



REGULAR MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
November 15, 2018

Stephen F. Mitchell, Chairman  
Presiding.....

At 7:06 p.m., a quorum determined to be present; Mr. Mitchell called the Regular Meeting of the Board of Directors of the Greater Hartford Transit District (the "District") to order in the Conference Room of the District at One Union Place, Hartford, Connecticut. The following Directors were present: Joan Gamble (1.84) by conference call, Bloomfield; Peter J. Bonzani by conference call (2.30), East Hartford; Stephen F. Mitchell (2.00) and Kevin Mooney by conference call (2.00), Enfield; Mark Lockwood (1.01) by conference call (joined at 7:10pm) , Granby; Kevin R. McKernan (2.79), Hartford; James McCavanagh (2.61) by conference call and Paul McNamara (2.61) by conference call, Manchester; William Hall (1.37) by conference call, Newington; Ferguson R. Jansen, Jr. (2.11) by conference call, Simsbury; Gary Pitcock (1.15) by conference call, South Windsor; Brendan T. Flynn (1.19) and Peter Gardow (1.19) by conference call, Wethersfield; David Giordano (2.83), West Hartford; Ricardo Quintero (1.30) by conference call and David Raney (1.30), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; and Nhan Vo-Le, Director of Fiscal and Administrative Service. Leslie Zoll (Principal) represented the firm of Blum Shapiro. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

Mr. Mitchell asked if there were any members of the public who wished to address the Board. There were none. Mr. Flynn then moved adoption of the September 20, 2018 meeting minutes, which was seconded by Mr. Raney and approved without modification by a vote of 28.59 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next presented the proposed Calendar Year 2019 meeting dates, noting in particular the Annual Meeting that is scheduled for May 23, 2019. Mr. Quintero moved acceptance of the Calendar Year 2019 meeting dates with correction to the incorrectly stated year after each of those individual dates from 2018 to 2019, which was seconded by Mr. Giordano and approved unanimously by a vote of 29.60 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then called to order the Public Hearing related to the proposed FY 2018 & FY 2019 budget revisions at 7:16 pm. An overview of FY2018 budget and actual was discussed as follows:

Special Revenue Fund actual result is \$27.7 million or 1% greater than its adopted budget. Of which, 79% or \$21.8 million was funded by CTDOT, \$4.6 million by FTA, and \$909,000 by local match. The remaining revenues were generated by passenger fares, performance standard penalties, and transit advertising. The majority of its expense was spent for transportation projects (\$25.3 million), and administering its programs (\$1.7M) plus professional services (\$605,000). Next Ms. Vo-Le discussed the ADA Paratransit program. This program had generated a total of \$16.8 million which is \$1.3 million lower than its adopted budget. This was primarily due to lower fuel and diesel costs (\$668,000), ADA service charges (\$241,000), security and janitorial services (\$214,000), and fleet maintenance expenses (\$100,000). The program had an expense of \$13.2 million in ADA services and the remaining costs are accounted for as fuel & fleet maintenance, program administration, and other expenses. The Administrative Program's actual total is 3% or \$120,000 greater than budgeted as a result of higher approved funds for the Insurance Consortium; partially offset by lower approval by CTDOT for the other activities. The activities for the Capital Program, totaling an actual \$6.5 million, is 26% or \$1.3 million higher than budgeted primarily due to construction activities going on during fiscal year 2018 at the 148 Roberts Street ADA Paratransit facility and the Tiger IV project; partially offset by less activities than anticipated for the New Britain Livability program. Moving onto the General Fund which is the District's primary funding source; which consists of member town dues, proceeds from the sale of disposed vehicles and investment income. The General Fund's excess of revenue over expenses is \$35,000 higher than its adopted budget primarily due to a result of higher vehicle disposal revenue and interest earned. Parking fees plus federal and state grants are the funding source for the Spruce Street Parking Lot. Comparing actual to budget, the Parking Lot actual excess of revenue over expenses is under budget by 13% or \$36,000 due to a combination of lower parking fees and the impact of higher snow removal costs. Compared to the adopted budget, Union Station's actual result is higher by \$123,000 in excess of revenue over expenses. Its robust financial performance during fiscal year 2018 is attributed to new lease negotiations and the lower cost in utilities and legal fees. The Enterprise Fund yielded \$370,000 in excess of revenue over expenses or \$88,000 higher than its original adopted budget. The District's total actual revenue and the expenditures for fiscal year 2018 are \$30.0 million and \$29.5 million respectively, thus yielding \$495,000 in actual excess of revenues over expenditures or \$123,000 higher than the adopted budget.

Ms. Vo-Le then followed with the FY '19 Proposed Budget Revision. The original budget was adopted in June 2018 with \$30.9 million in revenues, \$30.6 million in expenditures, and \$388,000 in excess of revenues over expenditures. The revised budget reflects a total decrease of \$1,084,000 or \$29.9 million in revenues and \$29.5 million in expenditures. This decrease is due to a reduction in program costs for both the Statewide Insurance Consortium and ADA Paratransit Program, which is partially offset by an increase in the Dial-A-Ride Program and the Connecticut Statewide Drug and Alcohol Testing Consortium. Both of these programs were approved by CTDOT after the fiscal year 2019 budget had been adopted in June 2018.

Mr. Mitchell asked if there were any comments from the public. There were none. He then asked for comments from the Board. Mr. Pitcock inquired about the line on page 5 of the report which related to penalties. Ms. Shotland explained that those were incurred by the ADA Paratransit provider if they failed to meet specific service

performance requirements. Hearing no additional comments from either the public or the Board, Mr. Mitchell declared the public hearing closed at 7:33pm. Mr. Flynn moved to approve publication of notice for budget revisions for the newspaper which was seconded by Mr. Raney, and approved by a vote of 29.60 yea, 0.00 nay and 0.00 abstention.

The Chairman then yielded the floor to Ms. Leslie Zoll of Blum Shapiro to provide a presentation on the Comprehensive Annual Financial Report, the State Single Audit Report, and the Federal Single Audit Report. She stated that the audit is complete and awaiting final approval from the Board of Directors at the December 2018 Regular Meeting, and then Blum Shapiro will be able to issue the financial statements. She said that they will be issuing an unmodified and clean opinion on the financial reports, and there were no material weaknesses in the internal control over financial reporting. The unmodified (clean) opinion also applied to the Federal Single Audit on compliance with regard to federal grant requirements and to the State Single Audit in regard to state grant requirements. Ms. Zoll noted that the Certificate of Achievement in Financial Reporting had again been awarded by the Government Finance Officers Association for the FY 2017 (CAFR) and that the agency will submit its application for FY 2018 as well. She also said that there were new requirements in GASB 75 in regard to other post-employment benefits (OPEB) and that the District's liability was actually reduced by \$500,000 after Milliman performed a comprehensive actuarial review.

The Chairman asked if there were any questions or comments from the Board regarding the presentation. Several Board members expressed their praise in regard to the work that Ms. Vo-Le and her department did to ensure the success of this difficult process. Mr. Flynn moved, that the FY '18 audit reports prepared by Blum Shapiro are hereby accepted, subject to revisions necessary to reflect changes made by the Board, if any, to the revised FY '18 annual budget presented to this meeting in connection with the revised budget's adoption, such action scheduled to occur at the Board's December meeting. The motion was seconded by Mr. Raney and accepted unanimously by a vote of 29.60 yea, 0.00 nay, and 0.00 abstention.

Mr. Mitchell asked Mr. Gonzalez to give his ADA report. Mr. Gonzalez stated that preparation is being made for an upcoming bus order on approximately twenty-five replacement vehicles. A new diesel fuel contract covering the period of November 1, 2018 through October 31, 2019 was successfully implemented. The District conducted an inventory on fuel purchased during the previous bid and the gallons remaining prior to finalizing its decision to lock in at the 84,000 gallons. Coordinating a major upgrade to components of the Trapeze software system. The project will take upwards of 4-6 months to complete. There have been a number of transmission failures with the buses, but after lengthy negotiations Ford has agreed to pay a percentage of the cost to replace the transmissions. Mr. Mitchell asked Mr. Gonzalez several questions in regard to this problem and how was it being addressed. He wanted to know what is the specific issue with the transmissions, how long are the vehicles taken out of service for repair, and is the work being performed in-house. Mr. Gonzalez stated that if the work is performed in-house the time out of service averages four days. He also noted that the problem is related to physical failures which have something to do with the transmission housing. He stated that the warranties are expired so we are fortunate to be getting a percentage of reimbursement from Ford.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. The overhead lights on Church Street under the tracks have finally been replaced. Continuing to seek an alternative to repair or replace several pavers in the Spruce Street Parking Lot. The District entered into a 3-month contract extension with ESC for the continued maintenance of Union Station's video surveillance equipment. In regard to the Union Station brownstone repairs, Capasso Restoration has continued construction work on both Phase I and Phase II of the project. Certain structural repairs took longer than originally anticipated due to unforeseen damage, which resulted in increased time spent on the repair work. Phase I completion has now been extended to November 30, 2018. Substantial completion of Phase II on of the project was extended to May 30, 2019 to accommodate for the winter shut down period. Scaffolding will remain on the west side of the station platform throughout the winter in order to save time in the spring. Post winter shutdown work on Phase II is slated to resume March of 2019. Mr. Mitchell asked if the scaffolding is safe especially if we have a bad winter. Mr. Gonzalez acknowledged that it was. Two new hydraulic elevator lifts will be installed in December to replace the current ones that have met their useful life. An RFQ went out for snow removal and a contract was awarded to Manchester Recycling and Materials. The contract is valid for one winter season with two option years. The District finalized the remaining Preventative Maintenance contracts for Roberts Street (including the oil water separator, air compressors, garage doors, and bus wash pit.) There are significant water leaks in several areas of the roof at Union Station. Discussion has just begun as we evaluate the need to possibly replace the roof which has met its useful life. Mr. Quintero asked if the entire roof needed to be replaced. Mr. Gonzalez reiterated that we will be evaluating that, and the need to apply for additional funding for the replacement of a roof once we have additional information. Mr. Gonzalez has begun annual site visits with the statewide insurance consortium members to discuss accidents and safety measures for prevention.

Mr. Mitchell then called upon Ms. Shotland to provide an update from the Grant, Contract & Procurement department. Construction of the City of New Britain's Beehive Bridge Project continues to be on-going and visual progress can be seen with near completion of the work on the west side of the bridge. The on-site contractor has plans to begin work on the east side of the bridge next and the work on this portion of the bridge will continue until winter shutdown. District staff continues to attend bi-weekly construction meetings, processes invoices and collects info for DBE reporting. In regard to the Hartford Intermodal Triangle project, District staff previously closed out the TIGER grant and are currently working to close out the Bus Livability and STP grants as well. In regard to the Enfield Intermodal Center project, the Town of Enfield experienced some staffing issues with the resignation of key positions. The phase II environmental assessment has been completed, however, no conversations have taken place to discuss findings, updates and next steps. The Town is waiting for the results of the assessment before the property is acquired. Negotiations have continued with Eversource Energy to acquire and remediate the former Connecticut Light & Power turbine plant site on the Connecticut River. Current efforts to extend the Access and Confidentiality agreement has been stalled due to the lack of response from the owner. The Town has requested to meet with the consultants from TRC Solutions for a status report. After going out to bid for a second time on the Spruce Street Canopy Restoration Project, the District agreed to award a contract to Scholar Painting and Restoration. Given the nearing winter shut down for construction, work on this project may not begin until spring of 2019. An RFP for upgrades to the phone system at Union Station, which also included a backup system component for the phones at Roberts Street in the event of system failure, went out for bid. The District recently extended its electricity agreement for another 24 months as part of a group electricity purchase

through the Capital Region Purchasing Council. This agreement reduces the rate at which we purchase electricity for both Union Station and Roberts Street. The District is currently waiting to proceed with the install of the new Parking Access and Revenue Control System for the Spruce Street Lot.

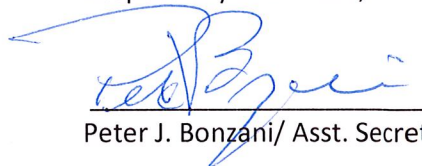
Mr. Mitchell then asked Ms. Shotland to provide her Administrative report. She began by stating that she finalized negotiations with Capital Workforce Partners for a long term extension of their lease. She also noted that renovations to their leasehold will begin shortly. The District, CRCOG, CTTransit and CTDOT are currently looking into the placement of a new bus shelter on Asylum Street in front of Bushnell Park. The initial recommendation for a stop at this site was made by Nicholas Addamo/GHTD Director. She noted that the District is may save from \$5K-\$10K annually in bank processing fees in the Spruce Street Parking Lot due to a change in vendor. The District staff is working on upgrading the Passenger Information Display Terminals in the Transportation Center for both informational and display purposes. Rail and bus information will be separated to make the displays more user friendly.

Mr. Mitchell then called upon Ms. Shotland to provide a summary on the CRCOG Transportation Committee Meeting which was held on both October 15, 2018 and November 5, 2018. At the October 15th meeting a brief update on the Long Range Transportation Plan was provided. It's a federal requirement that the plan be updated every 3-4 years. CRCOG has initiated its outreach plan which will include stakeholder interviews, focus group meetings, surveys, presentations to the Transportation Committee, and two Public meetings. At the November 5<sup>th</sup> meeting an update on Commuter Parking Lots Inventory was provided and a brief overview of the process of counting vehicles occupying spaces in the region's forty-five Park & Ride Commuter lots. Once again the Long Range Transportation Plan was discussed and CRCOG has developed an online survey that asks about big picture priorities. If anyone is interested in responding to the survey the website is:  
<https://crocogconnect2045.com>.

Mr. Mitchell wanted all to know that the next Regular Board of Directors Meeting will be held on Thursday, December 13, 2018 at the District's offices in Hartford.

There being no further business brought before the Board, Mr. Flynn moved that the meeting be adjourned. Upon seconding by Mr. Raney, the motion passed by a vote of 29.60 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:05 p.m.

Respectfully submitted,



Peter J. Bonzani/ Asst. Secretary