

Berkshire Regional Transit Authority
Minutes of the Finance/Audit Committee

August 22, 2019 at 3 PM
BRTA Intermodal Transportation Center
One Columbus Avenue, Pittsfield, MA 01201

MINUTES

Berkshire Regional Transit Authority Finance/Audit Committee Members present:

Sandy Lamb, North Adams and Doug McNally, Windsor
Also present: Robert Malnati and Sarah Vallieres, BRTA staff

1. **Approval of Minutes for May 23, 2019 -VOTE**

The Finance Committee members reviewed the minutes of May's meeting. Ms. Lamb made the motion to accept the minutes, was seconded by Mr. McNally, and approved by all.

2. **FY 20 MOU**

Mr. Malnati signed the MOU between BRTA and MassDOT on 8/14/19 and he received the executed contract today. The MOU contain language regarding the results of the stated milestones and ridership targets would not be punitive. Mr. Malnati shared the MOU with the group. This MOU is the same for all RTAs, except for the specific targets that were created between MassDOT and BRTA using NTD data. The MOU will look at BRTA asset management module to review the CIP/TIP. There will be another comprehensive analysis plan that will be paid for through MassDOT. Both the RTAs and MassDOT have mutually agreed upon the scope and schedule timeline. BRTA will have to create a fare policy and the Advisory Board will need to review annually.

3. **Borrowing- Bob**

Mr. Malnati explained that the borrowing was successful and BRTA received 4 bids. The borrowing went out at an opportune time. Each bidder was close and there were no issues. The borrowing was moved to August instead of September when financial statements and state reports were due. BRTA used FY18 financial statements.

4. **Pension Payment**

Mr. Malnati discussed the Pension Committee Conference Call where the Pension Committee agreed to:

Recommended Contribution	\$158,085
Less Premiums Paid	(\$15,886.02)
Less Additional Premiums	(\$6,809.24)
Balance	\$135,389.74

Recommended Funding \$136,000.00

Budget \$144,460 or \$14,235.26 over budget. BRTA received more State funding than was in the budget, \$31,000.

5. **Old Business**

No old business.

6. **New Business**

Mr. Malnati provided a spreadsheet for the current ridership. The Route 5 (and Route 13 combination) is down 800 people. Operations will be researching this to creating scenarios to revise the current route and try to recoup ridership. The 21X is down 24.9%. BRTA has asked the Great Barrington Advisory Group to help promote this bus route. Mr. McNally asked if there was any idea of why this is decreasing? Mr. Malnati said this will be reviewed. The Route 11N continues to grow. Mr. McNally stated this looks like a viable route. No days are running without significant use. The Route 1/34 is a major route and is averaging 9 people a day. The Route 21X had a total of 54 riders in July

and there is no consistent pattern of ridership. The MOU with MassDOT is based upon data driven decisions. BRTA will be changing the last run of Route 11N to meet up with the Route 21X for BCC students beginning in September. Mr. McNally asked if this would improve the Route 21X's ridership? Mr. Malnati is unsure.

Mr. Malnati will let the Advisory Board know that the Administration is looking at this and potential changes. There is a survey out now on BRTA's website addressing this. Mr. McNally shared that perhaps there is a changing business model between Pittsfield and Great Barrington. Maybe it is more important to have a bus route in Great Barrington. BRTA will be proactive in developing scenarios.

Simon's Rock College is interested in using BRTA for transportation with a potential stipend. BRTA is looking into this.

7. **Next Meeting**

The next meeting will be September 19, 2019 at 2:30PM to review the Financials with Adelson.

F E M N A L