

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, DECEMBER 18, 2015

CALL TO ORDER

The meeting was called to order by Leslie Strauss, Chairman at 10:00 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, Virginia Zawoy, Noel Bishop, Joan Gay, Ralph Eno, Roland Laine (via telephone), Peter Bierrie and Leslie Strauss.

Also in attendance:

Staff: Halyna Famiglietti, Jamie Bohli, Joe Comerford, Seward and Monde, Auditor

Absent: Dick Smith

VISITOR'S COMMENTS

None.

FY 2015-16 AUDIT

John Forbis made a motion to suspend the order of business and review and take action on the FY 15/16 Audit. Peter Bierrie seconded the motion. The motion passed unanimously.

A copy of the draft ETD Financial Statements developed by Seward and Monde was distributed and review by the Board and Gail, Seward and Monde. Both the Federal Single Audit and the State Single Audit were reviewed in depth by the Finance Committee. John Forbis reported that the Finance Committee recommends that the Board accept the audit as presented.

John Forbis made a motion to accept the audit as presented. Virginia Zawoy seconded the motion. The motion passed unanimously.

Leslie Strauss commended the Finance Committee and 9TT staff for their work on the audit.

SECRETARY'S REPORT

Approval of Minutes

Ralph Eno Forbis made a motion to accept the minutes from the 10/16/15 regular meeting. Roland Laine seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 9/11/15 Legislative Committee Meeting. Noel Bishop seconded the motion. The motion passed unanimously.

John Forbis made a motion to table the minutes from the 12/2/15 Legislative Committee Meeting. Noel Bishop seconded the motion. The motion passed unanimously.

John Forbis made a motion to accept the minutes from the 12/14/15 Finance Committee Meeting. Peter Bierrie seconded the motion. The motion passed unanimously.

COMMUNICATIONS

Virginia Zawoy reported on a letter from the State indicating that no federal or state funding is available to the District for the expansion of the Dial a Ride program into Madison.

TREASURER'S REPORT – None.

COMMITTEE REPORTS

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

- Jamie Bohli attended several events including the CT Rides Forum in New Haven, Middlesex Community College Transportation Fair, Old Saybrook's Torchlight Parade
- There was a food drive on 12/17 on all of the buses
- The District's website continues to be well utilized; especially the mobile app.
- The District is working with the Kennedy Center to provide bike rack training to Vista clients. A seminar is scheduled in March at Vista's Madison location.

Route 81 Committee – None

Legislative Committee

Joan Gay reported that the Committee is planning a Legislative Luncheon. An agenda will be developed for the luncheon to include a discussion on the "Branding" concerns of the District and the need for the Rte. 81 bus route. All Board members are encouraged to attend the event. The date of the luncheon has not yet been determined.

Transit Advisory Committee - None

COG Update

Joe Comerford reported that the COG has been discussing the Statewide Bus Study and the State's lack of interest in the in-put that can be provided by the COG.

The Board discussed the pros/cons of the District being considered and "urban" district as opposed to a "rural" district. The "urban" designation would allow the District to offer ½ fares to seniors, Veterans, etc.

EXECUTIVE DIRECTOR'S REPORT

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

Additional highlights from the Executive Director's Report include:

- The FTA is conducting their tri-annual state management review of ConnDOT. To prepare, the DOT is conducting a desk and on-site review of our policies and procedures. This reviewed is scheduled on 2/17/16.

- Joe, John Forbis and Jamie attended the First Transit Northeast Regional meeting.

FINANCE MANAGER'S REPORT

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

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

OPERATIONS MANAGER'S REPORT

The Operations Manager's Report was distributed to Board members.

Additional highlights from the Operations Manager's Report include:

- The new bus washing contract is going well. The buses are cleaned on site two times per month. During the winter months, because of salt and sand on the roads, the buses will be cleaned weekly.
- All reports of unsafe behaviors are fully investigated.
- A wheelchair training seminar was held and additional training events are scheduled.
- As requested straps were ordered to be installed for standing passengers.

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

OLD BUSINESS – None.

NEW BUSINESS

401A Plan Document Review

A copy of the 401A Plan Document was distributed to Board members.

Virginia Zawoy made a motion to resolve that the amended and restated Estuary Transit District Governmental Deferral Compensation Plan and Trust effective January 1, 2016 is hereby approved and adopted and that the Executive Director is hereby authorized and directed to execute and deliver one or more counterparts of the Plan and Trust.

FURTHER RESOLVED, that the Executive Director of the District shall be responsible to take such action as necessary to see that the foregoing is accomplished.

Peter Bierrie seconded the motion. The motion passed unanimously.

MP Certificate

Virginia Zawoy made a motion to resolve that the amended and restated Estuary Transit District Governmental Money Purchase Pension Plan and Trust effective January 1, 2016 is hereby approved and adopted and that the Executive Director is hereby authorized and directed to execute and deliver one or more counterparts of the Plan and Trust.

FURTHER RESOLVED, that the Executive Director of the District shall be responsible to take such action as necessary to see that the foregoing is accomplished.

Ralph Eno seconded the motion. The motion passed unanimously.

Operator Salaries

A copy of the Bus Operator Compensation Proposal was included in the Board packet.

Joe Comerford reported on the continued difficulty in recruiting qualified CDL drivers. He recommends that the District offer an increased rate of pay for CDL drivers.

The proposal includes:

- The current annual step increases will be eliminated
- CDL incentive pay will be eliminated
- New bus operators possessing a CDL class C or better with a passenger endorsement will receive a starting pay of \$15.00 per hour
- All current bus operators employed less than 4 years receiving CDL incentive pay will instead have a salary increase to \$15.00 per hour. No one will receive an increase of less than \$.42 per hour.
- All current bus operators employed 4 years or more will have a minimum pay of \$16.00 per hour
- Bus operators that qualify for this increase will not receive an annual increase for FY16
- This proposal is effective 1/5/16.

Noel Bishop made a motion to accept the Operator Salary proposal as presented. Ralph Eno seconded the motion. The motion passed unanimously.

2016 Town Dues

The Committee recommends an increase of 5% to Town Dues. This request will be forwarded to member towns.

Noel Bishop made a motion to recommend a 5% increase to Town Dues. Ralph Eno seconded the motion. The motion passed unanimously.

Sick & Vacation Policy

Joe Comerford reported that the District experiences shortages of staff when employees take vacation time. In order to cover routes when drivers are on vacation, the District often has to pay overtime to employees. Joe recommends that the District offer to pay employees at their current hourly rate for unused vacation time. It is anticipated that it will cost the District less to pay employees for unused vacation time than to pay overtime to drivers filling in for employees on vacation.

John Forbis made a motion to approve the revised policy as recommended by the Personnel Committee. Roland Laine seconded the motion. The motion passed unanimously.

Jury Duty Leave Time

A copy of the revised Jury Duty Policy was distributed to board members. Joe Comerford recommended that as a government agency, the District should pay employees if/when they are called to jury duty.

John Forbis made a motion to approve the revised policy as recommended by the Personnel Committee. Joan Gay seconded the motion. The motion passed unanimously.

Bus Disposal

Virginia Zawoy made a motion to resolve that the Executive Director, Joseph Comerford, hereby is authorized on behalf of the Estuary Transit District to dispose of said vehicle in accordance with Connecticut Department of Transportation guidelines, which includes auction and/or donation to a municipality. Noel Bishop seconded the motion. The motion passed unanimously.

Appointment of John Forbis to Legislative Committee

Noel Bishop made a motion to appoint John Forbis to Legislative Committee. Peter Bierrie seconded the motion. The motion passed unanimously.

Ralph Eno left the meeting at 11:39 a.m.

2016 Meeting Schedule

Joan Gay made a motion to approve the 2016 meeting schedule as follows:

February 19, 2016 – 9:30 a.m.

April 15, 2016 – 9:30 a.m.

June 17, 2016 – 9:30 a.m.

August 19, 2016 – 9:30 a.m.

October 21, 2016 – 9:30 a.m.

December 16, 2016 - 10:00 a.m.

John Forbis seconded the motion. The motion passed unanimously.

CHAIR COMMENTS - None

BOARD MEMBER COMMENTS – None

VISITOR COMMENTS - None

NEXT MEETING – February 19, 2016 – 9:30 a.m.

ADJOURNMENT

Noel Bishop made a motion to adjourn the meeting at 11:41 a.m. Peter Bierrie seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk

Virginia Zawoy
Secretary