

Cape Ann Transportation Authority
Board Meeting
February 24, 2020
9:30am

Attendance: Jim Destino CAO to the Mayor, Mitchell Vieira, Tony Marino, Stephanie Jackson, Liz O'Connor, Joseph Domelowicz, Felicia Webb, Bob Ryan, Paul Scanlon, Representative Price Armstrong from AECOM and Jackie LaFlam

Called to order by James Destino at 9:35am

Roll Call Representatives from Gloucester, Rockport, Ipswich, Hamilton, and ADA were in attendance. Essex was not.

Approval of December 11, 2019 minutes

Motioned by Jim Destino
Seconded by Tony Marino
Vote – unanimous in favor

Comprehensive Regional Transit Plan 2020 update
The CATA Advisory Board welcomed Price Armstrong, from AECOM, for a presentation on the 2020 update of CATA's Comprehensive Regional Transit Plan discuss the vision of CATA for the next 5 years.

Jim Destino explained how CATA has gone through a transition with the retiring of the Administrator along with other personnel retiring. Felicia Webb is the new Administrator and she has CATA moving in a positive direction. We are looking to increase ridership, also to get senior citizens to and from their destinations and back and forth from the Rose Baker Center. We are a high senior citizen community. We are looking to get whatever Felicia needs to run CATA efficiently. Felicia is looking to have a third party Consultant come in to help with how CATA can run more effectively and efficiently as well as do a job analysis on each employee.

Price Armstrong said they would work on the Rose Baker Center and also what CATA needs to keep moving forward.

Jim said we should also looking to do event base transportation and increase ridership for job clients and Park and Ride from the West Gloucester Station for the Industrial park.

Joe from Hamilton is not looking for fixed route transportation he's looking to transport seniors and others to different locations.

Tony from Ipswich wants to increase all senior transportation which are mostly medical.

Mitch from Rockport is comfortable with the fixed routes but looking for a way to expand the times of transportation.

Felicia would like to increase mobility options throughout CATA's service area and in the surrounding areas, so customers have the ability to travel go outside CATA's area.

Price responded any other issues you would like us to look at you can email or call.

FY19 Audit Discussion

The CATA Advisory Board welcomed Roland Lambalot for a presentation on CATA'S FY19 Audited Financial Statements.

Roland prepared a Statement of Revenues and Expenditures and a Statement of New Position for fiscal years 2015 to 2019, as well as a few pages from the FY19 audit, for the board to review.

- Statement of Revenues and Expenditures for fiscal years 2015-2019, including the Net Cost of Service required by 161b
- Statement of Net Position, which includes Receivables from cities and towns. These are local assessments which are funded two years in arrears. Discussion of revenues, CATA is limited in what can be set aside and if funds are set aside, CATA requires approval from MassDOT to access those funds. Discussion of moving the \$17k restricted into an interest bearing account. Discussion of compensated absences figures, required to report in FY19.
- FY19 Audited Financials Notes to Financial Statements: general discussion of CATA funds uninsured and moving them to MMDT; general discussion of the RAN and increase in the interest rates.
- Disputed Receivables: HST \$467k requires a trial by the end of year; \$115k was recouped from CATA as a result of a 2005 audit (2003/2004 services). The \$115k will be litigated as well. If CATA receives the funds, they would go toward the receivable and reduce the borrowing.

Jim Destino commented on the grant activity and the fact there were no findings in CATA's audit.

CATA Updates

Felicia Webb provided several updates to several CATA projects.

HST Bid: The due date has been extended to the middle of March. CATA cannot submit a bid for the region we're being placed into, the new region runs from the Northshore down to Marshfield and over to Worcester. CATA remains willing to work with another RTA or private company in order to maintain employment opportunities for the CATA employees.

Dialysis Service: The new dialysis service is projected to start March 2. We have 3 or 4 clients signed up for the service. The clients are from Gloucester, Essex, and Ipswich

right now. Once the service is running, CATA expects to add some new customers to the service.

Workforce Grant: The MassDOT Workforce Transportation Grant was awarded 2 weeks ago, CATA received funding to provide first/last mile service from the MBTA station to Blackburn AGH, the waterfront district and, if possible, will look at including West Gloucester station and the Cape Ann Industrial Park. Felicia stated that CATA worked closely with EDIC on this grant, it required a local match which EDIC was able to obtain from partnering businesses. CATA would not have received the grant without EDIC's involvement.

Essex and Hamilton: CATA is working with Essex and Hamilton on some service. Essex is interested in medical service and has about \$25,000 in the cherry sheet. Hamilton is interested in medical service to start and then gradually increase to provide more service to the town. Joe asked about when Hamilton service could start, Felicia said that once dialysis is up and running, then we can move to Hamilton, in April. Essex is interested in having service for the new fiscal year.

There are two RFPs out right now. One is for the On-Demand Technology provider for the Workforce grant. The other is for the HR Study, Job Analysis and Compensation study for CATA to determine if we're staffed appropriately or where we may need some help.

Comments from the Board Chair

Jim Destino told everyone he is retiring at the end of March and the City is looking for his replacement. The Mayor asked him to stay on the CATA board for at least the next six months.

There was a general discussion of the next board meeting, which will be the budget meeting. Thursday, May 14, at 9:30am will be the next board meeting.

Adjournment 10:15am
Motion by Jim Destino
Seconded by Tony Marino
Vote- Unanimous