



REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
May 23, 2024

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

At 7:00 p.m., with a quorum determined to be present; Mr. Mitchell called the Regular 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. A remote option for attendance was also available.

The following Directors were present:

Gilbert Hayes, East Windsor
Marilyn Pet, East Hartford
Stephen Mitchell, Enfield
Kevin G. Mooney, Enfield
Nanci Fitzgerald, Farmington
Richard Alger, Granby
Autumn Siegel, Hartford
James R. McCavanagh, Manchester
Paul McNamara, Manchester
Dimple J. Desai, Rocky Hill
Gary Pitcock, South Windsor
Alan Lubin, Vernon
John W. Lyons, West Hartford

The following Staff were Present:

Nhan Vo-Le, Chief Financial Officer
Mary Bujeaud, Deputy Executive Director
Margaret Banker, Director of ADA Paratransit Services
Douglas C. Holcomb, Executive Director

1. Public Forum

Mr. 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 Adoption of the Regular Meeting Minutes of March 7, 2024

Director Fitzgerald moved to adopt the March 7, 2024 Regular Meeting Minutes, which was seconded by Director McCavanagh and was unanimously approved without modification by a vote of 25.18 yea, 0.00 nay, and 0.00 abstention.

3. Election of Officers

Under the provisions of Article V of the By-Laws of the Greater Hartford Transit District (the "District"), the Nominating Committee proposed the following slate of officers for the term beginning at the date of this year's Annual Meeting, May 23, 2024 and ending at the Annual Meeting to be held in the year 2026.

- Chairman Stephen F. Mitchell
- Vice-Chairman James R. McCavanagh
- Secretary Paul McNamara
- Asst. Secretary Sita Nyame
- Treasurer A. David Giordano
- Asst. Treasurer Kevin G. Mooney

It was reported that the reappointment of the Chairman requires an express recommendation for re-nomination. Express recommendation, per By-Laws, requires 2/3 vote of Board Members present and voting.

The Chairman asked for approval of the Nominating Committee's proposed slate of offices. Regarding the express nomination for the office of the Chairman, the vote was unanimous. Regarding the vote for the remaining slate of officers, the vote was unanimous. The full proposed slate of officers was adopted.

4. Financial Matters

Fiscal Year 2025 Proposed Budget and Fiscal Year 2024 Adopted Budget

Mr. Mitchell called on Chief Financial Officer Nhan Vo-Le for the Presentation of the proposed Fiscal Year 2025 budgets noting that following the presentation, staff will be seeking authorization to publish the proposal for public comment prior to the GHTD Board of Directors meeting on June 20, 2024, where formal adoption would be considered. Ms. Vo-Le provided an overview of the FY25 budgetary projections by fund (Special Revenue, General, and Enterprise) as follows:

The Special Revenue Fund total has revenue budgeted at \$41.1ML for this upcoming fiscal year (FY25). In FY24, the budget was \$37.7ML. The FY25 revenues consist of two major funding sources - CTDOT grants (85%) and FTA grants (14%). The anticipated FY25 dollars are expected to cover costs related to transportation projects which equates to \$38.4ML, \$2.0ML 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 \$28.3ML. In FY24 the budget was \$25.4ML. The budget for the Administrative Program is

\$8.1ML in FY25 and \$6.9ML which was budgeted in FY24. This Program consists of the following projects: Statewide Transit District Insurance Consortium: \$4.4ML is budgeted for each of FY25 & FY24; Statewide Drug and Alcohol Testing Consortium: \$578K for FY25 vs. \$576K last fiscal year; Statewide Rural Transit Assistance Program: \$158K for each of the fiscal years 2025 and 2024; Municipal Dial-A-Ride: \$360K (the same amount for FY25 & FY24); New Freedom Voucher and Encompass: \$1.5ML in FY25 vs. \$1.1ML in FY24; Mobility HartBeat: \$0 for FY25 vs. \$278K in FY24, plus a new program (Microtransit), which for FY25 is budgeted at \$1.1ML.

The upcoming fiscal year budget also includes several capital improvements totaling \$4.7ML in comparison to \$5.4ML in the previous fiscal year. The budget for the Capital Program is as follows: Vehicle Procurement: \$3.7ML in FY25 vs. \$3.8ML in FY24; Administrative / Capital and Support Equipment: \$337K this upcoming fiscal year vs. \$1.4ML in FY24; \$689K for the ADA Paratransit Facility vs. \$151K in FY24; and Enfield Intermodal Center: \$25,000 for each of the fiscal years 2025 and 2024.

The General Fund is the District's primary operating fund. Its major funding sources consist of investment income, proceeds from sale of disposed vehicles, and member town contributions. It is anticipated that the General Fund will generate \$467K in revenue vs. \$431K in FY24. Staff projects that there will be \$72K in expenses vs. \$67K incurred in the previous fiscal year. The General Fund is expected to yield an additional \$395K in FY25 compared to \$364K in FY24.

The District's Enterprise Fund consists of the Spruce Street Parking Lot and the Union Station Transportation Center. Major funding sources are: Federal & State grants, rents, and parking fees. This fund's revenues are budgeted at \$9.1ML in FY25 compared to \$5.2ML last year. It is expected that the District will incur \$8.8ML in expenses vs. \$5.0ML which will yield \$253K in FY25 compared to \$164K in FY24.

The District's budgets for all three funds equates to \$50.7ML in revenues, \$50.0ML in expenditures, and \$649K in excess of revenues over expenditures. This is a fair increase of \$121K in excess of revenues over expenditures over the prior fiscal year's budgets (total revenues \$43.3ML, \$42.8ML in expenditures, and \$528K in excess of revenues over expenditures). The excess amounts consist of the General Fund which is forecasted to provide \$396K and \$364K in additional funding for FY25 and FY24; respectively, plus the Enterprise Fund which is expected to bring in \$253K for FY25 and \$164K in FY24.

A motion was made by Director Pitcock, to authorize staff to publish the proposed budget as presented, seconded by Director Mooney, and was unanimously approved by a vote of 25.18 yea, 0.00 nay, and 0.00 abstention.

Director Hayes inquired as to how state and federal funds are used to pay for renovations to Union Station. Ms. Vo-Le explained that there are annual meetings with staff to determine what the capital needs are. These funding requests are presented to, and approved by, the Connecticut Department of Transportation (CTDOT) and Federal Transit Administration (FTA).

Director Mooney inquired about why there was a significant decrease in the FY25 utility rates. Ms. Vo-Le explained that this was due to the FY24 budget being high.

The Chairman thanked the CFO for her detailed presentation.

Chairman Mitchell introduced the next two items for consideration noting that the resolutions authorizing staff to enter into agreement with the State and Federal transit administration are annual resolutions.

5. Consideration of Adoption of Resolution No. GHTD-25-FTA-1, Authorizing the Filing and Acceptance of Federal Grants

A motion was made by Director Mooney to authorize staff to file and accept federal grants, seconded by Director McNamara, and was unanimously approved by a vote of 25.18 yea, 0.00 nay, and 0.00 abstention.

6. Consideration of Adoption of Resolution No. GHTD-25-STATE-1, Authorizing the Filing and Acceptance of State Grants

A motion was made by Director Alger, to authorize staff to file and accept State grants, seconded by Director McNamara and was unanimously approved by a vote of 25.18 yea, 0.00 nay, and 0.00 abstention.

7. Consideration of Engaging DISA Global Solutions as the District's 3rd Party Administrator for the Drug & Alcohol Testing Program for the Fiscal Year Ending June 30, 2025

The Chairman recognized Deputy Executive Director Mary Bujeaud who provided background on the resolution to extend the GHTD contract with DISA Global solutions.

A motion was made by Director Hayes, to authorize staff extend GHTD's contract with DISA Global Solutions for through fiscal year ending June 2025, seconded by Director Pet, and was unanimously approved by a vote of 25.18 yea, 0.00 nay, and 0.00 abstention.

It was clarified that marijuana, although legalized for recreation use, is still not allowed for safety sensitive employees (i.e., drivers, dispatchers, etc.).

8. Consideration of Engaging the Firm of The Lexington Group as the District's Employee Assistance Program Service Provider for the Drug & Alcohol Testing Program for the Fiscal Year Ending June 30, 2025

The Chairman recognized Deputy Executive Director who provided background on the resolution to extend the GHTD contract with the Lexington Group.

A motion was made by Director Fitzgerald, to authorize staff extend GHTD's contract with the Lexington Group through the fiscal year ending June 2025, seconded by Director Hayes, and was unanimously approved by a vote of 25.18 yea, 0.00 nay, and 0.00 abstention.

The Chairman Thanked the Deputy Executive Director for her report.

9. Committee/Staff Reports

ADA Paratransit, Encompass Program, Freedom Ride, and GHTD Link

The Chairman recognized the Director of Paratransit Services, Margaret Banker, for an update on ADA and other operations.

On April 1st the Greater Hartford Transit District in partnership with M7, the largest taxi provider in the state, and Rideco as the technology partner launched the Microtransit program called GHTD Link. GHTD Link covers a large portion of Enfield and a smaller dense portion of East Windsor. For outreach efforts the team has had in-person presentations about the program to at least 10 organizations including the Enfield Chamber of Commerce, performed in-person outreach to at least 30 organizations/businesses, sent letters to at least 41 different businesses and agencies, and sent numerous emails sent to agencies to inform them about GHTD Link. The most recent in-person presentation was at the Community Health Resource social club on Tuesday May 21st in which many young adults were present and voiced interest in using the program. The staff present also manages their supported employment program and mentioned that she will bring up the program to other departments. The team is using social media marketing and is having a marketing kick-off meeting with a marketing specialist on May 24th in order to increase awareness of the program and ridership.

The ADA Paratransit service area successfully expanded on March 10, 2024 into the Southington area as well as portions of Meriden.

The ADA team continues to perform oversight over the ADA Paratransit operation. Staff routinely review 20-30 calls and 30 manifests a month for quality assurance purposes in addition to other oversight performed. The first picture shows a safety meeting which every staff member of the Transdev team has to attend each month. GHTD ADA staff also routinely attend these meetings which focus on safety related topics and issues brought up through customer service complaints.

On May 15th the team held an ADA Participation Group Forum at the North End Senior Center. The team made sure to have a Spanish speaking staff present just in case Spanish interpretation was needed. The picture on the slide is from the forum.

The ADA team continues to provide ongoing oversight of the two taxi cab programs: *Freedom Ride* and *Encompass*. The Freedom Ride program began in 2012 and the Encompass program began in 2020. The Encompass program which provides transportation to seniors ages 60+ and/or individuals with a disability in the designated service area continues to see ridership grow. In April there were 3,321 trips taken by riders. In comparison, the Freedom Ride program had 382 trips.

The Chairman thanked the Director for her presentation.

Administration and Operations

The District's Triennial Review site visit will be conducted in June 2024. Staff has been compiling information in response to a request for information from the consulting firm leading the FTA review.

The District is drafting the application for the FY 2024 Capital Plan, which includes funding for Rolling Stock, Capital Purchases, Union Station Improvements, and Roberts Street Improvements. The total grant will be \$12.3 million.

The District continues to work with counsel regarding the possibility of mediation with the parties involved in the Retaining Wall dispute. Town of East Hartford approved the Inland Wetlands Application in April and will review the Planning and Zoning Application in June. Upon approval by P&Z, the re-design plans will be finalized. Due to the timing, of the completion of plans, the District now expects to go out to bid for construction in Spring 2025.

Vehicle Update

The District expects to take delivery of six Electric Paratransit Vans by the end of May. On-site training at Roberts Street for maintenance technicians will be conducted by Ford Pro the week of May 27th. Five Ford E-350s were delivered to Roberts Street on May 12th. Additionally, 42 more E-350s will be delivered throughout the summer.

Rural Transit Assistance Program Administration

The RTAP Spring Conference was very successful, there were 75 registrants and around 60 attendees, eight vendors, and four speakers. The Statewide Bus Transit Rodeo will be held on June 9th at the Park and Ride lot in Manchester. We have already have filled all of our volunteer positions with 115 volunteers and counting. There are about 50 drivers competing between the two divisions (Body on Chassis and fixed route) from 11 agencies. We have procured all of our vendors for the event including four foods trucks, as well as a DJ, face painting and balloon artists for entertainment.

The District is honored to be the recipient of the 2024 Transportation Partnership Award from the Minority Construction Council for our work with DBEs and MBEs (Disadvantaged Business Enterprises and Minority Business Enterprises.) Staff works throughout the year to host and participate in outreach events to DBEs and MBEs to share information about upcoming contracting opportunities.

Procurement updates

Extension of contract amendments; including, but not limited to:

- DISA – Drug and Alcohol Testing
- Lexington Group – Employee Assistance Program

Other procurements include:

- Union Station Camera preventative maintenance
- Other state of good repair activities

Capitol Region Council of Governments – Transportation Committee

The Federal Highway Administration (FHWA) has free online training resources available. Topics include applying for grants and transportation safety. The trainings are available at https://www.fhwa.dot.gov/clas/online_training.aspx.

CRCOG Staff gave an analysis of the Greater Hartford Mobility Study as it related to CRCOG's regional goals. There were discussions related to the possibility of analyzing and funding additional transit components within the study.

CTDOT is initiating a Municipality ADA Program to assist with the development of Self Evaluations and Transition Plans in regards to the Municipality ADA Compliance Assessments. The initial pilot will include Naugatuck Valley Council of Governments (NVCOG) communities, with the other regions to follow.

Report from the Executive Director

Mr. Holcomb provided a brief overview of the following items:

- Meetings with AMTRAK Representatives
- Upcoming June Visit from CTDOT Bureau Chief – Public Transportation
- Connecticut Association for Community Transportation (CACT) – Four Staff Members Recognized
- Staff to Participate on Senator Murphy's Transportation Regional Priority Council
- Staff Presenting at NEPTA Biennial Conference – June 26th
- Staff Participating on - Hartford Business Improvement District
- Staff Participating on - The IQuilt Partnership
- Staff attended the American Public Transportation Association (APTA) Mobility Conference in Portland, Oregon in April.

10. Any Other Business Properly Brought Before the Board

The Chairman asked if there was any other business to be brought before the Board. Hearing none, the group moved to adjournment.

11. Adjournment

A motion was made for adjournment by Director Mooney, seconded by Director Alger and was unanimously approved. The time was 7:59 pm.

Respectfully submitted

DRAFT

Douglas C. Holcomb, AICP

Executive Director

May 28, 2024

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