

**GREATER NEW HAVEN TRANSIT DISTRICT
BOARD OF DIRECTORS – REGULAR MEETING
OCTOBER 18, 2017**

**HELD AT SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS,
127 WASHINGTON AVENUE, NORTH HAVEN, CONNECTICUT**

Attendance:

Directors: Bethany – *Lee Grannis*; East Haven – *Michelle Duprey*; Hamden- *Dan Kops (left at 11 a.m.)*; New Haven- *Doug Hausladen*; North Branford - *Mary Bigelow*; North Haven – *Michael Freda (arrived 10:04 a.m.)*; West Haven- *Art Kelly, Sharon Mancini (arrived at 10:06 a.m.)*; Woodbridge- *Chris Lovejoy (arrived 10:35 a.m.)*

Guests: Jim Miller and Michael Brooder, *Marcum, LLP* and John Wardzala, *The Kennedy Center*

GNHTD Administrative Staff: Kim Dunham, Mario Marrero, Josh Lecar, Lori Palmer, Ken Szombathy, Silvana Vardhami and Andrew Welsh.

Call to Order: A quorum was determined to be present. Chairperson Bigelow called the meeting to order at 10:05 a.m.

Public Comment: There were no members of the public in attendance who wished to be heard.

Approval of Minutes: Meeting Minutes from the July 17, 2017 Regular Meeting were presented. *Motion to approve the July 17, 2017 Meeting Minutes was moved by Mr. Hausladen, which was seconded by Mr. Kops and approved by a vote of 8 yea, 0 nay and 0 abstention.*

Presentations:

Michael Brooder, Engagement Partner and Jim Miller, Director, of Marcum, LLP presented the Annual Federal and State Single Audit Report for GNHTD that their firm has completed. Highlights of the audit report were the following:

- Increase of \$1.06 million in federal and state operating assistance from \$11.6 million in FY 2016 to \$12.7 million in FY 2017;
- Relatively consistent operating revenues and expenses;
- Loss on disposal of real property due to a change in accounting for bus shelters constructed with FTA funds that are under municipal ownership, but had previously been kept on the GNHTD books; and
- Decrease in net position of \$287,000.

Kim Dunham noted that the change in accounting was accompanied by Memoranda of Understanding with each of the participating municipalities that clearly spelled out the towns' ownership and liabilities associated with the bus shelters so that GNHTD does not retain any liability once construction is completed.

Mr. Brooder noted the results of the audit:

- Marcum provided the Board with an unmodified or “clean” opinion with no significant adjustments;
- No federal award findings or questioned costs;
- No instances of noncompliance; and
- No material weaknesses.

Jim Miller identified the value of older parts as one item that was estimated by the audit team and concurred with Management that no adjustment was needed to the financial statement to account for this estimate. Lee Grannis inquired whether there was any possible credit for this inventory of older parts. Mr. Miller suggested that parts were often maintained for a period of time to repair older reserve vehicles, but that inventory could be reduced as vehicles were retired and disposed. He reiterated that the value of the inventory did not materially change the financial statement as presented.

Michael Freda complimented the audit team on their work and noted his satisfaction that there were no compliance issues. Kim Dunham expressed her appreciation for the auditing team and the work of GNHTD staff in facilitating its preparation.

Agenda Item Addition: Motion made by Mr. Kops to accept the addition of an agenda item Authorizing the Acceptance of the Fiscal Year 2017 Audit Report, which was seconded by Mr. Kelly and approved unanimously by a vote of 8 yea, 0 nay and 0 abstention.

Acceptance of the Fiscal Year 2017 Audit Report prepared by Marcum, LLP. Motion made by Mr. Kelly to accept the Audit Report, which was seconded by Ms. Mancini and approved unanimously by a vote of 8 yea, 0 nay and 0 abstention.

John Wardzala, Mobility Manager of the Kennedy Center, presented the new and ongoing outreach initiatives of his organization, specifically focusing on both internet and non-internet (print and personal) communication targeted to the elderly and disabled populations at food banks and soup kitchens throughout The Kennedy Center's 33-town service area. He also explained The Kennedy Center's Travel Training program and its importance to enhancing client mobility and choice of fixed route, demand response and taxi services to better meet individual needs.

Resolutions:

Resolution: 1718.104 – Authorizing the Acceptance of the 2018 Meeting Schedule. Motion by Mr. Hausladen to accept the Resolution, Mr. Freda seconded and the motion passed unanimously by a vote of 9 yea, 0 nay and 0 abstention.

Resolution: 1718.105 – Authorizing the Use of Grant Funds from FTA and ConnDOT to Pay the Purchase Price for Real Property Located at 333 State Street and 460 Sackett Point Road, North Haven via Wire Transfer - Ms. Duprey moved the item for acceptance, which was seconded by Mr. Kelly and approved unanimously by a vote of 9 yea, 0 nay and 0 abstention.

Resolution: 1718.106 – Support for Anticipated Dissolution of the GNHTD Foundation, Inc. - Motion by Mr. Hausladen to accept the Resolution, Mr. Freda seconded and the motion passed unanimously by a vote of 9 yea, 0 nay and 0 abstention.

Reports of the Officers:

Mario Marrero provided the Operations Report to the board that included performance metrics and customer service data. He mentioned that five (5) tablets were available for donation to each of the member towns' Senior Centers. He also reviewed the site visit that he and Ken Szomathy had conducted to the vehicle manufacturing facility in Goshen, Indiana. He highlighted a major enhancement of customer service through the purchase of RouteShout, a phone/computer-based application to allow customers to book, modify and cancel rides as well as track the ETA of their vehicle. The plan is to have the application identify CTTransit and Metro Taxi service options that may be available to meet customer needs for times when GNHTD services are not operating. GNHTD is the first paratransit system in the state to utilize this functional capability of dispatching software for its riders. A working version of the software will be tested beginning November 6, 2017.

Ms. Duprey inquired whether GNHTD had conducted outreach to residents of the Bella Vista complex. Mr. Marrero noted that while visits had been made to both Bella Vista and the Tower One/Tower East complexes, that it was always helpful to get further customer feedback. Kim Dunham agreed that a repeat visit would be scheduled to Bella Vista within the next few weeks and invited Ms. Duprey to join. Mr. Marrero mentioned that a general Riders' Forum Meeting was held in the previous week. He noted that currently GNHTD averages one reported complaint per 1,000 trips.

Silvana Vardhami provided the Treasurer's Report for the period ending September 30, 2017, including year-to-date and quarterly (1Q FY '17 vs. 1Q FY '18) comparisons. Ms. Vardhami reviewed expenses that are under budget as well as those expected to be over budget, providing reasons why each instance is expected to occur. The schedule for most insurance and accounting payments accounts for the majority of discrepancy due to billing patterns rather than any change in cost of coverage. Costs for Worker's Compensation insurance are expected to be higher than originally budgeted. *There being no further discussion, Mr. Kelly moved acceptance of the Operations Report and Treasurer's Report. The motion was seconded by Mr. Freda and approved unanimously by a vote of 8 yea, 0 nay and 0 abstention.*

Departmental Reports:

Administration:

Lori Palmer noted that GNHTD will be having an employee appreciation day on October 19, 2017. She highlighted enhancements to the driver training program that have been initiated with the most recent orientation occurring during the week of October 16, 2017.

Capital Projects and Procurement:

Josh Lecar noted the 2018 goals for the procurement function that include enhanced communication with managers to provide a smoother transition from project conception, scope development and procurement processing through project/product delivery. He identified a further goal of enhancing recruitment of DBE and small business vendors. He also mentioned a presentation to GNHTD staff to explain changes in procurement policy and facilitate dialogue to continually expedite the purchasing process.

Mr. Lecar also discussed the “*Move New Haven*” initiative and the status of the study’s Phase II which is currently in scope negotiation with the consultant team (VHB). The next Community Engagement meeting is scheduled for November 1, 2017 between 6-8 p.m. at the New Haven Public Library at 133 Elm Street.

Finance:

Ms. Vardhami noted that enhancements to the SAGE financial software will allow GNHTD to initiate electronic payments to vendors, as well as integrate asset management functions and depreciation. She mentioned that she and Mr. Marrero had attended training in reporting requirements for the National Transit Database (NTD) maintained by the FTA.

Operations:

Mr. Marrero further discussed several activities undertaken by the team including software enhancements, an upgrade of the phone system to include automated service options and the site visit to review the vehicle construction in progress. He also mentioned a new vehicle option that he had reviewed at the APTA national conference in Atlanta that allows easier passenger access for non-wheelchair passengers.

Facility and Fleet:

Mr. Szombathy provided updates on both fleet and facility related projects, including the completion of the build-out of the 1014 training and conference room project. He also gave an update on the status of the fleet, including the purchase of four new Ford Explorers to be used as support vehicles for road supervisors and thirteen new revenue vehicles have been ordered. Mr. Szombathy indicated that he will add a fuel cost metric to the next BOD report. He noted the purchase of a sander attachment and walk-behind mower for facility maintenance.

Safety and Security:

Mr. Welsh reviewed the revamped driver training and the inclusion of new topics into the five-day program. He noted that new drivers will be paired with the most experienced drivers to enhance their in-vehicle training. He mentioned how signage at 840 is used to emphasize the importance of a culture of safety at GNHTD, as well as lapel pins for all Safety Committee members. Potential additional recognition for safe performance is under review. Ms. Dunham and Mr. Marrero noted

how upgrades to the in-vehicle cameras will also be used to better monitor driver safety and incidents.

Executive Director's Report:

Ms. Dunham highlighted the recent visit by Dennis Solensky, CTDOT Transit Administrator, to the GNHTD facility. She noted that the closing date for the State Street property is scheduled for the week of October 30, 2017 and advised that the DOT has suggested that the new facility be designed and constructed under their auspices. Additionally, she noted that she had the opportunity to speak with the Acting FTA Administrator, Jane Williams, at the APTA conference and shared information about GNHTD as well as discussed various regulatory challenges for transit agencies. Ms. Williams had recently drafted a Dear Colleague letter lessening the frequency of Federal Financial Reports and Milestone Progress Reports based on risk-based criteria. Ms. Dunham noted that this was a positive step forward and she is hopeful to see similar regulatory process changes in the future.

Executive Committee Update:

Ms. Bigelow reported that the Executive Committee had met on September 20th to discuss operational and administrative matters, all of which had been discussed at today's board meeting. Of particular note, discussion of the Foundation dissolution and purchase of the North Haven property. She also mentioned that the GNHTD Foundation Board had recently met and agreed that it was the appropriate time to move toward dissolution of that entity.

Adjournment: *There being no further business brought before the Board, Mr. Hausladen moved adjournment at 12:05 p.m., which was seconded by Mr. Freda and approved unanimously by a vote of 8 yea, 0 nay and 0 abstention.*