



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
September 9, 2021

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

At 7:12 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 remotely by way of a Zoom meeting. The following Directors were present: Marilyn Pet (2.30), East Hartford; Gilbert Hayes (1.0), East Windsor; Stephen F. Mitchell (2.00) and Kevin Mooney (2.00), Enfield; Richard Alger (1.01), Granby; David Corrigan (2.79), Hartford; James McCavanagh (2.61) and Paul McNamara (2.61), Manchester; Ferguson R. Jansen, Jr. (2.11), Simsbury; Gary Pitcock (1.15), South Windsor; David Giordano (2.83) and John W. Lyons (2.83), West Hartford; Ricardo Quintero (1.30) and David Raney (1.30), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; Nhan Vo-Le, Director of Fiscal and Administrative Service; Mary Deppe, Director of Grants, Procurement & 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 then moved adoption of the June 24, 2021 regular meeting minutes. Mr. Quintero made a motion to accept the minutes which was seconded by Mr. Lyons and approved without modification by a vote of 27.84 yea, 0.00 nay and 0.00 abstention. The Chairman next told the Board that due to the unexpected passing of Mary Oliver there is an opening for Assistant Treasurer. He stated that he was appointing Mr. Mooney for the position and that Mr. Mooney will also fill her opening on the Audit Committee. He gave the Directors an opportunity to nominate another person on the Board for Assistant Treasurer. There were none made so Mr. Mooney would now serve in that role.

Mr. Mitchell then asked that Ms. Vo-Le present the financial report. A summary of the District's budget and actual result as of June 30, 2021 were presented. During the fiscal year 2021 (July 2020 – June 2021), the Special Revenue Fund had generated approximately \$24.7 million in actual revenues to cover for its various program costs: transportation projects \$22.4 million, professional services \$0.7 million, and program administration: \$1.6

million. Comparing to its budget, the actual result for this fund was slightly higher than the budget by 1.2 % or \$290,073. The Special Revenue Fund had no excess of revenues over expenditures because all costs incurred within this fund are reimbursed by CTDOT, FTA, and local match, etc. The General Fund's excess of actual revenues over expenses was lower than its budget by \$43,909 primarily because of a steady decline in interest income due to lower interest rates, and higher administrative costs; partially offset by proceeds from sale of disposed vehicles. Spruce Street Parking Lot had yielded an unfavorable variance of \$90,855 in excess of revenues over expenses mainly due to lower parking fee revenues than budgeted. Union Station Transportation Center ended up with a \$192K in excess of actual revenues over expenditures; yielding a favorable variance of \$188,581 in comparison to the budget. This is a result of lower project administration and overhead costs. Overall, the District's excess of actual revenues over expenditures for all funds totaled \$484,842, which is \$53,817 or 12% higher than its budget for the fiscal year ending 2021. Mr. Quintero asked if the District receives matching funds for the parking lot from the State. Ms. Shotland stated that we do not receive any funds from them. Mr. Quintero asked about how the sale of vehicles works. Ms. Shotland stated that the District uses an auction house to sell the buses once they have met their useful life (5 years and over 125,000 miles).

Mr. Mitchell then asked for acceptance of the financial report as presented. Mr. Pitcock made a motion for acceptance of the financial report which was seconded by Mr. Mcnamara. The motion was passed unanimously 23.73 yea, 0.00 nay and 0.00 abstention.

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

- Ridership continues to slowly increase and has risen to 65% pre-COVID. The service is averaging approximately 1,200 trips per day.
- There has been an increase in drivers testing positive.
- Mask mandate has been extended into January 2022 by the FTA for public transit passengers.
- It has been a struggle hiring replacement employees for the ADA operation (especially drivers). Incentives are being offered for referrals and retaining staff.
- Fifteen (15) ADA Paratransit Buses are scheduled for delivery in late December or early January.
- The twenty (20) Ford Transit vehicles ordered by the District are in the midst of a delay. Ford is experiencing production delays due to COVID restrictions and material shortages. A major issue is the global shortage of semiconductors. The manufacturer had placed the Transit vehicle as their highest priority for allocation, but now inventory is extremely low. A pilot bus is being built and will be inspected by DJ for approval before any additional vehicles go into production.
- The current Trapeze software implementation for EZ Wallet is moving along and will go "live" once it is successful in the current testing environment.

Mr. Mitchell asked for Mr. Gonzalez to present the Operations Report.

- Installation of six (6) remote security cameras in the Roberts Street lot is expected to begin the week on 9/10/21.
- The Union Station roof project is well underway, and construction is expected to be completed by the end of December.

- The Roberts Street fuel tank conversion project is expected to begin in November once the materials arrive.
- Union Station parking space lines in the north side lot and the bus bays has been completed.

Mr. Mitchell then called upon Ms. Deppe to provide the report for Grants & Procurement. She noted that in regard to procurement, the District is currently out to bid for the Parking Lot Expansion project at Roberts Street. Bids are due September 10th. In addition we are also going out to bid for the Spruce Street Parking Lot Management Contract in early to mid-September. The District has been awarded a “ZREC” (a Zero Emission Renewable Energy Credit) by Eversource. We are currently developing an RFP for a PPA (solar power purchase agreement) for a solar roofing system at 148 Roberts Street. The bidder that wins the contract will install and maintain a solar voltaic energy system at zero cost to the District, and the District will see a reduction in utility costs of approximately \$450,000 over the next 25 years. The District has been working with the City of Hartford as the applicant and fiscal agent for an FTA Areas of Persistent Poverty Grant. The project is called “Mobility HartBeat”, and it will develop a community-controlled program for zero-emission mobility options that fill gaps in the transit network and increases access to opportunity for Hartford residents. The District submitted funding requests to CTDOT in regard to the 5310 program which is needed to fund the Freedom Ride Voucher Program for FY’22, ‘23 and ‘24. The District is drafting a small update to the Public Transportation Agency Safety Plan. This will be sent to the Board with a list of changes in early October for review and approval at the November Board meeting. The District is working on its annual Transit Asset Management update. This will include an updated assessment of facilities and vehicle inventory. Mr. Quintero inquired about the solar project and if energy will be stored on the grid. Ms. Deppe explained that the solar array will most likely generate approximately 85% of the energy needed for the Roberts Street facility.

Mr. Mitchell then called upon Ms. Shotland to provide her Administrative report. She stated the following:

- Executed the FTA FY’21 5307 formula funding which will provide the District with over \$4.3 ml in new federal funds for facilities, vehicles, and administrative capital & support. The remaining \$1.2 ml (20% match) is provided by the State CTDOT.
- Installed a new generation electric vehicle charging station in the Spruce Street Parking Lot.
- Provided a presentation for the FTA and attendees regarding the acquisition of 144 Roberts Street.
- Insurance broker has been seeking a new provider of cyber insurance for the District as the rates have risen ten-fold.
- Finalizing negotiations with TASI (CTDOT) 3rd party service provider for a long-term lease in one of the Great Hall kiosks. They will be housing a customer service outlet for CTRail passengers needing information and assistance.
- Working with CTDOT staff to provide additional 5310 funding for the Freedom Ride Program which is a popular service alternative for the disabled. Freedom Ride is a prepaid reduced fare voucher program, which offers a 50% discount from the normal taxicab rate, with a minimum purchase of \$25 initially. It is available to ADA eligible passengers who need transportation beyond the traditional ADA paratransit service area and hours or for same-day service.
- Filmed a scene from an upcoming Hallmark television movie at Union Station.

Mr. Lyons inquired about the EV charging station and if drivers will continue to be charged if they go beyond the time it takes to charge their vehicle. Ms. Shotland replied that they would be charged for that extra time. Mr. Pitcock asked if anyone else was nominated to the audit committee. Mr. Mitchell stated that the Chair makes committee appointments and Mr. Pitcock has been selected to serve on the Audit Committee. He also stated that he can appoint officers if an opening occurs prior to the biennial Board elections. Mr. Lyons inquired about the land that we did not buy and if we could request a right of first refusal. Ms. Shotland replied that we were not able to do that under the federal acquisition requirements that the District must adhere to.

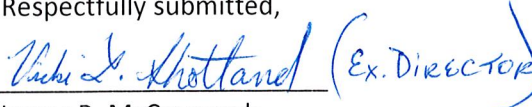
Mr. Mitchell then called upon Mr. McNamara to provide the CRCOG Transportation Committee report, in which he reported the following:

- A presentation was given detailing an in-depth historical overview of statewide and CRCOG-specific crash safety data. Statewide reporting indicated that during the period of 2018 to 2020 there were 4,259 crashes which resulted in serious injuries or fatalities, 1,929 of which were on municipal roadways. Reports also indicated that CRCOG-specific roadways accounted for approximately, 1,140 crashes in total resulting in fatalities or serious injuries, of which, 563 occurred on municipal roadways. The presentation also highlighted the overall percentages of crash types occurring on roadways and at intersections, road conditions vs. time of day, and urban vs. rural locations.
- CTDOT announced a new round of funding for the Section 5310 program. This program provides Federal funding for capital and operating expenses to improve mobility for seniors and individuals with disabilities. Applications were due to CRCOG and CTDOT in early August.
- CRCOG is extending the contract with AECOM for the Economic Impact Study of establishing a rail link to Boston. The extension and additional funds will pay for presentations of the study that has since been completed.

Mr. Mitchell added that crash data has historically been difficult to analyze in CT, as some towns had been collecting data via paper reports. As of a few years ago, all data has been standardized and all towns use standard data forms. All forms are sent to UCONN where they operate a crash data repository, and that the process is so much better now. Mr. Mitchell then called for new business. He reminded the Directors that the next meeting will be held on November 4th, 2021 which is a change of date from November 11, 2021.

There being no further business brought before the Board, Mr. Hayes moved that the meeting be adjourned. Upon seconding by Ms. Pet, the motion passed by a 23.73 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:13 p.m.

Respectfully submitted,


for Vicki L. Shotland (Ex. Director)
James R. McCavanagh
Secretary