



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
September 15, 2022

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

At 7:09 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: Marilyn Pet (2.60), East Hartford; Gilbert Hayes (1.14), East Windsor; Stephen F. Mitchell (2.14) and Kevin Mooney (2.14), Enfield; Sita Nyame (3.08), Hartford; Paul McNamara (3.04), Manchester; Dimple J. Desai (2.12), Rocky Hill; Gary Pitcock (1.37), South Windsor; Alan Lubin (1.54), Vernon; David Giordano (3.26) and John W. Lyons (3.26), West Hartford; Cindy Jacobs (1.39), Wethersfield; Ricardo Quintero (1.50) and David Raney (1.50), 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.*)

The Chairman asked if there were any members of the public who wished to address the Board. There were none. Mr. Mitchell wanted to take a moment to welcome a new Director from the City of Hartford, Sita Nyame. He noted that we have a new Director from South Windsor, Michael LeBlanc, who unfortunately was unable to attend tonight's meeting.

Mr. Mitchell then moved adoption of the June 23, 2022 regular meeting minutes. Mr. McNamara made a motion to accept the minutes which was seconded by Mr. Desai and approved without modification by a vote of 30.08 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked that Ms. Vo-Le present the financial report. She provided a summary of the District's budget and actual results through June 30, 2022. The District's financial report consists of the following major funds: Special Revenue Fund, General Fund, and Enterprise Fund. The Special Revenue Fund is used to account for the proceeds of federal and state grants. For fiscal year 2022, this fund had \$25.7M in actual revenues; an increase of \$259K in the overall revenue compared to the budget. Major funding sources of revenues are: CTDOT (\$22.7M or 88%) and FTA (\$2.8M or 11%). The Special Revenue Fund is made up of three programs: Operating, Administrative, and Capital. During this current fiscal year (2022), the District spent a total of \$25.7M in actual expenditures vs. the \$25.4M that was budgeted. The actual spending is allocated to the following programs: The Operating Program which reflects a total cost of \$19.0M for services and expenses related to the ADA Paratransit services. Under the Administrative Program, the District spent \$4.1M on the two Consortiums (Drug and Alcohol Testing and Insurance) plus the New Freedom and Dial-A-Ride programs. The Capital Program is made up of the ADA Facility, Vehicle Procurement, Enfield Intermodal Center, Administrative/Capital Support Equipment, and Regional Bus Shelters. This program incurred a total cost of \$2.6M in expenditures as of the end of this fiscal year. In addition, the actual spending (\$25.7M) is presented in three different categories as follows: transportation projects, professional services, and program administration. Through the end of June 2022, the District spent \$23.3M in transportation projects, \$793K in professional services, and \$1.6M in program administration. The General Fund is the chief operating fund of the District. Within this fund the District generated a total of \$171K in revenues and \$37K in expenses; yielding \$134K in excess of actual revenues over expenses. This excess amount is 18% or \$29K lower than budgeted. This occurred primarily due to the impact of less interest earnings than expected and lower proceeds of sales from disposed vehicles. During this current fiscal year the District generated \$60K from the sale of vehicles that had met their useful life, a decrease of \$25K over the projection. The Enterprise Fund is used to account for the District's transportation center and parking lot. This fund showed a robust performance during this current fiscal year. It has generated a total of \$2.6M in actual revenues and \$2.4M in expenditures; yielding \$164K in excess of actual revenues over expenditures. This positive result reflects higher parking fee revenues accounted for during fiscal year 2022. Overall, the District generated a total of \$28.5M in actual revenues and incurred \$28.2M in actual expenditures; yielding a favorable \$297K. *Ms. Vo-Le closed her report by stating that a budget training will be held on October 25th for board members who are interesting in attending the virtual meeting.* Mr. Lyons inquired about the significant difference in budget over the actuals. Ms. Shotland explained that some projects take longer to implement and the expenditures fall into varying fiscal years. Ms. Jacobs inquired about why the federal grants budget is higher than the actual federal grants spent. Ms. Shotland explained that her question is similar to Mr. Lyons and the response is the same. Mr. Pitcock questioned if the CTDOT grants have a federal match. Ms. Shotland explained that our federal formula grants have a CTDOT match of 20%. The other CTDOT funds aren't actually grants, they are programs, including the Paratransit program, Drug & Alcohol

Consortium and the Insurance Consortium. Mr. Mitchell then asked for acceptance of the financial report as presented. Mr. Mooney made a motion for acceptance of the financial report which was seconded by Mr. Quintero. The motion was passed unanimously 30.08 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked Mr. Gonzalez to present the ADA report. He stated the following:

- The online booking and payment system, PASS-WEB/EZ-Wallet, is running into an issue with booking trips. The software team from Trapeze is working to resolve the issue. The District staff has created a user manual for passengers.
- Ridership for total trips taken increased from FY21 to FY22 by 34% or 103,059 trips. The total trip increases from April 2021 compared to April 2022 (when free fares began) was 56%. For May 2021 compared to May 2022 the increase was 34%, June 17%, and July 17%. June 2022 saw the largest overall total trip count with 39,181 trips.
- The Q'Straint One System (wheelchair securement) is reported to be received well by both drivers and passengers with no maintenance concerns related to them at this time.
- The eligibility department has included professional/functional verifications as part of the application process due to interviews being conducted on the phone instead of in person. The forms gather information from a medical or healthcare professional about the applicant's ability to accomplish the tasks needed in order to use public transportation. The form helps assessors grant the most appropriate eligibility decision for the applicant based on the information provided and also gathered from the interview.
- A current update on vehicles includes; three Ford Transit vehicles were received, and we are awaiting an additional seventeen. A request for another thirty (30) Ford Transits has been placed, but the operations staff (including drivers and mechanics) are still providing feedback in regard to the vehicle's reliability, comfort, and safety. The additional order of thirty (30) can be cancelled, but based on supply chain delays we need to have a placeholder. We are also going to look at the possibility of ordering smaller body-on-chassis vehicles similar to our current fleet. The District's funding is in place, but all orders nationally are delayed and chassis for both style vehicles have risen approximately 20% year over year. Mr. Quintero inquired if the vehicles ordered are gas vehicles. Mr. Gonzalez stated that they are, but the District has been working on procuring electric paratransit vehicles when available.

Mr. Mitchell asked for Mr. Gonzalez to present the Operations Report. He started his report by discussing that the District is seeking proposals for two LED Display Terminals for the exterior of the ADA Paratransit & Maintenance facility. These boards will be visible to the drivers as they enter and exit the site. Information will include; accident free days, positive messages, reminders, and other key factors for motivational purposes. He went on to also state that the 148 Roberts Street Operations and

Maintenance Facility which opened in 2017 received an excellent report without recommendations from CTDOT. The engineering firm of Michael Baker was hired by the State to perform a thorough inspection of the site and structure. This included; mechanical, plumbing, specialty systems, and electrical. Mr. Gonzalez finished his report by noting that he has requested additional security cameras for both Union Station and the Roberts Street location. Ms. Pet inquired about how we are doing with recruiting drivers. Mr. Gonzalez explained that the recruitment is good, however turnover is high at times and the District's 3rd party contractor is continuously hiring. Mr. Hayes asked if the delay in getting a CDL is taking a toll on recruiting drivers. Mr. Gonzalez stated that it is not causing a problem as the process has sped up significantly. Mr. Quintero inquired if there have been any additional break ins. Mr. Gonzalez stated that there have not.

Mr. Mitchell then called upon Ms. Deppe to provide the report for her department. She noted that the District has received a memorandum from GeoDesign, a geotechnical engineering firm that was hired to do an investigation and global stability analysis on the cause of the movement of the earth and failure of the retaining wall at Roberts Street. Based on their observations and analyses, the retaining wall design was apparently deficient, as it did not include proper geotechnical subsurface investigation and did not address the global stability and settlement issues. If left alone without remedial measures, the retaining wall and portions of the parking lot fill material would continue to move and crack, due to a global stability failure, and would experience long-term settlement. The District continues to work with our attorneys to terminate existing agreements with the current engineer and move forward with legal action. GeoDesign Inc. has been contracted to do visual observations of the wall and parking lot area; survey monitoring program; subsurface explorations; geotechnical analysis and development of design recommendations for wall remediation; and geotechnical report. Eventually the firm will complete the work needed for the design and cost estimates; preparation of specifications and drawings; and construction phase engineering services. Ms. Pet asked if the engineering firm is local and if we have worked with them before. Ms. Shotland explained that it is a local firm that the District has worked with in the past. Mr. Lyons asked when the wall was built. Ms. Shotland explained that it was built this past fall. Mr. Mooney asked if there was a performance bond. Ms. Shotland stated that there is for the construction company. Mr. Desai asked if there was a separate firm to do the construction inspection. Ms. Shotland said there was not an independent inspector on this specific project.

Ms. Deppe went on to state that the department is currently working on a number of procurements including putting out Request for Proposals for legal and auditing services as the final year of the contracts expire on December 31st. The District is currently in the process of placing orders for approximately thirty (30) ADA Paratransit Vehicles. Due to chip shortages and manufacturing delays, it is expected that they will not be delivered until late 2023 or early 2024. We are still awaiting the

delivery of seventeen (17) of thirty-five (35) vehicles ordered in February 2021. These seventeen (17) vehicles are currently in production, but an estimated delivery date has yet to be provided. The department is also working with M7 to procure a number of accessible vans for them using New Freedom funds that they were awarded through CTDOT. The District has been working with our telephone and IT vendor on decreasing the costs of data at Roberts Street. We recently signed an agreement to switch from Windstream to Frontier which will generate a savings for CTDOT of approximately \$6,400 per month, \$77,000 per year, and \$231,000 over the 3-year term. Ms. Jacobs inquired about what the inventory software will track. Ms. Deppe explained that it will track equipment and tangible goods with a minimum monetary threshold. She also made mention that the staff is working on full updates to the Transit Asset Management Plan (TAM) and Public Transit Agency Safety Plan (PTASP), replacement of the roof over the new ProPark office space, continuing to work through the challenges of the District's Phase II roof plan with Amtrak and nearing an agreement of the Design Review Agreement. The District is working with IT on the implementation of Intelliview360. This is an inventory management system designed to store and easily access information related to inventory, renewals, warranties, etc. Inventory can be scanned into the system via a phone app and records and reporting can be easily accessed by different users. She ended her report by saying that the District staff is continuing to work with CTDOT on their canopy replacement project over the active rail platform. This project is expected to be substantially complete by November 4th. Bussing ended and full rail service resumed at 5:00 AM on September 12th.

Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She mentioned that CTDOT is seeking proposals for both the Administration of the Statewide Drug and Alcohol Testing Program (Consortium) and the Administration of the Statewide Insurance Program (Consortium). The Drug & Alcohol program provides for the administration of drug and alcohol tests in conformance with United States Department of Transportation Federal Transit Administration for drivers, mechanics and other safety-sensitive personnel. The affected operators include transit districts, private operating companies, including all divisions of the Connecticut Transit bus system, and other qualified operating entities subject to the federal requirements. These program services are currently provided for 26 member locations involving approximately 2,300 safety-sensitive personnel. The Statewide Insurance Program provides vehicle insurance coverage for eligible transit providers. This Consortium currently provides Automobile Liability and Bodily Injury insurance coverage for approximately 550 transit and service vehicles, operated by, or leased from those eligible public transit providers throughout the State of Connecticut. She spoke about the newly implemented CTfastrak/CTrail Hartford Line security program which is advantageous to Union Station. CTDOT hired a Security Manager. This individual will be the "face" of security on both the CTrail Hartford Line and CTfastrak by engaging with employees and passengers. Coordinate all security initiatives with Amtrak, MTA, State & local police departments, as

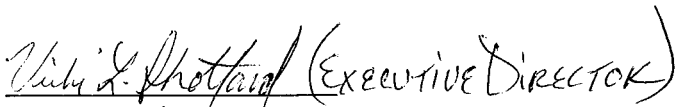
well as the Transportation Security Administration (TSA). They are tasked with developing a community outreach program to assist individuals who meet the requirements of social service programs and those who require assistance for addictions or other related issues. Mr. Quintero asked if there is a staff for the rail security program. Ms. Shotland explained that there is, however their roles are for community outreach. As far as outstanding lease agreements, she mentioned that she finalized the one with JP Morgan (Chase) and they will be installing a new ATM to replace Bank of America's within the next couple of months. She also stated that she is renegotiating with Greyhound on their upcoming five (5) year extension. She next discussed the possibility of leasing space to Winterfair, Hartford's Holiday Market which had a successful first year launch in 2021. The 23-day market spanned from Black Friday through New Year's Eve and cumulated during the First Night Hartford Celebration. 118 local artists, craftspeople and small businesses participated; and over 12,000 supporters, experience seekers, and diverse shoppers turned up to shop during this first iteration of Winterfair Hartford. This experience brought together small businesses and shoppers to foster economic growth. The last item she talked about was in regard to an updated Emergency Action Plan that the District's staff just completed. The contents of this document include; Key Contacts & Phone Numbers, Fire Prevention, Fire Notification and General Building Evacuation, Medical Emergencies, Shelter-In-Place Instructions, Active Shooter Response Actions, Bomb Threats, Natural Disasters or Other Emergencies, Fire Preparation and Drills, and Emergency Egress Diagrams. Trainings are scheduled to be held shortly for staff, security, and tenants. Ms. Jacobs said that the security and outreach program sounds very innovative. She said it sounds like it is targeted more for mass transit rather than point to point and inquired how will it help the District. Ms. Shotland explained that its intent will help to serve the large population that utilizes Hartford Union Station, which includes both the homeless and those with cognitive and behavioral issues. Mr. Lyons asked if we can get more competitive with driver pay rates. Ms. Shotland said that salary rates were raised along with providing retention and signing bonuses. This has allowed the District's ADA Paratransit provider to maintain and attract new employees.

Mr. Mitchell then called upon Mr. McNamara to provide the CRCOG Transportation Committee report. Mr. McNamara stated that the July 25th Transportation Committee Meeting was the only one this summer, the next scheduled meeting will be held at the end of September. Two items of consequence were discussed, and the first was the Reconnecting Communities Pilot (RCP) Discretionary Grant Program. The program's total of \$195 million in funding is for Planning Grants and Capital Construction Grants. Eligible projects include the removing, retrofitting, or mitigating highways or other transportation facilities that create barriers to community connectivity, including to mobility, access, or economic development. The other agenda item was the Safe Streets and Roads for all Grant Program. Discussed was the difference between implementation grants and the action plan grants, and how projects must be identified in an existing Safety Action Plan to be eligible for funding.

Mr. McNamara asked if anyone knew about the new transportation center that will be located in Windsor Locks. Mr. Mitchell responded that this has been in the planning stage for a long time and it appears that they have received funding to build a rail station. Mr. Mitchell reminded the Directors that the next meeting will be held on November 10th, 2022.

There being no further business brought before the Board, Mr. Quintero moved that the meeting be adjourned. Upon seconding by Mr. McNamara, the motion passed by a 30.08 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:31 p.m.

Respectfully submitted,

 (EXECUTIVE DIRECTOR)
for David Raney/Secretary