



ANNUAL MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
May 19, 2022

Stephen F. Mitchell Chairman
Presiding.....

At 7:10 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 (2.60) (7:38pm), East Hartford; Gilbert Hayes (1.14), East Windsor; Stephen F. Mitchell (2.14) and Kevin Mooney (2.14), Enfield; Nanci Fitzgerald, (1.36), Farmington; Richard Alger (1.00) (7:24pm), Granby; James McCavanagh (3.04) and Paul McNamara (3.04), Manchester; Dimple J. Desai (2.12) (7:20pm), Rocky Hill; Ferguson R. Jansen, Jr. (2.49), Simsbury; Gary Pitcock (1.37), South Windsor; Alan Lubin, (1.54), Vernon; David Giordano (3.26) and John W. Lyons (3.26) (8:35pm), West Hartford; Ricardo Quintero (1.50) and David Raney (1.50) (7:17pm), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; Nhan Vo-Le, Chief Financial Officer, 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.)*

Mr. Mitchell began the meeting by welcoming and introducing the newest member of the Board, Nanci Fitzgerald who is replacing Laurel Grow from Farmington. The Chairman next asked if there was any member of the public who wished to address the Board. There were none. Mr. Mitchell gave the members of the Board an opportunity to review the March 3, 2022 Minutes. Mr. Mooney then moved adoption of the March 3, 2022 meeting Minutes, which was seconded without modification by Mr. Quintero with a vote of 23.02 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next requested the Nominating Committee report be presented. The Committee Chair, Mr. McCavanagh, reported the proposed slate of Officers as follows:

Chairman	Stephen F. Mitchell*
Vice Chairman	James R. McCavanagh
Secretary	David Raney
Asst. Secretary	Paul McNamara
Treasurer	A. David Giordano
Asst. Treasurer	Kevin Mooney

Mr. Mitchell pointed out that under the By-Laws there must be two separate votes taken at the meeting; one for the express slate of officers and the other for the regular slate of officers. The Nominating Committee in its report expressly recommended that the Chairman be nominated for an additional term. He stated that an express nomination requires a 2/3 majority vote by the Directors. He also reported that the District office had not received any nominations for any Office from any Director as permitted by the By-Laws, the fact of which effectively closes any further nominations. Mr. Pitcock then moved the election of the express slate as proposed by the Nominating Committee. Mr. Quintero seconded the motion which was approved unanimously 30.24 yea, 0.00 nay, and 0.00 abstention. The Nominating Committee in its report then recommended that the Vice Chairman, Treasurer, Assistant Treasurer, Secretary, and Assistant Secretary be nominated for an additional term. Mr. McNamara then moved the election of the entire regular slate as proposed by the Nominating Committee. Mr. Quintero seconded the motion which was approved unanimously 30.24 yea, 0.00 nay, and 0.00 abstention.

Mr. Mitchell asked that District staff present a summary of the “Zero Emissions Bus Plan”. Ms. Deppe provided a short overview to the Board and explained that the Bipartisan Infrastructure Law amended the statutory provisions for the Grants for Buses and Bus Facilities Competitive Program and the Low or No Emission Program to include a requirement that any application for projects related to zero-emission vehicles include a Zero-Emission Transition Plan. The District’s plan includes all 6 of the required components. Mr. Mooney moved to adopt, which was seconded by Mr. Raney and was unanimously approved by a vote of 30.24 yea, 0.00 nay, and 0.00 abstention.

In regard to the next agenda item which is to transfer the unrestricted funds from the General Ledger to a newly created restricted fund, Ms. Shotland provided a justification for this request and asked the Board to approve. Mr. McCavanagh moved to adopt, which was seconded by Mr. Jansen and was unanimously approved by a vote of 30.24 yea, 0.00 nay, and 0.00 abstention. Mr. Hayes inquired about the dollar amount of this motion. Ms. Shotland reported that she will review this with Nhan to make the final determination, but it will be a minimum of \$800,000. Mr. Mitchell inquired if there would be any restrictions on using the funds once they are transferred. Ms. Shotland stated that its use would be restricted to staff salaries and benefit costs if needed in future years.

The Chairman next asked for presentation of the current financial report which was provided by Ms. Vo-Le. A summary of the District’s budgets and actual results as of March 31, 2022 were as follows: During the first nine months of FY2022 (July – March), the Special Revenue Fund had accumulated approximately \$20 million in actual revenues. Within this fund the General Fund’s actual excess of revenues over expenses was slightly lower than budget by \$7K. Through the end of March 2022, the fund generated almost \$100,000 in revenue and \$17,000 in expenses. The Enterprise Fund also came in slightly lower than budget. The actual excess of revenues over expenditures was \$29,000 lower than anticipated. Total revenues and expenditures of this fund as of March 31, 2022 is \$2.17 million and \$2.11 million. Overall; the District yielded a total of \$141,000 in actual excess of revenues over

expenditures. Mr. Mooney made a motion for acceptance of the financial report which was seconded by Mr. Raney. The motion passed unanimously 30.24 yea, 0.00 nay and 0.00 abstention.

At 7:39 p.m., Mr. Mitchell called to order the Public Hearing regarding the presentation of and public hearing on the District's itemized revenue and expenditure estimates for the Fiscal Year 2023. Ms. Vo-Le provided an overview of the FY'23 budgetary projections by program and fund. The District's budget consists of three funds: Special Revenue, General, and Enterprise. The Special Revenue Fund is made up of two major funding sources; CTDOT grants (90%) and FTA grants (10%). This fund consists of an operating program, one administrative program, and one capital program. Each of these programs have their own respective budget. The Special Revenue Fund total has income budgeted at \$31.0 million for this upcoming fiscal year. In FY'22 the budget was 25.4 million. The anticipated FY'23 dollars are expected to cover costs related to transportation projects which equates to \$28.6 million, \$1.8 million for administration, and \$600,000 for professional services. The ADA Paratransit program is the District's major operating program which for this upcoming fiscal year is budgeted at \$23.3 million. In FY'22 the budget was \$16.2 million. The budgets for the Administrative Program, is \$4.5 million in FY'23 similar to the \$4.9 million which was budgeted in FY'22. Other District programs funded are as follows: Dial-A-Ride: \$360,000 for (the same amount for FY'23 & FY'22); New Freedom: \$152,000 in FY'23 vs. \$59,000 in FY'22; Mobility Innovation Initiative: \$0 for FY'23 vs. \$265,000 in FY'22; Statewide Drug and Alcohol Testing Consortium: \$531,000 for FY'23 vs. \$478,000 last fiscal year; and the Statewide Transit District Insurance Consortium: \$3.5 million is budgeted for FY'23 vs. \$3.7 million in FY'22. The upcoming fiscal year budget includes several capital improvements totaling approximately \$3.3 million in comparison to \$4.4 million in the previous fiscal year. The budgets for the Capital Program are as follows: \$260,000 for the ADA Paratransit Facility vs. \$1.3 million in FY'22; Vehicle Procurement \$2.3 million in FY'23 vs. \$2.7 million in FY'22; Enfield Intermodal Center \$25,000 for this upcoming year compared to \$42,000 in FY'22; Administrative Capital and Support Equipment \$652,000 this upcoming fiscal year vs. \$228,000 in FY'22; and Regional Bus Shelters \$0 in FY'23 vs. \$108,000 last fiscal year. The General Fund is the District's primary operating fund. Its funding sources consist of member town contributions, interest income, and proceeds from the sales of disposed vehicles. It is anticipated that the General Fund will generate \$196,000 in revenue vs. \$211,000 in FY'22. We estimate that there will be \$53,000 in expenses vs. \$48,000 incurred in the previous fiscal year. It is anticipated that the General Fund will yield an additional \$143,000 in FY'23 compared to \$163,000 in FY'22. The District's Enterprise Fund consists of: The Spruce Street Parking Lot and the Union Station Transportation Center. Major funding sources consist of rental income, parking revenues, and Federal & State grants. The Spruce Street Parking Lot revenues are budgeted at \$130,000 in FY'23 compared to \$118,000 last year. It is expected that the District will incur \$129,000 in expenses vs. \$118,000 which will yield \$7,000 in FY'23 compared to \$0 in FY'22. Union Station revenues are budgeted at \$5.5 million this upcoming fiscal year compared to \$3.6 million last year. Union Station expenditures are \$5.3 million for FY'23 vs. \$3.5 million in FY'22. The yield will be \$128,000 this upcoming year over \$116,000 last year. In summation the Enterprise Fund is expected to yield a total of \$135,000 in excess of revenues over expenditures for FY'23 vs. \$116,000 in FY'22. The overall FY'23 projected budget for the District is \$36.8 million vs. \$29.4 million in FY'22.

Mr. Mitchell asked if there were any comments or questions from the public. There were none. At 8:09 p.m., Mr. Mitchell closed the Public Hearing and reconvened the Annual Meeting. Mr. Mitchell then asked for Consideration of adoption of a motion approving and authorizing the publication of a report of the District's: (1) Fiscal Year 2022 itemized revenues and expenditures, (2) Fiscal Year 2023 itemized revenue and expenditure estimates, and (3) excess of revenues over/under expenditures as of the close of 2022. The Chairman then asked if there were any members of the Board wishing to make comment. Mr. Jansen asked if the numbers that make up the budget are on an excel spreadsheet so that the breakdown could be shared for a clearer understanding of the process. Ms. Vole reported that the budget is done in excel and involves multiple pages and files. Mr. Mitchell suggested setting up a meeting with interested Directors so that the finer detail can be shared to provide a better understanding of the budget process. Ms. Shotland will work with Ms. Vo-Le to schedule a training. After no further discussion, the Board approved the motion made by Mr. Quintero and seconded by Mr. McNamara. The motion passed unanimously by a vote of 30.24 yea, 0.00 nay and 0.00 abstention.

Next on the agenda Mr. Mitchell asked for consideration of Resolution No. GHTD-23-FTA-1 Authorizing Filing and Acceptance of Federal Grants. Upon motion made by Mr. Jansen and seconded by Mr. Raney the motion passed unanimously by a vote of 30.24 yea, 0.00 nay, and 0.00 abstention. The Chairman then asked for consideration of Resolution No. GHTD-23-STATE-1, Authorizing Filing and Acceptance of State Grants. Upon motion made by Ms. Pet and seconded by Mr. Quintero, the motion passed unanimously by a vote of 30.24 yea, 0.00 nay, and 0.00 abstention. Mr. Mooney next made motion to re-engage the firm of Day Pitney, LLP as the District's Legal Counsel for the Fiscal Year ending December 31, 2022, which was seconded by Mr. Raney. The motion was approved by a vote of 30.24 yea, 0.00 nay and 0.00 abstention. Mr. Giordano next made motion to re-engage the firm of CliftonLarsonAllen, LLP as the District's Auditor for the Fiscal Year ending December 31, 2022, which was seconded by Mr. Quintero. The motion was approved by a vote of 30.24 yea, 0.00 nay and 0.00 abstention.

Upon motion by Mr. McNamara and seconded by Mr. Mooney, the Board voted unanimously to re-engage the firm of DISA Global Solutions, Inc. as the District's Third-Party Administrator for the Drug and Alcohol Testing Program for the Fiscal Year ending June 30, 2023 by a vote of 30.24 yea, 0.00 nay and 0.00 abstention. Mr. Raney next made motion to re-engage the firm of The Lexington Group as the District's Employee Assistance Program Service Provider for the Drug and Alcohol Testing Program for the Fiscal Year ending June 30, 2023, which was seconded by Mr. Quintero and approved by a vote of 30.24 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then called for Program Presentations. Mr. Mitchell then asked Mr. Gonzalez for the ADA presentation at which time he stated that the State approved free fares on public fixed route transit and ADA Paratransit for the period of April 1, 2022 through November 30, 2022. The service has seen an increase of 5.4% for trips scheduled in April compared to March. Paratransit riders have been slower to return since the pandemic began, but the free fares have been a catalyst for their return. He also noted

that the District received our first three (3) Ford Transits, but could not accept them due to manufacturing issues that we found. There is a specific issue with the HVAC unit in the back of the vehicles which has not been corrected due to supply chain delays. However; we have negotiated with the distributor and will now register the vehicles and place them in service. The heaters will be installed as soon as they arrive. The determination is to "conditionally accept" them and withhold a portion of the payment until all the issues are resolved. It is important to get the vehicles on the road so that we can determine if there are any other problems that we may find before the next group of Ford Transits are manufactured, inspected and delivered for the ADA service. He said that the Trapeze PASS-WEB program was paused while the Trapeze team updated the webpage to include adding reCaptcha for the public webpages. Adding this feature will provide added security and help prevent our servers from going down if there were to be a web attack. Once this feature is updated into the website and program, PASS-WEB will go into a production environment. As the District approaches the final stages Chase bank will provide staff with training on the financial programs that are going to be used for the EZ-Wallet portion of the online scheduling software. Mr. Gonzalez mentioned that there has been a significant improvement in hiring drivers. Over the course of the past two months it appears that all of First Transit's due diligence in seeking to fill their openings is succeeding and the quality of candidates is also much improved. Finally, he stated that the ADA paratransit service is being given an opportunity to place new wheelchair securement equipment in two of our vehicles as a pilot program. Q'STRAIT ONE is an all-in-one wheelchair securement station that replaces the many obstacles of a traditional 4-point securement which is what most ADA paratransit systems use across the country, including us. Easy to reach hook ups and a push button system for making this a quicker and more efficient process.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He reported that the District has a new security company. There have been some issues, but they are being discussed and worked out as they occur. He said that the District has reached out for quotes on a new gas-fired boiler as the current one has met its useful life, and a firm has been selected to replace the failed equipment. Union Station has two boilers and can function on one if the other goes down, but the need for both is obviously critical based on the size of this facility. Mr. Gonzalez went on to state that the conversion of the diesel tank to gas has been completed and fueling has begun at Roberts Street. The system is working well and the cost savings will be significant once the entire fleet is able to gas up on site. The District is now able to procure fuel based on the State's contract. (Actual savings goes to CTDOT since this is a pass-through cost to them for the ADA Paratransit Program.) Finally, he communicated the major problem that has occurred at 144 Roberts Street. The distressed portion of the new 220' long by 20' high retaining wall has collapsed in areas. The current engineer and contractor agreed that taking down a portion of the distressed wall area was advisable for safety and to preserve the integrity of the other sections of the wall. The wall is being monitored on a continuous basis, and additional borings were performed to get an understanding of what may be occurring below the surface of the new parking lot. Mr. Mooney asked for Mr. Mitchell's opinion as an engineer. Mr. Mitchell stated that he is not a geotechnical engineer, however it is obvious that some of the ground has settled. There are other experts to look into this. Ms. Shotland stated that the District is in the process of procuring a separate

geotechnical engineer to investigate this issue, to provide a determination on the cause, and to instruct us on the next steps to resolve the problem.

Mr. Mitchell then asked Ms. Deppe to continue with the presentation of her department's report. She noted that the District recently contracted with AI Engineers to do a comprehensive HVAC equipment replacement plan for Union Station. The department is currently working on a number of other procurements including preventative maintenance contracts for Roberts Street. Within the next few weeks the District expects to hear about the possibility of being awarded a grant for the Areas of Persistent Poverty application that we submitted with the City of Hartford. She separately stated that the department has completed and submitted a Climate Action Plan as part of FTA's Sustainable Transit for a Healthy Planet Challenge. Ms. Deppe stated that she is working on the DBE Goal and Methodology which is due to FTA by 8/1/22. Other project updates include continuing to work through the challenges of the District's Phase II roof plan with Amtrak, and continuing to work with CTDOT on their canopy replacement project over the active rail platform. On a separate note, the District had been developing applications through FTA's Bus and Bus Facilities and Lo-No Emissions Funds for a pilot program with the Greater New Haven Transit District to purchase electric paratransit vehicles and charging stations. CTDOT read through the comprehensive submission and decided that this was an excellent project to fund with other sources. CTDOT's willingness and support to fund the project quickly versus the District applying through the extremely competitive federal process and awaiting a final decision over the next several months is key to moving forward to meet our green objectives. There will be funds included in the project for operations training and for the preventative maintenance of the Electric Vehicles. Mr. Quintero asked if the Climate Action Plan focuses on the Electric Vehicles we intend to purchase. Ms. Deppe explained that it is a comprehensive plan that focuses on various initiatives that the District is pursuing. This includes the electric vehicle project and goals to reduce greenhouse gas emissions.

Mr. Mitchell called on Ms. Shotland to present her administrative report. She started her presentation by providing recognition to the staff for an outstanding job during another year of continued hardships and challenges. She then went on to note that she hired an architectural firm to update the Transportation measurements for existing conditions of the lower level, including the lobby area, security booth, Greyhound space, Subway space, Dunkin Donuts space, U.S. News space, restrooms and corridor. There have been subtle changes over the years and it is critical that the District has accurate measurements for lease backup and future tenants. She then provided three lease updates on the new Hartford Line Customer Service space, JP Morgan (Chase) ATM, and Arborio Construction. She then stated that the previous leasehold space of Dunkin Donuts is now being advertised and she is seeking a similar outlet, but not necessarily a franchise. There are opportunities for smaller and newer businesses to utilize this space. Ms. Shotland next explained to the Directors that the District received a valuation on Hartford Union Station which was significantly inflated over the past five years valuation so she immediately appealed and procured the services of a well-esteemed commercial real estate appraiser. The appraiser used an income capitalization approach. In 2020 Union Station's Grand List Assessment (not Grand List Market Value which is even higher at \$2.9 million) was appraised at \$2.1 million. The

2021 Revaluation was \$2.5 million which is \$400,000 more than the previous year. The Grand List Market Value was stated as \$3.5 million. In combination with several spreadsheets and miscellaneous documents submitted for the City Assessors consideration and an actual "Appeals Virtual Hearing," the revaluation on the property is \$1.2 million. This is \$1.3 million under the 2021 valuation and \$894,000 less than the 2020 valuation. The annual tax bill will be approximately \$86,400 vs. the previous tax bill which was \$153,000. The annual savings will be an estimated \$66,600. This is all based on the current mill rate in Hartford of \$74.29 (one of the highest in the State), but there is discussion to reduce that which would have even more beneficial savings for the next (5) five years. Based on the current mill rate a five-year savings to the District would equate to \$333,000. Ms. Shotland mentioned that she was contacted by a division of the FTA as they are preparing to launch a new Agency Safety Plan (ASP) Directory as part of the Public Transportation Agency Safety Plan (PTASP) Technical Assistance Center (TAC) Resource Library. Transit agencies and States asked for access to examples of ASPs from their peers throughout the industry. The District's ASP was one chosen for the upcoming Directory which is reflective of the thorough job that staff did on the document to gain that recognition. Finally, Ms. Shotland shared the upcoming approved Capital Budget for FY'22 with the Board. She emphasized both the projects and funds that the District will receive. The total formula funding will equate to \$7.5 million. Ms. Pet asked if the City will refund taxes paid in previous years based on the new assessment. Ms. Shotland stated that it will not.

Mr. Mitchell then called upon Mr. McNamara to provide the CRCOG Transportation Committee report. He provided the report from April 25, 2022 as the next meeting will not be held until May 23, 2022. Mr. McNamara stated that applications were due on May 2, 2022 for the Municipal Grant Program for Elderly/Disabled Transportation. This program provides a state matching grant for new or expanded services. Application submissions go to CRCOG and CTDOT.

Mr. Mitchell asked if there was any new business for discussion. As there was none, Mr. Mitchell then went on to confirm that the next regular meeting (and last one before the summer) will be held on Thursday June 23, 2022. He wanted to also remind the Directors to submit their Disclosures electronically by DocuSign for the District's records. The disclosures will be sent out to the Directors on May 20th. There being no additional business, Mr. Lyons moved to adjourn the Annual Meeting which was seconded by Mr. Quintero. The motion passed unanimously by a vote of 33.50 yea, 0.00 nay, and 0.00 abstention. The Annual Meeting was adjourned at 9:09 p.m.

Respectfully submitted,
 (Executive Director)
for David Raney, Secretary