



Commissioners [David L. Jaeger, Jr.](#), [Alice McQuaid, Esq.](#)
Chief Executive Officer [Kimberlee A. Morton](#)
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DRAFT MINUTES PENDING APPROVAL
NORWALK TRANSIT DISTRICT COMMISSIONER'S MEETING MINUTES
FEBRUARY 24, 2022, AT 6:00 PM – NORWALK TRANSIT DISTRICT
CONDUCTED VIA TEAMS MEETING

ATTENDING

Norwalk Transit District Commissioners:

David Jaeger, Jr., Teams Participant
Alice McQuaid, Esq., Teams Participant

Norwalk Transit District Staff:

Kimberlee Morton, CEO
Matt Pentz, CFO
Leslie Grattan, HR Consultant
Jennifer Flores, HR Generalist
Andrew Gallagher, Manager of Safety and Security

Public:

There was no public representation.

The meeting was called to order at 6:07 PM via Microsoft Teams.

PUBLIC COMMENT

Members of the public who wished to address the Commissioners were asked to do so. There were no other public participants in attendance.

APPROVAL OF THE AGENDA FOR THE FEBRUARY 24, 2022, MEETING

Ms. Morton requested consideration of the agenda with the addition of the WC and Accident quarterly report. The agenda was approved as amended.

APPROVAL OF MINUTES OF NOVEMBER 30, 2021

The minutes of the November 30, 2021, meeting of the Commissioners was unanimously approved as presented.

FFY 2022 ANNUAL CERTIFICATION AND ASSURANCES

Ms. Morton presented the authorizing resolution designating herself as CEO as the District's representative to select and sign all certifications and assurances that NTD must provide to support each application it submits to FTA for federal assistance during federal fiscal year (FY) 2022. Motion was made by Commissioner McQuaid to authorize Ms. Morton as the District's representative and adopt the resolution as presented. Seconded by Commissioner Jaeger Passed unanimously.

ORGANIZATIONAL CHART ADOPTION

Mr. Pentz presented the updated org chart, formally recognizing the arrival of the new Chief Operating Officer and Director of Operations. He stated the change in the structure was designed to integrate the Operations and Maintenance departments with the intent of achieving efficiencies and synergies between the two departments. He mentioned that IT oversight now falls under the Chief Compliance Officer. Although previously discussed during the hiring process, a formal request for approval of the org chart was made. Commissioners Jaeger and McQuaid approved unanimously.

FINANCE UPDATE – MATT PENTZ

FY21 Final Audit Presentation

Tom Partalas, Partner at Seward Monde CPAs presented the audited FY21 financial Statements and analysis statements. He presented an overview of operational revenue, expenses, capital funding, depreciation and change in net position. During the year the change in net position increased by \$2.074m which was driven by an increased investment in Capital Assets and offset by depreciation expense during the year. NTD experienced a favorable reduction in debt which as of year-end is \$933k.

HUMAN RESOURCES UPDATE – JENNIFER FLORES/LESLIE GRATTAN

COVID-19 Update

Ms. Flores mentioned that the NTD workforce is 85% fully vaccinated with 15% unvaccinated. She stated that NTD continues to encourage vaccination and recommended boosting. NTD will continue to assist employees in booking vaccination appointments.

Ms. Flores reported that since the last meeting in late November 2021 the NTD workforce experienced a spike in positive cases during the holiday season due to the omicron variant. In December there were 8 new positive cases, totaling 19 in 2021. As of today, there have been a total of 20 positive cases in 2022 however there has been a

significant decline since the end of January. She stated that NTD continues to be a resource to employees in providing KN95 masks and at-home self-testing COVID tests as needed.

Ms. Flores mentioned that vaccination status continues to be a consideration factor in both hiring and internal promotion decisions.

Staffing Update

Ms. Grattan provided the following Staffing Update:

In December 2021, NTD enhanced recruitment advertising through radio spots and print bus marketing. On March 7th, NTD will launch an incoming new hire training class consisting of 1 FT and 3 PT drivers as well as 1 FT mechanic.

Norwalk Transit District is also currently seeking a second Maintenance Foreman.

The Director of IT submitted his resignation effective February 11, 2022, and the Purchasing Specialist submitted her resignation effective March 1, 2022. Vista IT solutions has been engaged by the District to assist with IT needs during the transition.

NTD is pleased to announce the decision to appoint Frank Duncanson as Chief Operating Officer effective January 24th. Frank comes with over 27 years of public transit experience and most recently as the Assistant General Manager of Operations at the Metropolitan Transit Authority (MTA) New York City Transit.

NTD has also welcomed Mark Goodale as the Director of Operations effective January 10th. Mark has over 15 years of experience in senior and executive management roles within the transportation industry. He recently served as the Chief Executive Officer at Morongo Basin Transit Authority (MBTA) in Joshua Tree, CA.

NTD welcomes both Frank and Mark as they transition into their new roles and assist in leading the District to continued success.

Compensation Assessment

Ms. Grattan stated that Management has selected Alera Group to conduct the salary survey and compensation assessment. We anticipate salary benchmarking to begin next week and are looking forward to getting a more informed perspective of NTD's total rewards platform in the coming weeks.

PROCUREMENT

Ms. Morton reported on Ms. Hammill's behalf and requested Commissioner formal approval for the following items that are fully funded capital grant expenditures.

- **Award Recommendation for On-Demand Transportation Solution Extension (Microtransit/Wheels2U)**
Request concurrence to Exercise Option Period 2 (Year 3) in the amount of \$64,000.00.

- **Award Recommendation for Tennant M20 Ride-On Scrubber Sweeper**
Request concurrence in awarding a procurement in the amount of \$65,468.22 to Tennant Company for a Tennant M20 Ride-On Scrubber Sweeper.

A motion to approve the presented procurement related transactions was made by Commissioner Jaeger and seconded by Commissioner McQuaid, passes unanimously.

MAINTENANCE UPDATE

Newly appointed COO, Frank Duncanson reported the following.

New Buses Delivered

I am pleased to announce the addition of 9 new 35' 2021 Gillig buses to the fleet, they are in service and are performing extremely well. Seven are fully decommissioned and 2 are being prepared for decommissioning.

PM Schedule Change

The Norwalk Transit District is in the process of revising the "A" and "B" inspection cycles. The present cycles are as follows: "A" Inspections are done at 2,500 Miles on the Shuttle and fixed route buses and 1,500 on the paratransit Ford and Chevy Vans. These are primarily visual inspections on the body and under carriage only, oil and filters are not included. The "B " Inspections are done every 6,000 miles which includes, both a visual body and under carriage inspection along with an oil and filter change.

The Revised" A" Inspection cycle will be done at a 4,000 miles interval and the "B" every 8,000 miles, both inspections will include a visual inspection of both the body and under carriage, with an oil and filter change on each cycle. These changes allow for greater efficiency as we fully utilize our resources and at the same time extending the useful life of the equipment and reducing maintenance costs.

To ensure that the fleet remains in exceptional like new condition, greater emphasis will be placed on the daily Operator's pre and post trip inspections with an immediate repair corrective action of all reported defects.

Facility Electrification

NTD is finalizing all design concepts with Wendel, the architecture and engineering firm responsible for the renovation design of the bus storage , maintenance, and administrative facility. It is estimated that the project will commence June 2022. The courtyard will be fully enclosed to prepare for indoor charging and 100% fleet electrification. The renovated facility will house a maximum of 71 battery electric buses, 35 paratransit and 36 transit buses.

Electric chargers will be placed on the roof of the building, each bus will be individually charged. It is recommended that a charger management system (CMS) be purchased.

The renovation process will be phased requiring the second-floor administrative team to relocate of the promises for the estimated two-year construction period. Real estate opportunities are currently under investigation including 50 to 60 offsite employee parking spaces as this area will be needed for staging. Employees will be shuttled to the facility as needed. Additionally, the construction process may require some work to be done at an offsite location and a 24hr maintenance operation may be needed. A battery electric bus feasibility study was conducted, and it was determined that several upgrades must be done to the electrical grid to satisfy our new demand. CTDOT is working on this with Ever Source.

Predictive Maintenance and Data Analytics

It is my recommendation to incorporate predictive maintenance and data analytics to our maintenance program , by first fully utilizing our existing maintenance management system. We are now in the process of identifying the full potential and capabilities of our existing systems. At some point we may need to adapt additional resources to fully achieve our objective. We are currently having dialogues with several providers such as Preteckt, Fleetwatch and Avail.

CEO UPDATE

Ms. Morton reported the following.

ParkConneCT

In 2021 the Connecticut Departments of Transportation and Energy and Environmental Protection announced the ParkConneCT program, a collaboration of CTDOT and CT DEEP. This program aims to provide safe and reliable transportation within a 10-minute walk to selected State Parks.

I am pleased to announce that this year DOT announced that Sherwood Island State Park would be an addition to the program. Although in preliminary planning it appears that the service will be operated in an on-demand format by the NTD.

The ParkConneCT Pilot Program will be free of charge and run from Memorial Day through Labor Day weekend operating on Saturday, Sunday, and recognized Monday holidays.

FY2023 Westport and Norwalk Budget

Matt Pentz and I are participating in the annual budgetary process. The City of Norwalk has recommended flat funding for the FY2023 fiscal year and Westport remains a work in progress.

NTD Membership Expansion

Ms. Morton noted that preliminary discussions with the Westport Transit District Commission was conducted and received favorably. Additionally, DOT and WestCOG was notified and asked to provide some guidance on this initiative. NTD legal counsel has also weighed in. DOT requested the opportunity to discuss this internally and will arrange for another meeting in about a month. After we hear from DOT next step actions will be identified and taken.

Important to note that after the initiation of the newly proposed NTD membership expansion, HB 5256, AN ACT STUDYING THE CONSOLIDATION OF LOCAL AND REGIONAL TRANSIT DISTRICTS was raised. The act proposed to establish a task force to study the consolidation of local and regional transit districts. At tis time there is no further information to report but the bill will be closely monitored.

Miscellaneous Items

Ms. Morton had nothing further to report.

ANY OTHER BUSINESS PROPERLY BROUGHT BEFORE THE BOARD

No other business was noted.

NEXT MEETING MARCH 24, 2022, AT 6:00 PM

The next regularly scheduled meeting is scheduled for Thursday, March 24, 2022, at 6:00 PM.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner McQuaid. Seconded by Commissioner Jaeger. Passes unanimously. The meeting adjourned at 6:52 PM.

Respectfully submitted,

Kimberlee A. Morton
CEO