

June 24, 2022

NOTICE OF MEETING

A Meeting of the New Haven Union Station Partnership Operations Committee for Union Station Transportation Center will be held on Monday, June 27, 2022 at 3:00 PM via Zoom teleconference and at Union Station Transportation Center, MTA Conference Room 4th floor West.

The Agenda for this meeting is attached.

**AGENDA
NEW HAVEN UNION STATION PARTNERSHIP
OPERATIONS COMMITTEE
MEETING
JUNE 27, 2022
3:00 PM
ZOOM WEBINAR**

Dear Operations Committee Members:

You are invited to a Zoom webinar also held in person at Union Station, MTA Conference Room, 4th Floor West

Topic: OPERATIONS COMMITTEE MEETING

Time: June 27, 2022 3:00 PM Eastern Time (US and Canada)

Topic: Union Station Partnership / Operations Committee

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us06web.zoom.us/j/94312621748?pwd=UnhvUTQxVINmeUZNRWMyenFPMIMxUT09>

Meeting ID: 943 1262 1748

Passcode: 906094

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Meeting ID: 943 1262 1748

Passcode: 906094

Find your local number: <https://us06web.zoom.us/u/kejRC7d3CX>

I. Call to Order

II. Public Comment

Please notify Fortunata Houde (fhoude@nhparking.com) in advance if you have a desire to speak during the Public Comment section or on a specific agenda item.

Please Note: This will be a remote meeting. Any member of the public may request, in writing, a physical location and any electronic equipment necessary to attend the meeting in real time no later than twenty-four (24) hours prior to the meeting. Said individual shall have the same opportunities to provide comment or otherwise participate in the meeting as would be afforded if the meeting was held in person with the following exception: Under law, if such person loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, the committee is not required to adjourn or postpone the meeting. Access can be from anywhere by an electronic device that has Zoom program at the address provided above in the Agenda Notice or by phone at the number set forth above in the Agenda Notice.

III. Discussion Items for Action

- Approval of Minutes from the June 6, 2022 Meeting
- FY 2023 Operating and Capital Budgets
- Undomiciled Activity
- Day-to-Day Operations at State Street Station
- Rail User Agreements
- Review/discuss City/NHPA Agreement for Services
- New Revenue Initiatives

IV. New Business

V. Executive Session

- A. Not Anticipated to be Utilized

VI. Adjournment/Site Tour

that are available if approved by the Operations Committee. The available capital balance not yet committed is \$2,173, 854 with four projects that will be treated as claims against it.

•Operating Budget: Mr. Seholm said a conservative approach was taken when preparing the budget and presented the key components of revenue and expenses of the Operating Budget Draft V3 that were discussed.

Revenue: For transient revenue at Union Station Garage, slightly lower numbers were used in anticipation of spike in COVID over the winter months.

Total revenue of \$4.7 million is budgeted for fiscal 2023 versus \$4,248 million that was projected. There is a slight increase in total revenue from what was known at the time the budget was prepared.

Expenses: Payroll increase estimates include: negotiations with the bargaining unit; Health Insurance - 8.5% increase; higher than indicated CPIU increase for expenses and rental income of 10%; and for State Street Station a contribution of \$99,000 was included in the personnel component of expenses plus the added hours for the proposed overnight supervisor to provide support in the transportation center.

The Operating Budget shows a shortfall FYE June 2023. If CARES funding is not available, it is proposed that an interim transfer/loan of capital funds to the operating account could be made as was done this year and then reversed. Mr. Bordiere said the historical handling of the interfund loan could be placed on hold short of any other options coming forward.

Mr. Seholm explained the operating expenses include depreciation (\$435,000) and amortization that historically were reporting requirements for the Authority that can be removed from the final budget or left in for informational purposes as NHPA will be an operator and no longer required to report in this format.

A \$46,000 positive cash flow is forecasted and a \$804,000 operating loss. This takes into account the worst cash flow from operations with low revenue and high expenses.

State Street Station: Will be part of the Union Station Building structure. Labor cost components include allocations for a Manager, Maintenance staff (including custodial) and Security staff.

Mr. Parry said Security will be provided by the Rover position that will drive through on an hourly basis that is tagged for assurance. Maintenance will be performed by the field team in the NHPA portfolio; four hours a day was used for them in the budget. A timeframe of 6:00 AM to 10:00 AM is being proposed based on conversations with the previous operators and his observations. Landscaping will be done by field personnel as well with an additional two people - one hired in the spring and one in the summer to assist. All are supported by the Director of Maintenance, the Manager on Duty and the new Supervisor, if approved, will also be factored in.

Also included are supplies, professional service fees, subcontracted snow removal along with an administrative fee allocation for a total of \$153,410 per year.

Questions/Discussion

Mr. Bordiere wanted to clarify that assuming there is not a repeated surge in COVID, financial results for the campus as a whole with State Street Station could potentially be at breakeven or be positive. Mr. Seholm said yes.

Mr. Seholm said the biggest wild card is how confident the Operations Committee is to assume there will only be minimal impacts from COVID or other issues on transient revenue at Union Station. If that assumption could be made, revenue estimates could be increased. Mr. Hausladen suggested looking at what transient revenue was for the last few months. We are trending better than the FY 2023 budget is projecting.

•Mr. Piscitelli noted items that need to be worked on prior to the next meeting:

-Budget Approval

-Approval of NHPA Agreement

-Need for CARES Funding

-Advertising Strategies (with CT Rides) to Promote Parking at the Transportation Center and State Street Station

-Revenue Initiatives including Additional Opportunities to increase Monthly Permits

•Mr. Hausladen suggested, if appropriate, to pass the budget and NHPA Agreement via e-mail before the next meeting and those actions could be ratified in the meeting notes. Mr. Bordiere and Mr. Bergeron agreed. Mr. Piscitelli concurred and said if Mr. Jankovich agrees, to follow-up with a balanced budget and bring to the Operations Committee by e-mail mid-month for approval.

IV. NEW BUSINESS

V. EXECUTIVE SESSION – Not needed

VI. ADJOURNMENT/followed by site tour leaving from Union Station with those Present

In the interest of time Mr. Eyzaguirre asked for a Motion to adjourn with the site tour to follow. Mr. Bergeron moved to adjourn the meeting and Mr. Eyzaguirre seconded. The meeting was adjourned at 4:27 PM.

Fortunata Houde

From: Fortunata Houde
Sent: Friday, June 24, 2022 1:01 PM
To: 'craig bordiere (craig.bordiere@ct.gov)'; 'marlene.cordero@ct.gov'; Sandeep Aysola (SAysola@newhavenct.gov); Carlos Eyzaguirre (CEyzaguirre@newhavenct.gov); 'mpiscite@newhavenct.gov'; 'richard jankovich (richard.jankovich@ct.gov)'; Eric Bergeron
Cc: Doug Hausladen
Subject: Notice and Agenda for Monday's Operations Committee
Attachments: 20220624131137299.pdf
Importance: High

Good afternoon everyone,

Attached is the notice and agenda I will be posting. I have not received any additional agenda items from the one I sent yesterday.

Thank you and have a good weekend!

Fortunata Houde
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www.parknewhaven.com





**UNION STATION
PARTNERSHIP**
NEW HAVEN

UNION STATION PARTNERSHIP

To: Operations Committee

From: Fortunata Houde

Re: **Voting Proxy for the Union Station Partnership Operations Committee meeting for June 27, 2022 at 3:00 PM**

I hereby attest that the following individual will not be able to attend/may have to leave, the June 27, 2022 meeting of the Operations Committee of the Union Station Partnership.

(Please Select Name Below)

Eric Bergeron	<u> x </u>	Sandeep Aysola	<u> </u>
Craig Bordiere	<u> </u>	Carlos Eyzaguirre	<u> </u>
Marlene Cordero	<u> </u>	Douglas Hausladen	<u> </u>

Per Section 4.6 of the Lease, Operating and Funding Agreement (LOFA) between the State of Connecticut Department of Transportation and the City of New Haven, a proxy has been provided with instructions on how to vote on items presently.

Proxy: Marlene Cordero
(printed name)

Operations Committee Member: *E. S. Bergeron* , 6/27/22
(Signature) *(Date)*

Digitally signed by Bergeron, Eric
DN: cn=Eric Bergeron, o=City of New Haven,
ou=OU-COO, ou=D57643, ou=DOT-Users,
dc=DOT, dc=CT, dc=GOV
Date: 2022.06.27 11:45:57-0400