



## **Southeastern Regional Transit Authority (SRTA) Advisory Board Meeting**

**Date:** Thursday, February 24, 2022

**Location:** Virtual Meeting via SRTA Cisco WebEx (2:00 PM)

Call in Number: 1-408-418-9388; Access Code: 2631 163 7853; Password 69875884

**Purpose:** SRTA Advisory Board Meeting

### (1) Call to Order

**The Advisory Board Chair called the meeting to order at 2:07 PM EST.**

### (2) Roll Call

**Present:**

City of New Bedford (Jennifer Clarke)

City of Fall River (John Perry)

Town of Fairhaven (Bob Espinola)

Town of Mattapoisett (Michael Lourenco)

Riders Representative (Dan Robillard)

Town of Westport (Richard Brewer)

**Absent:**

Town of Acushnet

Town of Swansea

Town of Freetown

Town of Dartmouth

Town of Somerset

ADA Representative

**Additional Attendees:**

Erik Rousseau, SRTA

Arthur Frank, General Counsel (SRTA)

Maritza Aquino, SRTA

Lilia Cabral-Bernard, SRPEDD

John LeBert, SRTA

Amber Allen, SRTA

Shayne Trimbell, SRTA

Paul Foley, Town of Fairhaven

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(3) Approval of Minutes

**Motion: The motion was made (Riders' Representative) and seconded (City of Fall River) to approve the minutes from the January 27, 2022 SR TA Advisory Board Meeting.**

**Discussion: N/A**

**Vote:**

**For: Town of Fairhaven, City of Fall River, City of New Bedford, Town of Mattapoisett, Town of Westport, and Riders' Representative**

**Status: Motion Passes**

(4) Citizen's Participation

No Citizen's Participation.

(5) Civil Rights Update

*Title VI:*

The SR TA's current Title VI Plan has been submitted and is under FTA review and awaiting concurrence.

The SR TA's subsequent Title VI Plan is in progress, and updates will be provided to the Board as part of this process.

*Equal Employment Opportunity (EEO):*

The EEO Plan for South Coast Transit Management (SCTM) has been submitted and is under FTA review and awaiting concurrence.

*Disadvantaged Business Enterprise (DBE):*

The SR TA's current DBE Goal Plan has been submitted and is under FTA review and awaiting concurrence.

The most recent semi-annual report was submitted on December 1 and is under FTA review. The next semi-annual report is due June 1.

The SR TA's current DBE Program Plan received FTA concurrence in September 2017.

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*Environmental Justice:*

Environmental justice is a requirement that the SRTA must engage the public whenever there is a major project or route change. The SRTA is constantly working to increase public participation, and if any public input is needed, it will be conveyed to the Board as part of this report.

(6) Old Business

*COVID-19 Response (<http://www.srtabus.com/covid19>):*

Mr. Rousseau stated that the TSA, or Transit Security Administration's current mask mandate is due to expire on March 18, 2022. This mandate has not yet been extended. Mr. Rousseau expressed that he will update the Board accordingly should there be any new information.

Question: Have any new air filters been installed in conjunction with what is already in place?

Mr. Rousseau answered: We have piloted five systems that have a UV light component. They have not proven to provide additional benefit. The air filters we utilize currently are the MERV-13. These have shown to be very effective. We are also exploring other manufacturers to provide more options if applicable. We want to ensure the health and safety of our passengers.

(7) New Business

*Title VI Plan Update:*

Mr. Shayne Trimbell introduced the final policy updates via PowerPoint presentation before it is sent to FTA to await review and concurrence. The following are synopses of each policy and/or service change.

Within the Safe Harbor language policy, a new language was added, French Haitian (Creole). This was determined by collecting data from the American Community Survey. This initiative is for those that reside within our service area that speak this language (over 1,000 people). Mr. Trimbell states that the documents to be updated with this addition are the ADA Paratransit application/guide, any notice(s) for service changes, and any future public hearings.

Next, the Disparate Impact/Disproportionate Burden policy was discussed. Mr. Trimbell states this occurs when a proposed fare or major service change produces an adverse effect on a population that is 60% or more minority/low-income based. The main objective here was to amend the policy for easier reading and more likely understood by our passengers.

Then, Mr. Trimbell described the Major Service Change policy. Here, the Demand Response service was included with how we dictate service area and span of service. The span of service, for example, could be time of day expansion or a reduction in those times of service.

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The Headway policy was spoken about as a complete revamp. The old system split routes and times based on either urban or suburban areas of operation. This did not specify reflect how many of our passengers resided in these areas. The 2022 policy simplifies this endeavor by weekday and Saturday “flat standards.” All routes and times of operation are given a 60 minute threshold (peak and off-peak).

Mr. Trimbell moved onward to explain the On-Time Performance and the Monitoring Program results

The On-Time Performance measures the departures from a particular trip’s origin. These departures are considered on time if they occur less than 1 minute earlier or 5 minutes after the scheduled departure times. This differs from the previous 2019 policy, where there was a split between on-time performance and headway times.

In order to meet all standards mentioned within the areas of policy, each needed to be monitored for quality and control. All standards were met except for On-Time Performance. The target observation for all routes inbound was 85% to meet the 6 minute window of departures with inbound and outbound trips. We were very close with an 83% result in this area. Findings show that this happens mostly with early departures in the inbound trips. SRTA/SCTM will continue to look at this area in service to meet the standard.

Question: Is there a list of appendices to this policy update?

Mr. Trimbell answered: The following are the appendices mentioned in our policy: A is a checklist of requests, B provides a translation of notices to the public, C is the Title VI version of a complaint form, D is the Department of Health guidelines, E is the 2019 SRTA Fair Equity Analysis results, F is the meeting minutes of this current meeting, G pertains to the SRTA Fair Equity analysis, H includes the meeting minutes from which the Fair Equity analysis was presented, I is the 2021 SRTA Fair Equity analysis, and the last appendix is J, where the meeting minutes from the 2021 Fair Equity analysis are.

Question: Why in the Disparate Impact/Disproportionate Burden policy does it say 60% and not 51%?

Mr. Trimbell answered: When our consulting firm, Nelson/Nygaard took a look at the analysis of census tracks, they found the 20% difference occurred whenever the population exceeded 60%. So the new percentage is to reflect this trend.

**Motion: To adopt new Title VI Program policy and its updates made by Riders’ Representative and seconded by the City of Fall River.**

**Discussion: N/A**

**Vote:**

**For: Town of Fairhaven, City of Fall River, City of New Bedford, Town of Mattapoisett, Town of Westport, and Riders’ Representative**

**Status: Motion Passes**

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*PTASP Update:*

Mr. Rousseau expressed information for the PTASP (Public Transportation Agency Safety Plan) update. This is just a preview stating there will be updates to the metrics of this plan. It is due in July of 2022 but they have extended the deadline. This will be the 3<sup>rd</sup> update, and it is done annually.

(8) Logistics for the Next Advisory Board Meeting

As indicated on the agenda, the next Advisory Board Meeting for the Southeastern Regional Transit Authority will be held on Thursday, March 31st at 2:00 PM.

(9) Adjournment

**The Advisory Board Chair called the meeting to adjournment at 2:50PM EST.**

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