



ANNUAL MEETING  
BOARD OF DIRECTORS  
GREATER HARTFORD TRANSIT DISTRICT  
Hartford Connecticut  
May 18, 2023

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

At 7:09 p.m., a quorum determined to be present; Mr. Mitchell called the Annual 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 and virtually. The following Directors were present: Marilyn Pet (2.60), East Hartford; Stephen F. Mitchell (2.14) and Kevin Mooney (2.14), Enfield; Nanci Fitzgerald (1.36), Farmington; Richard Alger (1.00), Granby; Paul McNamara (3.04), Manchester; Dimple J. Desai (2.12), Rocky Hill; Michael LeBlanc (1.37), South Windsor; Alan Lubin (1.54), Vernon; David Giordano (3.26), West Hartford; Cindy Jacobs (1.39), Wethersfield; Ricardo Quintero (1.50) and David Raney (1.50), Windsor. District staff present were Vicki L. Shotland, Executive Director; DJ Gonzalez, Operations Administrator; Nhan Vo-Le, Chief Financial Officer, Mary Bujeaud, Director of Grants, Procurement and Contract Administration, and Margaret Banker, Director of ADA Paratransit Services. *(The numbers represented in the parenthesis of this paragraph equate to the weighted vote for each Director in attendance.)*

Mr. Quintero moved to adopt the March 2, 2023 Regular Meeting Minutes, which was seconded by Mr. Desai and was unanimously approved without modification by a vote of 20.24 yea, 0.00 nay, and 0.00 abstention. In regard to the next agenda item which is to transfer additional unrestricted funds within the General Fund to the Committed Account, Ms. Shotland provided a justification for this request and asked the Board to approve. Mr. Mooney inquired about the funds to be moved. Ms. Shotland stated that the fund is restricted to staff salaries and benefit costs if needed in future years. Mr. McNamara moved to adopt, which was seconded by Mr. Raney and was unanimously approved by a vote of 22.58 yea, 0.00 nay, and 0.00 abstention. The Chairman next mentioned that the presentation of the current financial report would not be given this month.

At 7:20 p.m., Mr. Mitchell called to order the Public Hearing regarding the Presentation of and public hearing on the District's itemized revenue and expenditure estimates for the Fiscal Year 2024. Ms. Vo-Le provided an overview of the FY'24 budgetary projections by fund (Special Revenue, General, and Enterprise) as follows:

The Special Revenue Fund total has revenue budgeted at \$38.5ML for this upcoming fiscal year (FY'24). In FY'23, the budget was 27.1ML. The FY'24 revenues consist of two major funding sources that being CTDOT and FTA grants. The anticipated FY'24 dollars are expected to cover costs related to transportation projects which equates to \$35.8ML, \$1.9ML for administration, and \$0.8ML for professional services. This fund is made up by three programs: operating, administrative, and capital. Each of these programs has its own respective budget. The ADA Paratransit program is the District's major operating program which for this upcoming fiscal year is budgeted at \$26.7ML. In FY'23 the budget was 18.3 million. The budget for the Administrative Program is \$6.4ML in FY'24 and \$4.3ML which was budgeted in FY'23. This Program consists of the following projects: Statewide Transit District Insurance Consortium: \$4.6ML is budgeted for FY'24 vs. \$3.4ML in FY'23; Statewide Drug and Alcohol Testing Consortium: \$574K for FY'24 vs. \$290K last fiscal year; Municipal Dial-A-Ride: \$360K (the same amount for FY'24 as was in FY'23); New Freedom & Encompass Program(s): \$664K in FY'24 vs. \$336K in FY'23; and the newly awarded federal project (Areas of Persistent Poverty Grant) whereby the District is the fiscal agent for the City of Hartford in overseeing the funds. The budget for the "Mobility HartBeat" program in FY'24 is \$278K. The upcoming fiscal year budget also includes several capital improvements totaling \$5.4ML in comparison to \$4.5ML in the previous fiscal year. The budget for the Capital Program is as follows: Vehicle Procurement \$3.8ML in FY'24 vs. \$3.5ML in FY'23; Administrative Capital and Support Equipment \$1.2ML this upcoming fiscal year vs. \$652K in FY'23; \$351K for the ADA Paratransit Facility vs. \$260K in FY'23; and Enfield Intermodal Center \$25,000 for each of the fiscal years 2024 and 2023. The General Fund is the District's primary operating fund. Its major funding sources consist of investment income, proceeds from the sales of disposed vehicles, and member town contributions. It is anticipated that the General Fund will generate \$332K in revenue vs. \$267K in FY'23. We estimate that there will be \$67K in expenses vs. \$53K incurred in the previous fiscal year. It is anticipated that the General Fund will yield an additional \$265K in FY'24 compared to \$214K in FY'23. The District's Enterprise Fund consists of the Spruce Street Parking Lot and the Union Station Transportation Center. Major funding sources consist of Federal & State grants, rents, and parking fees. This fund's revenues are budgeted at \$5.2ML in FY'24 compared to \$5.6ML last year. It is expected that the District will incur \$5.0ML in expenses vs. \$5.4ML which will yield \$157K in FY'24 compared to \$170K in FY'23. The District's budgets for all three funds equates to \$43.9ML in revenues, \$43.5ML in expenditures, and \$421K in excess of revenues over expenditures. This is a slight increase of \$37K in excess of revenues over expenditures over the prior fiscal year's budgets (total revenues \$33.0ML, \$32.6ML in expenditures, and \$384K in excess of revenues over expenditures). The excess amounts consist of the General Fund which is forecasted to provide \$264K and \$214K in additional funding for FY'24 and FY'23; respectively, plus the Enterprise Fund which is expected to bring in \$157K for FY'24 and \$170K in FY'23.

Mr. Mitchell asked if there were any comments or questions from the public. There were none. The Chairman than asked if there were any members of the Board wishing to make comment. Mr. Quintero inquired about the increase in funding for the ADA Paratransit Program. Ms. Shotland explained that it was due to the increase in ridership and operational costs. The prior years costs were still down due to COVID. Ms. Jacobs inquired about the reduction in Federal grants from the Enterprise Fund. Ms. Vo-Le explained that it differs year to year and is based on the projects that are coming up. At 7:43p.m., Mr.

Mitchell closed the Public Hearing and reconvened the Annual Meeting. Mr. Mitchell then asked for Consideration of adoption of a motion approving and authorizing the publication of a report of the District's: (1) Fiscal Year 2023 itemized revenues and expenditures, (2) Fiscal Year 2024 itemized revenue and expenditure estimates, and (3) excess of revenues over/under expenditures as of the close of 2023. The motion to accept was made by Ms. Fitzgerald and seconded by Mr. Quintero. The motion passed unanimously by a vote of 22.58 yea, 0.00 nay and 0.00 abstention.

Next on the agenda Mr. Mitchell asked for consideration of Resolution No. GHTD-24-FTA-1 Authorizing Filing and Acceptance of Federal Grants. Upon motion made by Mr. McNamara and seconded by Ms. Pet the motion passed unanimously by a vote of 22.58 yea, 0.00 nay, and 0.00 abstention.

The Chairman then asked for consideration of Resolution No. GHTD-24-STATE-1, Authorizing Filing and Acceptance of State Grants. Upon motion made by Ms. Pet and seconded by Ms. Fitzgerald, the motion passed unanimously by a vote of 22.58 yea, 0.00 nay, and 0.00 abstention.

Upon motion by Ms. Fitzgerald and seconded by Ms. Jacobs the Board voted unanimously to engage the firm of DISA Global Solutions, Inc. as the District's Third-Party Administrator for the Drug and Alcohol Testing Program for the Fiscal Year ending June 30, 2024 by a vote of 22.58 yea, 0.00 nay and 0.00 abstention.

Mr. Raney next made motion to engage the firm of The Lexington Group as the District's Employee Assistance Program Service Provider for the Drug and Alcohol Testing Program for the Fiscal Year ending June 30, 2024, which was seconded by Mr. Quintero and approved by a vote of 22.58 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then called for Program Presentations. He welcomed and introduced Margaret Banker to the Board for those who had never met her. He then asked her for the ADA presentation. She stated the following. The District currently uses utilizes Mobile Data Terminals (MDTs). A major problem has occurred over the past several months and the units are experiencing internal modem communication issues. The modems are overheating and shutting down. The vendor is unable to develop a fix and will no longer be manufacturing this equipment. District management was just notified so we have reached out to our software contractor (Trapeze) and will work with them to integrate their software solutions. MDTs will be replaced by tablets and this is being discussed with Verizon. Total cost for the changes will be in the range of \$500,000 and may take about (6) months for the roll out. The present vendor will maintain the current equipment until the final transition is completed. The District completed an immensely successful two-year demonstration program which has been discussed at previous Board Meetings. The Encompass program which was a mobility initiative was supported by federal funds. The program served both the disabled community and seniors in designated locations throughout our region. The FTA performed a site visit close out and staff from FTA and an independent evaluator came to the District to review the Encompass program.

The visit consisted of the staff having expert interviews with the District's team as well as M7, ride-alongs with users of the program, and ended with a focus group discussion with Encompass passengers. The District is currently working on putting together a final report for FTA on the program. Fares resumed on 4/1/2023 and passengers now have the option to pay for trips online using their EZ-Wallet account. The Trapeze software database has been refreshed. The IT team continues to work with Trapeze on archiving the database due to the excessive size of the electronic files. Most of the new Ford Transit vehicles are in service, but there are some that have experienced electrical issues which have affected either the wheelchair lifts and/or the emergency flashers. The manufacturer is working with the Transdev fleet maintenance manager to resolve the problems.

Mr. Mitchell asked Ms. Shotland to continue with the Operations Report. She stated the District was notified by Amtrak when they were performing their monthly inspection on the rail structure that there was a wooden beam that needed attention and they asked if we could temporarily shore it up. Since this is Amtrak property a request went back to their engineering office for assistance. Amtrak staff came back and looked at the beam and did measurements. They will temporarily band the beam until a permanent repair is made. Another safety issue and request brought to Amtrak's attention is to address the northside metal staircase that has deteriorated since the last repairs approximately twelve years ago. They will resolve this issue by covering the staircase platform with a welded plate to address the immediate concern. She ended the report by noting that the CTDOT Office of Rail performed traffic counts at facility lots including Spruce Street. Data was compiled for morning and evening train peak periods as well as mid-day.

Mr. Mitchell then asked Ms. Bujeaud to continue with the presentation of her department's report. The District has executed an agreement with GeoDesign Inc. to develop the construction plans to rebuild the retaining wall and to oversee the bid and construction phases of the project. The District's attorneys continue to work with lawyers representing the defending parties to move forward with mediation as a starting point. We finally have an execution of lease for buying our first electric vehicles. The District executed the Design and Construction Phase Agreement and Easement Agreement in regard to the roof replacement project at Union Station. Plans are currently under review by Amtrak. Staff reviewed proposals for an RFP that was seeking Transit Advertising for the ADA Paratransit vehicles, and a new contractor was selected based on their competitive response. An RFQP for design services for replacing drain pipes in the Great Hall are currently under review by Staff. Mr. Mitchell inquired if the drain pipe project is for the issue with the drains that go through the Brownstone. Ms. Bujeaud confirmed that it is a complicated project with drains that go through the Brownstone and appear not to be connected to the drainage system on the street. She next stated that the department is developing procurements for additional security cameras for Union Station and Roberts Street as well as various preventative maintenance services as well as some other capital improvements to Union Station including Bus Bay improvements (fences, gates, safety rails, concrete, etc.) Mr. Quintero inquired about what vehicle manufacturer will be used for the electric paratransit vehicles. Ms. Bujeaud said that the vehicles will be

Ford E-Transits and will be purchased through Creative Bus Sales via a joint procurement that was done with the Greater New Haven Transit District.

Mr. Mitchell called on Ms. Shotland to present her administrative report. The contract with Transaction Associates for administration of the CT Rural Transit Assistance Program (RTAP) expired. While CTDOT put the program administration out for RFP, they did not have any bidders last summer. The RFP was reissued in April 2022 and the District will be submitting a bid to oversee the consortium. The scope of work includes being a liaison between CTDOT and (4) rural transit districts, providing direction and management oversight to ensure compliance with FTA Section 5311 regulations and the CT State Management Plan for the Section 5311 Program, establishing an RTAP Advisory Committee, maintaining the RTAP Consortium Website, tracking progress of projects and making sure that objectives are met. The District received its split agreement for its final round of American Rescue Plan (ARP) and Coronavirus Response and Relief Supplemental Appropriations (CRRSSA) funds for approximately \$2.5ML. This will be used for eligible operations and capital expenditures. I met with the CEO of Transdev as they officially acquired First Transit in April. They now have a combined presence in over 40 states in the U.S., and will be able to better address the growing demand for shared mobility across the country. I am hoping to continue the long-standing and strong relationship that we had with First Group with the new company. The District just submitted a proposal to CTDOT as they were seeking eligible qualified applicants to develop and operate on-demand microtransit service to be operated as part of a microtransit pilot program. Microtransit service refers to transportation by an accessible multi-passenger vehicle that uses a digital network or software application to offer on-demand service. It has the potential to impact the public positively and directly by filling in gaps in the State's public transportation system, bringing service to underserved communities or allowing for first mile, last mile connections to existing service. We partnered with two private entities; one to provide the service and the other to integrate the application technology into the service. It is anticipated that there are several bidders it will be a competitive process.

Mr. Mitchell then called upon Mr. McNamara to provide the CRCOG Transportation Committee report. He provided the report from April 24, 2023 and the next meeting will not be held until May 22, 2023. Mr. McNamara stated that in the summer CRCOG staff is planning to analyze the financials for the Local Transportation Capital Improvement Program (LOTICIP) solicitation and present their findings to the Transportation Committee. Another solicitation is anticipated to be released in the Fall. Rob Aloise mentioned that if projects were not selected in this round Towns could submit them in this next solicitation or seek federal funding from the Infrastructure Investment and Jobs Act programs. CRCOG will also be offering debriefings to Towns about how to improve the scores of projects that were unsuccessful in this solicitation. For informational purposes, LOTICIP was established to provide municipalities with a funding source offering opportunities for improved project delivery. The program provides State funds to municipal governments for transportation projects of regional significance, including reconstruction, pavement rehabilitation, sidewalk, bridge, intersection improvement and multi-use trail projects. On another subject CRCOG provided the District with a Letter of Support for our

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application to CTDOT for the Microtransit Pilot Program. The next CRCOG Transportation Committee Meeting will be held on May 22<sup>nd</sup>.

Mr. Mitchell asked if there was any new business for discussion. As there was none, Mr. Mitchell then went on to confirm that the next regular meeting (and last one before the summer) will be held on Thursday June 22, 2022. He wanted to also remind the Directors to submit their Disclosures electronically by DocuSign for the District's records. The disclosures will be sent out to the Directors on shortly. There being no additional business, Mr. Quintero moved to adjourn the Annual Meeting which was seconded by Mr. Mooney. The motion passed unanimously by a vote of 22.58 yea, 0.00 nay, and 0.00 abstention. The Annual Meeting was adjourned at 8:20 p.m.

Respectfully submitted,

 (EXECUTIVE DIRECTOR)  
for David Raney, Secretary

Adopted: 06.22.23