

**Windham Region Transit District
Regular Board of Directors Meeting
Friday, October 27, 2017 – 3:00 p.m.
Windham Region Transit District Board Room
28 South Frontage Road, Mansfield Center, CT
REGULAR MEETING MOTIONS and MINUTES**

Board Members Present: Marge Roach, Terry Coonradt, Tom Currier, Alex Marcellino, Yolanda Negron,

Staff Present: John Rayman, Administrator; Patty Holmes, Finance Director; Dagmar Noll, Recording Clerk

Guests Present: Joe Comerford, First Transit

Public Present: Eric Sanderson, NECCOG; Tanya Husick, UCONN

Call to Order

M. Roach called the meeting to order at 3:00p.m.

1. Public Participation

(None).

2. Annual Meeting

a. Nomination of Officers

T. Coonradt Nominated M. Roach as Chair, T. Currier as Vice Chair, T. King as Secretary, and T. Coonradt as Treasurer. A. Marcellino SECONDED. MOTION PASSED unanimously.

b. Financial Report

T. Coonradt reported that WRTD came under budget last year with a surplus of \$130,603. The FY 2017 audit is in progress.

Y. Negron MOVED to adjourn the Annual Meeting. T. Coonradt SECONDED. MOTION PASSED UNANIMOUSLY.

3. Secretary's Report

a. Approval of Minutes from the 9/22/2017 Regular Meeting of the Windham Region Transit District Board of Directors

Y. Negron MOVED to approve the minutes from the 9/22/2017 Regular Meeting of the Windham Region Transit District Personnel Committee. T. Coonradt SECONDED. MOTION PASSED with A. Marcellino abstaining.

4. Chairman's Report

Chair Roach reviewed her recent visits to WRTD.

5. Reports of Officers and Staff

a. Report from John Rayman, Administrator

J. Rayman reported that he has been visiting local senior centers and talking with them about their WRTD service; he discussed a program he is implementing with employees that involves positive reinforcement, including replacement of early discipline steps with positive reinforcement techniques; he announced that, as of today, all WRTD employees have correct

licenses; and he gave an overview of the employee insurance RFP, which has gotten two responses and must be in place by December 1, 2017.

b. Operations Report from Wendy Kurcinik

J. Rayman reported for W. Kurcinik that ridership is down on Willimantic City Bus service and on the Willimantic-Danielson run. Dial-A-Ride is also seeing a decrease due to the driver licensing issue and reduced funding for service hours. Y. Negron noted that, as a user, the wait times for transportation is sometimes over an hour now since the trip handling system changed a couple of years ago. J. Rayman noted that WRTD is operating at the capacity we have funding for and staff are tracking ride refusal data to build a case for increased funding. We are permanently down one of our small vans, which needs major engine work. WRTD have several no shows a day, and will begin enforcing our no show policy to help improve service efficiency.

c. Finance Report from Patty Holmes

P. Holmes reviewed WRTD's financial data for the first quarter of FY 2018.

6. Old Business

a. UCONN – Storrs Extra Service

J. Rayman reported that we began the late night Storrs-Willimantic run—9:57p.m. – 11:37p.m.—in late August. Ridership is currently low, but WRTD is optimistic that it will increase next semester as awareness of the run grows.

b. UPass Agreement

J. Rayman reported that ConnDOT has agreed to reimburse WRTD for UPASS rides, but at this time the mechanism for securing reimbursement is not in place for any transportation providers statewide. He is optimistic that the ConnDOT will put this system in place soon.

c. Maintenance Facility

J. Rayman has begun taking quotes on equipment needed to get the maintenance facility up and running, the first priority being a second bus lift.

7. New Business

a. Technology

J. Rayman reported he has been working on getting WRTD's bus service feed on Google and on an AVL system that shows us where our buses are on their routes, estimated arrival times, and back end data for analysis.

b. Danielson-Willimantic Run

J. Rayman reported that community feedback indicates interest increased Danielson-Willimantic service. WRTD will survey area stakeholders.

c. Staffing

J. Rayman reported that all of our drivers are licensed. However, we have open driving positions that we are trying to fill.

d. Local Match Discussion

J. Rayman reported that WRTD put invoices into the system for all towns' local match before the beginning of the fiscal year, but did not send them out right away. They have now been submitted and some towns have already paid their local match. However, a few towns are withholding their local match until the state budget is in place.

e. Board Meeting Dates 2018

Y. Negron MOVED hold regular 2018 Board meetings on January 26 at 3:00p.m., April 27 at 3:00p.m., June 15 at 3:00p.m., September 21st at 3:00p.m., and October 26 at 3:00p.m. T. Currier SECONDED. MOTION PASSED unanimously. T. King and Y. Negron were assigned to the Personnel Committee and B. Wiles was assigned to the Finance Committee.

8. Executive Session

a. Discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E)

Y. Negron MOVED to go into Executive Session for Discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E). T. Coonradt SECONDED. MOTION PASSED unanimously. The Board entered into Executive Session at 4:12 PM with Administrator J. Rayman and First Transit representative Comerford in attendance. The Board came out of Executive Session at 4:29 PM.

9. Adjourn.

The meeting adjourn at 4:30 PM.

Next Meeting: 3:00pm, January 26, 2018

Respectfully submitted by Dagmar Noll for T. Currier