

MEETING OF THE MART ADVISORY BOARD

Remote Meeting

Time: May 19, 2020 10:30 AM Eastern Time (US and Canada)

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Agenda

- I. Call to Order**
- II. General Comments**
- III. Approval of Minutes from January 14, 2020 Meeting**
- IV. Financial Matters**
 - A. Status of State Funding:**
 - B. Status of Federal Funding**
 - C. Finance Committee Update**
 - 1. Presentation/Discussion/ Recommendation of FY21 Budget**

More on the next page.

V. Operational Services

A. Transit Operation System-wide Status

1. Fixed Route Services Changes and Modifications
2. General Ridership Data and Trend

System-wide Trends				Current Reporting Including First COVID-19 Month			
8 Month Data (July thru February)				9 Month Data (July thru March)			
	FY20	FY19	% Difference		FY20	FY19	% Difference
Fixed Route				Fixed Route			
Ridership	373,363	368,587	1.30%	Ridership	404,711	414,287	-2.31%
Revenue	431,159	408,926	5.44%	Revenue	454,603	463,995	-2.02%
Miles	664,769	708,464	-6.17%	Miles	740,320	795,796	-6.97%
Hours	39,834	41,663	-4.39%	Hours	44,347	46,970	-5.58%
Demand Response				Demand Response			
Ridership	64,266	68,788	-6.57%	Ridership	70,120	77,680	-9.73%
Revenue	193,853	201,401	-3.75%	Revenue	202,985	230,705	-12.02%
Miles	608,671	582,586	4.48%	Miles	655,998	656,442	-0.07%
Hours	28,278	28,423	-0.51%	Hours	30,522	32,014	-4.66%
Agency Service				Agency Service			
Ridership	86,774	97,681	-6.37%	Ridership	92,195	103,812	-11.19%
Revenue	2,036,713	2,121,818	-4.01%	Revenue	2,174,351	2,375,616	-8.47%
Miles	638,982	672,650	-5.01%	Miles	682,135	755,241	-9.68%
Hours	33,928	36,309	-6.56%	Hours	36,211	40,628	-10.87%
Council-on-Aging				Council-on-Aging			
Ridership	78,868	75,878	3.94%	Ridership	84,987	85,184	-0.23%
Revenue	53,261	53,595	-0.62%	Revenue	57,126	59,842	-4.54%
Miles	431,413	423,762	1.81%	Miles	463,936	475,011	-2.33%
Hours	36,356	33,466	8.64%	Hours	39,355	37,420	5.17%
COVID-19 Impacts (February thru April)							
	FY20	FY19	% Difference				
Fixed Route							
Ridership	93,697	143,122	-34.53%				
Revenue	85,188	180,308	-52.75%				
Miles	216,982	255,338	-15.02%				
Hours	13,143	15,445	-14.91%				

Service Changes & Modifications

Pre COVID-19 Service Changes (for better efficiency and cost savings):

Boston & Worcester Shuttle Loop times have been adjusted to more accurately reflect their duration and times when we are generally going by published stops.

Boston Shuttle – 3 loops per day have been reduced to 2 loops due to low ridership. There is single run in the morning and afternoon.

Wachusett Shuttle – 3 loops were eliminated from this route due to low ridership.

Devens Regional Shuttle – the evening loop and weekend service is On-Demand and performed by taxi.

COVID-19 Service Changes (due to reduced demand and ridership):

Effective 3/17:

Route 4 running summer service hours

Route 6 does not go to Fitchburg High School

FSU Supplemental Shuttle has been suspended for the rest of semester

Supplemental Service has been suspended for the rest of semester

Effective 3/18:

Littleton-Westford Commuter Shuttle suspended until further notice

Effective 3/19:

Route #11, Intercity Bus, Boston & Worcester Shuttles suspended until further notice

Devens Regional Shuttle service on-demand only

Wachusett Shuttle reduced to 4 loops daily

B. Brokerage Operation System-wide Status

1. General Ridership Data and Trend

VI. Other Business

VII. Adjournment

MONTACHUSETT REGIONAL TRANSIT AUTHORITY

Comparison of FY2021 and FY2020 Budgets

EXPENDITURES	FY2021 Budget	FY2020 Budget
Fixed Motor Bus Route Service	4,888,846	4,850,478
Fixed Motor Bus Expense	4,309,159	4,288,010
Diesel Fuel Expense	236,221	257,300
Link Service Expense	385,096	364,111
Intercity Bus Expense	178,462	191,384
Jarc Expense	82,021	73,918
Allocation Expense	(302,113)	(324,245)
Paratransit Service	6,148,103	6,354,929
Council on Aging	2,191,980	2,200,754
Council on Aging - Maintenance	942,773	889,725
Allocation Expense - COA	(211,892)	(262,417)
ADA Complimentary	1,547,641	1,411,863
ADA (>3/4 mile rule)	-	-
Demand Response	397,566	516,198
Subscription Service	974,477	1,194,715
Unleaded Fuel Expense	552,436	780,836
Allocation Expense - ADA	(246,878)	(376,745)
Self Funded Service	1,687,456	2,072,091
GVNA/Child Aid/FSU	533,772	583,741
Allocation Expense - ADA	(178,774)	(272,815)
Operating Company - HST Services	1,604,530	2,136,297
Allocation Expense - Operating Company	(272,072)	(375,132)
Brokerage Service	106,452,722	171,527,437
ICO Non-Direct - MassHealth Expense	91,111	328,765
ICO Non-Direct - Department of Developmental Services Dayhab Expense	95,840	161,594
Department of Mental Health	945,191	1,783,028
Department of Public Health Expense	1,813,251	3,416,833
MassHealth Assistance Expense	42,965,385	61,891,734
Department of Developmental Services Expense	10,231,834	17,800,475
Department of Developmental Services Dayhab Expense	50,007,572	85,744,160
HST Adjustments Expense	-	-
Mass Rehab Commission Expense	302,294	399,816
Mass Commission for the Blind	244	1,032
Dial-A-Mart Service Expense	-	-
Insurance	896,035	950,583
Insurance - General Liability Excess/Umbrella	310,129	253,231
Insurance - Operating Property	75,366	119,216
Insurance - Parking Property	-	-
Insurance - Other Vehicles	405,373	480,773
Insurance - Bus	105,167	97,363
Administration	10,294,017	10,003,417
Payroll - Administrative	4,399,566	4,300,261
Payroll - Administrative Overtime	39,569	20,000
Payroll - Temporary Staff	542,702	776,222
Payroll - Uncompensated Absences	(28,868)	7,284
Payroll - Fica/Medicare Tax	323,723	317,421
Payroll - Unemployment Tax	53,212	55,351
Payroll - Health Insurance	555,123	581,403
Payroll - Life/Disability Insurance	53,440	55,551
Payroll - Workers Comp Insurance	4,785	4,320
Payroll - Pension Benefit	446,673	439,929
Advertising - Marketing / Legal / Consultant	18,885	11,215
Printing	9,499	8,938
Consultant - Technical/MRPC	125,000	123,787
Consultant - Other	-	-
Security	80,061	56,829
Legal Counsel	115,000	72,000
Auditor	40,000	33,000

MONTACHUSETT REGIONAL TRANSIT AUTHORITY

Comparison of FY2021 and FY2020 Budgets

Office Supplies	58,857	71,396
Equipment/Maintenance	30,146	38,397
Equipment Lease Expense	9,827	7,747
Purchase Services	46,100	26,095
IT Software	92,528	67,766
Travel	5,359	2,844
Meetings	34,824	24,866
Rent Expense	431,497	420,050
Consultants - Computer Service Contracts	706,296	715,049
Interest Expense	363,037	432,219
Miscellaneous Expense	35,630	12,349
Telephone	693,188	773,373
Telephone - Maintenance	17,617	29,944
Reserve Fund / Bad Debt Expense	450,000	-
Maintenance - Water St. Facility	55,311	63,740
Maintenance - ITC Facility	21,599	10,966
Maintenance - Gardner Facility	47,896	40,457
Maintenance - N. Main Facility	34,980	34,768
Maintenance - Athol Facility	8,212	5,480
Utilities - Water St. Facility	91,758	70,221
Utilities - ITC Facility	157,195	129,253
Utilities - Gardner Facility	44,658	71,509
Utilities - N. Main Facility	29,027	51,245
Utilities - Athol Facility	13,198	13,605
Debt Service / Bank fees	36,907	26,567
Ticket Agency Service	34,980	181,929
Ticket Agency	34,980	181,929
Commuter Rail Service	329,414	303,053
Parking (Credit Card Fees)	30,563	49,363
Maintenance - Leom/Fit Parking	46,235	51,380
Utilities - Fltc/Leom Parking	35,900	32,176
Maintenance - Wachusett Parking	101,454	95,972
Utilities - Wachusett Parking	6,565	7,800
Special Require (FRA/Commuter Interface)	53,333	53,333
Maintenance - Shirley/Ayer Parking	11,330	11,330
Utilities - Shirley/Ayer Parking	44,034	1,699
TOTAL OPERATIONAL EXPENDITURES	130,731,573	196,243,917
REVENUE		
Fixed Motor Bus Route Service	446,539	633,426
Fixed Motor Bus Revenue	416,727	589,284
Link Service Revenue	11,615	17,232
Intercity Bus Revenue	3,108	5,973
Jarc Revenue	15,089	20,937
Paratransit Service	336,460	513,298
E&H COA	39,824	78,332
ADA Complimentary	38,670	85,484
Demand Response	47,941	120,254
Subscription Service	210,025	229,228
Self Funded Service	415,592	578,757
GVNA/Child Aid/FSU	415,592	578,757
Operating Company HST Service	-	-
Brokerage Service	116,062,941	182,530,071
ICO Direct - MassHealth Revenue	-	-
ICO Non-Direct - MassHealth Revenue	118,746	391,978
ICO Direct - Department of Developmental Services Dayhab Revenue	-	-
ICO Non-Direct - Department of Developmental Services Dayhab Revenue	86,535	170,050
Department of Mental Health Revenue	944,243	1,797,778
Department of Public Health Revenue	1,813,779	3,417,089

MONTACHUSETT REGIONAL TRANSIT AUTHORITY

Comparison of FY2021 and FY2020 Budgets

MassHealth Revenue	42,979,355	61,867,200
Department of Developmental Services Revenue	10,707,430	18,686,566
Department of Developmental Services Dayhab Revenue	51,013,282	87,670,265
Mass Rehab Commission Revenue	308,428	399,638
Mass Commission for the Blind Revenue	244	1,032
Hst Broker Fee / Adjustment	8,090,899	8,128,475
Miscellaneous Income	655,808	727,846
Advertising Revenue	24,000	60,000
Tax Refund	109,008	133,926
Other - Ins Rev/Misc/Pension	20,000	29,511
Interest Income	32,800	37,000
Property Income	470,000	467,409
Ticket Agency Service	37,950	184,300
Ticket Agency Revenue	37,950	184,300
Commuter Rail Service	228,600	318,000
Parking Lot Revenue	228,600	318,000
State Earmark Funds	-	-
State Earmark	-	-
TOTAL REVENUES	118,183,890	185,485,698
Net Expense less Revenue	12,547,683	10,758,219
Federal Funds	4,742,830	2,400,000
Section 5307 Urban	-	2,400,000
Capital Grants - Non-Fixed Assets	4,742,830	-
Oper - Rev Before Unfunded Capital	7,804,853	8,358,219
Capital Expense	700,000	320,977
Net Profit/loss	-	-
Net Operation	8,504,853	8,679,196
Local Assessment	2,596,672	2,533,339
State Assistance	5,908,180	6,145,865
NET COST LESS LOCAL AND STATE FUNDS	-	-

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State Earmark Funds	-	-
TOTAL REVENUES	118,183,890	185,485,698
Net Expense less Revenue	12,547,683	10,758,219
Federal Funds	4,742,830	2,400,000
Oper - Rev Before Unfunded Capital	7,804,853	8,358,219
Projected Capital Expenses	700,000	320,977
Net Profit / Loss	-	-
Net Operation	8,504,853	8,679,198
Local Assessment	2,596,672	2,533,339
State Contract Assistance	5,908,180	6,145,865
NET COST LESS LOCAL AND STATE FUNDS	-	-

KEY DRIVERS:

MART is maintaining Transit operations

MART is maintaining Brokerage services

MART has incorporated level funded state contract assistance in the FY2021 budget

The FY2021 budget assumes farebox revenues coming back online before the end of the 2nd Quarter

MART will utilize CARES Act funding to partially offset potential timing issues

CARES Act funding budgeted for FY2021 is \$4,572,830

CARES Act funding can help cover costs into FY2022 if we are efficient

Revenue and Cost Impact of Covid-19 on FY2021 Budget

In (1000's)

- Loss of \$800,000 in self-funded transit operations	\$800
- Loss of \$500,000 in Brokerage Cost Offsets	\$500
- Loss of \$150,000 in Parking Revenue	\$150
- Loss of \$340,000 in farebox revenue	\$340
- Cost Increase of \$400,000 due to Covid-19 Related Activities	\$400
- Projecting \$100,000 in Miscellaneous Expenses	\$100
Total CARES Act Funding to Cover Revenue Losses / Projected Expenses	\$2,290
Substitution of Federal 5307 Operating Funds w/ CARES Act Funding	\$2,400
Total CARES Act Funding Utilization	\$4,690

MART

Financial Summary I - YTD

as of March 31, 2020
by Service Channels

Year to Date

	Funding Grant Oper	Transit 01	Paratransit 02	Council On Aging 04	HST/Brokerage 05	Taxi 06	Operating Company 07	Total	MART TRANSIT	MART BROKERAGE
INCOME	9,264,901	1,451,042	493,208	47,824	131,368,961	31,784	1,776,104	144,433,822	13,064,861	131,368,961
PAYROLL EXPENSES	0	960,006	0	0	3,869,958	0	0	4,829,964	960,006	3,869,958
OPERATING EXPENSES	0	5,482,973	2,590,254	2,467,477	127,210,083	55,767	1,395,361	139,201,915	11,991,832	127,210,083
TOTAL EXPENSES	0	6,442,979	2,590,254	2,467,477	131,080,041	55,767	1,395,361	144,031,879	12,951,838	131,080,041
GAAP P&L	9,264,901	(4,991,937)	(2,097,048)	(2,419,652)	288,920	(23,983)	380,743	401,943	113,023	288,920
Debt Expense	0	40,000	0	0	0	0	0	40,000	40,000	0
Unfunded Capital - Assets	0	73,023	0	0	288,916	0	0	361,939	73,023	288,916
NET SURPLUS/(DEFICIT)	9,264,901	(5,104,960)	(2,097,048)	(2,419,652)	4	(23,983)	380,743	4	0	4

MONTH to DATE - MARCH 2020	MART	MART	MART
KEY DRIVERS	TRANSIT	BROKERAGE	Consolidated
NET SURPLUS/(DEFICIT)	(0)	(1,105)	(1,106)
Items causing deficit			-
Legal - TLT/Other	-	-	-
Transit - Non-Grant Capital	-	-	-
Brokerage Non-Grant Capital	-	-	-
New (\$97million State Assistance)	-	-	-
ADJ NET SURPLUS/(DEFICIT)	(0)	(1,105)	(1,106)

MART Utilization of CARES Act Funding to offset Covid-19 Impact \$ 630,386

FY YEAR to DATE - MARCH 2020	MART	MART	MART
KEY DRIVERS	TRANSIT	BROKERAGE	Consolidated
NET SURPLUS/(DEFICIT)	0	4	4
Items causing deficit			-
Legal - TLT/Other	-	-	-
Transit - Non-Grant Capital	-	-	-
Brokerage Non-Grant Capital	-	-	-
New (\$97million State Assistance)	-	-	-
ADJ NET SURPLUS/(DEFICIT)	0	4	4

NET SURPLUS/(DEFICIT)	0	4	4
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MART Utilization of CARES Act Funding to offset Covid-19 Impact \$ 840,786

Driving Factors Transit

MART Received CARES Act Funding of \$10 million

MART offset remainder of Federal 5307 Operating Funds with CARES Act Funding

MART Maintained Transit Operations - less MTS/HST work

Driving Factors Brokerage

MART Maintained Brokerage operations

Brokerage reduced temporary staff due to decrease in trip demand