

These minutes are subject to approval at the next Estuary Transit District Meeting

ESTUARY TRANSIT DISTRICT
REGULAR MEETING
17 INDUSTRIAL PARK ROAD
CENTERBROOK, CONNECTICUT
FRIDAY, AUGUST 19, 2016

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 9:36 a.m.

PLEDGE OF ALLEGIANCE

Leslie Strauss led the Pledge of Allegiance.

ROLL CALL

A quorum was established with the following board members present: John Forbis, Joan Gay, Roland Laine, Virginia Zawoy, Sue Tyler, Peter Bierrie (left a 10:07 p.m.), Noel Bishop, Gina Sopneski, and Leslie Strauss.

Also in attendance:

Staff: Halyna Famiglietti, Joe Comerford, David Lee

Audience: Sam Gold, RiverCOG, Pete Butler, FTA, Patrick Buddenbrioch FTA, Leah Sirmin, FTA, Sandy Infantirio, DOT, Joanna Juskowiak, DOT

VISITOR'S COMMENTS

FTA Presentation

Peter Butler distributed information outlining the process to become a direct grantee under the FTA grantee guidelines. As a sub-recipient of the DOT, the District has already been following many of the grantee guidelines presented. Joe Comerford, Executive Director, is familiar with the triennial review process.

DOT representatives were present and responded to Board member questions including those regarding capital funding.

DOT and FTA representatives will be available for assistance throughout the transition.

SECRETARY'S REPORT

Approval of Minutes

Roland Laine made a motion to accept the minutes from the 6/17/16 regular meeting. Sue Tyler seconded the motion. The motion passed with Gina Sopneski abstaining.

John Forbis made a motion to accept the minutes from the 7/18/16 Transit Advisory meeting. Joan Gay seconded the motion. The motion passed with Gina Sopneski abstaining.

John Forbis made a motion to accept the minutes from the 8/16/16 Finance Committee Meeting. Joan Gay seconded the motion. The motion passed with Gina Sopneski .

Roland Laine made a motion to accept the minutes from the 8/16/16 Personnel Committee meeting. Joan Gay seconded the motion. The motion passed with Gina Sopneski abstaining.

COMMUNICATIONS

The District received notification from the State regarding the Governor's announcement that the DOT budget must accommodate \$37 million in budget reductions.

David Lee, First Transit, reported that fare increases are going to Public Hearings and may off-set some of the Governor's reductions.

A letter from the DOT stated that the DOT has received and reviewed the District's 4 year grant application. The application was approved, however, in consideration of the budget, funding levels in fiscal year 2017 will include a 2% reduction from last year. The DOT made no commitments to federal and state funding availability.

A letter from First Transit regarding contract option years was included in the Board's packet. The option accepted is as follows: the current monthly fee of \$17,807 be increased by 2.5% as of December 1, 2016, (to \$18,252) and by an additional 2.5% as of December 1, 2017, (to \$18,708). The contract will go out for an RFP at the end of year 2.

TREASURER'S REPORT/FINANCE REPORT

Documentation regarding the 9TT bus fleet was included in the Board packet and discussed. Average mileage on the vehicles is 153,000 miles. Last year, the District did not receive funding for replacement vehicles. Maintenance costs were discussed briefly. The buses are rated for 100,000 miles; when mileage exceeds 150,000 miles, maintenance costs increase. Joe Comerford reported that when the District transitions to Urban, additional funding for vehicles may be available, however, the District will still rely on the State for matching funds. Sam Gold reported that the State has been cutting matching funding.

Noel Bishop made a motion to accept the Treasurer's Report. John Forbis seconded the motion. The motion passed unanimously.

COMMITTEE REPORTS

Finance None

Marketing Committee – The Marketing Report was included in the Board's packet. Highlights of the report include:

- the bus study survey was included in local newspapers

Route 81 Committee –

When the District is designated Urban, the Rte. 81 route will be funded through the FTA (CMAQ Funding). Since a portion of the Rte. 81 route will be rural, the District will still be able to access some rural funding.

An October 1st transition to Urban is anticipated however before this can happen, Governor Malloy must designate the District as an Urban District.

Legislative Committee

Minutes from the 7/8/16 Legislative Committee notes were included in the Board's packet.

The Committee held a breakfast with the Legislators on 7/28. This two hour session was very successful and the Legislators are willing to meet with the District in the future.

Joan Gay thanked Chris for her work in organizing the event.

Transit Advisory Committee

John Forbis reported that the group is developing specific questions on pertinent issues. He encouraged Board members to attend their next meeting.

COG Update

Sam Gold reported that the DOT is proposing that COG boundaries be re-defined and changed. The RiverCOG merged two years ago and the proposed reconfiguration will pull the COG apart. Letters from First Selectmen have been sent objecting to the proposal.

Sue Tyler made a motion to direct Joe Comerford, Executive Director on behalf of the District and Leslie Strauss, Chairwoman of the District, to forward letters to the Legislature opposing the proposal. Joan Gay seconded the motion. The motion passed unanimously.

Sam Gold will provide a template.

Sam Gold reported that an RFP for bus ridership software has been released. The RFP is due next Friday, 8/26/16.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's Report was included in the Board packet.

Additional highlights from the Executive Director's Report include:

Site Selection – The District's RFQ was withdrawn when we were informed that CTDOT would not be designing or constructing any new facility since we will now be considered urban. We expanded the project scope to include all phases up through final design and re-issued the RFQ. Five responses were received and interviews are scheduled. The Board will review a contract at the October meeting.

Guilford – Guilford is interested in the Dial-a-Ride service. A proposal for funding has been submitted to CTDOT.

John Forbis made a motion to accept the Executive Director's Report. Joan Gay seconded the motion. The motion passed unanimously.

FINANCE MANAGER'S REPORT

The Bank Statements, Cash Flow Forecast, and Budget vs. Actual reports were included in Board packet. These documents have all been reviewed by the Finance Committee.

Halyna reported that all Towns have submitted their dues; however, in the event that DOT funding is not forthcoming, the District may need to submit an application to Liberty Bank for a \$500,000 line of credit.

John Forbis made a motion to accept the Finance Manager's Report as presented. Roland Laine seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

The Operations Manager's Report was included in the Board packet.

Additional highlights from the Operations Manager's Report include:

- Fare Change Impact
- Fare changes will need to go to Public Hearings
- The Board discussed the process needed to offer free fares for Veterans – this item will be discussed further at future Board meetings.

Virginia Zawoy made a motion to forward the proposed fare changes as presented to the Transit Advisory Committee and schedule a Public Hearing. Joan Gay seconded the motion. The motion passed unanimously.

Roland Laine made a motion to accept the Operations Manager's Report as presented. John Forbis seconded the motion. The motion passed unanimously.

OLD BUSINESS – None.

NEW BUSINESS

Recipient Designation Concurrence

Sue Tyler made the following motion:

Whereas, the Fixing America's Surface Transportation Act (FAST) provides grants to urbanized areas of population of 200,000 or more for public transportation capital, planning, job access and reverse commute projects, and operating expenses; and

Whereas, the MAP-21 requires that designations for urbanized areas of 200,000 or more in population become effective when the Governor of a State officially notifies the appropriate FTA Regional Administrator(s) in writing of that designation; and

Whereas, the designation notice must include a letter expressing the Governor's concurrence; and documentation of concurrence in the selection of the designated recipient by the provider of publicly owned public transportation service in the Urbanized Areas (UZA) and Metropolitan Planning Organization (MPO) concurring of the designation.

Now, therefore, be it resolved that the ETD approves of the Governor of Connecticut's designation of the ETD as a direct recipient of Federal Transit Administration funding.

John Forbis seconded the motion. The motion passed unanimously.

FTA Authorizing Resolution

Sue Tyler made the following motion:

Whereas, the Federal Transit Administrator has been delegated authority to award Federal financial assistance for a transportation project;

Whereas, the grant of cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

Whereas, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

Now, therefore, be it resolved by the ETD Board of Directors:

1. That the Executive Director is authorized to execute and file an application for Federal assistance on behalf of ETD with the RTA for Federal assistance authorized by 49 U.S.C. Chapter 53, title 23, US Code, or other Federal statutes authorizing a project administered by the FTA. ETD is a designated recipient as defined by 49 U.S.C. 5307(a)(2).
2. That the Executive Director is authorized to execute and file with its applications the annual certifications and assurances and other documents the FTA requires before awarding Federal assistance grant or cooperative agreement.
3. The Executive Director is authorized to execute grant and cooperative agreements with the FTA on behalf of ETD.

John Forbis seconded the motion. The motion passed unanimously.

Vacation and Personal Day Policy and Sick Policy

A copy of the proposed revisions to the Vacation and Personal Day Policy and Sick Policy were included in the Board packet. These policies have been reviewed by the Personnel Committee.

Noel Bishop made a motion to accept the recommendation of the Personnel Committee and approve the proposed changes to the Vacation and Personal Day Policy and Sick Policy as presented. Virginia Zawoy seconded the motion. The motion passed unanimously.

Board Retreat – Tabled.

Safety Award Banquet

Board members were invited to the Safety Award Banquet scheduled on 8/28 @ 2:00 p.m. At the Old Saybrook Pavilion.

BOARD MEMBER COMMENTS - None

CHAIR COMMENTS - None

VISITOR COMMENTS – None

EXECUTIVE SESSION - None

NEXT MEETING – October 21, 2016 – 9:30 a.m.

ADJOURNMENT

Joan Gay made a motion to adjourn the meeting at 11:49 a.m. John Forbis seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk

Virginia Zawoy
Secretary