



Draft
REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford, Connecticut
December 12, 2024

Stephen Mitchell, Chairman
Presiding.....

At 7:08 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:

Veronica Rosario, East Hartford
Stephen Mitchell, Enfield
Kevin G. Mooney, Enfield
Nanci Fitzgerald, Farmington
Richard Alger, Granby
Autumn Siegel, Hartford
Dimple J. Desai, Rocky Hill
Alan Lubin, Vernon
John Lyons, West Hartford
Cindy Jacobs, Wethersfield

The following staff were present:

Nhan Vo-Le, Chief Financial Officer
Mary Bujeaud, Deputy Executive Director
Margaret Banker, Director of ADA Paratransit Services
Miguel Lefebre, Manager of Fleets and Facilities
Douglas C. Holcomb, Executive Director

Members of the public present:

James Coffman, MV Transportation

1. Public Forum

Chairman 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 Acceptance of the Regular Meeting Minutes of November 7, 2024

Chairman Mitchell asked for a motion to accept the minutes from the November 7, 2024 meeting which were transmitted to the Board in advance.

Director Desai Moved to Accept the November 7, 2024 Regular Meeting Minutes, which was seconded by Director Fitzgerald and was unanimously approved without modification by a vote of 18.69 yea, 0.00 nay, and 0.00 abstention.

3. Financial Matters

The Chairman requested that Ms. Vo-Le provide the financial report. A summary of the District's budgeted and actual results for the first three months of fiscal year 2025 (July 2024 – September 2024) were presented.

Ms. Vo-Le stated that at the end of September 2024, the District's Special Revenue Fund reported a total of \$12.7ML in actual revenues, which is used for the spending of the District's Operating, Capital, and Administrative programs, that equates to the same amount (\$12.7 ML). Approximately \$10.2ML or 80% of that total was funded by CTDOT grants, \$2.5ML by Federal Transit Administrative (FTA) grants, and others equated to \$68K. Comparing to the budget, actual revenues are higher than the adopted budget by \$1.6ML or 15%. This increase is primarily a result of more vehicles delivered and accepted during this quarter.

The Special Revenue Fund is used to account for the proceeds of federal and state grants that are legally restricted to expenditures for specific purposes. At the close of this quarter, this fund reported no excess of actual revenues over expenses, showing no change from the adopted budget.

The General Fund is the chief operating fund of the District. For this quarter, the General Fund ended with a solid financial performance: it reported total revenues of \$206K, an increase of \$38K or 23% in comparison with the budget, and yielded \$199K in actual excess of revenues over expenses; an increase of \$45K or 30% over the adopted budget.

This revenue growth is mainly a result of higher cash investment and STIF interest rates. The District's Enterprise Fund include Hartford Union Station Transportation Center and Spruce Street Parking Lot. For the first three months of fiscal year 2025, the Enterprise Fund reported a total of \$365K in actual operating revenues, an insignificant increase of 1% comparing to the budget. Rents are the major component of

this fund's operating revenues, accounting for 76% of actual operating revenues at the end of this quarter. Parking Fees revenue makes up another 22% of actual operating revenues.

On the expense side, the Enterprise Fund incurred \$292K in actual operating expenses, a slight decrease of 5% or \$16K as compared to the adopted budget. This fund also ended with a good note, yielding \$73K in actual excess of revenues over expenses; an increase of \$20K or 38% over the budget. This increase primarily reflects lower professional services and maintenance costs; partially offset by higher utilities than anticipated.

At the end of September 30, 2024, the District spent a total of \$142K in capital improvements including underground piping relocation, roof drain line repair, and Passenger Information Display System support and upgrade, etc. Comparing to the budget, the Enterprise Fund's Capital Improvement budget exceeded its actual by \$1.7ML or 89%. This outcome was primarily due to timing associated with two major capital projects: HVAC Replacement Equipment and Installation and Bus Bay Concrete Repairs/Replacement. Overall, the District's actuals for all three funds equate to \$13.5ML in revenues and \$13.2ML in expenditures; yielding \$271K in excess of revenues over expenses or an increase of \$66K over the adopted budget. This growth is attributed by the General Fund's positive result of \$199K and the increase to the Enterprise Fund of \$72K.

The Chairman asked for a motion to accept the financial report as presented by Ms. Vo-Le.

Director Mooney Moved to Accept the Financial Report as Presented, which was seconded by Director Alger and was unanimously approved without modification by a vote of 18.69 yea, 0.00 nay, and 0.00 abstention.

At the request of Mr. Holcomb and in an effort to ensure the Board's consideration of the GHTD *Public Transportation Agency Safety Plan* Update for 2024, the Chairman asked for a motion to take this item out of order of the agenda.

Director Desai Moved to Bring Agenda Item Four to the Floor, which was seconded by Director Jacobs and was unanimously approved without modification by a vote of 18.69 yea, 0.00 nay, and 0.00 abstention.

The Chairman asked Mary Bujead to present the update of the agency's PTASP. Ms. Bujead noted that District staff updated the Public Transit Agency Safety Plan (PTASP). The update includes 2023 data for performance targets and responses to new requirements, including the new FTA General Directive 24-1, which assesses the risk of driver assaults. The update was distributed and adopted by the PTASP Safety Committee prior to being brought before the Board for adoption.

The Chairman noted that this is an annual event and required under FTA regulations. He then asked for a motion to accept the PTASP as presented.

Director Fitzgerald Moved to Adopt the GHTD 2024 Public Transportation Agency Safety Plan as Presented, which was seconded by Director Desai and was unanimously approved without modification by a vote of 18.69 yea, 0.00 nay, and 0.00 abstention.

The Chairman then returned to agenda item three regarding the adoptions of revised budgets. He noted that a detailed presentation had been provided to the Board at the November 7, 2024 meeting by CFO Vo-Le and asked for a motion to adopt the revised FY2024 budgets.

Director Mooney Moved to Accept Revised FY24 Budget as Presented, which was seconded by Director Fitzgerald and was unanimously approved without modification by a vote of 18.69 yea, 0.00 nay, and 0.00 abstention.

The Chairman then asked for a motion to Accept the revised FY 2025 Budget.

Director Mooney Moved to Accept Revised FY25 Budget as Presented, which was seconded by Director Desai and was unanimously approved without modification by a vote of 18.69 yea, 0.00 nay, and 0.00 abstention.

In the interest of ensuring a quorum for the remaining action item of the agenda, the Chairman asked for a motion to take agenda item five, the adoption of the GHTD Board of Director's Calendar Year 2025 Meeting Schedule, out of order and bring it to the floor at this time.

Director Desai Moved to Bring Agenda Item Five to the Floor, which was seconded by Director Fitzgerald and was unanimously approved without modification by a vote of 18.69 yea, 0.00 nay, and 0.00 abstention.

Mr. Holcomb then presented the meeting schedule for the upcoming calendar year. It was noted that the final publishing of the meeting schedule should include a note that all meetings will be hybrid with in-person and remote attendance options. Holcomb agreed to incorporate such language in the final posting.

Director Fitzgerald Moved to Accept the GHTD Board of Directors Calendar Year 2025 Meeting Schedule with the Modification to the Public Advertisement to Reflect Remote and In-person Attendance Options, which was seconded by Director Jacobs and was unanimously approved without modification by a vote of 18.69 yea, 0.00 nay, and 0.00 abstention.

4. Committee/Staff Reports

The Chairman invited Margaret Banker, Director of ADA Paratransit Services to present the following items.

In the interest of new members, Ms. Banker began with an overview of all GHTD mobility services including ADA Paratransit, Encompass, GHTD Link, and Freedom Ride.

The GHTD Link microtransit program continues to increase ridership each month. The team is looking to adjust ridership hours to cover the morning period so that more riders may travel to/from a technical school in East Windsor. Lincoln Technical School is one of the top travel destinations and more riders can use GHTD Link to travel there if the service started earlier. The GHTD Link survey sent to users in November revealed that many riders do not own a vehicle. The majority of riders use the service for shopping, medical appointments, and to get to school. One of the comments left by a rider in the survey:

"I think the service is a god send to me in general. Especially how incredibly affordable it is. I was spending half my paycheck on an Uber every week to get to work. So, this program basically saved my life regarding being able to live and pay my bills. A lot of us don't have a choice and we have to work to get by. This has lifted a big weight off my shoulders..."

The Encompass program has been limiting the number of trips per day in order to prolong the funds available for the program. The number of trips has been decreasing and the team is still looking at funding the program through different funding sources.

- The team is receiving feedback regarding the performance and range of the Ford Transit Electric Vehicles in cold conditions.

- The reservations new recorder system is set to go live this month. Staff will be trained on using the recorder system on 12/17/24.
- The ADA eligibility team has signed up for a two-day virtual ADA Symposium training in February 2025.

The Chairman then invited Mary Bujeaud to present the following:

Procurement - The following procurements are underway or being developed:

- Video Surveillance Testing & Inspection at Union Station
- Marketing & Community Engagement Services
- Signage Plan for Union Station
- A/E Services (Task Based Contract)
- GHTD Paratransit Operations Facility Employee Parking Lot Expansion

Winterfair - The Winterfair Annual Holiday Market opened in the Great Hall of Union Station over Thanksgiving Weekend. This is a pop-up holiday market with over 30 local vendors each day (Saturdays and Sundays from 12-5PM) from November 30th to December 22.

Disadvantage Business Enterprise Outreach - The District participated the Transportation Matchmaker event at CTDOT on November 22nd. Staff presented information about our DBE goal and upcoming contracting opportunities and met with over 20 DBE vendors. Additionally, the District was presented with the MCC 2024 *Transportation Partnership Award*.

5. Report from the Executive Director

Mr. Holcomb briefly noted that staff is currently working with the Connecticut Department of Transportation on a landscaping plan for the Union Station campus. He noted that the Department has been very helpful and interested in assisting the agency continuously improve the appearance of the Station and grounds.

6. Report from the Chairman

The Chairman reported that the GHTD Annual Holiday Party will be held on January 16, 2025 and details of the event would be forthcoming.

7. Any Other Business Properly Brought Before the Board

The Chairman asked if there was any other business to be brought before the Board. There was none.

8. Executive Session – Update on the Roberts Street Lot Construction Mediation Status

The Chairman declared an Executive Session open at 7:55 pm.

The Chairman declared the Executive Session closed at 8:13 pm.

There were no votes or actions taken in executive session.

9. Adjournment

A motion was made for adjournment by Director Mooney, seconded by Director Desai and was unanimously approved. The time was 8:15 pm.

Respectfully submitted
Douglas Holcomb for
Paul McNamara
Secretary
December 13, 2024

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