**Southeastern Regional Transit Authority Advisory Board Meeting**

Date: Thursday, November 15th, 2018

Location: New Bedford City Hall

 133 William Street, Room 314

 New Bedford, MA 02740

(1) Call to Order

**The Advisory Board Chair called the meeting to order at 5:07PM EST.**

(2) Roll Call

Present:

|  |  |
| --- | --- |
| City of New Bedford | City of Fall River |

Absent:

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

Additional Attendees:

|  |  |
| --- | --- |
| Erik Rousseau, SRTA | Arthur Frank, General Counsel |
| Kristen Sniezek, SRTA |  |
| Shayne Trimbell, SRTA |  |

(3) Approval of Minutes

**The motion was made (Fall River) and seconded (New Bedford) to approve the minutes from the previous August (08/16/2018) Advisory Board Meeting. So Voted.**

(4) Citizen’s Participation

No Citizen’s Participation.

(5) Service Report

Mr. Erik Rousseau (Administrator) presented the SRTA Performance Dashboard and highlighted the recent increase in ridership when compared to the immediate prior months as well as the same months in the prior two fiscal years.

Additionally, it was shared with the Board that the Authority is currently searching to fill the General Manager position for the Operator (First Transit – SouthCoast Transit Management). During this interim period, the Assistant General Manager of Operations, the Assistant General Manager of Maintenance, and the Assistant General Manager of Finance have been tasked with the applicable General Manager duties in the absence of.

(6) Civil Rights Update

Title VI: The new Title VI Plan have been submitted and received concurrence. The new Plan is effective through 05/31/2019. Work for the new/updated Title VI Plan is currently underway.

EEO: The new EEO Plan for South Coast Transit Management was submitted on August 19th, 2017 and is approved through April 30th, 2020.

At this time, there is one pending EEO complaint that was filed through MCAD.

DBE: The SRTA DBE goals for Fiscal Year 2019 through Fiscal Year 2021 were submitted on July 31st, 2018 and are awaiting concurrence. The next semi-annual report is due December 1.

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 Fall River Swansea Mall Route 14:*

Mr. Rousseau informed the Board that the work associated with this potential route change is still proceeding; however, no actions items are required at this time. Should any such items arise, said action items will be presented to the Board.

(8) New Business

*Briefing Customer Engagement Forms:*

Shayne Trimbell (Director of Transit Planning) presented the results of a recent Customer Outreach event that spanned over two days at both the New Bedford Terminal and Fall River Terminal. Overall, 148 customers participated (63 in New Bedford, 85 in Fall River) in the various activities and surveys.

Highlights of this outreach effort included the desire for more bus stop shelters, more bus stop benches, and more information available at bus stops. Additionally – related to service – surveyed customers expressed the desire for longer span of service on Saturdays as well as added night service on more Routes.

The City of Fall River questioned the omission of Sunday service on the activities / surveys, in which Mr. Trimbell explained the reasoning

The City of Fall River questioned the heightened number of “passed-by” complaints, in which Mr. Rousseau shared that each bus is equipped with a camera system that allows the Authority to actively review these complaints to determine their validity. Mr. Trimbell added that “passed-by” complaints appear to be various in nature – as far as drivers and customers – and are a known subject for the Authority.

*Update on Task Force for RTA Performance and Funding*

Included with the meeting attachments, Mr. Rousseau presented the MassDOT proposed budget language, the MassDOT application for discretionary funding, as well as the email to MassDOT clarifying the budget language.

Mr. Rousseau shared with the Board the original intentions of the Task Force have been to develop relative performance metrics for the Regional Transit Authorities (RTA) that could be used in the distribution of funding. To create a forum for sharing and implementation of industry best practices. Moreover, to make available the appropriate resources for each RTA the ability to perform most efficiently and effectively.

(9) Logistics for the Next Advisory Board Meeting

The next SRTA Advisory Board meeting is tentatively scheduled for January 17th at 5:00PM in Fall River; with the objective to reserve the first floor cafeteria.

(10) Adjournment

**The motion was made (New Bedford) and seconded (Fall River) to adjourn the meeting at 5:38PM EST.**