Norwalk Transit District Commissioners' Special Meeting
June 23, 2016 at 9:00 a.m.

AGENDA

1. Public Comment
2. Approval of minutes of May 26, 2016
3. Introduction of Chief Finance and Administration Officer
4. Financial Update
5. Ridership Update
6. Restructuring Plan
7. HR Update
8. Planning and Marketing Update
9. Maintenance and Facilities Update
10. Assumption of Liability
11. CEO Update
12. 457/401k Presentations, Recommendations and Approval of future plan direction. Presentations to begin 9:45 am
13. Any Other Business Properly Brought before the Board
   ➢ Old Business

15. Adjournment
Norwalk Transit District Commissioners’ Special Meeting Minutes
Draft
June 23, 2016 at 9:00 AM – Norwalk Transit District

Attending
Norwalk Transit District Commissioners:
   Andrew Glickson
   Sheldon Miller
Norwalk Transit District Staff:
   Kimberlee Morton, CEO
   Nancy Carroll, Chief Operating Officer
   Lynette Brayboy, Manager of Human Resources
   Hal Alvord, Director of Maintenance and Facilities
   Willie Medina, Union President
Guests:
   Jason Kolinsky, Kolinsky Wealth Management
   Mr. Randall Iovino, VOYA Financial
   Mr. Tem Miller, Empower Retirement

The meeting was called to order at 9:04 AM 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 May 26, 2016
The minutes of the May 26, 2016 meeting of the Commissioners were unanimously approved as presented.

Introduction of Chief Finance and Administration Officer
Ms. Morton formally introduced Steven Burka and welcomed him to the Norwalk Transit District.

Financial Update
Ms. Morton reported that the week was a productive one. She was working very closely with Steve to assist in transitioning him to his new position. The week focused on year-end analysis and proper allocation of programs and will quickly move to budget development.

Ms. Morton reported the State was extremely helpful in facilitating funds due to the District needed to address its cash flow problem.

Ms. Morton reported we received the funding for the newly created positions.
Ms. Morton noted that we anticipate finishing the year as projected a large deficit in Coastal Link and Stamford ADA. Unanticipated was the Westport Transit District deficit which was found as a result of the segregation of each program by funding source to determine where each individual program actually stood. Ms. Morton noted that she has written to the State regarding the shortfall in the Coastal Link and the Stamford ADA Programs. The Westport Transit District was additionally noticed and a meeting is planned to discuss their future direction.

Lastly Morton reported that a fare increase and service cuts are under review and will be presented at the next meeting for full consideration in concert with the FY 2017 budget recommendation.

**Ridership Update**

This item was tabled and will be presented at the next meeting.

**Restructuring Plan**

Ms. Morton stated that we continue to receive applications for COO and Director of Operations but only one position will be filled. This is a result of the close running of the job advertisements when we decided to see if we could fill the current COO position with a Director position. Unfortunately it appears that the skill set necessary to perform the multifaceted operations (paratransit and fixed-route) will ultimately require a higher level professional. Ms. Morton noted we have narrowed our selection and it appears that we will have to fill the position as a COO. This is a hands on position and the experience of the successful candidate will dictate the ultimate salary and official position.

**HR Update**

Ms. Brayboy noted that the operations position remained open and active recruiting was ongoing.

Ms. Brayboy also noted that the Paratransit Specialist position is now open and we will temporarily fill the position with a Kennedy Center specialist until recruitment is complete.

**Planning and Marketing Update**

This item was tabled and will be presented at the next meeting.

**Maintenance and Facilities Update**

Mr. Alvord reported that the facility analysis will be released next week.

We disposed of the 2001 Jeep and Van 413 utilizing the public auction. The results of the auction netted us a sale price higher than the published blue book on both sales.

Mr. Alvord mentioned that he had been working with Ms. Scavelli on developing the capital plan.

Lastly he continues to pursue acquiring new vendors in several areas – each of which was going to save us money.
Assumption of Liability

Ms. Morton presented the opinion letter prepared by Berchem, Moses & Devlin, Attorney Floyd Dugas, regarding the assumption of liability in the event the District would cease to exist. The City of Norwalk would be the responsible party for the withdrawal process as we are a one member transit district.

CEO Update

Ms. Morton noted she sent a draft one year extension agreement which will maintain the exiting terms to the Union for consideration. The next meeting is scheduled for July 19th.

The Connecticut Association for Community Transportation, CACT, conducted its annual meeting at which individuals in our industry were honored with Transportation Excellence Awards. Receiving awards from the Norwalk Transit District were Jean Mompreamier, Bus Operator, Michael Montanaro, Mechanic and Nancy Carroll, COO.

Ms. Morton advised the District Broker, USI, is currently in the process of quoting all of the liability insurance coverages that expire July 1st. We did receive a quotation for the WC coverage which will result in an estimated savings of $22,000. That will be offset by other increases as we needed to update and correct the understated values of certain coverages and obtain Flood Coverage due to requirements pertaining to our close proximity to the 100 year flood plain.

457/401k Presentations, Recommendations and Approval of future plan direction

Ms. Morton requested that the Commissioners endorse a change in plan fiduciaries. Currently Ms. Morton and Mr. Askew serve in this capacity. The change would replace Mr. Askew with Mr. Burka, CFAO. The Commissioners unanimously supported the plan fiduciaries to be Ms. Morton and Mr. Burka.

Ms. Morton introduced, Kolinsky Wealth Management, LLC, Jason Kolinsky, who serves as our current investment advisor for the 401K plan and also shares the responsibility as a plan fiduciary. Ms. Morton requested that both plans be placed out to the market for competitive quotation with a bundled approach. She requested that Kolinsky Management lead this project for both plans.

At 9:45 am the floor was open for presentations from the two top ranked proposers, VOYA Financial, our current 401k vendor, represented by Mr. Randall Iovino, and Empower Retirement, represented by Tem Miller reviewed their respective proposals. A lengthy question and answer session ensued after each presentation. No action was taken and would be moved to conclusion at the next Commissioners’ meeting scheduled for July 28th.
Other Business
No other business was noted.

Next Meeting
The next meeting is scheduled for July 28, 2016 at 9:00 am at the offices of the Norwalk Transit District.

Adjournment
The meeting adjourned at 11:40 AM.

Respectfully submitted,

Kimberlee A. Morton
Kimberlee A Morton, CEO
Norwalk Transit District