



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
November 10, 2022

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 both a virtual meeting and in person in the Conference Room of the District at One Union Place, Hartford, Connecticut. The following Directors were present: Marilyn Pet (2.60), East Hartford; Kevin Mooney (2.14), Enfield; Nanci Fitzgerald (1.36), Farmington; James McCavanagh (3.04) and Paul McNamara (3.04), Manchester; Dimple J. Desai (2.12), Rocky Hill; Ferguson R. Jansen, Jr. (2.49), Simsbury; Gary Pitcock (1.37) and Michael LeBlanc (1.37), South Windsor; David Giordano (3.26) and John W. Lyons (3.26), West Hartford; Ricardo Quintero (1.50), 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. 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. McCavanagh asked if there were any members of the public who wished to address the Board. There were none. Mr. Mooney then moved adoption of the September 15, 2022 meeting minutes, which was seconded by Mr. Lyons and approved unanimously by a vote of 27.53 yea, 0.00 nay and 0.00 abstention.

Mr. McCavanagh next presented the proposed Calendar Year 2023 meeting dates, noting in particular the Annual Meeting that is scheduled for May 18, 2023. Mr. Quintero moved acceptance of the Calendar Year 2023 meeting dates which was seconded by Ms. Pet and approved unanimously by a vote of 27.53 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, 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 and the final approval of budget transfers, 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 Vice Chairman asked if there were any other questions or comments from the Board regarding the presentation. Mr. Mooney inquired as to what GASB stands for. Ms. Zoll explained that it is the Government Accounting Standards Board. Mr. Jansen asked if the District could share a copy of the numbers from Ms. Zoll’s report, as they are too small in the presentation. Ms. Shotland will forward the PowerPoint presentation to the Board. Mr. Giordano then moved that the FY ‘22 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 ‘22 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. Mooney and accepted unanimously by a vote of 27.53 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 7:29 pm the Vice Chairman opened the Public Hearing to discuss the Revised FY’22 and Revised FY’23 budgets. He then asked Ms. Vo-Le to proceed with the presentation. She gave an overview of the FY’22 proposed final budget which is based on the District’s actual financial results. The Special Revenue Fund’s actual revenue totaling \$25.7ML is slightly higher than the adopted budget by \$259K. Approximately \$22.7ML of that total was funded by CTDOT grants, \$2.7ML by FTA grants, local match was \$87K, and passenger fares equated to \$158K. The Special Revenue Fund was made up of approximately \$23.3ML in transportation projects, \$1.6ML in program administration and \$793K was related to professional services. This fund consists of three programs: Operating, Administrative, and Capital. The ADA Paratransit program generated approximately \$19.0ML in actual revenues. The Administrative and Capital programs accounted for a total of \$4.1ML and \$2.5ML 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 \$133.5K which was \$29.5K lower than anticipated. This occurred primarily due to a combination of lower interest earnings plus decreased disposed vehicles revenue.

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 \$66.2K in actual excess of revenues over expenditures. During FY'22, the Parking Lot generated approximately \$192.8K in actual revenues and \$126.6K in actual expenses. Hartford Union Station ended with a \$97.5K in excess of actual revenues over expenditures. Comparing this result to the initial budget, this excess amount was nearly \$19K lower than expected. This decrease is mainly due to higher actual professional services and overhead costs than budgeted. Overall, the District had anticipated an estimated \$279K in excess of revenues over expenditures for all three funds, but the favorable difference was over \$297K which is approximately \$18K over the adopted original budget. This difference is broken down by the General Fund's positive result of \$134K and the increase to the Enterprise Fund of almost \$163K. Ms. Vo-Le went on to provide an overview of the FY'23 proposed budget revisions. The Special Revenue Fund's revised budget is decreased by approximately \$3.9ML from its \$31.0ML adopted budget. This modification is primarily based on CTDOT's newly approved funding changes. 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 \$33.0ML in revenues, \$32.6ML in expenditures, and \$384K in excess of revenues over expenditures. This is a fair increase of \$107K in excess of revenues over expenditures from the annual adopted budget. The \$384K excess amount consists of the General Fund which is forecasted to provide \$214K in additional funding and the Enterprise Fund which is expected to bring in \$170K. 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 7:43 pm. He then asked if there were any comments from the Board. Mr. Pitcock inquired if the towns provide the local match. Ms. Shotland explained that the towns provide no local match. 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'22 & FY'23 Proposed Budget Revisions. Mr. Quintero moved acceptance which was seconded by Mr. Lyons and approved unanimously by a vote of 27.53 yea, 0.00 nay and 0.00 abstention.

Mr. McCavanagh next asked Ms. Shotland to provide the ADA report. She noted that the new tentative date for rolling out the PASS-WEB/EZ-Wallet is scheduled to go live on 11/16/2022. The District's volunteer users who are made up of passengers have been testing out the booking website. The District staff is having another subsequent training with First Transit's customer service team to make sure that they specifically understand the program so that they can assist our riders with any future problems they incur with the new software platform. The District in conjunction with the Kennedy Center and CTtransit held a Transit Day event on 10/25/22. This event gave seniors and people with disabilities an opportunity to experience a short trip on CTtransit to a local destination. She also said that riders are being reminded that they will have to resume paying for their rides unless the State legislature decides differently prior to that date. As discussed previously over the past many months, the District's vehicle orders are still

delayed. Mr. Gonzalez visited with one of our fleet vendors in New Hampshire for an electric vehicle “show and tell.” The District is expecting approximately 4-6 electric paratransit vehicles in the near future as a pilot program and to evaluate their performance. Mr. McCavanagh asked for any questions in regard to the presentation. Mr. Lyons inquired if there is a special session planned between now and when the free fares revert to paid fares. Ms. Shotland stated she did not know of one. Mr. Lyons then asked if that is something the District would want lobbied, and she responded that was not necessary. Mr. Quintero asked if the District is purchasing diesel vehicles. Ms. Shotland stated that the fleet is currently almost 100% gasoline powered.

Mr. McCavanagh asked Ms. Shotland to continue with the Operations Report. She began by stating that a security booth is being installed at 148 Roberts Street and a security company will monitor the property from 10PM to 5AM, seven days a week starting sometime in December if all goes according to plan. She also mentioned that First Transit has asked the District to purchase larger hard drives for the vehicle recording camera equipment on all fleet vehicles. They would like to double the current memory for longer retention of this information. Management’s reason for the request is due to the increase in incidents on the ADA Paratransit vehicles with some aggressive passengers.

Mr. McCavanagh then called upon Ms. Bujeaud to provide an update for the Grants & Procurement Department. She stated the following; GeoDesign Inc. continues to do visual observations of the retaining wall and parking lot area; surveying/monitoring; and borings/soil testing. They are currently seeking a proposal from a subconsultant on the civil engineering portion of the design work. The District’s goal is to have the re-design completed by the spring so construction can resume and the project can be completed by the end of the 2023 construction season. She also noted that proposals for the RFPs for Legal and Audit Services are currently under review by those individuals selected to serve on the review committees. The current contracts expire at the end of December. The RFP for Security Services at Union Station and Roberts Street is currently out to bid. Other project updates include the Winterfair event; a local shopping event which will take place in the Great Hall of Union Station this holiday season. Last year, 118 local artists, craftspeople and small businesses participated; and over 12,000 shoppers turned up to shop during this first iteration of Winterfair Hartford on Pratt Street. The event will take place on Fridays, Saturdays and Sundays from Black Friday to Christmas Eve. She also stated that Union Station has received a National Votes for Women Marker from the Pomeroy Foundation. The marker honors Katharine Houghton Hepburn, President of the CT Woman Suffrage Association, as she and others welcomed British suffragette leader Emmaline Pankhurst to Hartford in 1913. There will be a marker dedication in the Great Hall of Union Station on December 6th at 11 AM. Some other activities in the department include; working on full updates to the Public Transit Agency Safety Plan (PTASP) which will be brought to the board for approval at the December meeting. The District is also continuing to work through the challenges of the District’s Phase II roof plan with

Amtrak and nearing an agreement of the Design Review Agreement. Mr. Lyons inquired if the District has enough funding to complete the retaining wall project. Ms. Bujeaud explained that the District has been given approvals from CTDOT and FTA to do a grant revision to move funds to be able to complete that project.

Mr. McCavanagh then asked Ms. Shotland to provide her Administrative report. She began by discussing the two Request for Proposals put out by the State. Both programs are currently administered by the District; the Statewide Drug and Alcohol Testing Program Consortium and the Statewide Insurance Program Consortium. Both of these programs are required to go out for bid every five years. She next mentioned that several Board Members attend the "Budget Development Training" session virtually in October, and the feedback was positive. Ms. Shotland next noted that First Transit the District's 3rd party ADA paratransit provider announced that it has signed a definitive agreement to be acquired by Transdev North America Inc., a provider of public transportation and mobility services. Approximately eighteen (18) months ago First Transit had been acquired by EQT Infrastructure an investment organization, and it was in their best interest to sell First Transit within their first three years of ownership. We do not anticipate any significant changes in regard to the operation and the service provided to the District and our passengers by the local First Transit team. She then stated that the District received Section 5307 Sub Area Apportionment. The federal share for FFY 2022 is approximately \$7ML. This includes; ADA paratransit vehicles, administrative capital/miscellaneous support, Union Station and 148 Roberts Street funding for capital improvements and rehabilitation, and the electric vehicle pilot project. She next mentioned that the National Transit Database (NTD) information was submitted as is required annually by all transit agencies across the country. Congress established the NTD to be the Nation's primary source for information and statistics on the transit systems of the United States. Each year, NTD performance data are used to apportion over \$5 billion of FTA funds to transit agencies. On a final note she discussed that she has had slow progress in finding a suitable tenant for the old retail space, but there is continuous interest. On a positive note the Greyhound lease has been extended and a new Chase ATM was installed this week to replace Bank of America who relinquished the space in the Transportation Center. Mr. Lyons asked if the District has reached out to towns or Chambers about the retail space, and she responded that there has been a planned approach in regard to finding a suitable tenant.

The Vice Chairman then asked Ms. McNamara to present the CROG Transportation Committee report. Mr. McNamara summarized an important agenda item from the October 24th meeting. He said that a presentation was provided that highlighted the increase in crash fatalities in Connecticut. As of October 4, 2022, driver, passenger, pedestrian, bicycle, and motorcycle fatalities are all increasing over the previous year's rates. This is a national problem not just a State concern. The CROG Transportation Committee meeting scheduled for November 14th has been cancelled. The next

meeting will be held on December 19th in a hybrid format. The reason for the cancellation is because they are holding public meetings on the update of their Metropolitan Transportation Plan (MTP) on November 16th and 17th. The Metropolitan Transportation Plan establishes the vision for the region's transportation system, highways, local roads, bicycles, pedestrian and more for the next twenty-five (25) years.

Mr. McCavanagh wanted all to know that the next Regular Board of Directors Meeting will be held on Thursday, December 15, 2022, and once again the meeting will be hybrid. There being no further business brought before the Board, Mr. McNamara moved that the meeting be adjourned. Upon seconding by Mr. Quintero, the motion passed by a vote of 27.53 yea, 0.00 and 0.00 abstention. The Regular Meeting was adjourned at 8:30 p.m.

Respectfully submitted,


Vicki L. Shottland (Executive Director)
for Paul McNamara/Assistant Secretary

Adopted: 12/15/2022