635, and the assessment of new service to Clover Leaf Mills in Fall River—in which generated an increase in the Fall River local assessment by $45,000. Due to the aforementioned, the Fiscal Year 2017 budget faces a “rebalance” to be voted upon.

The Town of Fairhaven questioned SRTA’s method for evaluating or analyzing a Route’s performance or sustainability which—amongst other metrics—can be the Passengers per Revenue Hour as well as Passengers per Revenue Mile; both industry standards.

**The motion was made (Fall River) and seconded (Swansea) to approve and accept the Fiscal Year 2017 Budget Adjustment as presented. So Voted.**

(9) Logistics for the Next Advisory Board Meeting

The next SRTA Advisory Board meeting is tentatively scheduled for July 20th at 5:00PM in New Bedford; with the objective to reserve the Ashley Room of the New Bedford City Hall.

(10) Adjournment

**A motion was made (Fall River) and seconded (Swansea) to adjourn the meeting at 5:33PM EST. So Voted.**