



DRAFT

REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
June 20, 2024

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

At 7:01 p.m., with 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. A remote option for attendance was also available.

The following Directors were present:

Gilbert Hayes, East Windsor
Marilyn Pet, East Hartford
Stephen Mitchell, Enfield
Kevin G. Mooney, Enfield
Richard Alger, Granby
Sita Nyame, Hartford
Autumn Siegel, Hartford
Paul McNamara, Manchester
Gary Pitcock, South Windsor
Alan Lubin, Vernon
Cindy Jacobs, Wethersfield
Ricardo Quintero, Windsor

The following Staff were Present:

Nhan Vo-Le, Chief Financial Officer
Mary Bujeaud, Deputy Executive Director
Margaret Banker, Director of ADA Paratransit Services
Douglas C. Holcomb, Executive Director

1. Public Forum

Mr. Mitchell asked if there were any comments or questions from the public.

There were no comments from the public or area organizations.

2. Consideration of Adoption of the Regular Meeting Minutes of May 23, 2024

Director Hayes moved to adopt the May 23, 2024 Regular Meeting Minutes, which was seconded by Director Quintero and was unanimously approved without modification by a vote of 24.75 yea, 0.00 nay, and 0.00 abstention.

3. Financial Matters

Financial Report

The Chairman requested that Ms. Vo-Le provide the financial report. A summary of the District's budgeted and actual results at the end of April 30, 2024 was presented. She stated that for the first ten months of fiscal year 2024 (July 2023 – April 2024), the Special Revenue Fund had accumulated a total of approximately \$27.8ML in actual revenues, which is used for the spending of the District's Operating, Capital, and Administrative programs, that equates to the same amount (\$27.8ML). Comparing this to the budget, the actual amount is less than the adopted budget by 11% or \$3.6ML This occurs primarily due to higher budgeted ADA service hours and vehicle procurement. General Fund had a strong financial performance yielding approximately \$353K in excess of revenues over expenditures with approximately \$415K and \$61K in total actual revenues and expenditures; respectively. Comparing this result to the adopted budget, the General Fund yields a favorable variance of \$32K or 10% in excess of revenues over expenditures. This favorable variance is mainly a result of rising STIF interest rates. The Enterprise Fund has also shown a robust result; yielding a favorable variance of approximately \$216K in excess of actual revenues over expenditures. During the first ten months of the current fiscal year, it had generated a total of \$2.5ML in actual revenues and nearly \$2.3ML in actual expenditures. Comparing to the budget, this fund's actual excess amount is higher than the budget by \$79K. This increase primarily reflects higher daily parking fee revenues. Overall; the District yielded a total of \$569K in excess of actual revenues over expenditures and this is \$111K higher than budgeted. This excess amount is made up by \$353K in the General Fund and \$216K in the Enterprise Fund.

Chairman Mitchell asked for a motion to accept the financial report as provided. Director Quintero moved to accept the financial report as presented which was seconded by Director Hayes and unanimously approved without modification by a vote of 24.75 yea, 0.00 nay, and 0.00 abstention.

Adoption of Fiscal Year 2025 Proposed Budget

Ms. Vo-Le then informed the Board about the upcoming fiscal year budget noting that the full budget was presented to the Board of directors at the annual meeting on May 23, 2024. Since that time, the budget has been published for public vetting. There were no comments received from the public and no changes

have been made to the proposed budget. Accordingly, Ms. Vo-Le recommended the adoption of the proposed budget by the Board.

Chairman Mitchell asked for a motion to adopt the GHTD proposed budget for fiscal year 2025 as presented. Director McNamara moved to adopt the fiscal year 2025 budget as presented which was seconded by Director Mooney and unanimously approved without modification by a vote of 24.75 yea, 0.00 nay, and 0.00 abstention.

4. Committee/Staff Reports

Transportation Services

Director of ADA Paratransit Services Margaret Banker provided an overview of GHTD's transportation services including ADA Paratransit the Encompass Program, Freedom Ride, and GHTD Link.

Ms. Banker noted that the ADA Paratransit ridership continues to grow. May 2024 had the highest ridership figures of the FY24 with over 40,000 trips performed. Representatives from the District's transportation software company, Trapeze, were onsite at the operations center on June 18th. Staff are prepared to have Trapeze staff look deeper into the programs the operation uses especially the new Drivermate program.

GHTD's Encompass program has seen considerable growth since its commencement in 2020. Today the service provides more than 3,800 trips each month.

The GHTD Link Microtransit continues to increase ridership each month. Beginning on June 1st the service area expanded into the Warehouse Point area in East Windsor and now also includes the Windsor Locks Train Station. The expansion was done to increase ridership and was the result of extensive customer engagement and feedback. Vehicles are being staggered in order to increase the service hours to have the program run from 8am until 7pm Monday through Saturday. The District is using a new marketing specialist to increase awareness of the program and ridership. On June 3rd District staff worked with the marketing specialist to get new photographs of the GHTD Link vehicle in destinations in and around the updated service area.

Director Quintero noted that the print materials look good and asked where the materials are to be distributed. Ms. Banker noted that they will be placed throughout the service area and used by staff at outreach events. She noted that the materials are available for Board members as well. It was noted that the materials should also be placed at doctor's office and similar locations.

Ms. Banker noted that several members of the GHTD and Transdev team were recipients of the "Excellence in Transportation Award" at the annual meeting of the Connecticut Association for Community Transportation (CACT).

Administration and Operations

GHTD's Deputy Executive Director Mary Bujeaud provided an overview of administrative and operations items noting that the District's Triennial Review site visit will be conducted next week. Staff has received the final agenda and continues to prepare. The exit conference is scheduled for July 8, 2024.

In regards to the Retaining Wall project, Ms. Bujeaud reported that the Town of East Hartford approved the Planning and Zoning Application on June 12. The next steps are to finalize the re-design plans, prepare the bid documents, and finalize a schedule to bid the project for Spring 2025 construction.

Ms. Bujeaud noted that the Statewide Bus Transit Rodeo was held on June 9th at the Park and Ride lot in Manchester. The event, which was run by the District for the first time, was well attended and a huge success.

Regarding procurements, a new contract for SMG for Union Station Janitorial was executed. Contract amendments/extensions were also executed for:

- HVAC Preventative Maintenance for Union Station
- Union Station Vending Machines
- Video Surveillance Maintenance for Union Station
- Vehicle lift for bus maintenance

Security at Union Station – Ms. Bujeaud reported that staff has been working with its security consultant Allied Universal on ensuring the safety and security of tenants, travelers and visitors to the Union station campus. As a part of this effort, staff held a meeting with a number of agencies working collaboratively at union Station:

- Amtrak Police
- Connecticut State Police
- Hartford Police Department
- Homeland Security
- CTDOT/Hartford Line Security

This was the first in a series of meetings. A second is being planned for September 2024. The meeting was arranged by Mark Packer – consultant and Director of Security to Transit America Services, Inc.

5. Report from the Chairman

Chairman Mitchell recognized outgoing Director Gilbert Hayes for his many years of service to GHTD thanking him for his dedication and contributions. A plaque was presented to Director Hayes.

Chairman Mitchell also reminded Members to sign and return annual conflict of interest disclosures to the Deputy Executive Director if they have not done so already.

The Chairman noted that the Next Meeting of the Board of Directors will be on September 19th and reminded them of the GHTD Third Annual Staff/Board Event at Dunkin' Park for a Yard Goats Game on July 10th asking them to please RSVP to the Deputy Executive Director by June 26th.

6. Report from the Executive Director

Executive Director Holcomb presented two items for Board consideration:

Mr. Holcomb explained that GHTD has two plans required under federal regulations – the Public Transportation Agency Safety Plan (PTASP), and the Transit Asset Management Plan (TAM Plan). While both are current, there is a need to update the Accountable Executive on both documents in advance of the upcoming Triennial Review. He noted that the only change to both Documents, which have already been approved by the Board, is the name of the Accountable Executive.

Chairman Mitchell asked for a motion to approve and adopt GHTD’s Updated Public Transportation Agency Safety Plan. Director Quintero moved to adopt the budget, which was seconded by Director Mooney and was unanimously approved without modification by a vote of 24.75 yea, 0.00 nay, and 0.00 abstention.

Chairman Mitchell then asked for a motion to approve and adopt GHTD’s Updated Transit Asset Management Plan. Director Mooney moved to adopt the budget, which was seconded by Director McNamara and was unanimously approved without modification by a vote of 24.75 yea, 0.00 nay, and 0.00 abstention.

7. Any Other Business Properly Brought Before the Board

The Chairman asked if there was any other business to be brought before the Board. Hearing none, the group moved to adjournment.

8. Adjournment

A motion was made for adjournment by Director Quintero, seconded by Director McNamara and was unanimously approved. The time was 8:11 pm.

Respectfully submitted

DRAFT

Douglas C. Holcomb, AICP

Executive Director

June 21, 2024

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