



REGULAR MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
November 4, 2021

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

At 7:06 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 in the Conference Room of the District at One Union Place, Hartford, Connecticut. The following Directors were present: Marilyn Pet (2.15), East Hartford; Gilbert Hayes (1.01), East Windsor; Stephen F. Mitchell (1.88) and Kevin Mooney (1.88), Enfield; James McCavanagh (2.48) and Paul McNamara (2.48), Manchester; Dimple J. Desai (1.73), Rocky Hill; Gary Pitcock (1.13); Brendan T. Flynn (1.12) Wethersfield; David Giordano (2.72) West Hartford; David Raney (1.24), 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 and Contract Administration. Other attendees included; Leslie Zoll and Grace Musiitwa of CliftonLarsonAllen. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

Mr. Mitchell asked if there were any members of the public who wished to address the Board. There were none. Mr. Desai then moved adoption of the September 9, 2021 meeting minutes, which was seconded by Mr. Raney and approved unanimously by a vote of 19.82 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next presented the proposed Calendar Year 2022 meeting dates, noting in particular the Annual Meeting that is scheduled for May 19, 2022. Ms. Pet moved acceptance of the Calendar Year 2022 meeting dates which was seconded by Mr. McNamara and approved unanimously by a vote of 19.82 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell next asked Ms. Deppe to discuss changes to the Public Transportation Agency Safety Plan (PTASP). She reminded the Directors that in October 2019, the FTA established a new requirement that all transit agencies must develop and have a Board approved PTASP by July 19, 2020, subsequently this deadline was

extended to 12/31/20. The District's Board did approve the initial plan at the Annual Board meeting, however a small number of subsequent revisions have been made. Minor changes include change of Chief Safety Officer, staff title changes, updated tables with 2020 data, and updated safety responsibility and ask matrix. On an annual basis the Board will be asked to approve the PTASP whether there are changes or not to the plan. Mr. Pitcock moved acceptance of the revisions to the PTASP which was seconded by Mr. Raney and approved unanimously by a vote of 19.82 yea, 0.00 nay and 0.00 abstention.

The Chairman then yielded the floor to Ms. Leslie Zoll (Partner) of CliftonLarsonAllen ("CLA") to provide a presentation on the Comprehensive Annual Financial Report, the State Single Audit Report, and the Federal Single Audit Report. She stated that the audit is complete and awaiting final approval from the Board of Directors at this Regular Meeting, thereafter, CLA will be able to issue the financial statements. She 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.

The Chairman asked if there were any other questions or comments from the Board regarding the presentation. There were none and Mr. Giordano moved that the FY '21 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 '21 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 meeting. The motion was seconded by Mr. Desai and accepted unanimously by a vote of 19.82 yea, 0.00 nay, and 0.00 abstention.

The Chairman then called to order the Public Hearing related to the proposed FY 2021 & FY 2022 budget revisions at 7:28 pm. He then asked Ms. Vo-Le to provide her presentation. She gave an overview of the FY'21 proposed final budget which is based on the District's actual financial results. The Special Revenue Fund's actual revenue totaling \$24.7ML is slightly higher than the adopted budget by \$290K. Approximately \$20.8ML of that total was funded by CTDOT grants, \$3.5ML by FTA grants, local match was \$396K, and passenger fares equated to \$58K.

The Special Revenue Fund was made up of approximately \$22.3ML in transportation projects, \$1.6ML in program administration and \$729K 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 approximately \$15.7ML in actual revenues. The Administrative and Capital programs accounted for a total of \$5.1ML and \$3.9ML in actual revenues respectively. The General Fund is the District's operating fund and its primary funding sources consist of member town dues and proceeds from the sale of disposed vehicles. The General Fund's actual excess of revenues over expenses was \$142K which was \$43.9K lower than anticipated. This occurred primarily due to lower interest earnings; partially offset by an increase in proceeds from the sale of disposed vehicles. The Spruce Street Parking Lot ended the year on an upbeat note, yielding \$150K in actual excess of revenues over expenditures. During FY'21, the Parking Lot generated approximately \$255K in actual revenues and \$105K in actual expenses.

Hartford Union Station also ended with a robust result. Comparing those results to the initial budget, the excess of revenues over expenditures was nearly \$189K higher than expected. This increase is a result of lower actual administrative and overhead costs than budgeted. The District had anticipated an estimated \$431K in excess of revenues over expenditures for all three funds, but the favorable difference was almost \$485K which is approximately \$54K over the adopted original budget. This difference is broken down by the General Fund's positive result of \$142K and the increase to the Enterprise Fund of almost \$343K.

Ms. Vo-Le went on to provide an overview of the FY'22 proposed budget revisions. Those modifications are primarily based on CTDOT's newly approved funding changes. The Special Revenue Fund's revised budget is decreased by approximately \$4.9ML from its \$30.4ML adopted budget. This decrease reflects an economic uncertainty due to the pandemic. Both of the revised budgets for the General Fund and the Enterprise Fund have no other significant changes. The District's proposed budget revision for all three funds equates to \$29.4ML in revenues, \$29.1ML in expenditures, and \$279K in excess of revenues over expenditures. This is a slight increase of \$4K in excess of revenues over expenditures from the annual adopted budget. The \$279K excess amount consists of the General Fund which is forecasted to provide \$163K in additional funding and the Enterprise Fund which is expected to bring in \$116K.

Mr. Mitchell asked if there were any comments from the public. There were none. He then asked for comments from the Board. Hearing none, the Chairman reconvened the Regular Meeting at 7:40 pm. Mr. Mitchell asked for a motion from the Board for approval of a public notice to be placed in the Hartford Courant for the FY'21 & FY'22 Proposed Budget Revisions. Mr. Giordano moved acceptance which was seconded by Mr. Raney and approved unanimously by a vote of 19.82 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then moved to the next financial agenda item, bringing forward a request from District staff to consider increasing member town contributions. Ms. Shotland stated that the last increase to the towns was four years ago and has remained at .16 cents since FY'19. The Directors were provided with spreadsheet calculations indicating the current dues assessed to each municipality with the proposed contribution increases. Ms. Shotland is requesting a phased-in one cent increase for each of the next three years. She noted that the increase would not take effect until July 1, 2022, but the District will have to let the towns know by late December and early January as each plans their upcoming fiscal budgets. Mr. Desai moved acceptance of the recommendation for the phased-in increase over the next three years which was seconded by Mr. Hayes and approved unanimously by a vote of 19.82 yea, 0.00 nay and 0.00 abstention. Mr. Hayes asked what does the District provide to each town for the member contributions. Ms. Shotland stated that the District provides the towns with supplemental Dial-A-Ride funding for the elderly, informational services, bus shelters, etc. The District is a direct recipient for FTA funding which most towns are not, so if a town applies and receives grant funding the District will take on the role of grant manager and have oversight to help the municipality through their specific transit project. Mr. Desai requested that if and when a summary of GHTD services is provided to a municipality could a copy be sent to the respective board member.

Mr. Mitchell asked Mr. Gonzalez to give his ADA report. Mr. Gonzalez stated that there are still a small number of COVID positive tests to report at our ADA Paratransit location, but the incidents have not affected the overall operation. Protocols are in place to protect those individuals who may have come in contact with anyone who does test positive. The federal mask mandate for public transportation drivers and passengers is still in effect through January 18, 2022. First Transit is making slow, but some progress in hiring replacement employees for the ADA operation (specifically drivers). It appears that the incentives being offered for referrals and retaining staff is helping with this process. He said that we are still hoping to receive part of the order for the fifteen (15) ADA Paratransit Buses that are backordered by late December or early January. The remainder of the delivery for the twenty (20) Ford Transit vehicles are still unknown based on manufacturing delays and material shortages. He provided an update on Trapeze PASS-WEB and EZ-Wallet. He said that the staff is engaged in testing of the software using the vehicle Mobile Data Terminal units to make sure that there are no issues when it comes to fares received, trips not taken or cancelled, and for the backend fare reconciliation process. Training has begun in reference to CT Public Act No. 21-122 which requires drivers of paratransit vehicles to report suspected abuse, neglect, exploitation or abandonment of elderly persons. Mr. Mitchell inquired if the vehicle replacement issues are due to chip shortages and other distribution issues affecting the country. Mr. Gonzalez confirmed that is correct. Mr. Mitchell also asked if our vehicles are maintained properly. Mr. Gonzalez explained that all of our vehicles are serviced regularly. We are required to follow FTA preventative maintenance standards and report statistics accordingly.

Mr. Mitchell asked Mr. Gonzalez to continue with his Operations Report. He noted that six (6) remote security cameras in the 148 Roberts Street parking lot were finally installed and we are awaiting the licenses on each so that we can activate the cameras. The Roberts Street diesel tank conversion project is moving along. Once the equipment arrives the installation can begin which is projected to be in November. The Union Station roof project is well underway in regard to Phase I and construction is expected to be completed by the end of December. The Spanish style tile and the flat roof work have been completed. We are still waiting for a small number of windows to be replaced and expect them by the end of November.

Mr. Mitchell then called upon Ms. Deppe to provide an update for the Grants & Procurement Department. She stated that the District is currently out to bid for the Parking Lot Management contract for the Spruce Street Lot. Also, the department is creating an RFQ to hire a qualified A&E firm to develop the scope of work, plans and bid docs for the replacement of outdated and failing HVAC equipment at Union Station. In coordination with Greater New Haven Transit District, we will be applying for a Bus and Bus Facilities Grant for electric paratransit buses and charging stations as a pilot program. Ms. Deppe also mentioned that the Transit Asset Management Plan (TAMS) has been updated and submitted to the FTA with changes that included facility assessments, vehicle inventory, and equipment lists. She stated that the District has requested that Amtrak review our roof plans over the Transportation Center. If approved than the District can have the work performed concurrently with CTDOT's active rail canopy roof replacement project. She noted that construction is underway for the parking lot expansion project at 144 Roberts Street. Grubs and trees have been cleared, the storm drain is being installed and the house was demolished. The project is expected to be completed by the end of December depending on if the weather allows for the paving to happen before winter. Finally, she noted that the District is

determining whether or not to pursue the solar panel project at 148 Roberts Street based on FTA contract requirements that could create a liability for the District.

Mr. Mitchell then asked Ms. Shotland to provide her Administrative report. She provided the Directors with the following update and stated the following:

- She executed a lease agreement with Transit America Services for space in the Great Hall for commuter rail customer service. The lease is effective November 1<sup>st</sup>.
- The State has been unable to execute a final split agreement for the distribution of Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) and American Rescue Plan (ARP) funding with the state of NY. As a result, CTDOT has decided to move forward with an Interim Split Agreement for the ARP funds at this time to allow for all the Transit Districts to move forward with applications to the FTA for additional COVID relief funding. The ARP funding which the District will receive equates to \$2.4ML which will be used primarily to offset specific ADA operations expenses.
- There is now service into a very small area of East Windsor for ADA Paratransit based on the new expanded CTTransit bus route #24.
- Most recently the District updated to Office 365. It provides us with higher security for email access by integrating Multi Factor Authentication. As an additional layer of protection, Barracuda email filtering services are being used to protect the emails from inbound malware, spam, and phishing attempts through emails.
- Applied for an FTA "Areas of Persistent Poverty Grant" in partnership with the City of Hartford. The project scope will develop an implementation plan, in partnership with community organizations, for zero-emission mobility that fill gaps in the transit network and increases access to opportunities for Hartford residents. Potential and existing mobility hubs will be evaluated that could house community-controlled mobility programs responsive to neighborhood needs, including shared e-bikes, electric carshare, shared passenger services, and/or other options identified by the community.

The Chairman then asked Ms. McNamara to present the CRCOG Transportation Committee reports from September 20, 2021 and October 25, 2021. He stated that the 2021-2025 Connecticut State Rail Plan update has been initiated and is being developed. The Plan contains Connecticut's mission, vision, and values for rail transportation's role in an intermodal network. It aims to support Connecticut's role in developing a growing, interconnected rail system with adjoining states and to advance high-speed, intercity and freight investments in the region. The GHMS is considering the travel needs of people using all modes including bicycle, bus, car, train, truck, and walking to develop a plan for improved mobility. This holistic outlook will be reflected in one vision and plan to serve all mobility needs across Greater Hartford. An update on some of the data collected to date was presented. Report on existing conditions will be published in October. There was no regular Transportation Committee Meeting held on October 25<sup>th</sup> because CRCOG was undergoing the Federal Certification Review with the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). Every four years, the Secretary of the U.S. Department of Transportation (DOT) must certify that the Capitol Region Council of Governments is carrying out the metropolitan planning process for the Hartford Transportation Management Area (TMA) in adherence with federal statutes and regulations. Ms. Pet inquired if the Greater Hartford

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Mobility Study area includes East Hartford. Mr. McNamara and Mr. Mitchell confirmed that East Hartford is included.

Mr. Mitchell wanted all to know that the next Regular Board of Directors Meeting will be held on Thursday, December 16, 2021, and again the meeting will be held virtually. There being no further business brought before the Board, Mr. Flynn moved that the meeting be adjourned. Upon seconding by Mr. McCavanagh, the motion passed by a vote of 19.82 yea, 0.00 nay, and 0.00 abstention. The Regular Meeting was adjourned at 8:27 p.m.

Respectfully submitted,

  
*Vicki L. Scotland (Executive Director)*  
for James McCavanagh/Secretary

Adopted: 12/16/2021