



REGULAR MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
November 9, 2023

James McCavanagh, Vice Chairman  
Presiding.....

At 7:07 p.m., a quorum determined to be present; Mr. McCavanagh called the Regular Meeting of the Board of Directors of the Greater Hartford Transit District (the "District") to order by way of a remote (Zoom) meeting. The following Directors were present Marilyn Pet (2.34), East Hartford; Gilbert Hayes (1.03), East Windsor; Kevin Mooney (1.93), Enfield; Nanci Fitzgerald (1.22), Farmington; Richard Alger (1.00), Granby; Sita Nyame (2.78), Hartford; James McCavanagh (2.74) and Paul McNamara (2.74), Manchester; Dimple J. Desai (1.91), Rocky Hill; Gary Pitcock (1.23) and Michael LeBlanc (1.23), South Windsor; David Giordano (2.94), West Hartford; Cindy Jacobs (1.25), Wethersfield; and David Raney (1.35), Windsor. District staff present were Vicki L. Shotland, Executive Director; Nhan Vo-Le, Chief Financial Officer, Mary Bujeaud, Director of Grants, Procurement and Contract Administration, and Margaret Banker, Director of ADA Paratransit Services. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

Other attendees included; Leslie Zoll and Grace Musiitwa of CliftonLarsonAllen.

Mr. McCavanagh asked if there were any members of the public who wished to address the Board. There were none. Ms. Fitzgerald then moved adoption of the September 14, 2023 meeting minutes, which was seconded by Mr. Mooney and approved unanimously by a vote of 25.69 yea, 0.00 nay and 0.00 abstention.

Mr. McCavanagh next asked Ms. Bujeaud to discuss changes to the Public Transportation Agency Safety Plan (PTASP). She reminded the Directors that in 2019, the FTA established a new requirement

that all transit agencies must develop and have a Board approved PTASP. The District's Board did approve the initial plan at the Annual Board meeting, however a small number of subsequent revisions have been made. Every two years the Board will be asked to approve the PTASP whether there are changes or not to the plan. Mr. Raney moved acceptance of the revisions to the PTASP which was seconded by Ms. Jacobs, and approved unanimously by a vote of 25.69 yea, 0.00 nay and 0.00 abstention. Ms. Jacobs asked a multitude of questions about the PTASP. She agreed that Ms. Bujeaud will send responses to the entire Board via email.

Mr. McCavanagh next presented the proposed Calendar Year 2024 meeting dates noting, in particular, the Annual Meeting that is scheduled for May 23, 2024. Ms. Pet moved acceptance of the Calendar Year 2024 meeting dates which was seconded by Mr. Pitcock and approved unanimously by a vote of 25.69 yea, 0.00 nay and 0.00 abstention.

The Vice Chairman then yielded the floor to Ms. Leslie Zoll (Principal) of CliftonLarsonAllen ("CLA") to provide a presentation on the Annual Comprehensive Financial Report and a high-level Executive Summary. The State Single Audit Report, and the Federal Single Audit Report were presented by Grace Musiitwa. Ms. Zoll stated that the audit is complete and CLA will await final approval from the Board of Directors at the December Regular Meeting. Shortly after that, CLA will be able to issue the final financial statements. Ms. Zoll said that they will be issuing an unmodified and clean opinion on the financial reports, and there were no material weaknesses in the internal control over financial reporting. The unmodified (clean) opinion also applied to the Federal Single Audit on compliance with regard to federal grant requirements and to the State Single Audit in regard to state grant requirements. Mr. Mooney inquired if it is okay that the audit report is "flawless." Ms. Zoll reported that CLA is a public accounting firm that is independent of the Greater Hartford Transit District and the audit based on independent standards and standards for the American Institute of CPAs.

The Vice Chairman asked if there were any other questions or comments from the Board regarding the presentation. Mr. Mooney then moved that the FY'23 audit reports prepared by CLA are hereby accepted, subject to revisions necessary to reflect changes made by the Board, if any, to the revised FY'23 annual budget presented to this meeting in connection with the revised budget's adoption. Such action is scheduled to occur at the Board's December 14th meeting. The motion was seconded by Ms. Fitzgerald and accepted unanimously by a vote of 25.69 yea, 0.00 nay, and 0.00 abstention.

Mr. McCavanagh next noted that the Financial Report will not be provided this month due to the budget revision agenda item being presented. At 7:33 pm the Vice Chairman opened the Public Hearing to discuss the Revised FY'23 and Revised FY'24 budgets. He then asked Ms. Vo-Le to provide her presentation. She gave an overview of the FY'23 proposed final budget which is based on the District's

actual financial results. The Special Revenue Fund's actual revenue totaling nearly \$30.8ML is higher than the adopted budget by 13% or \$3.6ML. Approximately \$28.0ML of that total was funded by CTDOT grants, \$2.5ML by FTA grants, and others equated to \$0.3ML. The Special Revenue Fund was made up of approximately \$28.1ML in transportation projects, \$1.9ML in program administration and \$0.8ML was related to professional services. This fund consists of three programs: Operating, Administrative, and Capital. The ADA Paratransit program is a major operating program that generated \$22.5ML in actual revenues. The Administrative and Capital programs accounted for a total of \$5.9ML and \$2.4ML in actual revenues; respectively. The \$3.6ML increase is a result of higher passenger trips provided during FY23 as compared to the prior fiscal year plus an increase in insurance coverages associated with the Connecticut Transit District Insurance Consortium. The General Fund is the District's operating fund and its primary funding sources consist of investment income, member town dues, and proceeds from sale of disposed vehicles. The General Fund's actual excess of revenues over expenses was \$338.9K which was \$124.8K higher than anticipated. This favorable outcome is a result of an increase in investment income driven by high interest rates.

The Enterprise Fund consists of: Spruce Street Parking Lot and Hartford Union Station. The Spruce Street Parking Lot ended the year on an upbeat note, yielding \$131.0K in actual excess of revenues over expenditures. During FY'23, the Parking Lot generated approximately \$257.0K in actual revenues and \$126.0K in actual expenses. Hartford Union Station ended with a \$143.5K in excess of actual revenues over expenditures. Comparing this fund's actual result to the initial budget, the excess amount was higher than budgeted by \$104.3K. This increase reflects higher daily parking fees and rent revenues generated during the fiscal year. Overall, the District had anticipated an estimated \$384.2K in excess of revenues over expenditures for all three funds, but the favorable difference was \$613.3K which is \$229.1K over the adopted budget. This variance is broken down by the General Fund's positive result of \$124.8K and the increase to the Enterprise Fund of \$104.3K.

Ms. Vo-Le went on to provide an overview of the FY'24 proposed budget revisions. The Special Revenue Fund's revised budget is decreased by nearly \$0.8ML from its \$38.5ML adopted budget. This modification is primarily based on CTDOT's approved funding changes; partially offset by new opportunities as follows: Southington and Meriden service expansion, Statewide Rural Transit Assistance (RTAP) Consortium, and the City of Hartford's "Mobility HartBeat" project in which the District is the fiscal agent and recipient for oversight of the funds. While the Enterprise Fund has no significant changes, the revised budget for the General Fund has an increase of \$99.7K. This increase is attributed to the rising in STIF interest rates. Overall, the District's proposed budget revision for all three funds equates to \$43.3ML in revenues, \$42.8ML in expenditures, and \$528.3K in excess of revenues over expenditures. This is an increase of \$107.2K in excess of revenues over expenditures

from the original budget. This \$528.3K excess amount consists of the General Fund which is forecasted to provide \$364.1K in additional funding and the Enterprise Fund which is expected to bring in \$164.2K.

When Ms. Vo-Le finished her presentation, Mr. McCavanagh asked if there were any comments from the public. Hearing none he then reconvened the Regular Meeting at 7:44 pm. He then asked if there were any comments from the Board. The Vice Chairman asked for a motion from the Board for approval of a public notice to be placed in the Hartford Courant for the FY'23 & FY'24 Proposed Budget Revisions. Mr. McNamara moved acceptance which was seconded by Mr. Hayes and approved unanimously by a vote of 25.69 yea, 0.00 nay and 0.00 abstention. Mr. Desai inquired if there are any anticipated impacts on federal or state funds in regard to the District. Ms. Shotland responded by stating that she did not anticipate any negative effect on the District. Mr. Desai inquired about the I-84 study and the possibility of relocating the rail. Ms. Shotland explained that this topic has been discussed for many years and it is unlikely there will be any movement on this in the near future. Ms. Jacobs questioned if the District would be impacted if there were to be a government shutdown. Ms. Shotland explained that the District's funding is secured and dedicated by way of federal grants and state-funded programs. The District appears to be in a strong financial position.

Mr. McCavanagh next asked Ms. Banker to provide the ADA report. She stated the following:

- The District and its third-party contractor, Transdev, had a kickoff meeting for the new DriverMate program and have begun the design phase of the project that will replace the current mobile data terminals with tablets.
- Effective November 5<sup>th</sup>, the ADA Paratransit service area expanded in the Bristol region. It now extends over to the Lake Compounce/ESPN area. The District is waiting to hear from the Department of Transportation (DOT) on when it will expand services in the Southington area.
- Two new accessible vans for road supervisors for Transdev have been received. This will make it easier for road supervisors to respond to situations as they occur on the road and bring passengers, even those in mobility devices, to their destinations if necessary.
- A new design for the Supervisory vehicles was approved. The design features the logo for Transdev on the vehicles and updated hiring information.
- Throughout the Roberts Street (ADA Paratransit facility) there are a number of monitors displaying real time data on key performance indicators for staff. The newest display is in the reservation department and exhibits trip information in real time for a rolling period of up to five days. The information is meant to help staff negotiate better pick up times for the passengers.

- District staff participated in the CACT Statewide Transportation Expo. Various areas of interest presented included; mobility training, innovation in multimodal technology, and wheelchair securement.

Mr. McCavanagh then called upon Ms. Bujeaud to provide an update for the Grants, Contracts & Procurement Department. She discussed the following issues:

- Staff presented about the District's Disadvantaged Business Enterprise (DBE) Program and upcoming contracting opportunities at a business "matchmaking" event at CTDOT. Additionally, the department is working on semi-annual Disadvantaged Business Enterprise (DBE) reporting and recently submitted the quarterly grant reporting to the FTA.
- The department will be working with the City of Hartford to assist them in reviewing the procurement documents to hire a consultant for the facilitation of the Mobility HartBeat Program, which is funded by an FTA grant administered by the District.
- GeoDesign is currently developing two design options for the Retaining Wall. Bid documents are expected to be complete in December 2023.
- Construction is underway for the Union Station Roof Replacement. Due to long lead times for window replacements, the project is now expected to be completed in February.
- The design project to replace the drain pipes in the Great Hall of Union Station is underway with A&E firm Simpson Gumpertz and Heger. Bid documents should be prepared by the end of the year.
- Five E-350 Paratransit buses were received, however due to a recall on a casting defect in the upper valve body of the transmission, two of those vehicles will not be placed in service until direction to rectify the safety concern has been communicated. At which time a local Ford dealer will perform the repair, and the warranty on those two vehicles will start once the repair is made.

Mr. McCavanagh then asked Ms. Shotland to provide the Administrative and Operations report. She began by discussing:

- The remediation process that was undertaken due to higher levels of mold spores in specific areas of Hartford Union Station.
- Amtrak is undergoing a multi-year program developed to bring components of locations that they lease or own into compliance with regard to ADA requirements as quickly and efficiently as possible to meet the needs of their passengers with disabilities. Their current design plan is at 60% for Hartford Union Station. A meeting is scheduled to discuss options for the approximate (6) months that they will be under construction and in need of alternative space for selling their tickets.

- The DOT Office of Rail has purchased several “power tower” cell phone charging stations, and two have been installed at Union Station. There is no cost to the consumer to use them.
- Status updates on future rental opportunities. A site survey was completed in preparation of the CVS Kiosk install. In regard to the “fresh baked” vending machine, the prospective tenant is awaiting approval from the department of health in regard to product, machine and handling equipment.
- Continued efforts to work with the towns in regard to reappointments and/or new appointments for open Board of Director positions. She reminded the Directors that even if their appointment to the District expires they may continue to serve on the Board based on their respective town by-laws which allows for this in most instances.
- Supplemental Non-ADA Dial-A-Ride agreements have been signed by most municipalities. The first quarterly payments to each town will go out once the District receives the Transit Operating Document from CTDOT for this year’s allocation of funds.

Ms. Jacobs inquired as to what the municipalities need to do to receive the Non-ADA Dial-A-Ride funding. Ms. Shotland explained that the towns have to sign the agreement sent to them annually by the District, and the funds in most instances are distributed to their respective social service departments. Additionally, there are reporting requirements that must be fulfilled by towns based on the disbursement of funds and used accordingly.

The Vice Chairman then asked Mr. McNamara to present the CRCOG Transportation Committee report. Mr. McNamara stated that he attended both the September 18<sup>th</sup> and October 23<sup>rd</sup> Meetings.

- Enfield Traffic Impact Study – The Enfield Traffic Impact Study, which began in 2021, will be completed by the end of the year. A public meeting was held in October and the town will seek endorsement of the study and its recommendations in November.
- Endorsement of TOD Roles, Visioning, Viability, and Tools Analysis – A brief summary was provided of the recently completed Transit Oriented Development (TOD) Roles, Visioning, Viability, and Tools Analysis. A resolution to endorse the recommendations of this study was approved.
- Greater Hartford Mobility Study Update – There was an update on the Greater Hartford Mobility Study, including an overview of the study’s primary recommendations. It was mentioned that the Governor recently published a press release on the effort and that two public meetings are scheduled for November (one on the 9<sup>th</sup> and the other on the 16<sup>th</sup>.)
- CRCOG Vision Zero Task Force Charter – CRCOG has been selected as the recipient of a Safe Streets and Roads for All (SS4A) grant. This effort requires the creation of a Vision Zero Task Force.

Mr. McCavanagh wanted all to know that the next Regular Board of Directors Meeting will be held on Thursday, December 14, 2023, and once again the meeting will be hybrid. There being no further business brought before the Board, Mr. Desai moved that the meeting be adjourned. Upon seconding by Mr. Mooney, the motion passed by a vote of 24.47 yea, 0.00 and 0.00 abstention. The Regular Meeting was adjourned at 8:11 p.m.

Respectfully submitted,

 (Ex. Director)  
for David Raney/ Secretary