



Draft
REGULAR MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford, Connecticut
November 7, 2024

James McCavanagh, Vice Chairman
Presiding.....

At 7:01 p.m., with 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 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:

- Kevin G. Mooney, Enfield
- Nanci Fitzgerald, Farmington
- Richard Alger, Granby
- Autumn Siegel, Hartford
- Sita Nyame, Hartford
- James McCavanagh, Manchester
- Paul McNamara, Manchester
- Dimple J. Desai, Rocky Hill
- Gary Pitcock, South Windsor
- Alan Lubin, Vernon
- John Lyons, West Hartford
- David Giordano, West Hartford
- Cindy Jacobs, Wethersfield
- Ricardo Quintero, Windsor

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

Staff from CliftonLarsonAllen present:

Leslie Zoll
Harold Smith
Grace Musiitwa

Members of the public present:

James Coffman, Vice President of Business Development, MV

1. Public Forum

Vice Chairman McCavanagh asked if there were any comments or questions from the public.

There were no comments from the public or area organizations.

2. Consideration of Acceptance of the Regular Meeting Minutes of September 19, 2024

Director Alger moved to Accept the September 19, 2024 Regular Meeting Minutes, which was seconded by Director Lyons and was unanimously approved without modification by a vote of 23.51 yea, 0.00 nay, and 0.00 abstention.

3. Financial Matters

Presentation of FY2024 Comprehensive Annual Financial Report, Federal Single Audit Report and State Single Audit Report by CliftonLarsonAllen

CFO Nan Vo-Le introduced Leslie Zoll et al., of CliftonLarsonAllen (CLA) to present the results of GHTD's annual audit. A brief presentation was made which highlighted the outcome of the Annual Audit and Financial Statements.

Ms. Zoll noted that the financial statement audit opinion is unmodified, that the Federal/State audit awards are unmodified, that there were no compliance issues identified, and no material weaknesses or significant deficiencies noted.

Regarding federal awards and state financial assistance, Ms. Zoll stated that there were no compliance issues, material weaknesses, or significant deficiencies noted. Ms. Zoll commended Ms. Vo-Le and staff for their responsiveness and a clean audit again this year. A brief discussion followed.

Acceptance of FY2024 Audit Reports

Vice Chairman McCavanagh asked for a motion to Accept the FY2024 Comprehensive Annual Financial Report, Federal Single Audit Report and State Single Audit as Presented.

Director McNamara moved to Accept the FY2024 Comprehensive Annual Financial Report, Federal Single Audit Report and State Single Audit as Presented, which was seconded by Director Alger and was unanimously approved without modification by a vote of 23.51 yea, 0.00 nay, and 0.00 abstention.

During the presentation, Ms. Zoll noted that there is information on the CLA website that may be of interest to Board members and encouraged them to visit. Staff agreed to transmit the link the board members.

Director Nyame arrived at the meeting.

Presentation of the Financial Report

Ms. Vo-Le, continued her presentation noting that the financial report will be provided at the December meeting following the approval of the budget adjustments resulting from the audit.

Public Hearing on Revised FY2024 (Per Audit) Budget and Revised FY2025 Budget

At 7:20 pm Vice Chairman McCavanagh declared open the public hearing regarding GHTD's Revised FY2024 (Per Audit) Budget and Revised FY2025 Budgets and called on CFO Vo-Le for a brief presentation.

Ms. Vo-Le gave an overview of the FY24 proposed final budget which is based on the District's actual financial results. Each of the District's funds are presented as follows: The Special Revenue Fund is used to account for the proceeds of federal and state grants that are legally restricted to expenditures for specific purposes. This fund's actual revenues totaling \$33.4ML is lower than the adopted budget by \$4.3ML or 11%. This occurs primarily due to a combination of the impact of lower actual ADA hours operated and the number of vehicles delivered and accepted during this fiscal year. Approximately \$29.2ML of that total was funded by CTDOT grants, \$4.0ML by Federal Transit Administrative (FTA) grants, and others equated to \$267K.

The Special Revenue Fund is made up of \$30.4ML in transportation projects, \$2.1ML in program administration and \$0.9ML 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 \$23.7ML in actual revenues. The Administrative and Capital programs accounted for a total of \$7.1ML and \$2.6ML in actual revenues; respectively. The Special Revenue Fund ended with no excess of revenues over expenses.

The General Fund is the District's operating fund. Its primary funding sources include: investment income, member town dues, and proceeds from sale of disposed vehicles. The General Fund ended with a solid financial performance. While its actual revenues increased by 15% or \$65.7K, the General Fund's expenses slightly increased by 11% or \$7.6K from the adopted budget. This revenue growth is mainly a result of higher cash investment and STIF interest rates; partially offset by less proceeds from sale of disposed vehicles. At the end of FY24, the General Fund reported \$422K in excess of actual revenues over expenses, an increase of \$58K in comparison to the adopted budget.

The Enterprise Fund is used to account for operation and maintenance of the Union Station Transportation Center and the Spruce Street Parking Lot adjacent to Union Station. During FY24, the Enterprise Fund reported a total of approximately \$1.5ML in actual operating revenues, an increase of \$122K or 9% comparing to the budget. Rents are the major component of this fund's operating revenues, accounting for 77.4% of actual operating revenues in FY24. Parking Fees revenue makes up another 20.8% of actual operating revenues. On the expense side, the Enterprise Fund incurred \$1.2ML in actual operating expenses, a decrease of 4% or \$44K as compared to the initial budget. This fund also ended with a good note, yielding \$330K in actual excess of revenues over expenses; an increase of \$166K or

101% over the adopted budget. This increase is primarily a result of higher parking fees and rental revenues.

For the fiscal year ended June 30, 2024, the Enterprise Fund's capital improvement budget exceeded its actual amount by \$2.4ML or 62%. This unfavorable outcome was primarily due to a delay in capital improvement related to the HVAC replacement equipment and installation at Union Station. Overall, the District's final budgets for all three funds equates to \$36.8ML in revenues, \$36.1ML in expenditures, and \$752K in excess of revenues over expenses. This growth is attributed by the General Fund's positive result of \$422K and the increase to the Enterprise Fund of \$330K.

Ms. Vo-Le went on to provide an overview of the FY25 proposed budget revision. The Special Revenue Fund's revised budget is decreased by \$3.6ML from its \$41.2ML adopted budget. This modification is primarily based on CTDOT's approved funding changes related to the ADA Paratransit program. While the General Fund has no changes, the Enterprise Fund's revised budget reported an increase of \$83.2K and \$52.3K in revenues and expenses; respectively.

Such increases reflect an additional FTA funding for security activity and rents at Union Station. Overall, the District's proposed budget revision for all three funds equates to \$47.2ML in revenues and \$46.5ML in expenditures, yielding an excess of revenues over expenses of \$679K. The District's annual initial budget for all three funds equated to \$50.7ML in revenues, \$50.0ML in expenditures, and \$649K in excess of revenues over expenses. The \$679K revised excess amount consists of the General Fund which is forecasted to provide \$396K in additional funding and the Enterprise Fund which is expected to bring in \$283K.

The Vice Chairman asked if there were any comments from the public. Hearing none, the Vice Chairman again asked if there were any comments from the public. There were no comments on the proposed budget revisions. The Vice Chairman then declared the public hearing closed at 7:35 pm.

Authorization for Staff to Publish Budget Revisions

The Vice Chairman then asked for a motion to authorize staff to publish the proposed budget revisions as presented. Director Lyons moved to Authorize Staff to Publish the Proposed Budget Revisions as Presented, which was seconded by Director Quintero and was unanimously approved without modification by a vote of 26.29 yea, 0.00 nay, and 0.00 abstention.

Approval to transfer unrestricted funds within the General Fund to the committed account within that same fund

The Vice Chairman then called upon CFO Vo-Le regarding the proposed transfer of funds.

Ms. Vo-Le explained the purpose of the restricted (committed fund) and asked for authorization to move \$250,000 in surplus from the General Fund to the restricted fund. Director Jacobs asked for clarification of the purpose of the restricted fund. Ms. Vo-Le noted that the fund is for staff salaries and employee benefits, if needed in the future.

The Vice Chairman then asked for a motion to authorize staff to transfer funds in the amount of \$250,000 unrestricted funds within the General Fund to the committed account as presented by the CFO . Director Alger moved to Authorize Staff to Transfer Funds in the Amount of \$250,000 from Unrestricted Funds within the General Fund to the Committed Account as Presented by the CFO, which was seconded by

Director Fitzgerald and was unanimously approved without modification by a vote of 26.29 yea, 0.00 nay, and 0.00 abstention.

Presentation and Acceptance of FY26 – FY28 Member Town Dues

The Vice Chairman again called upon CFO Vo-Le regarding GHTD's proposed municipal contributions for fiscal years 2026 through 2028.

Ms. Vo-Le presented a table indicating the proposed municipal contributions to the District for FY2026 and noted that staff is recommending no changes to the current \$0.19 per capita annual rate and is also recommending that the Board of Directors re-visit municipal contribution levels on or about November 2025.

Director Quintero asked what the formula for determining the allocation of assessments to member municipalities included. Ms. Vo-Le noted that the annual contribution amounts are based on a per capita rate (currently \$0.19). She also noted that the District has only increased municipal contribution rates six times since FY2010 and never more than one cent at any time.

The Vice Chairman then asked for a motion to accept staff's recommendation to keep member municipality dues at current levels for FY2026 and revisit the schedule of municipal contributions in November 2025.

Director Quintero moved to Accept Staff's Recommendation to Keep Member Municipality Dues at Current Levels for FY2026 and Revisit the Schedule of Municipal Contributions in November 2025, which was seconded by Director McNamara and was unanimously approved without modification by a vote of 26.29 yea, 0.00 nay, and 0.00 abstention.

4. Committee/Staff Reports

Transportation Services - Director of ADA Paratransit Services Margaret Banker provided an overview of transportation services for October.

GHTD Link - The GHTD Link microtransit service continues to increase ridership each month. The team continues to do many outreach events with four in-person outreach events in October including the East Windsor Park Haunted Highway Event. GHTD Link has put together a survey that focuses on trip purpose which has been pushed out to users starting in November. GHTD Link had an election day promotion to offer free rides to and from polling places using a promotional code.

Encompass - The Encompass program has introduced changes in order to prolong the funds available for the program. Passengers will no longer be able to have subscription rides but instead all passengers are able to book their trips up to 7 days ahead of time. There is also a cap on the total amount of trips per day. The goal is to have the monthly invoice approximately \$98,000. The weekday cap is 163 daily trips booked, which due to cancellations, results in around 140 trips completed. On the weekend the cap is 30.

Director Quintero asked about the status of efforts to secure funding for the future of the encompass program. Ms. Banker responded that efforts were underway and that staff is working with CTDOT in this effort.

Battery Electric Buses - The District has begun putting Ford Transit Electric Vehicles in revenue service beginning on the week of October 21st.

Administration and Operations - GHTD's Deputy Executive Director Mary Bujeaud provided an overview of administrative and operations.

Disadvantaged Business Enterprise Goal Update - Ms. Bujeaud noted that FTA requested that the District review the Disadvantaged Business Enterprise (DBE) goal (7%) and methodology that was submitted in July 2022. Some corrections were made and the revised goal of 7.9% was submitted for review.

FTA recipients of federal funding that will have contracting opportunities with those funds exceeding \$250,000 annually are required to set an overall DBE goal every three years. This goal is based on the relative availability of DBE firms in the relevant geographic market area. The District must meet or show good faith efforts to meet that goal annually. The purpose of the DBE goal is to:

- Prevent discrimination in U.S. DOT- assisted (funded) contracts;
- Work toward a level playing field for DBEs;
- Remove barriers to DBE participation;
- Promote the use of DBEs; and
- Develop firms to successfully compete for GHTD contracts.

Public Transportation Agency Safety Plan Annual Update – Ms. Bujeaud that District staff is currently working on the annual update to the Public Transit Agency Safety Plan (PTASP). There are a few new requirements, including the new FTA General Directive 24-1, which assess the risk of driver assaults. The update to this plan will be distributed and brought before the board for adoption at the December meeting.

5. Report from the Executive Director

Mr. Holcomb provided a brief update on security efforts at Union Station and discussed some potential funding opportunities for planning, capital improvements, and exercises for security available from FTA and FEMA. He noted that no operating assistance was identified in the review. Mr. Holcomb also noted that staff visited Union Station in New Haven to share security information, is considering some form of communication system for security events among station, and is working with Amtrak regarding security related electronic signage at Hartford Union Station . A brief discussion followed.

6. Report from the Chairman

There was no report from the Chairman.

7. Any Other Business Properly Brought Before the Board

The Chairman asked if there was any other business to be brought before the Board. There was none.

8. Executive Session – Update on the Roberts Street Lot Construction Mediation

The Vice Chairman declared an Executive Session open at 8:03

The Vice Chairman declared the Executive Session closed at 8:20

There were no votes or action taken in executive session.

9. Adjournment

A motion was made for adjournment by Director McNamara, seconded by Director Lyons and was unanimously approved. The time was 8:29 pm.

Respectfully submitted

DRAFT

Paul McNamara

Secretary

November 8, 2024

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