



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
June 22, 2023

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

At 7:05 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 virtually by way of Zoom. The following Directors were present: Marilyn Pet (arrived at 7:36 PM) (2.60), East Hartford; Stephen F. Mitchell (2.14) and Kevin Mooney (2.14), Enfield; Nanci Fitzgerald (1.36), Farmington; Sita Nyame (3.08), Hartford; James McCavanagh (3.04) and Paul McNamara (3.04), Manchester; Alan Lubin (1.54), Vernon; David Giordano (3.26), West Hartford; Cindy Jacobs (1.39), Wethersfield; and David Raney (1.50), Windsor. District staff present were Vicki L. Shotland, Executive Director; Nhan Vo-Le, Chief Financial Officer, and Mary Bujeaud, 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 then asked if there was any member of the public who wished to address the Board. There were none. Mr. Mooney then asked if Mr. Mitchell would address the passing of Ferguson Jansen a long-term member of the Board. After a small number of Directors spoke, Mr. Mitchell called for a moment of silence. The Chairman gave the Directors a moment to look at the draft Minutes from the Annual Meeting. Mr. McNamara then moved adoption of the May 18, 2023 Annual Meeting Minutes, which was seconded by Ms. Jacobs and approved unanimously by a vote of 20.27 yea, 0.00 nay and 0.00 abstention.

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 were as follows: She stated that at the end of the first ten months of FY2023 (July – April), the Special Revenue Fund had accumulated a total of \$25.5ML in actual revenues. Comparing this to the budget, the amount is higher than the adopted budget by 13% or \$2.8ML. This unfavorable variance primarily reflects the lower funding for the ADA Program that will be adjusted to actual expense at year-end. Approximately 90% or \$23.0ML of that total was funded by CTDOT grants, 9% or \$2.3ML by FTA grants, and others equated to \$173K. At the end of April 2023, the actual spending of

the Special Revenue Fund (\$25.5ML) was: \$23.2ML or 91% for transportation projects, \$669K for professional services, and \$1.6ML was spent on administrative costs. This fund consists of three programs: Operating, Administrative, and Capital. While the Operating Program accounted for \$18.8ML or 74% in actual costs, the Administrative and Capital programs reported \$4.5ML and \$2.2ML; respectively.

The General Fund is the District's operating fund. Its primary funding sources consist of member town dues and interest earnings. The General Fund ended with a solid financial performance. For the first ten months of this current fiscal year, this fund yielded \$233K in actual excess of revenues over expenses and is \$110K over the adopted budget. This increase is primarily a result of higher STIF interest rates.

The Enterprise Fund is used to account for the District's Union Station Transportation Center and Sprucer Street Parking Lot. This fund also ended with a good note, yielding almost \$37K in actual excess of revenues over expenditures with approximately \$1.88ML and \$1.85ML in actual revenues and expenditures; respectively. Comparing this result to the adopted budget, this fund yielded an unfavorable variance of \$99K in excess of revenues over expenditures. This is due to a combination of higher actual costs related to professional services, building repairs and maintenance, and utility.

Overall, the District had anticipated an estimated \$258K in excess of revenues over expenditures within all three funds, but the favorable difference was \$11K higher than the adopted budget. This actual excess amount is made up by the General Fund's increase of \$110K and the Enterprise Fund's excess of expenditures over revenues of (\$99K).

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. Raney. The motion was passed by a vote of 20.27 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell reminded the Board that they were provided with the FY 2024 budget presentation at the Annual May Meeting. He reminded them that the District posted the Notice in the newspaper as required. At this time, he asked for consideration of approval of Fiscal Year 2024 Budget. Upon motion made by Ms. Fitzgerald and seconded by Mr. Mooney. The Board voted to approve the Fiscal Year 2024 Budget with a vote of 20.27 yea 0.00 nay and 0.00 abstention.

Mr. Mitchell asked Ms. Shotland to continue with the ADA Paratransit Service Report. She stated that the CT Statewide Bus Roadeo took place on Sunday, June 11th. The annual event provides opportunities to drivers of all public transit services to enhance their driving skills and knowledge of transit service and safety regulations in a statewide transit competition. The Transdev bus operators who represented the District, placed first, second, received best team, and a new entrant received rookie of the year for the body-on-chassis category. She also

reported that the ADA Paratransit staff is continuing to work with Trapeze (our ADA Paratransit software provider) to move forward with a statement of work so that the current hardware and associated software can be upgraded and replaced since the current vendor has discontinued the manufacturing of our mobile data terminals. It was also noted at the last Board Meeting that fares resumed on April 1, 2023. Passengers are becoming more familiar with the Trapeze EZ-Wallet program and are utilizing the on-line payment platform. In April there were 246 trips paid online and in May that number almost tripled. This month the department's staff participated in training sessions to increase their knowledge of ADA regulations and tools available to work with individuals with various disabilities.

Mr. Mitchell asked Ms. Shotland to continue with the Operations Report. She went on to state that the District is working with our new tenant Sunlight to improve their visibility at Union Station with additional marketing and graphics. Also, a required fire drill will be conducted at Hartford Union Station on June 27th with the Fire Marshall on site. This action is included in the District's detailed "Emergency Action Plan" which includes, but is not limited to; fire prevention, fire notification and general building evacuation, medical emergencies, shelter-in-place, active shooter response, and bomb threats, etc. She said that the CT Association for Community Transportation (CACT) held their annual meeting. The membership represents a diverse group of transportation organizations across the state. The 2023 "Friends of Public Transportation" and the "Excellence in Transportation" awards were presented at the Annual Meeting held on June 14th. Two Transdev employees were nominated and selected to receive the "Excellence in Transportation" awards. At the event both employees along with others were acknowledged for their outstanding performance and dedication to their jobs. Mr. Mitchell inquired about the fire drill and if the public also evacuates Union Station. Ms. Shotland reported that security guides everyone out, however no one is forced to leave.

Mr. Mitchell asked Ms. Bujeaud to present her department's report. She mentioned that the District provided a letter of support for the towns of Wethersfield and Rocky Hill in regard to a grant application they are submitting to the USDOT. The request for funding pertains to a specific corridor along the Silas Deane Highway (SDH). The corridor study and demonstration activities included in the application will address the needs of both residents and visitors to the Towns of Wethersfield and Rocky Hill by improving safety and connectivity. The corridor study will include evaluation of safety improvements related to bus transit and may also include construction activities for temporary bus pull-off areas. Updates to the SDH will also bridge the East and West sides of Wethersfield and Rocky Hill across the roadway, better connecting the larger community and creating easier access to resources on either side. GeoDesign is currently developing two design options for the Retaining Wall. Some additional soil borings will be completed in the near future to gain further knowledge of the composition of the clay underground, which will assist in the design. Next she noted that Amtrak has completed the Design Review for the roof project at Union Station and the report is currently being reviewed by our A&E firm. The District recently submitted our FY'23 Capital Plan Grant to FTA. We are

getting ready to submit the application for the FY'25 "New Freedom Funding" which covers the Freedom Ride Taxi Program. Additionally, the grant for "Areas of Persistent Poverty" for Hartford is being finalized. The District's role in regard to this funding is as recipient, fiscal agent and for general oversight. Staff has selected a new transit advertising firm (Vector Media) for the ADA Paratransit buses. Design services for replacing drain pipes in the Great Hall is currently under review by Staff. She noted that we are currently out to bid for additional security cameras for Hartford Union Station and 148 Roberts Street. There are also solicitations out for a number of other capital projects at Union Station including: fences, safety rails in the bus bay area, and other state of good repair activities. Additionally, the Union Station Heating, Ventilation, and Air Conditioning project was put off until next year due to the cost estimates being much higher than anticipated. The funding will be in place for that project. The department is also working on joint procurements for Electric Paratransit vehicles for both GHTD and GNHTD (Greater New Haven Transit District), and for the installation of charging stations for those vehicles at Roberts Street and the GNHTD facility. Lastly, the District staff is working on final reporting for the Encompass Program, a project originally funded under the Innovation and Mobility Program with FTA. This service is very successful and we are currently drafting a new contract to continue the program over the next two years using American Rescue Plan funds. Since the beginning of Encompass (September 2020), there have been a total of 18,384 trips made and a total of 691 applications have been approved. The ridership and number of trips continues to grow monthly.

Mr. Mitchell asked Ms. Shotland to provide her administrative report. She stated that the District submitted a proposal to oversee the Statewide Rural Transportation Assistance Program. This is considered to be a broad and flexible program of training, technical assistance, research, and other support services for rural and small urban transit systems with an emphasis on the program participants. The program includes, but is not limited to:

- 5311 Program Oversight
- Training
- Scholarships
- Annual Statewide Bus Rodeo
- Program Enhancement
- Budget Oversight

Ms. Shotland then stated that the District received their sub appropriation agreement from the state which equates \$8.24M to the agency for FY'23. The sub appropriation agreement represents a commitment of formula funds for; new vehicles, Union Station rehabilitation & improvements, Roberts Street facility capital need costs, administrative capital & miscellaneous

support, and for the electric vehicle pilot program. Ms. Shotland ended her report by stating that both the State and District executed the 6th amendment for the operation of regional transit service and the purchase and/or lease of equipment to continue transit services. Amendments are signed annually by all transit districts for running their respective services.

Mr. Mitchell then asked Mr. McNamara to provide an update on the CRCOG Transportation Committee meeting held on May 22nd. He stated that there was a brief update on the historic Bipartisan Infrastructure Law (BIL), which allocated \$1.2 trillion appropriated under the Infrastructure Investment and Jobs Act (IIJA) on IIJA/BIL Project Screening and funding opportunities. This funding can be used to improve infrastructure, generate good-paying jobs, confront the climate crisis, grow the economy equitably, and create a transportation system that works for every American. Connecticut's share is estimated to be \$6.04 billion delivered in Fiscal Years 2022-2026, through a mix of funding. CRCOG will assist member towns with planning and implementing infrastructure and other eligible projects that will optimize this historic funding opportunity. He also noted that the Commuter Parking Lot Utilization in the CRCOG region is still at about half of pre-COVID levels, but had a small increase over the counts from October 2022.

At 7:48p.m. the Chairman declared that the Board of Directors would move into Executive Session to discuss the Performance Review and Compensation of the Executive Director, and that no votes would be taken. Mr. Raney made motion to reconvene the Regular Meeting at 8:11 p.m. and upon second by Mr. Mooney, the motion passed by a unanimous vote of 22.61 yea, 0.00 nay and 0.00 abstention. Upon motion made by Mr. Giordano and a second by Mr. McNamara, the Board voted to adopt the recommendation of the Personnel Committee as discussed in Executive Session regarding the FY'23 compensation for the Executive Director by a vote of 22.61 yea, 0.00 nay and 0.00 abstention.

The Directors were reminded that the next board meeting will be held on September 14, 2023. Mr. Mitchell next asked if there was any new business to be brought before the Board. There being no further business brought before the Board, Ms. Fitzgerald moved that the meeting be adjourned. Upon seconding by Ms. Jacobs, the motion passed unanimously by a vote of 22.61 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:18 p.m.

Respectfully submitted,

David Raney/Secretary

ADOPTED: 09/14/2023