

**GREATER NEW HAVEN TRANSIT DISTRICT
BOARD OF DIRECTORS – REGULAR MEETING
WEDNESDAY, October 23, 2019 10:00 a.m.**

**HELD AT GREATER NEW HAVEN TRANSIT DISTRICT MULTIPURPOSE ROOM
1014 SHERMAN AVENUE
HAMDEN, CONNECTICUT**

Attendance:

Directors: Bethany - *Lee Grannis*; Branford – *Dagmar Ridgway (via teleconference)*; New Haven - *Doug Hausladen*; North Branford- *Mary Bigelow*; and West Haven - *Sharon Mancini*

GNHTD Administrative Staff: Kim Dunham, Mario Marrero, and Glen McGough

Call to Order: Chairperson Bigelow called the meeting to order at 10:09 a.m. As there was no quorum, there was no official business conducted during the meeting.

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

Approval of Minutes: *Meeting minutes from April 17, 2019 were not approved as quorum was not met.*

Presentation of the Fiscal Year 2019 Financial Statements, Federal Single Audit and State Single Audit Reports

James Miller and James Weidemann of Marcum, LLP provided the audit results, noting that there was a decrease in federal and state funding aligned with relatively consistent operating revenues and expenses. As a result of the audit process, Marcum has issued an unmodified or “clean” opinion for Fiscal Year 2019.

Due to an inadvertent billing of thirteen months’ worth of Medical Insurance premiums to CTDOT in FY2019, a material weakness in internal controls was noted in the State and Federal Single Audit Reports. At Mr. Hausladen’s inquiry, it was confirmed that the error was detected and since corrected. A Corrective Action Plan will be prepared by the Executive Director and Chief Administrative Officer to mitigate the possibility of future reoccurrence. Several planning meetings to this end have already occurred.

As no quorum existed, no vote was taken on accepting the Financial Statements and Single Audit Reports. As per Mr. Miller of Marcum, the only requirement for them to proceed with issue of the reports is governance approval which would be satisfied by the signatures of Ms. Dunham and Mr. McGough on the Representation Letter.

Adopting a Meeting Schedule for Calendar Year 2019:

The Calendar Year 2020 meeting dates were not approved as quorum was not met.

Reports of the Officers:

Mr. Marrero provided the Quarterly Operations Report and Mr. McGough provided the Quarterly Treasurer's Report. Discussion ensued regarding operating statistics, departmental productivity statistical monitoring, updates on utilization of the Amble app for ADA riders and actual expenses/revenues versus budgetary projects. Agency wide revenues and trends to date are within budgetary projections.

As no quorum existed, no vote was taken on accepting the Quarterly Operations Report and Quarterly Treasurer's Report.

Executive Director's Report

In the absence of several staff members, Ms. Dunham provided a high-level overview of departmental activities. Worker's Compensation loss history trends continue to decrease both in terms of number of claims and payments. We also expect a \$46,000 post policy year audit premium return.

A three-year extension on the 1000 Sherman Avenue parking lot has been completed.

The rear building demolition in North Haven is substantially complete, the perimeter fencing has been installed and demolition will now commence on the front building. By the end of the year, the site will be secured and ready for construction activity.

CTDOT has posted the solicitation for pre-qualified A&E Design firms to submit Letter of Intent and the selection committee has been defined.

Lengthy discussion ensued about the GNHTD board's role in design and project oversight for the new facility. Representatives of CTDOT will be invited to the January 2020 board meeting to provide an update on project goals, timelines, design strategy, public participation, NEPA, traffic studies and answer questions from GNHTD board members.

Legal counsel will be asked to assist with email voting to accept the proposed Calendar Year 2020 meeting dates. April 17, 2019 meeting minutes and the Drug and Alcohol Testing Policy can be approved at the January 2020 board meeting.

Adjournment: *There being no further business brought before the Board, the meeting was adjourned at 11:51 a.m.*