



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
December 16, 2021

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

At 7:04 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 remotely by way of a virtual "Zoom Meeting." The following Directors were present: Marilyn Pet (2.15), East Hartford; Stephen F. Mitchell (1.88), Enfield; Richard Alger (1.00), Granby; James McCavanagh (2.48), Manchester; Dimple J. Desai (1.73), Rocky Hill; Ferguson R. Jansen, Jr. (2.20), Simsbury; Gary Pitcock (1.13), South Windsor; Brendan T. Flynn (1.12), Wethersfield; David Giordano (2.72) and John W. Lyons (2.72), West Hartford. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; Nhan Vo-Le, Director of Fiscal and Administrative Service, Mary Deppe, Director of Grants, Procurement and Contract Administration. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

The Chairman asked if there were any members of the public who wished to address the board. There were none. Prior to the next agenda item Mr. Mitchell wanted to express his gratitude to the Board for their support and well wishes. He explained what occurred in regard to his symptoms, diagnosis, and prognosis. Mr. Mitchell then noted a correction to the November 4th Minutes on page 5 where there was a typo in regard to Mr. McNamara's name. Mr. Flynn then moved adoption of the November 4, 2021 meeting Minutes with correction, which was seconded by Ms. Pet and approved by a vote of 19.13 yea, 0.00 nay and 0.00 abstention. The Chairman next called for the acceptance of the District's Final FY2021 Budget and Revised FY2022 Budget, each as presented at the public hearing held November 4, 2021, published in The Hartford Courant on November 24, 2021, and presented to this meeting. The Chairman noted that the FY2021 audit report was accepted at the Board's November meeting subject to revisions necessary to reflect changes made by the Board, if any, to the revised FY2020 annual budget presented at that meeting.

He requested two separate motions. Mr. Lyons made the following motion which was seconded by Mr. Pitcock: "Resolved, that the District's Final FY2021 Budget as presented to this meeting be adopted." The motion was passed with 19.13 yea, 0.00 nay and 0.00 abstention. There being no revisions made to the revised budget as adopted this evening, there will be no revisions to the audit report necessary. Mr. Flynn then made the following motion which was seconded by Mr. Jansen: "Resolved, that the District's Revised FY2022 Budget as presented to this meeting be adopted." The motion was passed with 19.13 yea, 0.00 nay and 0.00 abstention.

The Chairman requested that Ms. Vo-Le present the financial report. A summary of the District's budgets and actual results as of October 31, 2021 were as follows: During the first four months of FY2022 (July – October), the Special Revenue Fund has accumulated approximately a total of \$8.8M in actual revenue to cover for its various program costs. Of this \$8.8M, the ADA Paratransit and Insurance programs are accounted \$5.9M and \$2.2M; respectively. Comparing to the budget, the Special Revenue Fund's actual revenue is slightly higher than the budget by approximately \$318K. This Special Revenue Fund has no excess of revenues over expenditures because all costs incurred within this fund are reimbursed by CTDOT, FTA, and local match, etc. The General Fund's excess of actual revenues over expenses is lower than its budget by nearly \$4K primarily because of a steady decline in interest income due to lower interest rates. Spruce Street Parking Lot has yielded a favorable variance of \$1.8K in excess of actual revenues over expenses. Union Station Transportation Center has shown an unfavorable result; yielding a variance of \$36K in excess of revenues over expenditures as compared to the budget. Overall; for the four months ended October 31, 2021, the District's excess of revenues over expenditures has yield an unfavorable variance of approximately \$39K. This occurred primarily due to higher operating expenses incurring within the Union Station Transportation Center than budgeted. Mr. Flynn made a motion for acceptance of the financial report which was seconded by Mr. Desai. The motion was passed unanimously 19.13 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell asked Mr. Gonzalez to provide his ADA Report. He stated the following: There are still a small number of COVID positive tests to report at our ADA Paratransit location, but the incidents have not affected the overall operation. Protocols are in place to protect those individuals who may have come in contact with anyone who does test positive. The federal mask mandate for public transportation drivers and passengers is now in effect through March 18, 2022. We are still anticipating the delivery of fifteen (15) ADA Paratransit Buses that have been on backorder. Estimated arrival is late December or early January. The remainder of the delivery for twenty (20) Ford Transit vehicles has been changed, and we are slated to only receive three (3) due unavailability. Ford has cancelled the remaining order for 2021. The District will have to await word from MobilityTrans in regard to the remaining seventeen (17) chassis, and Ford has not yet given any projected delivery dates for 2022. Trapeze PASS-WEB and EZ-Wallet: the team is doing testing of the software using the

vehicle Mobile Data Terminal units to make sure that there are no issues when it comes to fares received, trips not taken or cancelled, and for backend fare reconciliation process. Trapeze has extended the go-live date to early February. Training has been completed with drivers in reference to CT Public Act No. 21-122 which requires drivers of paratransit vehicles to report suspected abuse, neglect, exploitation or abandonment of elderly persons. The training is also now included during orientation for new hires. Mr. Lyons inquired if there was a procurement process held when contracting for the Ford Transits. Mr. Gonzalez explained that there was a competitive selection process through an RFP. Mr. Lyons inquired if the 2021 pricing will be honored on the order of the seventeen vehicles that will be filled with 2022 models. Mr. Gonzalez and Ms. Deppe explained that the 2021 pricing could be held, or there could be increases, however at this time it is unknown. The delays are unprecedented due to COVID (labor, material shortages, etc.) so it is difficult to predict the outcome. The District expects to be provided with the new pricing in early 2022. If pricing is unreasonable or there are concerns the District will discuss with FTA or cancel the order and go out to bid again. Mr. Lyons asked if the District would consider purchasing secondary market vehicles. Ms. Shotland explained that the District will purchase new vehicles when they are available and will not go out to a secondary market. Mr. Lyons also asked about the condition of the District's current vehicles. Mr. Gonzalez explained that the District's fleet is in good condition and we have time to replace the older vehicles. Mr. Lyons asked if there is a threshold that would trigger the District to re-bid the project. Ms. Deppe explained that the District will review pricing if there are any concerns. Ms. Pet asked if there was an issue with availability of parts for maintenance. Mr. Gonzalez stated that there have been no problems to date and that First Transit keeps an inventory of parts on hand.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He stated that six (6) remote security cameras in the 148 Roberts Street parking lot have been installed and are working. The team is working with the vendor to explore the possibility of increasing the storage and retention time of the footage to 30 days. He also mentioned that the Union Station roof project is well underway in regard to Phase I and construction is expected to be completed by the end of December. The Spanish style tile work on the east side of the building and the flat roof work have been completed, and specific windows have been replaced. He also mentioned that he just met with the Loss Control Consultant from Great American Insurance Group who performed the annual walkthrough of Union Place in regard to the current insurance policy.

Mr. Mitchell then called upon Ms. Deppe to update the Directors in regard to the Grant/Contract/Procurement Department's report. She stated that the District recently finalized the award to ProPark for the Parking Lot Management contract for the Spruce Street Lot. The District is working on a number of contract amendments to exercise option years (i.e. janitorial, HVAC Preventative Maintenance, etc.) Also, in coordination efforts with the Greater New Haven Transit District, an application was submitted

for a Bus and Bus Facilities Grant for electric paratransit buses and charging stations as a pilot for ADA paratransit. Other project updates included; hosting a DBE (Disadvantaged Business Enterprise) meeting on December 21st to review our DBE Program and future contracting opportunities, construction is underway for the parking lot expansion project at 144 Roberts Street and most work is expected to be completed by the end of December. Paving will be put off until the Spring due to temperature/weather conditions. She also noted that construction and retrofitting for the Fuel Tank Conversion project is underway and should have a short timeline for completion. Mr. Mitchell asked if the tank is above ground and if there is any paving involved in the fuel tank conversion. Ms. Deppe explained that the tank is above ground, and there is no paving involved. She stated that there may be the need for some bollards to be installed which would likely happen in the spring. Temporary barriers may be necessary also.

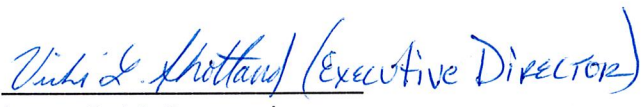
Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She reported that Dunkin Donuts will be relinquishing their leasehold. The franchisee closed several outlets during the pandemic and unfortunately Union Station was one of them. Ms. Shotland has started discussions with one interested party and will keep the Board posted as negotiations progress. The Federal Transit Administration (FTA) hosted a webinar on December 15th which discussed its Notice of Funding Opportunity (NOFO) soliciting proposals under the Enhancing Mobility Innovation Competitive Funding Opportunity. It is anticipated that the District will apply for a grant funding to augment our ADA fleet with additional electric vehicles. District staff has also provided CTDOT with capital needs under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). This second round of funding has been held up for almost a year due to a dispute with NY over the formula calculations that favors NY over CT and NJ whom they share the sub-allocations with.

Mr. Mitchell then called upon Ms. Shotland to provide the CRCOG Transportation Committee report from 11/15/2021 & 12/13/2021. She mentioned that there was a webinar on 11/18/21 on the Economic Impacts of the Hartford Springfield Boston Rail Service. The webinar was hosted by CRCOG and the UCONN Department of Public Policy. She also stated that there was a presentation in regard to the newly passed Infrastructure Investment and Jobs Act (IIJA) which will allocate an estimated \$1.2 trillion in total funding over the next ten years, including \$550 billion in new spending during the next five years. The bill was signed by President Biden on November 15, 2021. While the Infrastructure Bill passed, the Federal Government is still operating under a continuing resolution that extends government funding at fiscal year (FY) 2021 levels through at least February 18, 2022.

Mr. Mitchell called for new business. He reminded the Directors that the next meeting will be held on March 3, 2022 and at this point in time it is anticipated that it will still be virtual. He also noted that the Bonding Commission included the Enfield Train Station and asked Ms. Shotland if she had any

additional information. She stated that the project is still status quo between the Town of Enfield and the District. The Chairman then announced that Brendan Flynn will be leaving the Board as he will be moving with his family to a historic home in Portland, CT. Mr. Flynn has served not only as a Director since September 2004, but has held both the office of Treasurer and Vice Chairman. Mr. Flynn has been a knowledgeable, involved, and vital member of the Board for seventeen years. Mr. Flynn then addressed the Board. Finally, Mr. Mitchell wished everyone a safe and healthy holiday season. There being no further business brought before the Board Mr. Flynn moved that the meeting be adjourned. Upon seconding by Mr. Pitcock the motion passed by a vote of 19.13 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:07 p.m.

Respectfully submitted,


Vicki L. Shottland (Executive Director)
for James R. McCavanagh
Secretary

Draft Posted & Distributed: December 17, 2021