



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
September 20, 2018

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

At 7:07 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: Peter J. Bonzani (2.30), East Hartford; Stephen F. Mitchell (2.00) and Kevin Mooney (2.00), Enfield; Frank Lord (2.79) and Jennifer Cassidy (2.79), Hartford; William Hall (1.37), Newington; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15), South Windsor; Brendan T. Flynn (1.19), Wethersfield; David Giordano (2.83), West Hartford; Ricardo Quintero (1.30) 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 (*The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.*)

The Chairman asked if there was any members of the public who wished to address the board. There were none. Mr. Quintero then moved adoption of the June 14, 2018 meeting minutes, which was seconded by Mr. Flynn and approved without modification by a vote of 23.13 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked that Ms. Vo-Le provide the financial report. Ms. Vo-Le provided a summary of the District's budget and actual results as of June 30, 2018 are presented:

Special Revenue Fund accumulated \$27.4 million in actual revenues, which is 4.1% or \$1.1 million higher than budgeted primarily due to timing in construction activities. Of the \$27.4 million, the ADA Paratransit program is accounted for \$16.8 million and the \$10.6 million remaining balance is made up by various capital projects and administrative programs.

The General Fund has yielded a favorable variance of 40% or \$36,123 in actual excess of revenues over expenses. This increase is a result of higher STIF interest rate and proceeds generated from the sale of disposed vehicles. A total of 19 buses were sold during the fiscal year 2018 at an average of \$2,900 per bus.

The CT Rail Hartford Line service was booming for the District's parking lot as there was a \$10,000 increase in parking fee revenues for the month of June. Since February 2018, the parking lot has generated increased revenues and through the end of June its revenues were up by \$400 as compared to the prior fiscal year.

The Parking Lot has ended the fiscal year with an unfavorable variance of 13% or \$35,661 in excess of revenues over expenses. This occurred primarily due to lower parking fee revenues during the first seven months of the fiscal year (7/2017 – 1/2018) and the impact of higher snow removal services than expected and allocation of auditing fees.

Union Station had a robust financial performance this past fiscal year; in which, actual excess of revenues over expenses was higher than its budget by \$123,165. This reflects a combination of new lease negotiations plus lower utilities and professional services. Both actual revenues and expenditures were lower than budgeted due to State budget constraint; whereby, several capital projects were placed on hold until the next fiscal year. Overall, the District's total excess of revenues over expenses for fiscal year 2018 amounted to nearly half a million, which is \$123,627 higher than expected.

Mr. Mitchell then asked for acceptance of the financial report as presented. Mr. Flynn made a motion for acceptance of the financial report which was seconded by Mr. Quintero. The motion was passed unanimously 23.13 yea, 0.00 nay and 0.00 abstention. Mr. Mooney asked for clarification on the budgeting process based on the revenue and expenditure categories. Mr. Pitcock inquired about the current interest rate that the District was receiving in the State Investment Fund. Ms. Vo-Le told him that it was approximately 1.90%.

Mr. Mitchell then asked Mr. Gonzalez for the ADA presentation. He stated that the preparation for the next order of fleet replacement has begun. At the present time it looks like an order of 20-25 vehicles will be placed. He also said that the conversion of one bus to a command center vehicle is underway. He noted separately that the District's procurement department is waiting for CTtransit and CTDOT to put out a statewide fuel bid. The new contract will extend from 11/1/18 through 10/31/19. The District is requesting pricing on 90,000 gallons of diesel. Mr. Gonzalez stated that a reorganization has taken place in the ADA department in respect to job responsibilities, and the goal is to improve the overall effectiveness of the staff. The department is also working on analyzing the procurement of a new customer service software module for Trapeze. The COMM software program is being looked at to assist in improving the tracking and reporting of complaints. He ended his report by noting that a very small punch list still exists at 148 Roberts Street in regard to open construction contract items. Mr. Quintero inquired about First Transit's onsite management oversight of the East Hartford property.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He stated that there was an issue with a gas leak at Change Rosa. The most recent issue was on 9/16 where both the fire department and the gas company were called and at that time they appeared to resolve the problem. He stated that he is working on finding a means to replace pavers in the Spruce Street Parking Lot. He also noted that the first phase of the Union Station brownstone restoration project is still on schedule to be completed by early October. The 2nd phase may not be done until the spring as we approach the winter shut down season for construction projects. However; the contractor will continue with the project as long as weather conditions permit. Another project just completed was installing locks on the 3rd floor hallway tenant bathrooms to stop the public from using them. Another ongoing project is replacing some additional cameras and associated servers around the station, but will now wait for a Request for Proposals to upgrade the system further to go out. Finally, Mr. Gonzalez noted that there have been several water leaks throughout Union Station that have been addressed, and some have been due to the brownstone restoration project. Ms. Cassidy wanted to express that it is a problem getting in and out of the lot at times. Mr. Gonzalez said that the new parking management system should make entering and exiting a lot better. Mr. Jansen asked if District staff was aware of the current electrical rates that we are paying. He was told that we would get back to him on the actual current rate.

Mr. Mitchell then called upon Ms. Shotland to provide a report from the Grants & Procurement department. She stated the following;

- The City of New Britain's Beehive Bridge Project is underway. The District staff is now attending bi-weekly construction meetings, processing invoices and collecting info for DBE reporting.
- The District has closed out the TIGER grant with FTA.
- Once all the information has been reviewed and final payments are authorized for release to the contractor, then the City of Hartford will submit final invoices to the District to close out the Bus Livability and STP grants with FTA.
- In regard to the Enfield Intermodal Center project, the Environmental Assessment is still underway. The assessment is expected to be completed in the fall and then the town can move forward with steps towards remediation and land acquisition.
- Spruce Street Canopy Restoration Project is out to bid.
- Went out for RFQ on snow removal, current contractor decided to back out of the current option year of their contract with us.
- An RFP for upgrades to the District's phone system at Union Station is out for bid.
- Put out an RFQ for replacement of two 3rd floor ADA hydraulic (elevator) lifts. Independent Elevator had the lowest quote and the District has issued a purchase order.
- For 148 Roberts Street the department is working on procuring preventative maintenance contracts for the bus wash, generator, and fleet maintenance lifts.
- The District will be part of a group electricity purchase through CROG's Capital Region Purchasing Council. This should reduce the rate at which we purchase electricity for both Union Station and Roberts Street.

Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She stated the following;

- District is procuring the services of Blum Shapiro to perform “Cyber security training.” The course will be provided to the District’s entire staff and will include much of the following; Email-based attacks, Social Engineering, business Email Compromise, Data Leakage, Data Breach Reporting, Ransomware, Best Practices in Safe Browsing, Mobile Device Security, Wireless and Password Security, Portable and Cloud Storage, Physical Security, and Best Practices.
- Currently completing negotiating with Capitol Workforce Partners for a (7) year renewal option on their lease.
- She stated that she went to court on 9/20 for the continuation of the case pending from May 2017, and the case is being continued until October 16th. Mr. Quintero asked if the defendant is still barred from the District’s offices, and Ms. Shotland responded that he currently is.
- Met with the City of Hartford’s Mayor and Police Chief to discuss the increase in concerns about the safety of our tenants and passengers at Union Station. A Sergeant from the Special Ops Group then met with Ms. Shotland and Mr. Gonzalez to talk about the District’s concerns and to discuss an action plan for more police presence and visibility at Union Station.
- Met with the CEO of the Parking Authority to discuss the parking situation problems on both Union Place and Spruce Street. It appears that the parking authority will have the ability to give citations aggressively in this zone to illegally parked and/or standing vehicles.
- Finalizing the Transit Asset Management Plan which is a statutory requirement imposed by the FTA for all federally funded transit operators to establish standards for measuring capital asset conditions and an investment plan to bring these assets to a state of good repair is almost complete and will be on file by the October 1st deadline.
- The District has executed the FY18 Capital Grant with FTA for \$2,972,880 and the state match of 20% was \$743,220 for a total of \$3,716,100.
- Just completed our insurance binder for property, general liability umbrella, and Directors (errors and omissions), and added for the first time Information Security & Privacy insurance. This will cover Legal Liability (theft, loss or unauthorized disclosure” of information, regulatory defense & penalties, etc... Mr. Mooney wanted to know what the limitation of this specific coverage is. Ms. Shotland said that she would get back to him on this.

Mr. Mitchell then called upon Ms. Cassidy to provide the CRCOG Transportation Committee report from September 5, 2018. She made mention of the following:

- There will be a referendum on the November ballot for approval of a “lock box” on the Special Transportation Fund (STF). The recently approved phased redirection of revenues from taxes on new cars from the general fund to the STF is expected to result in STF solvency for about five (5) years.
- She remarked that CTDOT developed a Draft 5-year Capital Plan (2019-2023) and provided to each region for comment, however the department only provided each region with 2 1/2 weeks to submit comments. The compressed response timeframe was a result of the recent solution providing STF

solvency and CTDOT's desire to have the plan finalized prior to elections. CRCOG provided its 5-year Capital Plan response letter containing comments as a handout in the meeting materials.

- She also stated that CTDOT gave a presentation on their Transportation Asset Management Plans (Tier I and Tier II Group Plan)

Mr. Mitchell called for new business. Ms. Cassidy noted that there is a strong push to bring Zip Cars into Hartford, and Mr. Mitchell acknowledged that this would be good timing based on various positive factors in regard to the City of Hartford's growth and demand for this type of service. Mr. Mitchell then made mention that Mr. Bonzani's son is involved in the restoration activities behind the historic Hilliard Mills complex development. He then told the group that Mr. Bonzani was retiring shortly, and wishing him all the best. Mr. Mitchell reminded the attendees that the next Board of Directors Meeting will be held on Thursday, November 15, 2018. There being no further business brought before the Board, Mr. Bonzani moved that the meeting be adjourned. Upon seconding by Mr. Flynn the motion passed by a unanimous vote of 23.13 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:07 p.m.

Respectfully submitted,

 (Executive Director)
for James R. McCavanagh/ Secretary

Adopted: 11/15/18