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ANNUAL MEETING
BOARD OF DIRECTORS
GREATER HARTFORD TRANSIT DISTRICT
Hartford Connecticut
December 10, 2009

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

At 7:01 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 District's Multipurpose Room at the Union Station Transportation Center (the "Center"), One Union Place, Hartford, Connecticut. The following Directors were present: Marilyn Pet; East Hartford, Gilbert Hayes, East Windsor; Kevin G. Mooney and Stephen F. Mitchell, Enfield; Russell G. St. John, Granby; Jason Barone-Cichocki and Frank Lord, Hartford; James R. McCavanagh and Paul McNamara (arrived at 7:05pm) Manchester; William G. Hall, Newington; Ferguson R. Jansen, Jr., Simsbury; Richard F. Messenger, West Hartford; Brendan T. Flynn and Martin Walsh (arrived at 7:08pm), Wethersfield; and Mark Etre; Vernon. District staff present were Vicki L. Shotland, Executive Director; Kimberly A. Dunham, Director of Fiscal and Administrative Services; DJ Gonzalez, Operations Administrator; Sandra Sheehan, Director of Grants and Contract Administration, and Patricia Williams, Director of ADA Paratransit Services. Also present was Bradshaw Smith, a resident of the Town of Windsor.

Mr. Mitchell then asked if there were any members of the public who wished to be heard. There were none.

Mr. Mitchell then asked for consideration of the Minutes of the Regular Meeting of September 10, 2009. Mr. Flynn moved adoption of those Minutes. Upon seconding by Mr. Messenger, the motion passed by a vote of 24.06 yea, 0.00 nay and 0.00 abstention.

Chairman Mitchell proposed the addition of an agenda item to become Item 2.a. regarding the Presentation and Acceptance of the Draft Certified Annual Financial Report, Federal Single Audit Report and State Single Audit Report. Upon motion by Mr. Flynn and seconding by Mr. Lord, the item passed unanimously by a vote of 24.06 yea, 0.00 nay and 0.00 abstention.

Mr. Flynn, Chairman of the Audit Committee, relayed that the committee had met with Mr. Risteen prior to the board meeting to review the reports. As Mr. Flynn was the sole member of the Committee present during that meeting, there was no formal action taken. He introduced Mr. Reed Risteen of Blum, Shapiro and Company who then provided an overview of the District's financial reports. Mr. Risteen indicated that the financial statements are in draft form, pending the budget appropriations expected later in the meeting after a Public Hearing. Blum Shapiro and Company has issued an unqualified (clean) opinion on the audit. The OPEB (Other than Pension Employee Benefits) liability is disclosed in the financial statements in accordance with GASB45 requirements. The Federal and State Single Audit Reports reflect Blum Shapiro's opinion that the District is in compliance with all grant requirements. Overall, the agency's financial position has improved from the previous year, recognizing net revenue in the General Fund of $163,196 and an increase in net assets within the Proprietary Fund of $117,000.

The Chairman asked if there were any questions or comments from the board regarding the presentation. Mr. Lord commented that it was difficult to review the draft reports, as they had just been sent earlier in the day. Mr. Risteen commented that at the advice of legal counsel just this morning, the Board should accept the reports prior to submittal to funding sources. Mr. Hall commented that the motion should indicate language specifying the reports as DRAFT status. Mr. Mitchell discussed next steps in the process including Public Hearing, budget appropriations and the auditors signing off on the report. Mr. McCavanagh recommended acceptance of the DRAFT financial reports as presented, which was seconded by Mr. Flynn, and accepted unanimously by a vote of 28.19 yea, 0.00 nay, and 0.00 abstention.

Mr. Mitchell then introduced a new board member to the group, Kevin G. Mooney from the Town of Enfield.

In order for the District to utilize the GIS mapping available through the State of Connecticut Department of Public Safety, a resolution must be made authorizing the agency to enter into the agreement and acknowledging the Executive Director as an authorized signatory on that agreement. Accordingly, the Chairman read aloud a resolution to that effect. Upon motion by Mr. Flynn and seconding by Mr. Hayes, the resolution was adopted unanimously by a vote of 28.19 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then recessed the Regular Meeting at 7:22 p.m. and called to order the Public Hearing to accept comment on the recently published Fiscal Year 2009 and

Fiscal Year 2010 Budget Revisions. Ms. Dunham indicated that the final FY2009 budget amounts were based on actual activity and reviewed certain line items with noteworthy variance from budget amounts. Federal, State and Local capital grant amounts are budgeted to include all known available funds. Actual revenues and expenses are based on incurred activity. Investment Income was lower than expected, primarily due to current economic factors. Charter Income reflects major maintenance repair work conducted by three of the commuter operators totaling $391,000 and vehicle sale proceeds of $100,000. General Fund Administration exceeded budget due to the pass-through of local share proceeds of five commuter coaches sold to the Connecticut Department of Transportation. These proceeds were also recorded as revenue, resulting in a $0 net effect on the Fund.

Spruce Street Parking Lot revenue was below budget, although on target with the previous three year trend. Union Station – Public Rental Revenue was higher than the amount budgeted due to utility cost pass-through to Peter Pan and Sign Wizard. Concession income also exceeded budgetary projections. Disposed Vehicle Revenue in the Enterprise Fund reflect the purchase of one commuter coach by Peter Pan, the proceeds of which are to be used to offset gross expenditures of a capital grant as per the Federal Transit Administration. Union Station – Private Rental Revenue was below budget due to the final negotiated terms of the Propark lease. Miscellaneous Income of $76,898 reflects an internal cost allocation shifting some Union Station operating costs to the District's indirect costs.

In a number of instances, Professional Services exceeded budget due to a reclassification of capital grant expenditures originally budgeted through Property Acquisition. Agency-wide bottom line revenue over expenditures totaled $163,196.

The Chairman asked if there were any questions regarding the Fiscal Year 2009 budget revisions. Mr. Hayes requested clarification on the member town dues assessment which was $.10 per capita in FY2009 and will be $.13 per capita in FY2010. Mr. Etre commented that there was no amount budgeted for the GHTD Allocation of Union Station operating costs in the FY2010 budget and it was noted that an adjustment should be made during the next budget revision process.

There being no further discussion, Ms. Dunham discussed recommended FY2010 budget revisions including decreasing Interest Income, recognizing vehicle sale proceeds of $314,000 (DATTCO – 8 buses and Kelley – 3 buses), and changing the budget for Real Estate Taxes to the actual assessment amount. The change to all funds will be a $15,000 decrease in net revenue. Mr. Mitchell commented that we would still expect a minor increase in net revenue over FY2009 activity. Mr. Mooney inquired as to

the reason for decrease in interest income. Ms. Dunham responded that due to economic conditions, the agency is currently receiving .2% interest in its Money Market account. Mr. Mitchell clarified that this is interest earned on our bank accounts and Ms. Shotland mentioned that the District is limited in its investment options.

Mr. Mitchell asked if there were any further questions or comments from either the public or the board and as there were none, the Public Hearing was closed at 7:36 and the Regular Meeting reconvened. Mr. Flynn motioned appropriation of the recommended budget revisions, which was seconded by Mr. McCavanagh and accepted unanimously by a vote of 28.19 yea, 0.00 nay, and 0.00 abstention.

Ms. Dunham presented the monthly financial report and conveyed that all funds are within budgetary projections. The Dial-A-Ride operating grants are in place and contracts have been sent out to the municipalities. The Special Revenue Fund reflects an $83,000 contingency for the payment of first quarter grant amounts. With regard to Member Town Contributions, all towns have paid except for two. One has committed to making payment in January; the second paid the previous year dues and a board member is working with staff to resolve the pending balance. There has been no Disposed Vehicle Revenue activity in the General Fund this year; however when new buses are purchased within the next few months, there will be up to 40 older vehicles available for sale.

Parking Revenue in the Spruce Street Lot is on target year to date. A revenue analysis was provided including additional revenue received due to changing the first ½ hour parking rate and a synopsis of credit card use. Mr. Messenger asked if there was a fee associated with the credit cards. Ms. Sheehan indicated that a fee is assessed based on the type of card and number of transactions, typically a percentage of sales. Concession income is above expectations and Disposed Vehicle Revenue in the Enterprise Fund exceeds $314,000. Ms. Shotland discussed the lengthy process associated with obtaining FTA's approval of our disposition plan and negotiating with the private operators to ensure their ability to continue to provide commuter service to the Connecticut Department of Transportation. Disposition of these vehicles significantly decreases the administrative burden on GHTD staff for National Transit Database reporting, maintenance and use oversight, etc.

Ms. Dunham reviewed a sample report from the new parking lot management software that categorizes parking revenue into "rate tiers". This type of document will prove to be an invaluable resource in analyzing revenue trends and will aid in strategically identifying "rate tiers" with the highest volume so that future rate adjustments can be targeted toward maximizing revenue within those tiers. Finally, an excerpt from the

DRAFT financial statements showing net changes in fund balance within the General Fund was presented which clearly shows the increase in net revenue over the past four years compared to previous years. Mr. Lord inquired if the net revenue was an actual balance or if it included depreciation and/or amortization entries. Ms. Dunham responded that in the past four years, it has been the actual net revenue for the agency. The Chairman asked if there were any other comments regarding the financial report. As there were none, Mr. Barone-Cichocki motioned acceptance of the report, which was seconded by Mr. St. John and voted unanimously by a vote of 28.19 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell then asked for Program Presentations. Ms. Williams discussed the ADA Paratransit & Dial-A-Ride Monthly Ridership and Statistical Review Reports. Mr. Mitchell noted that vehicle hours are down, but passenger trips have increased. Mr. Gonzalez responded by stating that the productivity of the service has increased. Ms. Williams responded to Mr. Mitchell regarding the relationship between clients served and passenger counts. Ms. Williams noted that one passenger may make several trips and each is therefore counted into the report. Mr. Mooney asked about cancelled trips which appear to be around 10% and he stated that the expense related to this must be high. Ms. Williams explained there is a cancellation policy, and continuing to educate the passengers is important in reducing this high number. Mr. Messenger inquired about the current hourly rate to operate the service. Ms Dunham stated that the contract calls for both a fixed monthly rate and a variable hourly rate.

In Ms. Shotland's opening remarks she advised the Board that the meeting dates for the upcoming 2010 calendar year were distributed to the Directors by email and also placed in their Board Meeting folders. Ms. Shotland then discussed federal grant initiatives. She provided the Board with a chart that showed a 14-year analysis of formula 5307 Urbanized Area Funding. She discussed the trends regarding the significant increase in funding over the past several years that included; Union Station, capital ADA Paratransit Vehicle procurement funding, and Administrative Capital for IT support equipment. The document also indicated approved funding for FY 2010-2013. Ms. Shotland stated that there are two new discretionary programs including one that pertains to Livability Bus funding. She mentioned that this one is of interest to the agency and that the District will research its opportunities in relationship to this program. She also stated that Enfield is being awarded an additional $965,000 under a bus discretionary fund that the District will assist them with. She stated that the District was just awarded New Freedom funding for ADA accessible cabs and that this will be a first for the region. Ms. Shotland said that the TIGER Grant application is getting attention by Washington, but chances are still quite small that the District will be awarded any funding due to the significant nature of the competition for this funding. However; the CT Center for

Advanced Technology will be providing a presentation to the Department of Energy on December 15, 2009 in DC to discuss the project and its environmental implications. Ms. Shotland also noted that the District purchased a Sheletron electronic display for the transportation center. This video display has several uses, but one in particular is to generate advertising revenue for the District. Ms. Shotland also noted that the Directors can go to the CRCOG website and download the Northwest Corridor Study's final draft for Union Station. Lastly she mentioned that the District will help advertise the VISA Championships scheduled for this upcoming summer.

Ms. Shotland then asked Mr. Gonzalez to discuss the current initiatives at Union Station. Mr. Gonzalez stated that; the Great Hall benches were sanded and stained, that all marble walls were being polished, the lights hanging in the Great Hall were going to be replaced with new historic fittings, the wall on the corner of Spruce and Asylum Streets was getting new lighting that is a little more subtle then the current configuration, the kick plates and handrails on the outside of the facility were being polished, the lights inside the Great Hall were retrofitted with timers to save energy, new entrance rugs were being installed in the Union Place main vestibule, and a storage bin was going to be placed in the south side lot under the trestle. Mr. Gonzalez also noted that a formal letter was distributed to taxi drivers regarding some disrespectful behaviors that they exhibit when queuing and waiting for passengers. It was mentioned to the Directors that many taxi drivers are discourteous and show a lack of regard for the privilege of using the District's property. Ms. Shotland mentioned that the perception of many visitors to Union Station is negative due to cab driver behavior.

Ms. Shotland then requested that Ms. Sheehan talk about the various procurement and RFP projects that the District is continuing to move forward with. Ms. Sheehan stated that work continues with the architects and engineers involved in the various capital projects for the District. Most projects are in the construction bid document preparation phase. The exterior Union Station windows project is currently being reviewed by SHPO and this is in the plan and specification phase. She next discussed the Paratransit ITS project indicating that integration testing between StrataGen and Trapeze has taken place. Installation of equipment in pilot vehicles has commenced. Training for dispatchers will take place next week and pilot vehicle testing is scheduled for the first week in January. Finally the VNP tunnel for data communication is currently being developed. On another matter Ms. Sheehan mentioned that the District will be issuing an Invitation for Bid for interior upgrades to the waiting area of the transportation center. Improvements planned include; new floor coating, new ceiling system, transportation related counter space, vending machine and telephone area, restrooms, security booth, and newsstand. Advertisement for this project will take place next week. The District will also be issuing a Request for Proposals for the selection of a firm to

provide management services for the ADA paratransit operation. Advertisement for this project will take place during the first week of January. The District will also be issuing an Invitation for Bid for the replacement of the concrete bus berthing area. This project includes improvements to the angle of the buses as they park, drainage, installation of a protective barrier and striping. Advertisement for this project will take place mid January. The District will be issuing an Invitation for Bid for the installation of a roof and ceiling over the bus berthing and exterior waiting area. This project includes relocation of the berthing signs, improved lighting and speakers. Advertisement for this project will take place mid February. There will also be an RFP released for a full service maintenance program for the air conditioning and heating systems for the Union Station Transportation Center.

Ms. Sheehan ended her presentation to the Board by briefly discussing the Enfield and Mansfield intermodal transportation centers. She noted that the Town of Enfield has prepared a draft Request for Qualifications for the selection of Architects and Engineers for the final design phase of the project. The District is currently reviewing the document. Regarding the Town of Mansfield; a meeting was held on December 2, 2009 with FTA, Town officials, and the District to determine eligible items in reference to the design of an intermodal center and parking garage at Storrs Center. A documented Categorical Exclusion document will be prepared to meet the required NEPA process for this project.

Ms. Dunham provided a leasehold update including negotiations with Propark to install a fitness center on the second floor platform level, re-negotiation of terms with an office tenant experiencing the affects of the economy, and the upcoming expiration of the Great Hall license agreement with Hot Tomato's. The District intends to enter into a new agreement with Hot Tomato's, but will also reserve the right to coordinate other events directly.

A brief presentation was given of the website which has recently been updated with new pictures and updated information. Mr. Walsh inquired if there were any plans underway to recognize the 100th anniversary of Union Station. Ms. Dunham stated that a reserve is being set aside each year (commencing FY2010) towards a possible gala and year-long banner celebration in 2014. She also indicated that a local toy and hobby store will be displaying a model train layout during the holiday season and through the winter months.

Mr. Mitchell requested that Mr. Hayes provide an update from the Transportation Committee Meetings. Mr. Hayes mentioned that the Draft TIP was made available on September 21, 2009. The Committee adopted the TIP for FFY2010 – 2013 on October

19, 2009. The adopted TIP lists the GHTD projects to be funded for those Federal fiscal years.

Mr. Flynn moved to continue the Meeting in Executive Session to discuss the performance review and compensation of the Executive Director. Upon seconding by Mr. Lord, the motion passed by a vote of 28.19 yea, 0.00 nay and 0.00 abstentions. The Meeting continued in Executive Session at 9:11 p.m. No votes were taken in that Session except that Mr. St. John moved to continue the Meeting in Regular Session. Upon seconding by Mr. Barone-Cichocki, the motion passed by a vote of 28.19 yea, 0.00 nay and 0.00 abstention. The Meeting continued in Regular Session at 10:01 p.m. Mr. Flynn moved to accept the Report of the Personnel Committee as amended through discussion of the Board. Upon seconding by Mr. Lord, the motion passed by a vote of 28.19 yea, 0.00 nay and 0.00 abstention.

Mr. Mitchell asked the Board if there was any other business that Board members would like to discuss. There was none.

There being no further business brought before the Board, Mr. Lord moved that the Meeting be adjourned. Upon seconding by Mr. Flynn the motion passed by a vote of 28.19 yea, 0.00 nay, and 0.00 abstention. The Meeting was adjourned at 10:08 p.m.

Respectfully submitted,

Vicky L. Shattard - Ex. Director
For JAMES R. McCAVANAGH
Secretary

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