

BERKSHIRE REGIONAL TRANSIT AUTHORITY
VIRTUAL MEETING OF THE ADVISORY BOARD

September 23, 2021
4:00 PM

ZOOM BOARD MINUTES

Berkshire Regional Transit Authority Advisory Board Members Present:

John Boyle, Dalton; Bruce Bernstein, Egremont; Tate Coleman, Great Barrington; Sherry Youngkin, New Ashford; Sandra Lamb, North Adams; Sheila Irvin, Pittsfield; Kent Lew, Washington; Douglas McNally, Windsor; and Brian Morrison, Rider Representative. Brian O’Grady, Williamstown arrived during the Administrator’s Report.

Berkshire Regional Transit Authority Advisory Board Members Absent:

Christine Hoyt, Adams; Peggy Rae Henden-Wilson, Alford; William Elovirta, Becket; Edmund St. John IV, Cheshire; Ronald Boucher, Clarksburg; Neil Olson, Florida; James Sullivan, Hinsdale; Gordon Hubbard, Lanesborough; Andrea Wadsworth, Lee; Marybeth Mitts, Lenox; Justin Makuc, Monterey; Jim Lovejoy, Mt. Washington; William Hiller, Otis; Caleb Mitchell, Peru; Alan Hanson, Richmond; John Tynan, Savoy; Rene Wood, Sheffield; and Jamie Minacci, Stockbridge.

Also present: Robert Malnati and Sarah Vallieres, BRTA staff; Rauley Caine and Accem Scott, BTM/PMB staff; Clete Kus, BRPC; Sarah Polo, UM Lowell student; and Brittany Polito, iBerkshires.

	Voting Shares	Present	
Adams	2.30	0.00	
Alford	1.00	0.00	
Becket	1.00	0.00	
Cheshire	2.56	0.00	
Clarksburg	1.00	0.00	34.75
Dalton	2.85	2.85	needed for
Egremont	1.00	1.00	quorum
Florida	1.00	0.00	
Great Barrington	3.25	3.25	35.73 present via
Hinsdale	1.33	0.00	ZOOM at roll call
Lanesborough	2.43	0.00	
Lee	3.48	0.00	38.40 present via
Lenox	3.27	0.00	ZOOM during
Monterey	1.00	0.00	Administrator’s Report
Mt. Washington	1.00	0.00	
New Ashford	1.14	1.14	
North Adams	5.49	5.49	
Otis	1.00	0.00	
Peru	1.00	0.00	
Pittsfield	19.00	19.00	
Richmond	1.00	0.00	
Savoy	1.00	0.00	
Sheffield	1.01	0.00	
Stockbridge	2.76	0.00	
Washington	1.00	1.00	
Williamstown	2.67	2.67	
Windsor	1.00	1.00	
Disability Community	1.00	0.00	
Rider Representative	1.00	1.00	

1) **ROLL CALL**

S. Irvin called the ZOOM meeting to order after 4:00 PM. S. Vallieres performed a roll call of the Advisory Board Members who were present on ZOOM.

2) **MINUTES OF THE AUGUST 26, 2021 MEETING- VOTE**

S. Lamb made a motion to accept the minutes of the August 26, 2021 meeting. S. Youngkin seconded the motion. Towns were individually called, all stated aye, and the minutes were passed unanimously.

Town	(2) Minutes	(4) FY 2021 Draft Financial Statements	(5) Cash Reports May, June, and July 2021
Dalton	Yes		
Egremont	Yes		
Great Barrington	Yes		
New Ashford	Yes		
North Adams	Yes		
Pittsfield	Yes		
Washington	Yes		
Williamstown	-		
Windsor	Yes		
Rider Representative	Yes		

3) **ADMINISTRATOR`S REPORT**

COVID-19

R. Malnati shared the TSA announcement from September 10, 2021 that fines for non-compliance with mask wearing will double. TSA will be responsible for issuing these fines. So far, the BRTA has had no issues with non-compliance. There is a supply of masks on the vehicles and at the ITC to provide to people that need one.

STATE

R. Malnati explained where the State is regarding RTA funding. There was a notification that the House had over-rode the Governor's veto; the Senate is the next step. Once the additional funding level is known, the current contract for State Contract Assistance will be amended.

HST

R. Malnati discussed the HST contract termination on June 30, 2021. BRTA received \$42,000 from the State for administrative fees for additional staff to close out the department. The reconciliation and final invoicing to the State was concluded; the HST final audit was performed; and the files were moved to storage for 7-10 years.

FEDERAL

R. Malnati discussed the Federal FY 2020 Triennial Review commenced on July 28, 2021 and will conclude this month. There were a few compliance issues and a draft report will be sent out in mid-November. The BRTA will have 10 days to respond to the letter and 90 days for corrective action. The 3 areas that had issues were legal, financial, and procurement. Under legal, there was a new Federal clause in 2019 and the BRTA

did not have this in a contract. The corrective action is creating a new clause checklist to review prior to the execution of contracts. Under financial, grant balances need to have unliquidated obligations on a cash basis and say its obligated. This has been addressed and is currently under review with the FTA. Under procurement, Buy America component had most documents, but are in need of a couple of steps. This is currently being worked on. Overall, FTA said it was a good review and this process makes the BRTA better at what we are doing.

DRAFT FINANCIAL STATEMENTS FY 21

R. Malnati said the Finance Committee met with the auditor, Adelson & Company, and reviewed the FY 21 Financial Statements. The audit was as expected and a clean audit.

4) FY2021 DRAFT FINANCIAL STATEMENTS– VOTE

R. Malnati reviewed the financials and the BRTA had unmodified or clean opinion on the financial statements. He reviewed the graph that shows 96% of all costs go to transportation and only 4% go to Administration. Last year it was 95%/5%. Finances were accurate with nothing missing, no issues and no material deficiencies. The finances were in conformance with the auditing principles, including government auditing standards and the BRTA complied with FTA and State funding requirements.

D. McNally made a motion to accept the FY 2021 Draft Financial Statements, T. Coleman seconded the motion. Towns were individually called, all stated aye, and the FY 2021 Draft Financial Statements passed unanimously.

Town	(2) Minutes	(4) FY 2021 Draft Financial Statements	(5) Cash Reports May, June, and July 2021
Dalton		Yes	
Egremont		Yes	
Great Barrington		Yes	
New Ashford		Yes	
North Adams		Yes	
Pittsfield		Yes	
Washington		Yes	
Williamstown		Yes	
Windsor		Yes	
Rider Representative		Yes	

5) CASH REPORTS MAY, JUNE, AND JULY 2021- VOTE

R. Malnati shared the cash reports for May, June, and July 2021. S. Lamb made a motion to accept the cash reports for May, June, and July 2021; B. O'Grady seconded the motion. Towns were individually called, all stated aye, and the Cash Reports passed unanimously.

Town	(2) Minutes	(4) FY 2021 Draft Financial Statements	(5) Cash Reports May, June, and July 2021
Dalton			Yes
Egremont			Yes
Great Barrington			Yes
New Ashford			Yes
North Adams			Yes
Pittsfield			Yes
Washington			Yes
Williamstown			Yes
Windsor			Yes
Rider Representative			Yes

6) BUDGET YTD

R. Malnati spoke of the year-to-date budget. Fixed route fares are down \$4,600 due to BRTA's fare free week at the beginning of July. Paratransit fares are up. The fixed route management fee is down due to the AGM position unfilled for a little while. HST shows that its over-budget, but this is just a timing issue. Insurance costs are up in accordance with the marketplace.

7) RIDERSHIP YTD

R. Malnati discussed the year-to-date ridership. July 2021 fixed route ridership is 32,151 and was 26,400 last year. June 2021 was 30,468 and is trending in the right direction. Paratransit ridership is slowly increasing; 1400 from 1000, and COAs increasing as well. Wheelchair ridership on the fixed route is 15% higher and bicycles are 10% higher.

8) OLD BUSINESS

None

9) NEW BUSINESS

R. Malnati shared how the Triennial Review was going. He also discussed the House override of the Governor's budget, hopefully providing a solid foundation for future planning purposes.

10) NEXT MEETING DATE/TIME

R. Malnati tentatively scheduled for November 18, 2021 and January 27, 2022.

11) ADJOURNMENT

J. Boyle made a motion to adjourn the Zoom Advisory Board meeting. B. O'Grady seconded the motion which passed unanimously.

FENVA