



Norwalk Transit District Commissioners' Meeting Minutes

December 19, 2018 at 2:00 PM – Norwalk Transit District

Attending

Norwalk Transit District Commissioners:

Andrew Glickson
Alice McQuaid

Norwalk Transit District Staff:

Kimberlee Morton, CEO
Britt Liotta, Chief Operating Officer
Lori Richards, Procurement and Grants Manager
Richard Meyer, Director of Maintenance and Facilities
Lynette Brayboy, Director of Human Resources
Dennis O'Connor, Manager of Planning and Marketing

The meeting was called to order at 2:03 PM and a quorum was determined to be present.

PUBLIC COMMENT

Members of the public who wished to address the Commissioners were asked to do so. There were none.

APPROVAL OF MINUTES OF OCTOBER 25, 2018

The minutes of the October 25, 2018 Meeting of the Commissioners were unanimously approved as presented.

FINANCE REPORT

Seward and Monde FY 2018 Financial Audit Presentation

The FY 2018 audit was distributed and the closing financial results were presented by CPA A. Partalas presented the FY 2018 financial audit results. The audit was clean and improved financial position was emphasized due to past due collections owed the District from CDOT.

October 2018 Financial Update

Mr. Pentz presented the October Financial Statements by service were presented. On the fixed route side, the Coastal Link continues to incur a YTD deficit which is offset by Norwalk

Core service operating a YTD surplus. Due to the States obligation to fund the Coastal Link, NTD expects the overall deficit to be funded.

Ms. Morton noted that nearly all of our local funds are expended on funding the ADA deficit and that this year it is priority to streamline this by increased state subsidy and utilization of existing reporting systems to provide for more accurate billing to each sponsoring agency. Currently our expense allocation is based on trips not on time and mileage which is the preferred method.

FY 2019 Public Hearing Budget Update

Mr. Pentz reported that the FY 2019 public budget hearing was conducted. Mr. Pentz opened the meeting at 2:00 PM. The meeting remained open until 3:00 PM when it was closed as there were no members of the public present. The budget as originally presented was brought before the Commissioners for approval and it was endorsed unanimously.

OPERATIONS REPORT

Ridership Report

Mr. Liotta commented that the November ridership overall was down from October, as well as being down from November last year. Mr. Liotta commented that particularly low was the day after Thanksgiving (Black Friday), which may be a trend of online shopping versus people going to the stores. Overall, the ridership was down 7,000 from this time last year. Mr. Liotta noted that he continues to watch the ridership and look for any trends that can help to manage the ridership. On the positive side, Mr. Liotta noted that the production numbers are showing improvement over last year.

Microtransit Report

Dennis O'Connor gave a brief summary of the first four months to date. He noted that each month has shown a growth in ridership, and that December has almost already surpassed November. He mentioned that there was a Norwalk event, the 12 days of Christmas Bar Crawl, that the bar owners partnered with Wheels 2U to provide transportation, which was a big success.

MAINTENANCE AND FACILITIES

There was nothing significant to report from our last meeting.

PROCUREMENT

Approval of revised Procurement Policy and Grants Management Policy

Ms. Richards provided a written summary of changes for approval. The Commissioners' unanimously approved the recommended changes.

Fuel Bid Repricing Scenario

A repricing request was issued November 30th for 172,000 gallons of diesel fuel for the period March 1 – October 31, 2019. Three bids were received on December 3rd from Sprague, East River, and Global Montello. Evaluation determined the responsive and responsible low bidder to be Sprague. A contract was issued to Sprague for 172,000 gallons for the term March 1 – October 31, 2019 at a fixed price of \$2.2285 per gallon.

Gasoline Fuel

NTD participated in a joint procurement with the Capital Region Council of Governments (CRCOG). A bid was issued on November 15, 2018 for 78,000 gallons of gasoline for the period January 1 – December 31, 2019. Three bids were received on December 13th from East River Energy, Santa Buckley Energy and Dennis K. Burke, Inc. Evaluation determined the responsive and responsible low bidder to be Santa Buckley Energy. A contract was issued to Santa Buckley Energy for 78,000 gallons for the term January 1 – December 31, 2019 at a fixed price of \$1.9430 (includes all taxes) per gallon.

Sole Source Upgrade of AVAIL from 3G to 4G modems

Ms. Richards requested the item be tabled pending final proposal submittal.

PLANNING AND MARKETING

CT Lottery Bus Wrap

Mr. O'Connor provided copies of the Lottery bus wrap which was part of their holiday campaign. The advertisement will run through the first week of January.

HR UPDATE

Employee Holiday Appreciation and Retirement Gathering

Ms. Brayboy reminded the Commissioners of the event scheduled for January 9, 2019 at 12:30 pm.

CEO UPDATE

National Transit Database Reporting

Ms. Morton reported the submittal was made and is under review.

By-Laws

Open discussion regarding the draft of the by-laws. The following concerns were noted.

- ✓ Commissioners serve at the pleasure of the Mayor. It was noted that Commissioners are recommended by the Mayor and appointed by the Common Council
- ✓ Alternate and term section is not compliant
- ✓ Mayor cannot replace Commissioners

Commissioner Glickson recommended contacting Senator Bob Duff to discuss guidelines for vacancies and due process with only two Commissioners. The item remains tabled pending further information.

Triennial Training and Review

Ms. Morton noted that the District has been contacted regarding our upcoming review which will occur in 2019. An exact date is pending. She also advised we offered to host a Triennial Review Workshop which will be held at our offices on January 17th and 18th.

Data Analyst Intern

Ms. Morton requested consideration for a temporary intern that would assist in collecting all of the data that is being compiled from our AVAIL system. To date we have not utilized this information to its fullest potential. Ms. Morton advised they would be targeting local colleges and university students in their junior or senior years of study in compatible field of study. Commissioners' Glickson and McQuaid unanimously offered their support for the additional team member.

Mayor's Ball

Ms. Morton reminded the Commissioners' regarding the January 25, 2019 Mayor's Ball.

Miscellaneous

Ms. Morton provided a copy of a recent newspaper article about one of our bus operators, Mr. Lovelace in recognition of excellent customer service.

CONSIDERATION TO CONTINUE IN EXECUTIVE SESSION TO DISCUSS THE PERFORMANCE REVIEW AND COMPENSATION OF THE CEO

At 3:15 PM Commissioners' Glickson and McQuaid unanimously supported the continuance of the meeting in Executive Session. No formal action was taken in Executive Session which concluded at 3:30 PM. A motion to immediately reconvene the Regular Meeting was unanimously passed.

CONSIDERATION OF THE PERFORMANCE REVIEW AND COMPENSATION OF THE CEO

The Commissioners voted to adopt the matter discussed in Executive Session relative to the performance review of the CEO. The Commissioners unanimously supported the recommendation made by the Commissioners' as contained in her performance review with an effective date of January 1, 2019

The Public Meeting resumed at 3:35 PM.

FY2019 COMMISSION MEETING CALENDAR

Ms. Morton presented the finalized calendar of meetings for consideration of the Commissioners. The calendar was unanimously approved with one noted change to the January meeting date. The proposed January 24th meeting was rescheduled to January 30th at 3:30 PM.

ANY OTHER BUSINESS PROPERLY BROUGHT BEFORE THE COMMISSIONERS

No other business was noted.

NEXT MEETING JANUARY 30, 2019 AT 3:30 PM

The next regularly scheduled meeting is scheduled for January 30, 2019 at 3:30 PM.

ADJOURNMENT

The meeting adjourned at 3:40 PM.

Respectfully submitted,

Kimberlee A. Morton

Kimberlee A Morton, CEO
Norwalk Transit District