

ESTUARY TRANSIT DISTRICT
REGULAR MEETING

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT ESTUARY
TRANSIT DISTRICT MEETING

February 19, 2010

An informational session began at 9:16 a.m.

EXECUTIVE DIRECTOR'S REPORT

Scheduling Software – ETD is awaiting DOT approval before the contract with Ecolane can be signed. Joe Comerford reported that the current software fails regularly and the District is unable to produce accurate reports and schedules with this software.

Credit Card – Due to the new credit card regulations, the District's credit card changed its cash advance policy. The District may only borrow up to 20% of the credit line and will be charged a cash advance fee. This makes using the credit card for cash flow impractical. Fortunately, the cash flow situation is much better due to the improved fund balance, however, during "tighter" months, the District will have to rely on the credit line.

Taxi Contract – Joe Comerford reported that the District is piloting a taxi program with Executive 2000 for the Hadlyme service requests. So far, the service is working well.

Ticket Sales – Joe Comerford reported that since the program began at Stop & Shop, tickets sales have been on the rise. Joe is pursuing the sale of tickets at Adam's Supermarkets and is awaiting a response from the store manager. John Forbis suggested he pursue A&P as well.

Employee Shortages – Joe Comerford reported that four new drivers were hired, of which two left after the first week of training. Advertisements in the Middletown Press have elicited no responses. When individuals call for employment, they are looking for full time work. Many are on unemployment and need full time work with benefits.

Joe Comerford reported that the 2 year Municipal Grant has money in it to hire a full time employee. This grant is in the two year state budget; however funding is not guaranteed. Joe continued that Paul is frequently needed to drive the buses. The District needs reliable, professional drivers to be a professional district.

Ralph Eno requested a cost analysis including services and overtime costs etc. Joe Comerford will provide this analysis for the next meeting.

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CALL TO ORDER

The regular meeting of the Estuary Transit District was called to order by Dick Smith 9:33 a.m. at the Estuary Transit Offices, Centerbrook, Connecticut.

ROLL CALL

A Quorum was established. Those in attendance included: Dick Smith, Jack Spangler, Ralph Eno, John Forbis, Cathy Iino and Leslie Strauss.

Absent: Virginia Zawoy, Richard Cabral, Noel Bishop, Mike Pace

Staff: Joe Comerford, Paul Tyrrell

Visitors: Diane Hoadley, Essex Savings Bank

PLEDGE

Dick Smith led the Pledge of Allegiance.

VISITOR'S COMMENTS

None.

SECRETARY'S REPORT

Minutes

Ralph Eno made a motion to approve the minutes from the January 15, 2010 meeting. John Forbis seconded the motion. The motion passed unanimously.

CORRESPONDANCE – None.

MARKETING REPORT

A copy of the Marketing Report was included in the Board's packet. Joe Comerford reported that the Shoreline Papers will be used to market the District. Also, the next issue of the Events magazine will include an article on the District.

Joe uses the Local On Line News to run press releases.

FINANCE MANAGER'S REPORT

The Treasurer's Report, Bank Statements and Cash Flow Report were included in the Board's packet.

Joe Comerford reported that Halyna is on vacation. The Budget vs. Actual reports will be e-mailed when completed. Joe added that the Cash Flow Report looks good through April.

Ralph Eno made a motion to accept the Finance Managers Report. John Forbis seconded the motion. The motion passed unanimously.

OPERATIONS MANAGER'S REPORT

Ridership charts for the various routes were distributed. Joe Comerford reported that the month of January saw the highest monthly totals. Numbers continue to rebound as the District continues to rebuild senior ridership.

Joe Comerford reported that he received requests to increase the hours on the Midshore route. He hopes that the DOT will fund this route further.

Joe Comerford reported that the ridership on the Riverside route has been dropping steadily. He feels it is due to the hours of operation. The Riverside route does not start until 11:00 a.m. and this is too late to allow people to use the bus for work. Joe has a request in to the DOT to expand this route and he expects a response in the spring.

Joe Comerford reported that the state is investigating the possibility of the District purchasing a hybrid bus. The support vehicle will be a hybrid.

Ralph Eno made a motion to accept the Operation Managers Report. Jack Spangler seconded the motion. The motion passed unanimously.

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

NEW BUSINESS

Election of Officers

Ralph Eno made a motion to approve the slate as presented. John Forbis seconded the motion. The motion passed unanimously.

Richard Cabral	Chairman
Leslie Strauss	Vice Chair
Virginia Zawoy	Secretary
John Forbis	Treasurer

Line of Credit

A copy of the Borrowing Resolution from Essex Savings Bank was included in the Board's packet. This resolution extends the \$150,000 line of credit for one year.

Ralph Eno made a motion to approve the Borrowing Resolution. John Forbis seconded the motion. Discussion followed.

Ralph Eno reported that the amount of the line of credit should be included in the resolution. Item number 1 of the resolution was amended to read:

To borrow money and obtain credit, at any time and from time to time, in any form on behalf of the Estuary Transit District from ESSEX SAVINGS BANK from 2/1/10 to 2/1/11 in an amount not to exceed \$150,000.00.

The amendment to the motion was accepted, seconded and passed unanimously.

Seat Belt Policy

An amended copy of the District's Seat Belt Policy was included in the Board's packet.

Leslie Strauss commented that due to recent events, she was happy that the District is addressing the seat belt policy.

John Forbis made a motion to accept the policy as presented. Jack Spangler seconded the motion. The motion passed unanimously.

Senior Fare Resolution

A copy of the Senior Fare Resolution was included in the Board's packet and discussed.

John Forbis made a motion to accept the Senior Fare Resolution as presented. Ralph Eno seconded the motion. The motion passed unanimously.

Triennial Review

Joe Comerford reported that the FTA will be conducting its Triennial Review of ConnDOT this spring. In order to comply, ConnDOT will be conducting a review of

ETD in the next month of two. The review will be a comprehensive onsite review of the District's compliance with FTA and DOT requirements.

The Board briefly discussed the rural vs. urban area designation and the funding differences between the designations.

Definition of Capital Items

A copy of the Capital Inventory Policy was distributed.

John Forbis made a motion to accept the Capital Inventory Policy as presented. Ralph Eno seconded the motion. The motion passed unanimously.

BOARD MEMBER COMMENTS

Benches

A copy of the benches to be purchased as distributed. The benches will be made from a concrete composite material and will be 4 feet long. Joe will pursue the possibility of having the 9TT logo placed on the bench.

Dick Smith reported that Deep River has P&Z regs. regarding benches. Dick will send a photo of their approved benches to Leslie Strauss.

The shelters are currently being assembled and delivery is expected at the end of March.

EXECUTIVE SESSION

None.

ADJOURNMENT

Ralph Eno made a motion to adjourn the meeting at 10:20 a.m. Leslie Strauss seconded the motion. The motion passed unanimously.

The next meeting is scheduled for March 19, 2010.

Respectfully Submitted,

Suzanne Helchowski
Recording Clerk

Virginia Zawoy
Secretary