



AGENDA
Green Mountain Transit Board of Commissioners
January 15th 2018, 7:30 a.m.
15 Industrial Pkwy, Burlington, VT 05401

The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit oriented development, and enhance the quality of life for all.

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:43 a.m. 4. Consent Agenda*
 - September 18th, 2018 Board Meeting Minutes (Pages 3-8)
 - December 18th 2018 Board Meeting Minutes (Pages 9-15)
 - Check Register (Pages 16-21)
 - Maintenance Report (Page 22)
 - Operations Report
 - Planning Report (Pages 23-24)
 - Marketing and Public Affairs Report (Page 25)
 - IT Support, Administrative Support, Training and HR Report (Page 26)
 - Ridership Reports (Pages 27-29)
 - Finance Report (Pages 30-37)
- 7:45 a.m. 5. FY20 Budget* (Pages 38-46)
- 8:45 a.m. 6 VTrans Presentation
- 9:05 a.m. 7. Van Contract Award* (Pages 47-51)
- 9:15 a.m. 8. GM Evaluation (Executive Session)
- 9:30 a.m. 9. Credit Line Resolution* (Pages 52-55)

9:40 a.m. 10. GM & Committee reports

- *General Manager Update*
- *Strategy Committee: Next schedules meeting is February 11th @ 8:30 am.*
- *Operations Committee: Next scheduled meeting is February 11th @ 9:30 am.*
- *Leadership Committee: Next scheduled meeting is February 11th @ 10:30 am.*
- *Finance Committee: TBD*
- *Commissioner Comments and Announcements*

9:50 a.m. 11. Adjourn

Next GMT meeting date: TBD

NOTES:

- * Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Cari Whittemore at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.



GMT Board Minutes

Date: September 18, 2018

Time: 8:30 AM

Place: VT State House Room 10
115 State St
Montpelier, VT 05601

Present:

Tom Chittenden, Chair, South Burlington
Bonnie Waninger, Vice Chair, Washington County
Denis Barton, Secretary, Shelburne
Phil Pouech, Commissioner, Hinesburg
Chapin Kaynor, Commissioner, Williston
Katherine Miles, Commissioner, Burlington
Bob Buermann, Commissioner, Grand Isle County
Chapin Spencer, Commissioner, Burlington
John Sharrow, Commissioner, Milton
Ebony Kirkland, Commissioner Winooski
Ray Coffey, Alternate Commissioner, Winooski
Catherine Dimitruk, Commissioner, Franklin County
Tasha Wallis, Commissioner Lamoille County
Robert Moore, Alternate Commissioner, Lamoille County

Mark A. Sousa, General Manager
Jon Moore, Director of Maintenance and Planning
Michelle Daley, Director of Finance and Grants
Patricia Redalieu, Director of Human Resources
Jamie Smith, Marketing and Public Affairs Manager
Rachel Kennedy, Senior Transit Planner
David Hamblin, IT Manager
Matthew Young, Administrative Support Specialist

Not Present:

Paul Bohne, Treasurer, Essex

Members of the Public:

Ross McDonald, VTrans

1. Open Meeting-

Chair Chittenden opened the meeting at 8:32 AM. A quorum of the Board was present. Commissioner Wallis was welcomed as a Commissioner and Introductions were made.

2. Adjustment to the Agenda-

There were no adjustments to the agenda.

3. Public Comment-

There were no public comments

4. Consent Agenda -

Commissioner Barton made a motion to approve the consent agenda excluding the finance report, and changing June to July in the July 2018 Board meeting minutes. Commissioner Sharrow seconded the motion. All were in favor and the consent agenda was approved with changes, excluding the finance report.

Alternate Commissioner Moore entered 8:40 am.

Mrs. Daley reviewed and discussed the finance report with the Board. Commissioner Barton motioned to approve the finance report as presented. Commissioner Miles seconded the motion. All were in favor and the finance report was approved as presented.

5. Board Priorities/Strategic Goals Update -

Chair Chittenden presented the results of the Board Survey to the Board. Chair Chittenden explained that after reviewing the survey the monthly Board meetings will stay on the third Tuesday on the month at 7:30 am.

Chair Chittenden informed the Board that we will have time at the November Board meeting to discuss/update the Strategic Goals.

6. Implementation of NextGen-

Ms. Kennedy presented the NextGen timeline that was included in the September 2018 Board packet. Ms. Kennedy explained the most cost neutral improvements will be made first. Ms. Kennedy also stated that the NextGen advisory committee will start meeting again soon. There was discussion on the NextGen timeline.

7. Financial Update-

Commissioner Coffey entered 9:15 am.

Mrs. Daley presented the FY19 Financial Update with the fare share equation. Mrs. Daley informed the Board that in the rural areas there has only been a three percent inflation increase in the dues paid to GMT. There was discussion on the fare share equation.

Mr. McDonald "To ask for more legislation to ensure more money it could jeopardize some of our internal funding. OK so now you got this local money coming in so no more your states going to this or your FHWA flex is going to that. We are very much in the crosshairs of the budget process right now. VPTA working through the legislature, Mark leading the charge for some legislation would be interesting I don't know what I could actually say on behalf of the state other than I think it could be a great outcome."

Mr. Sousa "My only concern Ross is that I understand what you are saying I agree with you the and the States financials, but I think we are at a crossroads right now where we have even with all those funds we have so much service out there right now that we are currently to a point where we are using our fund balance to do a yearly operational balance so I guess we are at that point we have kicked this can down the road for quite a while now we are there I think and so that is kind of why this came about. I understand exactly what you are saying and I agree with you. I am just saying we are at that point of now its just not enough state funds not enough local funds, that's the point."

Mr. McDonald "For capital last year we got 7 Million dollars we asked for 14 million. This year we needed 18 million as 50 % of our vehicles have meet their useful life that are on the roads right now. We are very concerned about that as well as admin and operations that are staying flat funded. More money is needed or less service is coming. Those are the conversations we are having last Friday and tomorrow with our budget committee. They gave us a target that if we were to hit that it would alive more 7 million rather that 18 in capital, it would mean more level funding on admin and operations. We saw this coming seven eight years down the road. With David Pelliteer and myself doing some analysis saying o we really got these hurdles in the future and we should see if we are able to accommodate those."

Chair Chittenden "I think what I heard you say is pushing for another state sourced funding we could be jeopardiz our current funding, that's a big hurdle. My other question on this referring back to what you just presented is there an appetite or recommendation to instead of nickel and dimming all of these small communities for a couple thousand couple hundred dollars if you look at Saint Albans City, Saint Albans Town, and Swanton they represent half of the short fall. Does it make more sense for us to take a more targeted approach to the larger municipalities based on this formula to get them to subscribe and pay into this. Are we at this stage trying to develop strategies to move forward toward more sustainable funding source."

Mr. Sousa "Absolutely."

Chair Chittenden "What are we doing as a Board to help develop the strategy?"

Mr. Sousa "So one thing that I am going to bring to the board in October we have a VPTA meeting on Thursday I am working with Jamie Feehan and his law firm to put together a plan going forward. The comment that was made when I meet with Jamie was that they talked about this for years and they did actually put stuff on paper it was just thoughts to bring to legislature and it just was not time. So, one thing we are going to do is to put together a plan. One thing Jamie mentioned was that you have to have a purpose to do this you can't just say I need a penny on the gas tax. You need a reason to go after that penny on the gas tax. So, present the issue or the problem first and then think about where you are going to get that penny, whether from the gas tax or whatever the source. We are going to put together a plan for the October board meeting, to start to get the discussions going. Whether or not we have the appetite to move forward with this we are going to work with VTrans on this because we do not want to jeopardize the funding they currently have. This has to be new funding and we have to somehow stress that."

Commissioner Wallis "I guess as I hear you but my concern would be that the gas tax is a state-wide thing and I would be concerned about the southern delegations would not want to."

Mr. Sousa "I am not saying that is what it is. Maybe we identify four possibilities. That may be one of them it may not be. I agree with you gas tax everybody gets a little nervous when they hear it. When they did the five-cent jump that one year politically it was not the best. There was not a lot of feedback after that."

Vice Chair Waninger "So from a timing perspective we have been looking at rural losses of 100k or more every year for a number of years, they have been much larger at times. Can you tell us about the rural fund balance and how many more years we have before that fund balance is too low to cover these losses?"

Mrs. Daley "We are there. I would say if we get through nineteen minimal hits to the fund balance we will be lucky."

Chair Chittenden "So we are there?"

Mrs. Daley "We are there. I have seen this coming. We have tried to raise fares that doesn't happen."

Commissioner Pouch "But that is only 2%."

Mrs. Daley "I understand that and I get that but at this point every little bit of revenue helps. Sitting in my chair it is really hard to have to come in and tell you guys where we are financially. So, we are there."

Vice Cahir Waninger "So we are there, does that mean in FY20 we could be potentially looking at service cuts?"

Mr. Sousa "Yes"

Mrs. Daley "Absolutely."

Vice Cahir Waninger "Is that a statewide legislative conversation? Is it not a one-year conversation?"

Mrs. Daley "It's not and actually as we plan the budget it may delay us getting you the first draft in October as we typically do. I think the budget for FY20 is going to assume cuts or improvements as we like to say."

Commissioner Kaynor "We have very lively regional planning commissions and I wonder if they are willing to play a part in making the local matches more efficiently gathered. This is from somebody that has no idea."

Commissioner Pouch “To that point comment kind of question I know that this board has discussed this issue over many years and I think there are several people on the board that have been involved in those conversations. It was my impression that there was some base level formulation of a strategy at least brainstorming on how to advance this subject and how do we go about who do we ask for the funding. I think it may be helpful to the current board to have an update from those folks that have been involved in the past, so we do not need to re-invent the wheel. So, we can pick up where we left off in the past. Whether that happens today or maybe in October.”

Mr. Sousa “I will say the most recent part of this was when Meredith was still here they were going to do a study it was going to be a funding source study. Originally GMT, CCTA at the time was going to do that study. VTrans then said no why don't we do it state wide and we will do it. They did a study identified several sources had one public hearing put the document together and I think that is about as far as it has gone. If I can recall that is the most recent piece of it that was done state wide. Part of it was registration tax all sorts of different taxes and fees.”

Mr. McDonald “We require 20% statewide. So that is where the policy conversation was lets try to maintain 20% statewide local contribution. You know at that point statewide no real legislation would be necessary and it would provide a happy result if we could just see the local contributions get to 20%.”

Chair Chittenden “This was the number one point of discussion on the board survey so we are not done with this we will discuss this more in the October board meeting so we can move this along.”

Commissioner Pouch “One follow up what I don't see on there I don't think is actual riders from each community population. So, keeping in mind these are rural communities that neighboring towns that have similar populations my actually use the services in quit different ways. So, I think ridership would be a good column to add to this analysis and take into consideration. If it is a town of 700 people and only 5 people use the service we certainly cannot ask them for \$7000.”

Commissioner Spencer “I think we need to focus on this ultimately transit is a regional solution and the challenges when we look at a particular town and say only five people are riding but it connects from town A to town B but town C is in the middle, we need to be providing the regional service and if we myopically spend our time focusing town-by-town I fear we are not going to be provide the greatest good for the public and I think part of this visioning of how we find ourselves really drives how we set policy for serving the public best and not be thinking well geez Burlington pays 10% more we better be getting 10% more service.”

8. GM & Committee Reports –

General Manager Report

- A. Mr. Sousa informed the Board that RouteMatch (RM) has fixed five of the six issues remaining. The last item to be completed is the beacons at the Downtown Transit Center (DTC). RouteMatch is currently looking for a contractor to install the beacons.

- B. Mr. Sousa informed the Board that four businesses submitted bids for the electric bus procurement. Mr. Sousa explained that the bids came in higher than originally expected at \$1,000,000 per bus
- C. Mr. Sousa notified the Board that GTM has received a No-Low grant thought VTrans for smaller electric buses in the Montpelier area.

Finance Committee Report

Commissioner Powers explained that a large portion of their committee meeting concerned the presentation Mrs. Daley gave today to the Board on the fare share equation.

Leadership Committee Report

Chair Chittenden informed the Board that Commissioner Barton has requested to invite past Commissioner Fred Schmidt to the October 2018 Board meeting if there are no objections.

Operations Committee Report

Secretary Barton informed the Board that we have created a new chart to show trends with the data from the Performance Improvement Plan. Also, that we are now getting "on time" performance reports using the RouteMatch software.

Strategy Committee Report

Commissioner Buermann informed the Board that the committee worked on some formatting for the strategic goals. Commissioner Buermann also noted that the Marketing plan was presented at the meeting.

Commissioner Comments and Announcements –

Commissioner Pouch ask about the status of the Berlin Facility. Mr. Sousa informed the Board that there will be no construction at the Berlin facility this year.

9. Appreciative Inquiry Exercise Part 1 –

The Board participated in an Appreciative Inquiry training until lunch at 12:15 pm

10. Lunch –

The Board recessed between 12:15 pm and 1:30 pm for lunch. Some commissioners walked to the Montpelier Transit Center for a site visit during lunch.

11. Appreciative Inquiry Exercise Part 2 –

The Board participated in an Appreciative Inquiry training until 3:30 pm

12. Adjourn –

Commissioner Kaynor made a motion to adjourn, Commissioner Sharrow seconded the motion to adjourn. All were in favor, and the meeting adjourned at 3:33 pm.

Respectfully Submitted,

Denis Barton, Secretary



GMT Board Minutes

Date: December 18, 2018

Time: 7:30 AM

Place: GMT Board Room
15 Industrial Parkway
Burlington, VT 05401

Present:

Tom Chittenden, Chair, South Burlington

Bonnie Waninger, Vice Chair, Washington County

Denis Barton, Secretary, Shelburne

Paul Bohne, Treasurer, Essex

Chapin Kaynor, Commissioner, Williston

Katherine Miles, Commissioner, Burlington

Bob Buermann, Commissioner, Grand Isle County

John Sharrow, Commissioner, Milton

Catherine Dimitruk, Commissioner, Franklin County

Tasha Wallis, Commissioner, Lamoille County - (via phone)

Robert Moore, Alternate Commissioner, Lamoille County - (via phone)

Phil Pouech, Commissioner, Hinesburg

Chapin Spencer, Commissioner, Burlington

Mark A. Sousa, General Manager

Michelle Daley, Director of Finance and Grants

Patricia Redalieu, Director of Human Resources- (via phone)

Jon Moore, Director of Operations, Maintenance and Planning

Jamie Smith, Marketing and Public Affairs Manager

Kimberly Wall, Grants Manager

Matt Kimball, Capital Projects Manager

Matthew Young, Administrative Support Specialist

Members of the Public:

Ross McDonald, VTrans

Maggie Raddy

Not Present:

Ebony Kirkland, Commissioner Winooski

1. Open Meeting-

Chair Chittenden opened the meeting at 7:30 AM. A quorum of the Board was present.

2. Adjustment to the Agenda-

There were no adjustments to the agenda

3. Public Comment -

Maggie Roddy addressed the board. She wanted to let the board know what a great job Mark Sousa, Jon Moore, Jonathan Mabee, and Andy Howard are doing and what assets she believes they are to GTM.

Commissioner Dimitruk Entered at 7:33 am

4. Consent Agenda –

Commissioner Miles requested that the duplicate of her name be removed from the November 2018 board minutes.

Vice Chair Waninger requested that the ridership report be discussed before voting on the consent agenda.

Vice Chair Waninger asked what the number on line 26 of the ridership report represented.

Mr. Moore answered that it was the 3rd of July shuttle that is ran for the fireworks in Burlington.

Mr. Sousa informed the Board that the Capital Shuttle will end at the end of the legislative season 2019.

Vice Chair Waninger asked about the Capital Shuttle ridership comparing FY18 and FY19

MR. Moore stated that he will look into this and have an answer for the Board in January 2019.

There was discussion on the ridership report.

Commissioner Dimitruk made a motion to approve the consent agenda with changes to the November minutes. Commissioner Buermann seconded the motion. All were in favor and the consent agenda was approved with changes to the November minutes.

5. FY19 Budget Discussion-

Ms. Daley presented FY19 memo and adjusted Operating and Capital budgets, that were included in this month's Board packet. She reviewed all of the major changes to the original FY19 Budgets.

- Due to \$200,000 being moved from urban to rural the urban area will overspend the 5307 grant.
- PMPW has increased due to the Medicaid contract.
- Benefits have decreased due to rural driver contract now only paying for the single plan.



- Salaries have been reduced due to attrition in the urban and increased in the rural due to the new contract as well.
- The other expense lines have decreased due to the purchasing of the 2 electric buses being moved to FY20. This will require less local match in FY19.
-

There was discussion on the adjusted budget.

Treasurer Bohne expressed concern over the fund balance in rural and the 5307 grant balances.

Commissioner Spencer asked about the increase in the rural pay and if it was entirely contract related or if overtime had a part as well?

Mrs. Daley answered that it is all due to the contract. It is a large increase in the first year and less of an increase over the term of the contract. This increase is lessened by GMT paying only for the single benefit plan.

Secretary Barton noted that on the budgeted revenue and expenses are balanced on the urban side but this is due to overdrawing the 5307 grant. This means we are anticipating a deficit.

Vice Chair Waninger asked for Ms. Daley to share what the fund balances are currently.

Mrs. Daley stated that she did not know this number without looking it up and did not feel comfortable answering at this time. Vice Chair Waninger said she would go back and look at the 6/30/2018 balance sheet and the audit report would also reflect.

Commissioner Wallis made a motion to approve the FY19 Adjusted Operating budget totaling \$21,324,276 with an Adjusted Capital budget totaling \$7,145,827. Treasurer Bohne seconded the motion. All were in favor and the FY19 Adjusted Operating budget totaling \$21,324,276 with an Adjusted Capital budget totaling \$7,145,827 was approved as presented.

6. FY20 Budget Discussion* (Possible Executive Session)

Mrs. Daley presented the FY20 memo and Operating and Capital budget to the Board. She stated that this Operating budget was presented to the Finance Committee last week.

Vice Chair Waninger entered in person at 8:09 am.

Mrs. Daley informed the Board that federal and state funding for FY20 is anticipated to remain at the FY19 levels. GMT cannot continue to operate at this level of funding.

There were technical issues with the phone system the phone went offline at 8:09 am and went back online after a reset at 8:13 am. The meeting was stopped during this time.

Mrs. Daley went through the proposed budget line by line. Mrs. Daley stated that after FY20 the local capital match fund will have been depleted. Specifically, the rural capital local capital match fund will be \$43,000.00. Mrs. Daley stated that fixed route member assessments have only increase 3% each year for the past 9 years with the exception of one year at 4%.

Vice Chair Waninger asked if GMT has a line of credit for emergencies. Mrs. Daley stated that there has not been a need for a line of credit in the past so GMT does not have one. Mr. Sousa stated that If GMT were to apply for a line of credit it would need to be on a short-term basis.

There was discussion on the proposed FY20 budget.

Commissioner Dimitruk stated that the Board is approving the numbers in this balanced budget not the exact steps needed to be taken to get to these numbers.

Mrs. Daley presented the member assessment document.

There was discussion on the member assessment document.

Treasurer Bohne made motion to increase fixed route operating assessments to 5%. Commissioner Dimitruk seconded the motion. There were 6 Nays and 6 Yeas, the motion failed.

There was discussion on member assessments.

Commission Kaynor made a motion to increase fixed route operating assessments to 4%. Secretary Barton seconded the motion. All were in favor and the motion to increase fixed route operating assessments to 4% passed.

There was additional discussion of the FY20 budget.

Commissioner Dimitruk made a motion to tentatively approve the FY20 Operating budget with a 4% increase to the fixed route operating assessments. Commissioner Miles seconded the motion. All were in favor and the FY20 Operating budget with a 4% increase to the fixed route operating assessments was approved.

Commissioner Spencer stated that he had questions about the paratransit assessment was going to continue to evaluate the worksheet and work with staff to ground check the numbers.

Commissioner Dimitruk made a motion to request a plan to reach out to all members both urban and rural for increased funding. To be completed by February. Commissioner Spencer seconded the motion. All were in favor and the motion passed.

7. Operations Committee Presentation-

Secretary Barton gave a brief overview of the new PIP charts that the Operations Committee has developed and stated that these charts will be brought back to the Board once a quarter going forward.

There was discussion on the PIP charts.

8. Electric Bus Contract Award-

Mr. Sousa informed the Board that the winning bid for the electric bus Procurement was from Proterra. The final negotiated price was about \$922,000 per bus, this included a 12-year battery warranty with 80% guaranteed capacity and the charging station as well as a 5-year warranty on other components similar to our Gillig warranty. These buses should arrive around August of 2019.

There was discussion on the contract.

Commissioner Kaynor made a motion to approve a contract award be made to Proterra for the purchase of the first two buses for a term not exceeding three years. Commissioner Barton seconded the motion. All were in favor and the motion passed.

Commissioner Dimitruk suggested putting together a memo about the savings on fuel and maintenance costs over the life of these buses.

9. Barre Additional Service –

Mr. Moore presented the proposed additional services to Barre that was included in the board packet. This is the first step in a three-step process, service structure, public hearing and then present to board for approval. This service will be cost neutral to GMT. This will be paid at the fully allocated rate 100% by the State. This will not require any additional vehicles.

Treasurer Bohne asked how long this will be paid for 100% by the State.

Mr. McDonald answered that this should be funded for three years through CMAK grants with state funds used for the local match.

Vice Chair Waninger stated that we look at this service addition and the NextGen recommendations and evaluate if this service will affect our stick factor.

There was discussion on the service.

Commissioner Pouch made a motion to design and implement the additional Barre service. Commissioner Wallis seconded the motion. All were in favor and the motion passed.

Mr. Moore stated that there will be a joint public meeting with GMT and RCT.

10. Legal Contract Award –

Mr. Sousa informed the Board that the legal contract procurement was completed by the finance department. This will be a five-year contract.

Mrs. Daley informed the Board that the legal contract procurement was done again due to findings during the triennial review.

There was discussion on the legal contract.

Treasurer Bohne made a motion to award the contract for up to five (5) years of Legal Services, not to exceed a total of \$250,000 for the duration of the contract, to Monaghan Safer Ducham PLLC, Vice Chair Waninger seconded the motion. All were in favor and the motion passed.

11. Information Technology Contract Award-

Mrs. Daley informed the Board that the previous Information Technology Contract expired in October 2018. She stated that we only received one bid for this contract. We looked into why we did not get more interested bidders and found that we did not have much need for this service, due to having our own inhouse IT Manager.

There was discussion on the Information Technology Contract.

Commissioner Dimitruk made a motion to award the contract for up to (5) five years of IT Services not to exceed a total of \$150,000 for the duration of the contract to Twinstare Technologies. Vice Chair Waninger seconded the motion. All were in favor and the motion passed.

12. General Manager and Committee Reports-

- A. RouteMatch- Mr. Sousa informed the Board that he is still working towards conclusion and will have a recommendation for the Board at the January 2019 Board meeting.
- B. Mr. Sousa informed the Board that he was voted in as the VPTA Chair.

Finance Committee Report

Treasurer Bohne informed the Board that everything that the Finance Committee discussed has been discussed in today's meeting.

Leadership Committee Report

Chair Chittenden informed the Board that the GM review webforms still need to be filled out. He will bring the results to the Board. He stated that seven employees will be surveyed as well and he is still looking for some external references.

Operations Committee Report

Commissioner Barton informed the Board that the Committee reviewed the new PIP charts that were presented today. He also hopes to start looking at on time performance reports.

Strategy Committee Report

Commissioner Buermann informed the Board that the Strategy Committee did not meet in December but will meet in January.

14.- Commissioner Comments and Announcements

Commissioner Barton suggested putting a press release out about the Electric Buses.

Mr. Sousa stated that GMT employees donated 474lbs of turkey to the local food shelf. Also, we have Toys for Tots bins at our locations.0

Vice Chair Waninger asked about an annual report for the public.

Mrs. Smith responded that we do have on that is available to the public on our website for the urban area.

Mr. Sousa stated that we will work on making one annual report for all GMT areas together.

Commissioner Dimitruk suggested working with VT works for Women for some possible recruiting.

13.- Personal Matter (Possible Executive Session)-

Commissioner Pouch made a finding motion of the need to enter Executive Session to discuss a personal matter, as discussing this outside of Executive Session would provide premature general public knowledge of labor issues and place GMT at a substantial disadvantage. The motion was seconded by Secretary Barton. All were in favor and the finding motion was approved.

A motion to enter Executive Session with the inclusion of; Mr. Sousa, and Ms. Redalieu was made by Commissioner Kaynor. The motion was seconded by Vice Chair Waninger. All were in favor and the Board entered Executive Session at 9:43 am. No action was taken.

Commissioner Kaynor exited at 10:11 am.

Commissioner Pouch exited at 10:13 am.

Vice Chair Waninger moved to exit Executive Session, the motion was seconded by Commissioner Wallis. All were in favor and the Board exited Executive Session at 10:15 am.

12. Adjourn –

Secretary Barton made a motion to adjourn, Commissioner Sharrow seconded the motion to adjourn. All were in favor, and the meeting adjourned at 10:16 am.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	Notes
11/30/18	V1467	Charles Schwab	V1467 2018 1130	\$ 16,799.51	Retirement
11/30/18	V265	ICMA	V265 2018 1130	\$ 1,133.75	Retirement
11/30/18	V266	IRS	V266 2018 1130	\$ 87,422.07	Federal Payroll Taxes
11/30/18	V364	VT Dept of Taxes	V364 2018 1130	\$ 11,635.27	Vt Payroll Taxes
11/30/2018	V10	Vt Office of Child Support	EFT000000013796	\$ 555.72	
12/1/2018	V1446	M T Wallets, LLC	EFT000000013794	\$ 2,800.00	Lease
12/3/2018	V303	SSTA	EFT000000013795	\$ 42,955.73	E And D
12/7/2018	V1025	Alter, Charles	86938	\$ 177.14	Volunteer
12/7/2018	V1480	Andrews-Ford, Sheri	86939	\$ 172.25	Volunteer
12/7/2018	V156	Anthony, Peter	86940	\$ 78.49	
12/7/2018	V1625	Bousquet, Jeanne	86941	\$ 122.65	Volunteer
12/7/2018	V1482	Cady, Duane	86942	\$ 52.35	
12/7/2018	V1675	Carkeet, David	86943	\$ 73.05	
12/7/2018	V471	Constantine, Julia	86944	\$ 233.30	Volunteer
12/7/2018	V1573	Fairbanks, Dori	86945	\$ 136.28	Volunteer
12/7/2018	V1516	Gagnon, Chaz	86946	\$ 231.84	Volunteer
12/7/2018	V1691	Gaudette, Tasha	86947	\$ 237.60	Volunteer
12/7/2018	V1687	Houghton, Gregory	86948	\$ 680.83	Volunteer
12/7/2018	V1669	Kriss, Bonnie	86949	\$ 50.14	
12/7/2018	V203	Ladd, Joyce	86950	\$ 62.70	
12/7/2018	V181	Owen, Helen	86951	\$ 1,380.10	Volunteer
12/7/2018	V1611	Russin, Tina	86952	\$ 43.56	
12/7/2018	V1655	Sciria, Andrew	86953	\$ 347.78	Volunteer
12/7/2018	V1595	Waller, Marlys	86954	\$ 191.32	Volunteer
12/7/2018	V1549	Ware, Michael	86955	\$ 120.45	Volunteer
12/7/2018	V944	Woodward, Patricia	86956	\$ 455.15	Volunteer
12/7/2018	V415	Amazon	86957	\$ 1,929.99	23 Office Supply And IT Invoices
12/7/2018	V696	BANG	86958	\$ 316.53	
12/7/2018	V248	Bay State Elevator Company	86959	\$ 464.54	
12/7/2018	V284	Brenntag Lubricants Northeast	86960	\$ 546.00	
12/7/2018	V224	Burlington Communications	86961	\$ 198.25	
12/7/2018	V226	Burlington Public Works-Water	86962	\$ 142.07	
12/7/2018	V1487	Chamberlin, Justin	86963	\$ 192.32	DCAP Reimbursement
12/7/2018	V220	Class C Solutions Group	86964	\$ 2,140.56	5 Part Invoices
12/7/2018	V374	Clear Choice Auto Glass, A	86965	\$ 260.00	
12/7/2018	V928	Conway Office Solutions	86966	\$ 87.12	
12/7/2018	V581	Costco	86967	\$ 120.00	Void
12/7/2018	V417	Dion Security, Inc.	86968	\$ 164.90	
12/7/2018	V245	DRIVE	86969	\$ 63.00	
12/7/2018	V321	Empire Janitorial Supply Company	86970	\$ 184.71	
12/7/2018	V250	Fisher Auto Parts	86971	\$ 1,517.71	16 Part Invoices
12/7/2018	V252	FleetPride, Inc	86972	\$ 920.93	
12/7/2018	V253	FleetWave Partners, LLP	86973	\$ 3,042.00	2 Radio Inovies
12/7/2018	V362	Gannett Vermont Publishing Inc	86974	\$ 240.00	
12/7/2018	V256	Genfare	86975	\$ 1,199.91	Bus Ticker Invoice
12/7/2018	V257	Gillig Corp.	86976	\$ 656.00	
12/7/2018	V1129	Global Montello Group Corp	86977	\$ 18,046.55	Fuel
12/7/2018	V260	Green Mountain Kenworth, Inc.	86978	\$ 42.78	
12/7/2018	V1204	Interstate Batteries	86979	\$ 251.50	
12/7/2018	V1354	Lavallee, Katie	86980	\$ 134.18	FSA reimbursement
12/7/2018	V275	McNeil Leddy & Sheahan	86981	\$ 962.00	
12/7/2018	V283	Neopart LLC	86982	\$ 106.25	
12/7/2018	V288	Occupational Health Centers of the Southwest, P.A	86983	\$ 118.00	
12/7/2018	V545	Pitney Bowes - Leasing	86984	\$ 281.51	
12/7/2018	V296	Rouse Tire Sales	86985	\$ 843.40	
12/7/2018	V299	SB Collins, Inc.	86986	\$ 1,303.86	Fuel
12/7/2018	V302	Sports & Fitness Edge Inc.	86987	\$ 890.75	
12/7/2018	V308	Steadman Hill Consulting, Inc.	86988	\$ 5,552.55	Consulting Invoice

12/7/2018	V311	Teamsters Local 597	86989	\$	8,501.00	Union Dues
12/7/2018	V1030	UniFirst Corporation	86990	\$	55.30	
12/7/2018	V315	United Parcel Service	86991	\$	76.49	
12/7/2018	V876	Vehicle Maintenance Program, Inc.	86992	\$	33.43	
12/7/2018	V391	Verizon Wireless	86993	\$	1,024.18	IT Bill
12/7/2018	V1564	Vermont CDL Exams, LLC	86994	\$	2,530.00	CDL Physicals
12/7/2018	V361	Vermont, State of - Agency of Natural Resources	86995	\$	340.80	
12/7/2018	V569	Wall, Kimberly	86996	\$	223.16	Travel and Meals Education
12/7/2018	V153	Alburgh Taxi	EFT000000013797	\$	1,502.75	Volunteer
12/7/2018	V55	Boudreau, James	EFT000000013798	\$	941.96	Volunteer
12/7/2018	V1007	Bova, Wendy	EFT000000013799	\$	99.20	
12/7/2018	V1150	Bruley SR, Mark	EFT000000013800	\$	964.21	Volunteer
12/7/2018	V548	Burnor, David	EFT000000013801	\$	381.56	Volunteer
12/7/2018	V1291	Callan, Linda	EFT000000013802	\$	518.40	Volunteer
12/7/2018	V1676	Croteau, William	EFT000000013803	\$	309.62	Volunteer
12/7/2018	V60	Farr, Delores	EFT000000013804	\$	370.67	Volunteer
12/7/2018	V1117	Hall, John	EFT000000013805	\$	202.74	Volunteer
12/7/2018	V170	Hertz, Kenneth	EFT000000013806	\$	388.69	Volunteer
12/7/2018	V67	Jewett, Sheryl	EFT000000013807	\$	343.98	Volunteer
12/7/2018	V174	Langlois, Paulette	EFT000000013808	\$	734.14	Volunteer
12/7/2018	V1420	Lawyer, Ronald	EFT000000013809	\$	229.50	Volunteer
12/7/2018	V70	LeClair, Raymond	EFT000000013810	\$	312.36	Volunteer
12/7/2018	V74	Markham, Laurel	EFT000000013811	\$	516.19	Volunteer
12/7/2018	V75	Martin, Ronald	EFT000000013812	\$	724.42	Volunteer
12/7/2018	V1635	McCartney, Misty	EFT000000013813	\$	252.36	Volunteer
12/7/2018	V1018	Metivier, Shelli	EFT000000013814	\$	359.70	Volunteer
12/7/2018	V1570	Murphy Sandra	EFT000000013815	\$	449.71	Volunteer
12/7/2018	V82	Parah, Donna	EFT000000013816	\$	669.89	Volunteer
12/7/2018	V83	Parah, Maurice	EFT000000013817	\$	762.02	Volunteer
12/7/2018	V86	Pike, Gail	EFT000000013818	\$	759.29	Volunteer
12/7/2018	V771	Sammons, Chandra	EFT000000013819	\$	388.61	Volunteer
12/7/2018	V89	Sayers, Gail	EFT000000013820	\$	541.26	Volunteer
12/7/2018	V1236	Sayers, James	EFT000000013821	\$	315.60	Volunteer
12/7/2018	V93	Timm, Marta	EFT000000013822	\$	484.04	Volunteer
12/7/2018	V522	Turcotte, S Jeanette	EFT000000013823	\$	109.02	Volunteer
12/7/2018	V1623	Wells, Roy	EFT000000013824	\$	86.12	
12/7/2018	V1185	Gibson, Andrew	EFT000000013825	\$	100.00	Shoe Reimbursement
12/7/2018	V583	Griffith, Tom	EFT000000013826	\$	481.00	FSA reimbursement
12/7/2018	V29	Hirsch, Alain	EFT000000013827	\$	106.00	FSA reimbursement
12/7/2018	V38	Moore, Jon	EFT000000013828	\$	413.97	DCAP And Fuel reimbursement
12/7/2018	V137	Plante, Karen	EFT000000013829	\$	42.40	
12/7/2018	V17	Smith, Jamie L	EFT000000013830	\$	192.30	DCAP Reimbursement
12/7/2018	V39	Sweeney, Cecil	EFT000000013831	\$	569.18	FSA reimbursement
12/7/2018	V1626	Whiting, Jeremy	EFT000000013832	\$	384.00	DCAP Reimbursement
12/10/2018	V303	SSTA	EFT000000013833	\$	104,359.80	ADA and Tilley Drive
12/11/2018	V1692	Saint Johns Club	86997	\$	300.00	
12/14/2018	V279	ABC Bus Companies-Muncie	86998	\$	2,571.17	4 Part Invoices
12/14/2018	V399	Axle Tech International	86999	\$	1,616.70	3 Part Invoices
12/14/2018	V590	Barrett Trucking Co., Inc.	87000	\$	203.00	
12/14/2018	V284	Brenntag Lubricants Northeast	87001	\$	3,460.66	2 Part Invoices
12/14/2018	V1369	Capitol City Auto Mart Inc dba	87002	\$	15.34	
12/14/2018	V220	Class C Solutions Group	87003	\$	1,033.35	2 Part Invoices
12/14/2018	V1357	CleanPro, Inc	87004	\$	1,618.54	2 Cleaning Invoices
12/14/2018	V600	Cody Chevrolet	87005	\$	1,214.89	14 Part Invoices
12/14/2018	V928	Conway Office Solutions	87006	\$	45.00	
12/14/2018	V239	Cummins Northeast LLC	87007	\$	2,211.41	2 Part Invoices
12/14/2018	V652	Cummins-Allison Corp.	87008	\$	1,308.00	Maintenance Contract
12/14/2018	V815	Curved Glass Distributors	87009	\$	942.00	
12/14/2018	V250	Fisher Auto Parts	87010	\$	2,314.88	23 Part Invoices

12/14/2018	V252	FleetPride, Inc	87011	\$	123.84	
12/14/2018	V394	Formula Ford Inc.	87012	\$	9.94	
12/14/2018	V257	Gillig Corp.	87013	\$	9,188.75	11 Part Invoices
12/14/2018	V1129	Global Montello Group Corp	87014	\$	34,109.52	Fuel
12/14/2018	V259	Grainger	87015	\$	250.35	
12/14/2018	V263	Heritage Ford	87016	\$	65.58	
12/14/2018	V446	Janek Corporation, The	87017	\$	500.00	
12/14/2018	V1677	Jasper Engine Exchange, Inc.	87018	\$	1,867.00	Transmission
12/14/2018	V328	Kirk's Automotive Inc.	87019	\$	2,900.70	3 Part Invoices
12/14/2018	V1509	Lawson Products, Inc	87020	\$	522.84	
12/14/2018	V1191	Lucky's Trailer Sales Inc.	87021	\$	981.02	
12/14/2018	V278	Mohawk Mfg. & Supply Co.	87022	\$	312.59	
12/14/2018	V283	Neopart LLC	87023	\$	18.56	
12/14/2018	V291	Prevost Parts	87024	\$	194.40	
12/14/2018	V1368	Prime Middlebury LLC	87025	\$	750.00	
12/14/2018	V1682	Primmer Piper Eggleston & Cramer PC	87026	\$	2,120.00	Consulting Invoice
12/14/2018	V589	Ronald McDonald House-All	87027	\$	330.00	
12/14/2018	V296	Rouse Tire Sales	87028	\$	4,864.52	7 Tire Invoices
12/14/2018	V299	SB Collins, Inc.	87029	\$	50,552.89	Fuel
12/14/2018	V158	Thomas Stacy	87030	\$	150.00	
12/14/2018	V273	Transit Holding, Inc.	87031	\$	1,111.03	\$ Part Invoices
12/14/2018	V1030	UniFirst Corporation	87032	\$	110.60	
12/14/2018	V892	VOX AM/FM, LLC	87033	\$	325.00	
12/14/2018	V336	W.B Mason Co., Inc.	87034	\$	756.90	
12/17/2018	V1467	Charles Schwab	V1467 2018 1217	\$	21,570.43	Retirement
12/17/2018	V265	ICMA	V265 2018 1217	\$	604.65	
12/17/2018	V266	IRS - EFTPS	V266 2018 1217	\$	88,664.09	Federal Payroll Taxes
12/17/2018	V364	Vermont Dept of Taxes	V364 2018 1217	\$	11,811.38	State Payroll Taxes
12/21/2018	V1423	Alling, Andrew	87035	\$	41.97	
12/21/2018	V1025	Alter, Charles	87036	\$	73.04	
12/21/2018	V1480	Andrews-Ford, Sheri	87037	\$	218.59	Volunteer
12/21/2018	V156	Anthony, Peter	87038	\$	355.94	Volunteer
12/21/2018	V1435	Bessette, Greg	87039	\$	178.94	Volunteer
12/21/2018	V1625	Bousquet, Jeanne	87040	\$	86.12	
12/21/2018	V1482	Cady, Duane	87041	\$	242.06	Volunteer
12/21/2018	V1675	Carkeet, David	87042	\$	141.16	Volunteer
12/21/2018	V471	Constantine, Julia	87043	\$	259.49	Volunteer
12/21/2018	V1277	Dixon-Boles, Jade	87044	\$	173.88	Volunteer
12/21/2018	V1573	Fairbanks, Dori	87045	\$	80.14	
12/21/2018	V1694	Hebda, Jerome	87046	\$	32.16	
12/21/2018	V1687	Houghton, Gregory	87047	\$	995.84	Volunteer
12/21/2018	V1629	Kirk, Peter	87048	\$	26.71	
12/21/2018	V203	Ladd, Joyce	87049	\$	76.87	
12/21/2018	V1297	Lund, Theresa	87050	\$	74.88	
12/21/2018	V181	Owen, Helen	87051	\$	1,203.60	Volunteer
12/21/2018	V1138	Pease, Charles	87052	\$	205.92	Volunteer
12/21/2018	V165	Sanborn, Raeline	87053	\$	108.00	Volunteer
12/21/2018	V1655	Sciria, Andrew	87054	\$	380.47	Volunteer
12/21/2018	V1592	Stiles, Janet	87055	\$	56.70	
12/21/2018	V1614	Vermont Ride Network, Inc.	87056	\$	172.75	Volunteer
12/21/2018	V1595	Waller, Marlys	87057	\$	182.60	Volunteer
12/21/2018	V1693	Walton, Elisabeth	87058	\$	118.82	Volunteer
12/21/2018	V1549	Ware, Michael	87059	\$	139.56	Volunteer
12/21/2018	V962	Williams, Kenneth	87060	\$	74.52	
12/21/2018	V853	Wilson, Thomas	87061	\$	39.24	
12/21/2018	V944	Woodward, Patricia	87062	\$	582.69	Volunteer
12/21/2018	V1695	Austin, Tyler	87063	\$	37.80	
12/21/2018	V1624	Carleton, Victoria	87064	\$	1,278.00	FSA Reimbursement
12/21/2018	V1487	Chamberlin, Justin	87065	\$	192.00	DCAP Reimbursement

12/21/2018	V1354	Lavallee, Katie	87067	\$	25.00	
12/21/2018	V1285	Loyer, Chris	87068	\$	84.48	
12/21/2018	V340	Mayville, Michael	87069	\$	100.00	Shoe Reimbursement
12/21/2018	V1304	Sorrell, Ed	87070	\$	100.00	Shoe Reimbursement
12/21/2018	V868	Town, Justin	87071	\$	95.35	
12/21/2018	V279	ABC Bus Companies-Muncie	87072	\$	1,194.58	2 Part Invoice
12/21/2018	V217	Airgas USA, LLC	87073	\$	141.05	
12/21/2018	V332	Alliance Bus Group Inc	87074	\$	2,431.84	7 Part Invoices
12/21/2018	V1282	Bernard Group, The	87075	\$	129.66	
12/21/2018	V1481	Blue Flame Gas	87076	\$	1,055.99	2 Propane Bills
12/21/2018	V284	Brenntag Lubricants Northeast	87077	\$	685.95	
12/21/2018	V225	Burlington Electric Department	87078	\$	1,455.83	1 Electric Bill
12/21/2018	V226	Burlington Public Works-Water	87079	\$	1,962.10	2 Water Bills
12/21/2018	V227	Burlington Telecom	87080	\$	2,149.50	IT Invoice
12/21/2018	V228	C.I.D.E.R., Inc.	87081	\$	23,432.56	E & D
12/21/2018	V229	Camerota Truck Parts	87082	\$	4,392.00	1 Transmission Invoice
12/21/2018	V220	Class C Solutions Group	87083	\$	611.60	
12/21/2018	V600	Cody Chevrolet	87084	\$	561.34	
12/21/2018	V239	Cummins Northeast LLC	87085	\$	22.07	
12/21/2018	V241	D & W Diesel, Inc.	87086	\$	6,410.49	8 Part Invoice
12/21/2018	V242	Danform Shoes	87087	\$	89.95	
12/21/2018	V417	Dion Security, Inc.	87088	\$	95.00	
12/21/2018	V402	Fastenal Company	87089	\$	3.50	
12/21/2018	V250	Fisher Auto Parts	87090	\$	476.82	
12/21/2018	V252	FleetPride, Inc	87091	\$	1,166.07	3 Part Invoice
12/21/2018	V1347	Foley Distributing Corp.	87092	\$	1,474.41	5 Maintenance Supply Invoices
12/21/2018	V362	Gannett Vermont Publishing Inc	87093	\$	120.00	
12/21/2018	V799	Gauthier Trucking Company, Inc.	87094	\$	375.90	
12/21/2018	V257	Gillig Corp.	87095	\$	4,015.67	7 Part Invoices
12/21/2018	V259	Grainger	87096	\$	185.33	
12/21/2018	V260	Green Mountain Kenworth, Inc.	87097	\$	2,768.82	13 Part Invoices
12/21/2018	V261	Green Mountain Power	87098	\$	2,016.17	4 Power Bills
12/21/2018	V262	Hall Communication, Inc.	87099	\$	1,248.00	
12/21/2018	V263	Heritage Ford	87100	\$	90.68	
12/21/2018	V1204	Interstate Batteries	87101	\$	567.00	
12/21/2018	V472	Irving Energy Distribution	87102	\$	1,296.64	Heating Oil Invoice
12/21/2018	V1658	J. David White Associates, Inc.	87103	\$	175.00	
12/21/2018	V328	Kirk's Automotive Inc.	87104	\$	265.30	
12/21/2018	V950	Northern ToyotaLift	87105	\$	432.00	
12/21/2018	V223	O'Reilly Auto Enterprises, LLC	87106	\$	1,184.08	7 Part Invoices
12/21/2018	V534	Omega Electric	87107	\$	1,391.00	2 Alarm testing Inv. 1 repair
12/21/2018	V1484	Parsons Environment & Infrastructure Group Inc.	87108	\$	57.46	
12/21/2018	V408	Pitney Bowes - Purchase Power	87109	\$	150.00	
12/21/2018	V291	Prevost Parts	87110	\$	6.40	
12/21/2018	V296	Rouse Tire Sales	87111	\$	2,680.64	1 Tire Invoice
12/21/2018	V450	SB Signs, Inc.	87112	\$	300.00	
12/21/2018	V686	Shearer Chevrolet	87113	\$	14.67	
12/21/2018	V1686	Stowe Pest Control	87114	\$	70.00	
12/21/2018	V312	Stowe, Town of	87115	\$	447.12	
12/21/2018	V451	Stowe, Town of Electric Department	87116	\$	205.76	
12/21/2018	V311	Teamsters Local 597	87117	\$	7,890.00	Union Dues
12/21/2018	V1030	UniFirst Corporation	87118	\$	915.43	
12/21/2018	V315	United Parcel Service	87119	\$	18.37	
12/21/2018	V876	Vehicle Maintenance Program, Inc.	87120	\$	23.90	
12/21/2018	V1564	Vermont CDL Exams, LLC	87121	\$	550.00	
12/21/2018	V410	Vermont Gas Systems, Inc.	87122	\$	2,331.03	7 Gas Bills
12/21/2018	V385	Vermont Offender Work Program	87123	\$	600.00	
12/21/2018	V153	Alburgh Taxi	EFT000000013835	\$	1,602.80	Volunteer
12/21/2018	V1628	Andrews, Nancy	EFT000000013836	\$	39.79	

12/21/2018	V55	Boudreau, James	EFT000000013837	\$ 771.84	Volunteer
12/21/2018	V1150	Bruley SR, Mark	EFT000000013838	\$ 1,210.12	Volunteer
12/21/2018	V548	Burnor, David	EFT000000013839	\$ 362.46	Volunteer
12/21/2018	V1291	Callan, Linda	EFT000000013840	\$ 617.06	Volunteer
12/21/2018	V1676	Croteau, William	EFT000000013841	\$ 442.60	Volunteer
12/21/2018	V60	Farr, Delores	EFT000000013842	\$ 201.15	Volunteer
12/21/2018	V1117	Hall, John	EFT000000013843	\$ 189.68	Volunteer
12/21/2018	V170	Hertz, Kenneth	EFT000000013844	\$ 433.39	Volunteer
12/21/2018	V67	Jewett, Sheryl	EFT000000013845	\$ 233.30	Volunteer
12/21/2018	V174	Langlois, Paulette	EFT000000013846	\$ 418.04	Volunteer
12/21/2018	V1420	Lawyer, Ronald	EFT000000013847	\$ 594.12	Volunteer
12/21/2018	V70	LeClair, Raymond	EFT000000013848	\$ 435.51	Volunteer
12/21/2018	V71	Lightholder, Stephen	EFT000000013849	\$ 148.82	Volunteer
12/21/2018	V74	Markham, Laurel	EFT000000013850	\$ 86.67	
12/21/2018	V75	Martin, Ronald	EFT000000013851	\$ 662.24	Volunteer
12/21/2018	V1635	McCartney, Misty	EFT000000013852	\$ 296.48	Volunteer
12/21/2018	V1440	Menard, Leighanne	EFT000000013853	\$ 61.60	
12/21/2018	V1018	Metivier, Shelli	EFT000000013854	\$ 647.46	Volunteer
12/21/2018	V1570	Murphy Sandra	EFT000000013855	\$ 398.98	Volunteer
12/21/2018	V82	Parah, Donna	EFT000000013856	\$ 472.57	Volunteer
12/21/2018	V83	Parah, Maurice	EFT000000013857	\$ 1,025.79	Volunteer
12/21/2018	V86	Pike, Gail	EFT000000013858	\$ 705.86	Volunteer
12/21/2018	V771	Sammons, Chandra	EFT000000013859	\$ 566.85	Volunteer
12/21/2018	V89	Sayers, Gail	EFT000000013860	\$ 702.07	Volunteer
12/21/2018	V1236	Sayers, James	EFT000000013861	\$ 515.08	Volunteer
12/21/2018	V93	Timm, Marta	EFT000000013862	\$ 472.57	Volunteer
12/21/2018	V522	Turcotte, S Jeanette	EFT000000013863	\$ 54.52	
12/21/2018	V1654	Vargas, Pearl	EFT000000013864	\$ 174.40	Volunteer
12/21/2018	V1623	Wells, Roy	EFT000000013865	\$ 223.47	Volunteer
12/21/2018	V19	Delphia, Pam	EFT000000013866	\$ 100.00	Shoe Reimbursement
12/21/2018	V61	Gaudette, Timothy	EFT000000013867	\$ 123.82	FSA Reimbursement
12/21/2018	V35	McDonald, Pam	EFT000000013868	\$ 25.00	
12/21/2018	V38	Moore, Jon	EFT000000013869	\$ 192.25	DCAP Reimbursement
12/21/2018	V141	Riley, Shawn	EFT000000013870	\$ 488.13	FSA Reimbursement
12/21/2018	V17	Smith, Jamie L	EFT000000013871	\$ 192.30	DCAP Reimbursement
12/21/2018	V1626	Whiting, Jeremy	EFT000000013872	\$ 192.00	DCAP Reimbursement
12/21/2018	V303	SSTA	EFT000000013873	\$ 138,582.84	ADA, E & D, Tilley Drive
VOID	V1552	VOID	87066	\$ -	VOID
12/22/2018	V1696	Clar Construction	87125	\$ 2,800.00	Front Entry Way Berlin
12/28/2018	V279	ABC Bus Companies-Muncie	87126	\$ 1,989.17	3 Part Invoices
12/28/2018	V1305	Allegiant Care	87127	\$ 213,389.00	Insurance
12/28/2018	V415	Amazon	87128	\$ 110.51	
12/28/2018	V384	American General Life Insurance Company	87129	\$ 675.00	
12/28/2018	V1334	Background Investigation Bureau, LLC	87130	\$ 506.00	
12/28/2018	V1481	Blue Flame Gas	87131	\$ 902.09	
12/28/2018	V284	Brenntag Lubricants Northeast	87132	\$ 1,862.24	2 Part Invoices
12/28/2018	V225	Burlington Electric Department	87133	\$ 956.55	
12/28/2018	V226	Burlington Public Works-Water	87134	\$ 324.17	
12/28/2018	V229	Camerota Truck Parts	87135	\$ 2,475.00	1 Transmission Invoice
12/28/2018	V1240	ClearChoiceMD	87136	\$ 285.00	
12/28/2018	V600	Cody Chevrolet	87137	\$ 644.59	
12/28/2018	V236	Colonial Supplemental Insurance	87138	\$ 34.95	
12/28/2018	V238	Crystal Rock Bottled Water	87139	\$ 140.00	
12/28/2018	V239	Cummins Northeast LLC	87140	\$ 2,231.06	2 Part Invoices
12/28/2018	V241	D & W Diesel, Inc.	87141	\$ 1,131.50	1 Part Invoice
12/28/2018	V421	Dossier Systems (w/ Arsenault)	87142	\$ 3,454.20	Maintenance Computer Software
12/28/2018	V246	Duffy Waste & Recycling	87143	\$ 57.52	
12/28/2018	V321	Empire Janitorial Supply Company	87144	\$ 269.16	
12/28/2018	V250	Fisher Auto Parts	87145	\$ 2,378.13	23 Part Invoices

12/28/2018	V252	FleetPride, Inc	87146	\$	345.38	
12/28/2018	V394	Formula Ford Inc.	87147	\$	94.38	
12/28/2018	V202	Franklin County Chamber of Commerce	87148	\$	89.00	
12/28/2018	V256	Genfare	87149	\$	24.97	
12/28/2018	V257	Gillig Corp.	87150	\$	3,376.34	4 Part Invoices
12/28/2018	V258	Gordon Stamp & Engraving	87151	\$	13.85	
12/28/2018	V260	Green Mountain Kenworth, Inc.	87152	\$	97.92	
12/28/2018	V1204	Interstate Batteries	87153	\$	567.00	
12/28/2018	V328	Kirk's Automotive Inc.	87154	\$	57.11	
12/28/2018	V1509	Lawson Products, Inc	87155	\$	290.23	
12/28/2018	V268	Loomis	87156	\$	198.18	
12/28/2018	V274	McMaster-Carr	87157	\$	56.24	
12/28/2018	V275	McNeil Leddy & Sheahan	87158	\$	1,457.90	Legal Invoice
12/28/2018	V329	Minuteman Press	87159	\$	1,850.67	Map Guides
12/28/2018	V278	Mohawk Mfg. & Supply Co.	87160	\$	15.18	
12/28/2018	V280	Mutual of Omaha Insurance Co.	87161	\$	44.80	
12/28/2018	V792	Myers Container Service Corp.	87162	\$	159.45	
12/28/2018	V283	Neopart LLC	87163	\$	30.45	
12/28/2018	V611	Northwestern Occupational Health	87164	\$	115.00	
12/28/2018	V223	O'Reilly Auto Enterprises, LLC	87165	\$	483.26	
12/28/2018	V534	Omega Electric	87166	\$	1,128.00	2 Electric Repair Invoices
12/28/2018	V863	P & P Septic Service, Inc	87167	\$	2,955.00	Burlington Pump
12/28/2018	V289	People's United Businesscard Services	87168	\$	3,546.22	3 Credit Cards
12/28/2018	V291	Prevost Parts	87169	\$	1,547.05	2 Part Invoices
12/28/2018	V296	Rouse Tire Sales	87170	\$	3,938.72	4 Tire Invoices
12/28/2018	V297	Safety-Kleen Systems, Inc.	87171	\$	169.78	
12/28/2018	V299	SB Collins, Inc.	87172	\$	4,482.66	Fuel
12/28/2018	V306	Staples Credit Plan	87173	\$	58.07	
12/28/2018	V1678	Tera Office Solutions	87174	\$	133.74	
12/28/2018	V273	Transit Holding, Inc.	87175	\$	2,102.28	3 Part Invoices
12/28/2018	V1030	UniFirst Corporation	87176	\$	451.84	
12/28/2018	V315	United Parcel Service	87177	\$	80.62	
12/28/2018	V876	Vehicle Maintenance Program, Inc.	87178	\$	115.99	
12/28/2018	V391	Verizon Wireless	87179	\$	3,068.22	4 IT Invoices
12/28/2018	V1459	Vermont Information Consortium LLC	87180	\$	1,086.00	Background Checks
12/28/2018	V336	W.B Mason Co., Inc.	87181	\$	33.97	
12/28/2018	V433	Workplace Solutions, Inc.	87182	\$	1,450.00	EAP Contract
12/28/2018	V424	Yawkey Family Inn	87183	\$	330.00	
12/28/2018	V259	Grainger	87184	\$	1,059.42	6 Part Invoices
12/28/2018	V1446	M T Wallets, LLC	EFT000000013874	\$	2,800.00	Lease

Month: <i>December 2018</i>		
Urban Data	Data	Notes
Miles Operated:	150,767	Revenue Vehicles
Major Road Calls:	7	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	4.66	
Minor Road Calls:	4	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	7.33	
"C" PM's Completed:	27	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	8.42 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	82,263	Revenue Vehicles
Major Road Calls:	3	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	0.37	
Minor Road Calls:	3	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	0.73	
"C" PM's Completed:	17	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	94%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	5.56 years	Cut-away buses have a 5 year life expectancy

Date: January 7th, 2018
To: GMT Board of Commissioners
From: Rachel Kennedy, Sr. Transit Planner
Jon Moore, Director of Maintenance & Planning
Re: December Planning Report

Transit Service & Operations Planning

NextGen

Public Outreach

Planning and Marketing finalized the Public Outreach Plan, and are scheduling Public Meetings to present the finalized NextGen service changes in late March and early April.

Website

The NextGen website is scheduled to be updated on January 21st. This update will highlight the commuter time-point surveys, and include public meeting dates and service maps that highlight the proposed changes.

Scheduling Software

Staff received training in HASTUS bid scheduling software. This will streamline federal and state reporting, and help GMT identify efficiencies in driver scheduling.

Barre Service Additions

Staff will be holding a public hearing before the February Board meeting to solicit public feedback on Barre service expansions as presented at the December Board meeting.

Misc. Planning Activities

System Diagram

Staff produced a Rural Service Diagram (attached) that will be included in the January website update.

Meetings & Outreach:



- Staff attended a Micro-transit Working Group to discuss the feasibility of micro transit in the Capital Region.

To: GMT Board of Commissioners
From: Jamie L. Smith, Marketing and Public Affairs Manager
Date: January 9, 2019
Re: Marketing and Public Affairs Report

- Marketing and planning staff have established an outreach plan for the upcoming service implementation. We are working on updating the NextGen web page, establishing a method for feedback, and developing a letter for communities that will see service changes.
- Marketing is working with the MRV TAC to create artwork and a “campaign” for their February 14th “Love Bus”. We will have ads in the Valley Reporter for the remainder of January and the first two weeks of February, they will include this artwork and a plug for the service day.
- We have begun our FGI Community Campaign. At the end of January, Marketing and Public Affairs staff will be helping collect paper products, cleaning supplies, and household items for Samaritan House in St Albans. On January 24, Samaritan House will be facilitating a region wide Point-in-time (PIT) count of homeless folks. We will work with local businesses in the FGI service area to establish drop-off locations, media contacts, etc. Once the final event is planned, we will also reach out to Board Commissioners from the FGI service area.

Public Affairs Events:

12/17 – East Montpelier Select Board-US 2 Commuter Changes and Funding Request update
12/19 – Central Vermont Chamber of Commerce-Board of Directors Meeting
12/19 – THRIVE Community meeting to designate working groups (currently on housing will volunteer for Transportation working group when established)
12/20 – GMT Volunteer Program- Toys for Tots
12/21 – Central VT Chamber of Commerce Smarts & Cents Legislative update
01/07 – AARP- Urban bus stop cube program
01/08 – Mont. Trans. Infrastructure Committee (MTIC)- GMT NextGen pres
01/09 – Franklin Grand Isle Partnership meeting- GMT NextGen presentation
01/10 – Stowe Area Association- Panel to discuss employee transportation in Stowe & VT 108



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: January 15, 2019

RE: IT Support, Administrative Support, Training, and HR

Matt Young has accepted the position of Human Resources Coordinator. Matt has been a part of our team since 2015, and has prior experience providing support to the HR department. Congratulations to Matt on your promotion!

Cari Whittemore has accepted the position of Executive Assistant. Cari has over 10 years' administrative experience with her most recent position as an Administrative Professional at the Addison County State's Attorney's Office. As the Executive Assistant, Cari will be the liaison to the Board and provide administrative support to other departments.

HR and Training continue to recruit and train seasonal bus operators. One trainee has recently passed his skills test and three others are in training with their skills tests scheduled.

FY19 GMT Urban Ridership by Month

Number of Service Days													FY19 YTD	FY18 YTD
Saturday	4	4	5	4	4	5	4	4	5	4	4	5	21	22
Sunday	5	4	5	4	4	5	4	4	5	4	4	5	22	22
Weekday	21	23	19	23	21	20	22	20	21	22	22	20	107	106
School Days	0	3	19	22	17	15	21	16	17	17	22	8	61	60

#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY19 YTD	Difference (FY19-FY18)			Difference (FY19-FY17)		
															FY18 YTD	riders	%	FY17 YTD	riders	%
1	Williston-Wal-Mart	32,362	38,140	40,296	45,786	41,594								198,178	183,132	15,046	8.22%	184,099	14,079	7.65%
1V	Williston Village	907	1,050	1,119	1,379	1,385								5,840	7,355	-1,515	-20.60%	6,336	-496	-7.83%
10	Williston-Amtrak	1,435	1,783	1,608	1,828	1,662								8,316	7,654	662	8.65%	7,457	859	11.52%
2	Essex Junction	33,417	38,888	41,589	46,525	41,130								201,549	194,849	6,700	3.44%	202,112	-563	-0.28%
3	Lakeside Commuter	283	217	149	141	110								900	763	137	18.02%	782	118	15.15%
4	Essex Center	1,544	1,801	2,735	3,327	2,772								12,179	7,596	4,583	60.34%	8,006	4,173	52.13%
5	Pine Street	8,405	9,684	9,300	10,221	8,939								46,550	45,307	1,243	2.74%	46,215	335	0.72%
6	Shelburne Rd.	19,094	20,559	19,330	21,938	20,357								101,278	99,807	1,471	1.47%	98,724	2,554	2.59%
7	North Avenue	18,148	18,961	21,792	24,560	20,573								104,035	103,795	240	0.23%	103,508	527	0.51%
8	City Loop	4,202	4,399	5,279	6,185	6,101								26,166	28,618	-2,452	-8.57%	26,534	-368	-1.39%
9	Riverside/Winooski	9,534	9,991	10,113	10,950	9,985								50,573	50,342	231	0.46%	52,043	-1,470	-2.82%
11	College Street Shuttle	16,073	15,356	12,506	10,419	6,969								61,324	75,289	-13,965	-18.55%	78,302	-16,978	-21.68%
12	UMail/Airport	5,989	6,632	6,671	8,533	7,248								35,073	26,598	8,475	31.86%	31,937	3,136	9.82%
16	Hannaford's	210	157	158	175	250								950	860	90	10.47%	1,026	-76	-7.41%
19	Price Chopper #1	157	248	210	248	206								1,069	1,356	-287	-21.17%	1,244	-175	-14.07%
20	Price Chopper #2	103	210	138	150	268								869	590	279	47.29%	860	9	1.05%
21	School Trippers	37	2,435	19,093	21,424	17,549								60,538	52,978	7,560	14.27%	58,724	1,814	0.00%
18	Sunday Service	735	443	537	440	437								2,592	2,143	449	20.96%	2,539	53	2.10%
26	Other	4,286	-	-	-	-								4,286	7,856	-3,570	-45.44%	7,674	-3,388	-44.15%
56	Milton Commuter	1,558	1,679	1,403	1,692	1,420								7,753	6,770	983	14.52%	7,021	732	10.42%
76	Middlebury Link	1,321	1,342	1,312	1,496	1,362								6,833	5,584	1,249	22.37%	6,079	754	12.41%
86	Montpelier Link	10,015	10,162	9,357	11,211	10,598								51,343	48,900	2,443	5.00%	50,837	506	1.00%
96	St. Albans Link	1,231	1,570	1,433	1,740	1,639								7,613	6,436	1,177	18.29%	6,832	781	11.44%
46	116 Commuter	353	396	384	421	340								1,895	1,594	301	18.86%	1,679	216	12.84%
36	Jeffersonville Commuter	580	730	821	1,157	971								4,258	3,749	509	13.58%	3,684	574	15.58%
SUBTOTAL		171,979	186,833	207,335	231,947	203,865	0	0	0	0	0	0	0	1,001,959	969,921	32,038	3.30%	994,254	7,705	0.77%
ADA Paratransit		3,228	3,623	3,405	4,303	3,965								18,524	17,583	941	5.35%	17,918	606	3.38%
TOTAL		175,207	190,456	210,740	236,250	207,830	0	0	0	0	0	0	0	1,020,483	987,504	32,979	3.34%	1,012,172	8,311	0.82%

FY19 GMT Rural Ridership by Month

Number of Service Days													FY19 YTD	FY18 YTD	FY17 YTD		
Saturday	4	4	5	4	4	5	4	4	5	4	4	5	21	22	22	22	
Sunday	5	4	5	4	4	5	4	4	5	4	4	5	22	22	22	22	
Weekday	21	23	19	23	21	20	22	20	21	22	22	20	107	106	106	106	
School Days	0	3	19	22	17	15	21	16	17	17	22	8	61	60	62	62	

#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY19 YTD	FY18 YTD	Difference (FY19-FY18)		Difference (FY19-FY17)		
																Riders	%	FY17 YTD	Riders	%
80	City Route Mid-day	2,013	2,319	2,106	2,261	2,084								10783	8928	1,855	20.8%	11213	(430)	-3.8%
81	Barre Hospital Hill	2,824	3,134	2,727	3,124	3,185								14994	12058	2,936	24.3%	10619	4,375	41.2%
82	Montpelier Hospital Hill	2,084	2,181	1,815	2,136	1,945								10161	9040	1,121	12.4%	8890	1,271	14.3%
83	Waterbury Commuter	830	888	923	970	934								4545	4668	(123)	-2.6%	4494	51	1.1%
84	US 2 Commuter	595	633	597	827	681								3333	3208	125	3.9%	3261	72	2.2%
85	Hannaford Shopping Special	193	190	96	127	125								731	1135	(404)	-35.6%	1199	(468)	-39.0%
87	Northfield Shuttle	48	89	95	84	62								378	501	(123)	-24.6%	408	(30)	-7.4%
88	Capital Shuttle	532	405	347	390	467								2141	671	1,470	219.1%	0	2,141	0.0%
89	City Commuter	3,170	3,319	2,745	3,173	2,885								15292	16094	(802)	-5.0%	16410	(1,118)	-6.8%
90	Plainfield Shuttle	44	69	53	58	26								250	303	(53)	-17.5%	307	(57)	-18.6%
91	Hospital Hill Demand Response	95	121	86	112	57								471	521	(50)	-9.6%	279	192	68.8%
92	Montpelier Circulator	1,061	1,145	1,237	1,497	1,335								6275	7363	(1,088)	-14.8%	6719	(444)	-6.6%
93	Northfield Commuter	613	692	696	753	740								3494	3078	416	13.5%	2568	926	36.1%
100	Route 100 Commuter	586	647	815	819	773								3640	3435	205	6.0%	3759	(119)	-3.2%
108	Mountain Road Shuttle	0	0	0	0	455								455	637	(182)	-28.6%	310	145	46.8%
102	Morrisville Loop	359	409	310	287	284								1649	1899	(250)	-13.2%	1905	(256)	-13.4%
103	Morrisville Shopping Shuttle	257	301	334	409	309								1610	1564	46	2.9%	1662	(52)	-3.1%
109	Tuesday Shopping Shuttle (FGL)	73	64	58	76	55								326	303	23	7.6%	332	(6)	-1.8%
110	St.Albans DT Shuttle	1,940	2,075	1,802	1,927	1,737								9481	9222	259	2.8%	8924	557	6.2%
115	Alburg-Georgia Commuter	592	715	528	701	512								3048	2351	697	29.6%	2744	304	11.1%
116	Richford-St.Albans Commuter	574	649	495	618	529								2865	3092	(227)	-7.3%	2889	(24)	-0.8%
120	Valley Floor	0	0	0	0	0								0	0	0		0	0	
121	Valley Evening Service	0	0	0	0	0								0	0	0		0	0	
122	Mount Ellen	0	0	0	0	0								0	0	0		0	0	
124	Mountain Condos	0	0	0	0	0								0	0	0		0	0	
125	Access Road	0	0	0	0	0								0	0	0		0	0	
99	Special Services	1,472	0	0	0	0								1472	2384	(912)	-38.3%	1675	(203)	-12.1%
SUBTOTAL		19,955	20,045	17,865	20,349	19,180	0	0	0	0	0	0	0	97,394	92,455	4,939	5.3%	90,567	6,827	7.5%
Total		19,955	20,045	17,865	20,349	18,725	0	0	0	0	0	0	0	96,939	94,703	2,236	2.4%	91,437	5,502	6.0%
Capital District		16,776	16,542	14,982	17,027	15,892	0	0	0	0	0	0	0	81,219	79,735	1,484	1.9%	76,548	4,671	6.1%
Franklin/Grand Isle		3,179	3,503	2,883	3,322	2,833	0	0	0	0	0	0	0	15,720	14,968	752	5.0%	14,889	831	5.6%

ADA Ridership Report (by Town) : FY19

Total Rides

% increase/(decrease) from prior year

Benchmark for comparison is 33%

CITY/TOWN	July	August	September	October	November	Total FY19 YTD	Total FY18 Rides	% of FY19 YTD compared to FY18
BURLINGTON	1,081	1,290	1,167	1,411	1,193	6,142	14,444	43%
	-15.68%	4.96%	-0.26%	10.67%	0.59%			
COLCHESTER	106	129	171	195	159	760	1,466	52%
	-8.62%	25.24%	76.29%	82.24%	59.00%			
ESSEX	361	396	314	343	379	1,793	3,708	48%
	25.35%	37.50%	12.95%	8.20%	26.33%			
OTHER	44	7	2	0	0	53	242	22%
	388.89%	-22.22%	-50.00%	-100.00%	-100.00%			
SHELBURNE	248	298	260	291	231	1,328	3,137	42%
	-1.59%	7.97%	13.54%	11.49%	-7.60%			
SO. BURLINGTON	771	886	995	1,132	1,050	4,834	12,597	38%
	-19.94%	-18.86%	-8.80%	-5.98%	-7.24%			
WILLISTON	125	155	127	120	108	635	1,150	55%
	30.21%	53.47%	69.33%	93.55%	42.11%			
WINOOSKI	492	462	369	440	416	2,179	5,551	39%
	25.51%	1.32%	-17.82%	0.23%	-7.14%			
TOTAL	3,228	3,623	3,405	3,932	3,536	17,724	42,295	42%
	-5.00%	1.94%	0.35%	7.11%	0.91%			
Cost to Members	\$ 83,655.63	\$ 93,074.61	\$ 88,349.47	\$ 101,900.93	\$ 91,261.37	\$ 458,242.01		
Cost/Trip	\$ 25.92	\$ 25.69	\$ 25.95	\$ 25.92	\$ 25.81	\$ 25.85		



To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance
Kim Wall, Grants Manager
Matt Kimball, Capital Projects Manager

Date: January 11, 2019

RE: Finance/Grants/Capital Projects

Attached are the October 31, 2018 financials for your review. The financials are compared against the FY19 Adjusted Budget approved in December 2018. The following explanation will be based on the activity through November 30, 2018.

GMT's indirect cost rate is calculated annually after the audit report is completed. This rate is submitted to the FTA for approval each year. Our approved indirect cost rate for FY19 is 9.15%. For comparison, in FY18 the rate was 9.86% and in FY17 it was 9.55%. The indirect cost rate is how the authority allocates overhead costs to programs.

With the government shut down continuing and no real end in site. Staff has prepared a grant anticipation resolution allowing the Director of Finance and General Manager to authorize the line of credit if needed. If the shut down goes on too much longer we will need to use the line of credit.

For the month of November we are still working on the final grant billings, we expect November financials to be closed by the end of January. As the October financials show, the rural system is currently operating in a deficit. It is expected this will be the monthly trend. Accelerating some service changes as soon as reasonably possible will help to mitigate continuous losses. The increased Medicaid PMPW rate is also helping to keep the Medicaid transportation program operating at a breakeven.

For the month ended November 30, 2018 all expenses have been posted. As in past months/fiscal years we continue to use a monthly benchmark to review how we are managing our budget by calculating the percentage of the budget that we'd expect to be earned/spent **IF** all revenues and expenses were spent/earned equally over twelve months, which is not typical. For the month ending November 30, 2018 the benchmark is 42%. For November the benchmark is the following paragraphs are explanations for specific areas of interest.

- The warranty revenue has already exceeded the anticipated budget amount, upon review of the detail this is labor reimbursement we received from insurance proceeds.

- Passenger revenue appears to be under budget, however when reviewing the detail I could see that the unlimited access fare invoices were not posted to September since they were completed well after the month-end close date of October.
- Paratransit passenger revenues and paratransit expenses are connected and are currently only showing four months of revenues and expenses.
- Purchase of services for our rural services billing follows a similar process as the grants since it requires the full verification of trips in the Routematch software. This too is 2 months behind.

For revenues as a whole we are right on track with the benchmark at 33% earned through October 2018. The expenses are tracking within budget.

The expenditures of significance to note are:

- Unemployment tax spent is at 78% of the budgeted amount. This is not yet over budget however we are a reimbursable employer and this is an expense that is difficult to predict from year to year.
- Employee development is at 69% of the urban budget, this expense will not be spent evenly throughout the year because of timing in trainings. This is tracked by HR and will not be over spent at year end.
- Recruiting expenses on for the rural program are at 78% of the budget. This is the cost to gear up for the seasonal services.
- Dues and Subscriptions is 74% spent to date of budget, however we pay for the APTA dues at the beginning of each fiscal year totaling \$18K.
- Legal fees for the urban system have reached 78% the budget amount, during the start of this fiscal year there was an arbitration that required legal services.
- Background checks are at 94% of budget for the rural system, this is directly connected with the hiring of the seasonal services and the Medicaid contract requirements of annual background checks for all employees connected with that program.
- Parts Expenses are 62% an 79% of urban and rural budgets respectively. We had anticipated the arrival of new cutaways much sooner, which is impacting maintenance of the vehicles. We have at least one vehicle slated for replacement which needs a new engine sitting. We do not plan to fix it.
- Tires expense are 77% of the rural budget, this is directly related to the gearing up of winter service and seasonal services.
- Fuel is at 38% of total budget, which is helping with the overages in maintenance.
- Debt Service/Capital Reserve, this is the account where the annual lease payment is recorded, there will not be any more activity in this account for the fiscal year.

The following is an update of the ongoing capital projects staff continue to work on:

☆ **Passenger Shelters:**

- Continuing to work with Tom Peterson to coordinate the installation of a glass shelter at the Larkin Terrace property currently under construction. Shelter installation time to be determined based on Larkin Terrace construction

schedule. Staff will work with the Town of Shelburne to complete permitting and installation of a shelter near Harrington Ave. Currently working with Planning staff to develop a comprehensive bus stop guide including benchmarks for amenities.

☆ **Industrial Parkway Driveway Ramp:**

- Continuing to work with Don Weston Excavating to complete punch list items before project closeout.
- GMT will continue to work with VHB to close out all of the existing soils work with Vermont DEC.

☆ **GMTA Facility Renovation:**

- Continuing to coordinate with VTrans on the status of related municipal sewer and water projects. Staff will complete procurement documents in preparation of starting the project during the next construction season.

☆ **Facility Security Upgrades:**

- Project has been substantially completed, with some minor equipment changes to be processed. GMT and Aella Consulting have prepared punch list items for Norris, Inc. to complete prior to contract closeout. Training with GMT staff will be scheduled following the production of maintenance and operating manuals for the system.

☆ **Electric Bus Buy:**

- Working with GMT Maintenance staff and Proterra on the finalization of a Purchase Order for two electric buses. Looking into options for design and procurement of charging system installation to occur during the summer months.

☆ **Cutaway Bus Buy:**

- Purchase Orders have been issued for 18 vehicles for GMT and 10 vehicles for SSTA. There is sufficient funding remaining for two additional cutaway vehicles, and staff is discussing if two non-CDL vehicles should be purchased for added flexibility in the rural areas.

☆ **ADA Conversion Van Buy:**

- Staff has made a recommendation for a contract award. Following contract award, staff will work on vehicle configuration for five ADA minivans.

☆ **Montpelier Transit Center:**

- Working with the Transit Center project team on the processing of RFI's from the Contractor that pertain to the transit center. Recently met to discuss door hardware that is compliant with GMT's security system and will soon meet with the team to discuss lighting operation.
- Working with GMT staff and City of Montpelier to develop and Operating Agreement for GMT's operation of the Transit Center.

Chittenden County Transportation Authority
Statement of Net Assets
As of 10/31/2018

	As Of Oct 2018	As Of June 30, 2017
ASSETS		
Current Assets:		
Cash and Investments	1,524,221.54	3,789,499.74
Receivables:		
Grant	103,010.35	2,925,414.33
Other	7,234,345.78	2,712,134.95
Deferred Cost Pool	(186,766.77)	(237,722.17)
Inventories	666,026.26	638,142.07
Prepaid Expenses	764,313.31	453,277.03
Total Current Assets	10,105,150.47	10,280,745.95
Noncurrent Assets:		
Land, Structures And		
Equipment - net of accumulated depreciation	29,914,533.01	27,119,767.21
TOTAL ASSETS	40,019,683.48	37,400,513.16
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	788,482.29	559,356.45
Accrued Payroll Expenses	182,826.84	152,669.57
Other Accrued Expenses	45,096.96	49,966.50
Deferred Revenue	5,649,922.64	5,381,776.53
Total Current Liabilities	6,666,328.73	6,143,769.05
Long-Term Liabilities:		
Accrued Compensated Absences	891,398.94	802,389.23
Total Long-Term Liabilities	891,398.94	802,389.23
Total Liabilities	7,557,727.67	6,946,158.28
Fund Equity:		
Invested in capital assets, net of related debt	30,628,967.23	28,031,330.04
Restricted	957,675.08	1,547,481.95
Unrestricted	875,313.50	875,542.89
Total Fund Equity	32,461,955.81	30,454,354.88
TOTAL LIABILITIES AND FUND EQUITY	40,019,683.48	37,400,513.16

Green Mountain Transit Authority
Budget v. Actual Report
For the Four Months Ending Wednesday, October 31, 2018

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Budget Approved (DEC2018)			Budget Variance		
REVENUES									
<u>FEDERAL, STATE AND LOCAL REVENUE</u>									
Municipal Member Assessments	770,871.54		\$770,871.54	2,300,970.00		\$2,300,970.00	33.50%	0.00%	33.50%
Municipal Paratransit Assessments	209,789.00		209,789.00	637,765.00		637,765.00	32.89%	0.00%	32.89%
Local Operating Assistance	25,805.54	74,849.80	100,655.34	96,661.00	421,725.00	518,386.00	26.70%	17.75%	19.42%
Federal Urban Formula Grant	856,612.00		856,612.00	3,062,532.00		3,062,532.00	27.97%	0.00%	27.97%
Federal Rural Operating Grant		312,035.54	312,035.54		1,180,000.00	1,180,000.00	0.00%	26.44%	26.44%
State Regular Subsidy Operating Grant	749,262.00	232,573.77	981,835.77	2,247,786.00	1,100,000.00	3,347,786.00	33.33%	21.14%	29.33%
E&D Grants and Local Match		404,018.65	404,018.65		1,117,698.00	1,117,698.00	0.00%	36.15%	36.15%
CMAQ Grants	384,100.24	125,574.53	509,674.77	1,116,622.00	328,500.00	1,445,122.00	34.40%	38.23%	35.27%
Preventative Maint Grants	580,549.00	211,377.51	791,926.51	1,613,684.00	550,000.00	2,163,684.00	35.98%	38.43%	36.60%
Other Grants	37,119.34	4,340.19	41,459.53	78,750.00	74,250.00	153,000.00	47.14%	5.85%	27.10%
Fund Balance Reserves							0.00%	0.00%	0.00%
Capital Reserve Revenue	93,750.00	63,333.33	157,083.33				0.00%	0.00%	0.00%
Total Federal, State and Local Revenues	3,707,858.66	1,428,103.32	5,135,961.98	11,154,770.00	4,772,173.00	15,926,943.00	33.24%	29.93%	32.25%
<u>OPERATING REVENUE</u>									
Passenger Revenue	705,894.70	41,426.24	747,320.94	2,252,500.00	124,954.00	2,377,454.00	31.34%	33.15%	31.43%
Paratransit Passenger Fares	23,662.50		23,662.50	115,000.00		115,000.00	20.58%	0.00%	20.58%
Advertising Revenue	64,925.25	9,200.00	74,125.25	200,000.00	50,000.00	250,000.00	32.46%	18.40%	29.65%
Planning Revenue	99,661.14	1,391.98	101,053.12	362,106.00	25,000.00	387,106.00	27.52%	5.57%	26.10%
Interest Earnings	248.34	1,387.45	1,635.79	1,200.00	4,000.00	5,200.00	20.70%	34.69%	31.46%
Miscellaneous Revenue	1,979.21	32.02	2,011.23	19,000.00		19,000.00	10.42%	0.00%	10.59%
Sales Of Equipment				3,000.00	5,000.00	8,000.00	0.00%	0.00%	0.00%
Medicaid Purchase Of Svc		705,956.18	705,956.18		2,047,728.00	2,047,728.00	0.00%	34.48%	34.48%
Purchase of Service	21,811.49	20,238.02	42,049.51	43,844.00	140,000.00	183,844.00	49.75%	14.46%	22.87%
Warranty Revenue		3,318.26	3,318.26	2,000.00	2,000.00	4,000.00	0.00%	165.91%	82.96%
Operating Revenue	918,182.63	782,950.15	1,701,132.78	2,998,650.00	2,398,682.00	5,397,332.00	30.62%	32.64%	31.52%
Total Revenue	4,626,041.29	2,211,053.47	6,837,094.76	14,153,420.00	7,170,855.00	21,324,275.00	32.68%	30.83%	32.06%
EXPENSES									
<u>SALARIES AND WAGES</u>									
Other Wages	540,666.94	257,580.90	798,247.84	1,611,945.00	973,620.00	2,585,565.00	33.54%	26.46%	30.87%
Driver/Operator Wages	1,296,631.77	582,483.87	1,879,115.64	4,232,344.00	1,932,897.00	6,165,241.00	30.64%	30.14%	30.48%
Vehicle Repair Wages	278,950.38	42,862.33	321,812.71	934,095.00	186,324.00	1,120,419.00	29.86%	23.00%	28.72%
Salaries and Wages	2,116,249.09	882,927.10	2,999,176.19	6,778,384.00	3,092,841.00	9,871,225.00	31.22%	28.55%	30.38%
<u>PERSONNEL TAXES AND BENEFITS</u>									
Payroll Taxes (FICA/MC)	160,925.23	62,896.81	223,822.04	518,546.00	216,602.00	735,148.00	31.03%	29.04%	30.45%
Unemployment Tax Exp	13,664.03	620.99	14,285.02	20,000.00	22,000.00	42,000.00	68.32%	2.82%	34.01%
Medical Insurance/HRA	578,664.94	161,491.04	740,155.98	1,745,723.00	426,165.00	2,171,888.00	33.15%	37.89%	34.08%
Pension Plan Expenses	81,211.74	17,501.79	98,713.53	281,981.00	71,135.00	353,116.00	28.80%	24.60%	27.95%
Employee Development	15,913.86	5,063.40	20,977.26	31,000.00	28,000.00	59,000.00	51.34%	18.08%	35.55%

Green Mountain Transit Authority
Budget v. Actual Report
For the Four Months Ending Wednesday, October 31, 2018

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Budget Approved (DEC2018)			Budget Variance		
Other Employee Benefits	84,319.27	24,726.87	109,046.14	245,894.00	75,074.00	320,968.00	34.29%	32.94%	33.97%
Personnel Taxes and Benefits	934,699.07	272,300.90	1,206,999.97	2,843,144.00	838,976.00	3,682,120.00	32.88%	32.46%	32.78%

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	13,024.86	3,921.90	16,946.76	43,740.00	21,600.00	65,340.00	29.78%	18.16%	25.94%
Recruiting Expenses	1,354.00	7,193.65	8,547.65	18,400.00	12,000.00	30,400.00	7.36%	59.95%	28.12%
Dues and Subscriptions	19,444.62	1,970.50	21,415.12	27,838.00	10,033.00	37,871.00	69.85%	19.64%	56.55%
Travel and Meetings	837.75	278.75	1,116.50	3,500.00	3,500.00	7,000.00	23.94%	7.96%	15.95%
Board Development							0.00%	0.00%	0.00%
Communications	12,536.65	13,350.61	25,887.26	59,360.00	28,816.00	88,176.00	21.12%	46.33%	29.36%
Computer Service Exp	71,014.52	30,286.69	101,301.21	124,320.00	57,164.00	181,484.00	57.12%	52.98%	55.82%
Legal Fees	18,655.68		18,655.68	25,000.00	3,000.00	28,000.00	74.62%	0.00%	66.63%
Insurance	318,827.99	138,480.13	457,308.12	906,451.00	402,456.00	1,308,907.00	35.17%	34.41%	34.94%
Audit Fees	6,300.00	2,700.00	9,000.00	19,425.00	8,325.00	27,750.00	32.43%	32.43%	32.43%
Consulting Fees				6,000.00	6,000.00	12,000.00	0.00%	0.00%	0.00%
General and Admin Expenses	461,996.07	198,182.23	660,178.30	1,234,034.00	552,894.00	1,786,928.00	37.44%	35.84%	36.94%

OPERATIONS EXPENSES

Background Checks	172.00	4,676.00	4,848.00	1,900.00	8,325.00	10,225.00	9.05%	56.17%	47.41%
Drug & Alcohol Testing	316.00	31.00	347.00				0.00%	0.00%	0.00%
DOT Testing	1,970.00	1,020.00	2,990.00	5,850.00	7,920.00	13,770.00	33.68%	12.88%	21.71%
Employment Recruitment Program				800.00	400.00	1,200.00	0.00%	0.00%	0.00%
Driver's Uniforms	2,689.13	2,228.91	4,918.04	22,546.00	20,170.00	42,716.00	11.93%	11.05%	11.51%
Safety Expense	277.50		277.50	2,300.00	1,700.00	4,000.00	12.07%	0.00%	6.94%
Bus Rodeo							0.00%	0.00%	0.00%
Misc. Operating Exp	322.25		322.25	7,100.00	2,675.00	9,775.00	4.54%	0.00%	3.30%
Operations Expenses	5,746.88	7,955.91	13,702.79	40,496.00	41,190.00	81,686.00	14.19%	19.32%	16.77%

PLANNING EXPENSES

Other Planning Expenses		1,781.28	1,781.28		25,000.00	25,000.00	0.00%	7.13%	7.13%
MPO Planning Expenses	11,471.63		11,471.63	100,000.00		100,000.00	11.47%	0.00%	11.47%
Planning Expenses	11,471.63	1,781.28	13,252.91	100,000.00	25,000.00	125,000.00	11.47%	7.13%	10.60%

VEHICLE/BUILDING MAINTENANCE EXP (15

Industrial)

Parts Expense - Non-Revenue Vehicles	1,654.30	126.96	1,781.26	7,000.00	4,500.00	11,500.00	23.63%	2.82%	15.49%
Parts Expense - Revenue Vehicles	211,590.80	123,570.41	335,161.21	408,394.00	190,000.00	598,394.00	51.81%	65.04%	56.01%
Tires	12,044.23	14,990.43	27,034.66	90,000.00	25,000.00	115,000.00	13.38%	59.96%	23.51%
Facility Maintenance	27,086.12	21,199.18	48,285.30	70,000.00	57,200.00	127,200.00	38.69%	37.06%	37.96%
Passenger Facility Expenses	8,409.58		8,409.58	34,452.00		34,452.00	24.41%	0.00%	24.41%
Security Expenses							0.00%	0.00%	0.00%
Cleaning Expense	5,866.68	3,118.38	8,985.06	58,000.00	7,200.00	65,200.00	10.11%	43.31%	13.78%
Repeater Fees	6,390.00	5,778.00	12,168.00	21,600.00	16,200.00	37,800.00	29.58%	35.67%	32.19%
Light, Heat and Water	39,211.71	8,101.13	47,312.84	153,000.00	55,000.00	208,000.00	25.63%	14.73%	22.75%

Green Mountain Transit Authority
Budget v. Actual Report
For the Four Months Ending Wednesday, October 31, 2018

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Budget Approved (DEC2018)			Budget Variance		
Fuel - Vehicles	290,708.84	103,408.89	394,117.73	1,036,308.00	333,235.00	1,369,543.00	28.05%	31.03%	28.78%
Maintenance Tools/Supplies/Uniforms	34,966.71	5,495.68	40,462.39	88,975.00	15,944.00	104,919.00	39.30%	34.47%	38.57%
Misc Maint Expenses and fees	638.70	26.52	665.22	6,000.00	2,000.00	8,000.00	10.65%	1.33%	8.32%
Vehicle/Building Maintenance Exp	638,567.67	285,815.58	924,383.25	1,973,729.00	706,279.00	2,680,008.00	32.35%	40.47%	34.49%
CONTRACTOR EXPENSES									
ADA/SSTA Paratransit	403,639.84		403,639.84	1,215,055.00		1,215,055.00	33.22%	0.00%	33.22%
Partner Local Share				19,833.00		19,833.00	0.00%	0.00%	0.00%
Functional Assessment Costs	1,743.10		1,743.10	8,500.00		8,500.00	20.51%	0.00%	20.51%
Volunteer Drivers		168,253.34	168,253.34		520,000.00	520,000.00	0.00%	32.36%	32.36%
Other Transportation (incl Cabs)	4,334.40	316,044.46	320,378.86	14,021.00	800,000.00	814,021.00	30.91%	39.51%	39.36%
Contractor Expenses	409,717.34	484,297.80	894,015.14	1,257,409.00	1,320,000.00	2,577,409.00	32.58%	36.69%	34.69%
MARKETING EXPENSE									
Bus Tickets/Fare Media	5,792.98	737.95	6,530.93	20,000.00	2,400.00	22,400.00	28.96%	30.75%	29.16%
Marketing Expense	14,367.36	19,616.49	33,983.85	52,000.00	42,340.00	94,340.00	27.63%	46.33%	36.02%
Public Information	11,788.00	448.94	12,236.94	29,000.00	19,500.00	48,500.00	40.65%	2.30%	25.23%
Marketing Expense	31,948.34	20,803.38	52,751.72	101,000.00	64,240.00	165,240.00	31.63%	32.38%	31.92%
OTHER EXPENSES									
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%
Debt Service/Capital Reserve	46,442.51		46,442.51	50,000.00		50,000.00	92.89%	0.00%	92.89%
Bond Interest							0.00%	0.00%	0.00%
Capital Match	125,158.00	133,478.33	258,636.33	94,224.00	210,435.00	304,659.00	132.83%	63.43%	84.89%
Other Expenses	171,600.51	133,478.33	305,078.84	144,224.00	210,435.00	354,659.00	118.98%	63.43%	86.02%
TOTAL EXPENSES	4,781,996.60	2,287,542.51	7,069,539.11	14,472,420.00	6,851,855.00	21,324,275.00	33.04%	33.39%	33.15%
Current Year Deferred Costs	80,495.94		80,495.94				0.00%	0.00%	0.00%
ALLOCATIONS BETWEEN PROGRAMS	68,439.09	(68,439.09)		319,000.00	(319,000.00)		21.45%	21.45%	0.00%
Balance Of Operating Budget	(7,020.28)	(144,928.13)	(151,948.41)	0.00	0.00		0.00%	0.00%	0.00%
Capital Revenue									
Federal Revenue	521,777.46	8,889.26	530,666.72				0.00%	0.00%	0.00%
State Revenue	65,668.65	1,111.16	66,779.81				0.00%	0.00%	0.00%
Paratransit Lease Revenue							0.00%	0.00%	0.00%
Local Match Revenue	31,408.00	70,145.00	101,553.00				0.00%	0.00%	0.00%
Total Capital Revenue	618,854.11	80,145.42	698,999.53	0.00	0.00		0.00%	0.00%	0.00%
Capital Expenses									
Vehicles							0.00%	0.00%	0.00%
Maintenance Parts and Equipment	135,351.39	24,250.90	159,602.29				0.00%	0.00%	0.00%
Passenger Amenities	42,871.50		42,871.50				0.00%	0.00%	0.00%

Green Mountain Transit Authority
 Budget v. Actual Report
 For the Four Months Ending Wednesday, October 31, 2018

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Budget Approved (DEC2018)			Budget Variance		
Facility Repairs and Improvements	487,658.02	3,368.63	491,026.65				0.00%	0.00%	0.00%
Total Capital Expenses	665,880.91	27,619.53	693,500.44	0.00	0.00		0.00%	0.00%	0.00%
Balance of Capital Budget	(47,026.80)	52,525.89	5,499.09	0.00	0.00		0.00%	0.00%	0.00%
Transfer of Purchases to Fixed Assets	454,665.30	331.62	454,996.92				0.00%	0.00%	0.00%
Deferred Costs							0.00%	0.00%	0.00%
Depreciation Expense	(967,779.62)	(201,651.52)	(1,169,431.14)				0.00%	0.00%	0.00%
Subtotal	(513,114.32)	(201,319.90)	(714,434.22)	0.00	0.00		0.00%	0.00%	0.00%
Current Change in Net Assets	(567,161.40)	(293,722.14)	(860,883.54)	0.00	0.00		0.00%	0.00%	0.00%



TO: GMT Board of Commissioners
 FR: Michelle Daley, Director of Finance
 DT: 12/11/2018
 RE: FY20 Operating & Capital Budget

This memo accompanies the adjusted Capital and Operating Budgets for GMT for the fiscal year ending 6/30/2020. GMT presents a balanced budget for the finance committee to review and recommend to the board for adoption at the Board meeting on 12/18/2018.

During November we met with the Finance Committee and Leadership Committee to discuss the Fiscal Year 2020 budget. With the state of the limited funding available and rising costs each year GMT has reached a point where services need to be evaluated for continuation. In order to balance the FY20 budget we have found ourselves in the difficult position of needing to suspend services to balance the budget. The GMT team has reviewed all our services and has targeted those routes that would have the least amount of impact to our riders and local contributions. Additionally, we will be planning an increase in the cash fares in our urban system.

The capital budget in total is \$6,461,032 with total local match from the FY20 revenues equaling \$153,900 and \$271,666 coming from the restricted local capital fund balance. Fiscal year 20 will deplete the rural restricted capital match fund balance to under \$50,000, while the urban LCMF will be just over \$100,000 at the close of FY20.

Urban Capital Budget			
Expense Description	100% Funds	Local Match	Explanation of change
2 - Electric Vehicles (expansion)	2,833,332	141,666	The Electric Bus Proposals came in higher than we had expected, so only 2 electric vehicles are able to be purchased. This is a collaborative effort with BED and VTRANS who received the NOLO competitive grant to bridge the gap between diesel and electric vehicles.



10 - Replacement SSTA Vehicles	788,700	-	Based on the replacement schedule and condition of the existing fleet.
3 Non-Revenue Replacements (driver relief etc)	75,000	7,500	this will replace the Prius which have gone well beyond their useful life.
Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	50,000	5,000	Both of these line items help to offset the costs that would be charged to the operating budget.
Spare parts, miscellaneous support equipment	340,000	34,000	
Passenger Amenities (shelters, benches and bike racks)	89,000	8,900	There are a few shelter, bench and bike rack projects slated for the spring of 2019
Equipment replacement and upgrades (phone/tablets/computers/downstairs copier)	25,000	2,500	Our phone system is in need of an upgrade as well as replacement of a copier/fax on the first floor.
TOTALS	4,201,032	199,566	

Total match required for this budget equals \$199,566, of which \$57,900 will be from the FY20 local contributions with the remainder coming from the Local Capital Match Fund. After this budget is fully completed, the anticipated balance in the urban capital match fund will be \$105,674 to be available for future year's capital purchases.

Rural Capital Budget			
Expense Description	100% Funds	Local Match	Explanation of change
Spare Parts, Misc. Support Equip, etc	25,000	2,500	Both of these line items help to offset the costs that would be charged to the operating budget. We have assumed we will need to come up with the full 20% match on these budget lines.
Facility PM - rural facilities	25,000	2,500	
Shelter/Passenger Amenities	20,000	2,000	There are a couple of shelter, bench and bike rack projects slated for the spring of 2019



Renovations/upgrades to the Berlin Facility including maintenance	2,100,000	210,000	The plans are completed. We pushed off the construction until summer of 19. We will be working with VTRANS to determine when to put the project out for bid.
Montpelier Transit Center (inside equipment for startup)	90,000	9,000	We expect the MTC to open sometime in the fall of 2019, these funds will help to furnish the interior of the space GMT will occupy and operate.
TOTALS	\$2,260,000	\$226,000	

Total match required for this budget equals \$226,000 of which \$96,000 will be from the FY20 local contributions with the remainder coming from the Local Capital Match Fund. After this budget is fully completed, the anticipated balance in the rural capital match fund will be \$43,699 to be available for future year’s capital purchases.

The GMT leadership team prepared the FY20 Budget with the assumptions that the Grants funds would be level funded with no increases. This has been the consistent message received from the VTRANS staff that the budgets at the State are very tight as well. With this in mind, we are in a position where we will need to suspend services to match revenues and expenses. While this has been a difficult undertaking, staff as looked at services that would have the least impact to local routes and contributions. We are also going to work toward a fare increase in the next fiscal year. It has been at least 10 years since we last increased the cash fares of GMT.

The table below summarizes each significant budget area and the assumptions for each section:

Budget Category	Urban	Rural	Explanation
Federal, State & Local revenue	11,024,506	4,399,058	Grants have been left at the FY19 Adjusted levels. Assessments for operating service are increased by 3% while Paratransit Assessments have been adjusted based on the ridership and anticipated costs of services. Local Contributions have been adjusted in anticipation of service suspensions.



Operating Revenue	3,112,650	2,430,360	We are anticipating an increase in fare revenue with an increased cash fare, as well as the increase of Medicaid PMPW with the rising Unduplicated members. The rural fare increase does NOT have a base fare increase assumed, this is just growth. The services up for suspension will not impact fares since they operate fare free.
Salaries & Wages	6,845,996	2,779,675	Wages have been adjusted based on the respective CBAs and the service suspensions.
Personnel Taxes & Benefits	2,905,340	822,529	Increases for benefits have been projected, and reductions based on service suspensions has also been projected. We anticipate the Health Benefits will increase at the same rate as they have in FY19 3% for a single plan and 8% for the other levels of coverage.
General & Admin Expenses	1,220,957	555,809	Expenses in this category have been level funded or reduced based on the anticipation of the service suspensions. Insurance includes W/C which is driven from the Wages above. Communications includes cell phone costs which will be reduced with less service.
Operations Expenses	42,796	40,865	This category is essentially level funded. The line items here are the fixed costs based on employee and program compliance.
Planning Expenses	100,000	25,000	Level funded and paid by grants awarded to us by CCRPC and the State of VT for planning projects utilizing outside services.



Vehicle/Facility Maintenance	1,961,557	694,300	Overall this category shows a decrease from the FY19 adjusted budget.
Contracted Expenses	1,162,609	1,425,000	This section is all outside contracted transportation services, SSTA and Volunteer and CAB services for our ADA, Medicaid and E&D transportation services.
Marketing Expenses	109,000	71,240	Expenses to support the transportation services of GMT including the BM&G published a few times per year for each system.
Other Expenses	107,900	96,000	Capital Match expenses to support the Capital Budget
Cost Allocations	319,000	(319,000)	OH, Link and other allocations between urban and rural systems.

Staff is requesting the board to put forth a recommendation to tentatively approve the FY20 Operating budget as presented so staff can proceed with the public meeting. The Board will vote to approve the budget in January.

FY20 Capital Budget

Awarded Urban Capital											
Prio rity	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non- GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	B	2 - Electric Vehicles (expansion)	\$ 2,833,332	\$2,550,000	\$141,666	\$ 141,666	\$ -	\$ 141,666	\$ 170,000	\$2,550,000	
1	D	10 - Replacement SSTA Vehicles	\$ 788,700	\$630,960	\$78,870	\$ 78,870	\$ -	\$ -	\$78,870	\$630,960	
2	E	3 Non-Revenue Replacements (driver relief etc)	\$ 75,000	\$60,000	\$7,500	\$ 7,500	\$ 7,500.00	\$ -			
2	F	Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ 5,000.00	\$ -		\$40,000	
2	G	Spare parts, miscellaneous support equipment	\$ 340,000	\$272,000	\$34,000	\$ 34,000	\$ 34,000.00	\$ -		\$272,000	
3	H	Passenger Amenties (shelters, benches and bike racks)	\$ 89,000	\$71,200	\$8,900	\$ 8,900	\$ 8,900.00	\$ -			
3	I	Equipment replacement and upgrades (phone/tablets/computers/downstairs copier)	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500.00	\$ -		\$20,000	
Total			\$ 4,201,032	\$ 3,644,160	\$ 278,436	\$ 278,436	\$ 57,900	\$ 141,666		\$ 3,512,960	\$ -
							Total Local Match				
							Estimated Balance of LCMF 6/30/19		247,340		
							Estimated Balance of LCMF 6/30/20		105,674		

** Special Services Transportation Agency
*** Elders and Persons With Disabilities Program.

Rural Capital											
Prio rity	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non- GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	AC	Spare Parts, Misc. Support Equipt, etc	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2	AD	Facility PM - rural facilities	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2	AE	Shelter/Passenger Amenities	\$ 20,000	\$16,000	\$2,000	\$ 2,000	\$ 2,000				
2	AE	Renovations/upgrades to the Berlin Facility including maintenance	\$ 2,100,000	\$1,680,000	\$210,000	\$ 210,000	\$ 80,000	\$130,000		\$1,680,000	
2	AF	Montpelier Transit Center (inside equipment for startup)	\$ 90,000	\$72,000	\$9,000	\$ 9,000	\$ 9,000			\$72,000	
Total			\$ 2,260,000	\$ 1,808,000	\$ 226,000	\$ 226,000	\$ 96,000	\$ 130,000		\$ 1,792,000	
							Total Local Match				
							Estimated Balance of LCMF 6/30/19		173,699		
							Estimated Balance of LCMF 6/30/20		43,699		

* Cut Away Bus = Truck/Van Front/Bus Body
** Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet our the local match obligation.

Green Mountain Transit
FY19 Operating Budget

	A			B			C			D			E			F			G			H			I		
	PROPOSED FY20									Proposed FY19 Adjusted Budget									\$ Changes between FY19 Adjusted Proposed & Proposed FY20								
	URBAN			RURAL			Total			URBAN			RURAL			Total			URBAN			RURAL			Total		
1	Revenues																										
2																											
3	FEDERAL, STATE AND LOCAL REVENUES																										
4	Municipal Member Assessments	2,427,899	0	2,427,899	2,300,970	0	2,300,970	126,929	0	126,929																	
5	Municipal Paratransit Assessments	683,749	0	683,749	637,765	0	637,765	45,983	0	45,983																	
6	Local Operating Assistance	54,793	224,110	278,903	96,661	421,725	518,386	(41,868)	(197,615)	(239,483)																	
7	Federal Urban Formula Grant	2,719,724	0	2,719,724	3,062,532	0	3,062,532	(342,809)	0	(342,809)																	
8	Federal Rural Operating Grant	0	1,180,000	1,180,000	0	1,180,000	1,180,000	0	0	0																	
9	State Regular Subsidy Operating Grant	2,247,786	1,100,000	3,347,786	2,247,786	1,100,000	3,347,786	0	0	0																	
10	E&D Grants and Cash Match	0	1,117,698	1,117,698	0	1,117,698	1,117,698	0	0	0																	
11	CMAQ Grants	1,198,122	153,000	1,351,122	1,116,622	328,500	1,445,122																				
12	Preventative Maintenance Grants	1,613,684	550,000	2,163,684	1,613,684	550,000	2,163,684																				
13	Other Federal/State Grants	78,750	74,250	153,000	78,750	74,250	153,000	0	0	0																	
14	Fund Balance Reserves	0	0	0	0	0	0	0	0	0																	
15	Capital Reserve Revenue	0	0	0	0	0	0	0	0	0																	
16	Total Federal, State and Local Revenues	11,024,506	4,399,058	15,423,565	11,154,770	4,772,173	15,926,944	(211,764)	(197,615)	(409,379)																	
17																											
18	OPERATING REVENUE																										
19	Passenger Revenue	2,366,500	126,700	2,493,200	2,252,500	124,954	2,377,454	114,000	1,746	115,746																	
20	Paratransit Fare	115,000	0	115,000	115,000	0	115,000	0	0	0																	
21	Advertising Revenue	200,000	50,000	250,000	200,000	50,000	250,000	0	0	0																	
22	Planning Revenue	362,106	25,000	387,106	362,106	25,000	387,106	0	0	0																	
23	Interest Earnings	1,200	4,000	5,200	1,200	4,000	5,200	0	0	0																	
24	Miscellaneous Revenue	19,000	0	19,000	19,000	0	19,000	0	0	0																	
25	Sales of Equipment	3,000	5,000	8,000	3,000	5,000	8,000	0	0	0																	
26	Medicaid Purchase of Service Revenue	0	2,077,660	2,077,660	0	2,047,728	2,047,728	0	29,932	29,932																	
27	Misc. Purchase of Service	43,844	140,000	183,844	43,844	140,000	183,844	0	0	0																	
28	Warranty Revenue	2,000	2,000	4,000	2,000	2,000	4,000	0	0	0																	
29																											
30	Operating Revenues	3,112,650	2,430,360	5,543,010	2,998,650	2,398,682	5,397,332	114,000	31,678	145,678																	
31																											
32	TOTAL REVENUES	14,137,156	6,829,418	20,966,575	14,153,420	7,170,856	21,324,276	(97,764)	(165,937)	(263,702)																	
33																											
34	Expenses																										
35	SALARIES AND WAGES																										
36	Other Wages	1,595,155	893,643	2,488,798	1,611,945	973,620	2,585,565	(16,790)	(79,977)	(96,767)																	
37	Driver Wages	4,288,954	1,694,135	5,983,089	4,232,344	1,932,897	6,165,241	56,610	(238,762)	(182,152)																	
38	Mechanic Wages	961,887	191,897	1,153,785	934,095	186,324	1,120,419	27,792	5,573	33,365																	
39	SALARIES AND WAGES	6,845,996	2,779,675	9,625,671	6,778,384	3,092,841	9,871,225	67,612	(313,166)	(245,554)																	
40																											
41	PERSONNEL TAXES AND BENEFITS																										
42	Payroll Taxes FICA/MC (7.65% of Wages)	523,719	212,645	736,364	518,546	216,602	735,148	5,173	(3,957)	1,216																	
43	Unemployment Tax Exp	12,000	22,000	34,000	20,000	22,000	42,000	(8,000)	0	(8,000)																	
44	Medical Insurance	1,943,528	465,811	2,409,339	1,745,723	426,165	2,171,888	197,805	39,646	237,451																	
45	Retirement ER Contributions	284,793	63,933	348,726	281,981	71,135	353,116	2,812	(7,202)	(4,390)																	
46	Employee Development	31,000	19,000	50,000	31,000	28,000	59,000	0	(9,000)	(9,000)																	

Green Mountain Transit
FY19 Operating Budget

	A			B			C			D			E			F			G			H			I				
	PROPOSED FY20									Proposed FY19 Adjusted Budget									\$ Changes between FY19 Adjusted Proposed & Proposed FY20										
	URBAN			RURAL			Total			URBAN			RURAL			Total			URBAN			RURAL			Total				
47	GM Development/training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
48	Employee Benefits	110,300	39,140	149,440	245,894	75,074	320,968	(135,594)	(35,934)	(171,528)																			
49	PERSONNEL TAXES AND BENEFITS	2,905,340	822,529	3,727,869	2,843,144	838,976	3,682,120	62,196	(16,447)	45,749																			
50																													
51	GENERAL AND ADMIN EXPENSES																												
52	Admin Supplies and Expenses	43,980	21,600	65,580	43,740	21,600	65,340	240	0	240																			
53	Recruiting Expenses	18,400	12,000	30,400	18,400	12,000	30,400	0	0	0																			
54	Dues and Subscriptions	28,468	9,508	37,976	27,838	10,033	37,871	630	(525)	105																			
55	Travel and meetings	4,000	4,000	8,000	3,500	3,500	7,000	500	500	1,000																			
56	Communications	48,508	49,480	97,988	59,360	28,816	88,176	(10,852)	20,664	9,812																			
57	Computer Services	131,320	60,164	191,484	124,320	57,164	181,484	7,000	3,000	10,000																			
58	Board Development	0	0	0	0	0	0	0	0	0																			
59	Legal Fees	15,000	7,000	22,000	25,000	3,000	28,000	(10,000)	4,000	(6,000)																			
60	Insurance	911,856	383,732	1,295,588	906,451	402,456	1,308,907	5,405	(18,724)	(13,319)																			
61	Audit Fees	19,425	8,325	27,750	19,425	8,325	27,750	0	0	0																			
62	Consulting Fees	0	0	0	6,000	6,000	12,000	(6,000)	(6,000)	(12,000)																			
63	GENERAL AND ADMIN EXPENSES	1,220,957	555,809	1,776,766	1,234,034	552,894	1,786,928	(13,077)	2,915	(10,162)																			
64																													
65	OPERATIONS EXPENSES																												
66	Employee New Hire/Background Checks	2,000	9,000	11,000	1,900	8,325	10,225	100	675	775																			
67	Drug & Alcohol Testing	0	0	0	0	0	0	0	0	0																			
68	DOT Testing	5,850	7,920	13,770	5,850	7,920	13,770	0	0	0																			
70	Employment Recruitment Referral Program	800	400	1,200	800	400	1,200	0	0	0																			
71	Drivers' Uniforms	24,746	18,170	42,916	22,546	20,170	42,716	2,200	(2,000)	200																			
72	Safety Expense	2,300	1,700	4,000	2,300	1,700	4,000	0	0	0																			
73	Misc. Operating Expenses	7,100	3,675	10,775	7,100	2,675	9,775	0	1,000	1,000																			
74	OPERATIONS EXPENSES	42,796	40,865	83,661	40,496	41,190	81,686	2,300	(325)	1,975																			
75																													
76	PLANNING EXPENSES																												
77	Other Planning Expense	0	25,000	25,000	0	25,000	25,000	0	0	0																			
78	CCRPC Planning Exp	100,000	0	100,000	100,000	0	100,000	0	0	0																			
79	PLANNING EXPENSES	100,000	25,000	125,000	100,000	25,000	125,000	0	0	0																			
80																													
81	VEHICLE/BUILDING MAINTENANCE EXP																												
82	Parts Expense - Non-Revenue Vehicle	7,000	4,500	11,500	7,000	4,500	11,500	0	0	0																			
83	Parts Expense - Revenue Vehicles	408,394	122,000	530,394	408,394	190,000	598,394	0	(68,000)	(68,000)																			
84	Tires	90,000	25,000	115,000	90,000	25,000	115,000	0	0	0																			
85	Facility Maintenance	70,000	57,200	127,200	70,000	57,200	127,200	0	0	0																			
86	Passenger Facility Expense	35,702	0	35,702	34,452	0	34,452	1,250	0	1,250																			
87	Cleaning Expense	58,000	10,200	68,200	58,000	7,200	65,200	0	3,000	3,000																			
88	Repeater Fees	21,600	16,200	37,800	21,600	16,200	37,800	0	0	0																			
89	Light, Heat and Water	153,000	55,000	208,000	153,000	55,000	208,000	0	0	0																			
69	Fuel -Vehicles	1,021,786	386,256	1,408,042	1,036,308	333,235	1,369,543	(14,522)	53,021	38,499																			
90	Maintenance Tools/Supplies/Uniforms	90,075	15,944	106,019	88,975	15,944	104,919	1,100	0	1,100																			
91	Misc. Maintenance Expenses and fees	6,000	2,000	8,000	6,000	2,000	8,000	0	0	0																			
92	VEHICLE/BUILDING MAINTENANCE EXP	1,961,557	694,300	2,655,858	1,973,729	706,279	2,680,008	(12,172)	(11,979)	(24,151)																			
93																													

	A			B			C			D			E			F			G			H			I		
	PROPOSED FY20									Proposed FY19 Adjusted Budget									\$ Changes between FY19 Adjusted Proposed & Proposed FY20								
	URBAN			RURAL			Total			URBAN			RURAL			Total			URBAN			RURAL			Total		
94																											
95	CONTRACTED EXPENSES																										
96	ADA/SSTA PARATRANSIT	1,115,000	0	1,115,000	1,215,055	0	1,215,055	(100,055)	0	(100,055)																	
97	Partner Local Share (ACTR)	19,833	0	19,833	19,833	0	19,833	0	0	0																	
98	Functional Assessment Expenses	10,000	0	10,000	8,500	0	8,500	1,500	0	1,500																	
99	Volunteer Drivers	0	600,000	600,000	0	520,000	520,000	0	80,000	80,000																	
100	Other Transportation Svcs	17,776	825,000	842,776	14,021	800,000	814,021	3,755	25,000	28,755																	
101	CONTRACTOR EXPENSES	1,162,609	1,425,000	2,587,609	1,257,409	1,320,000	2,577,409	(94,800)	105,000	10,200																	
102																											
103	MARKETING EXPENSE																										
104	Bus Tickets/Fare Media	20,000	2,400	22,400	20,000	2,400	22,400	0	0	0																	
105	Marketing Exp	52,000	45,840	97,840	52,000	42,340	94,340	0	3,500	3,500																	
106	Public Information	37,000	23,000	60,000	29,000	19,500	48,500	8,000	3,500	11,500																	
107	MARKETING EXPENSE	109,000	71,240	180,240	101,000	64,240	165,240	8,000	7,000	15,000																	
108																											
109	OTHER EXPENSES																										
110	Debt Service/Capital Reserve	50,000	0	50,000	50,000	0	50,000	0	0	0																	
111	Capital Match Fund	57,900	96,000	153,900	94,224	210,435	304,659	(36,324)	(114,435)	(150,759)																	
112	OTHER EXPENSES	107,900	96,000	203,900	144,224	210,435	354,659	(36,324)	(114,435)	(150,759)																	
113																											
114	Total Expenses	14,456,156	6,510,418	20,966,574	14,472,420	6,851,856	21,324,276	102,767	(668,460)	(565,694)																	
115																											
116	Cost Allocations	319,000	(319,000)	0	319,000	(319,000)	0	0	0	0																	
117																											
118	Balance	0.00	0.00	0.01	(0)	(0)	(0)	(200,531)	502,523	301,992																	

January 9, 2019

From: Cheryl Whitaker, Grants and Procurement Coordinator
Matt Kimball, Capital Projects Manager
To: GMT Board of Commissioners
RE: ADA Conversion Van Procurement Award Recommendation

Background:

Green Mountain Transit (GMT) issued a Request for Proposals for ADA Conversion Vans on November 8, 2018. The RFP was advertised in the 11/8/2018 issue of the Burlington Free Press as well as the Think Vermont Bid Board. Eleven firms requested a copy of the RFP. Two Addenda were issued to address approved equals, revise the RFP to incorporate corrections identified during the approved equals process, and extend the deadline for submission of proposals.

Approved equal requests were received from one firm: Alliance Bus Group. Proposals were received from two firms: Alliance Bus Group and DATTCO.

Proposal Evaluation:

Proposals were scored by Matt Kimball, Jon Moore, and Justin Town. A checklist of required proposal contents was completed by Matt Kimball on December 17, 2018. Proposals were scored on a 0-4 point scale, defined as 4 points being Excellent, 3 points being Good, 2 points being Satisfactory, 1 point being Unsatisfactory, and 0 points as not meeting the criteria. Scores were applied to four different categories carrying different weights on the total score. As cost and delivery were two of the primary areas of concern for the Agency, these areas were intensely scrutinized in the evaluation of the proposals.

1. Price – 40 Percent

Price was evaluated in two areas, “Estimated First Year Minimum Cost” weighing 30 percent and “Average Price per Option Bus” weighing 10 percent. The estimated minimum price was determined by applying the first year pricing provided in the proposals to the estimated minimum buses established in Part 7 of Section I “General Terms” of the RFP. DATTCO had the lowest price in the area of ‘Estimated First Year Minimum Cost’ and was awarded 4 points for this category. The point total for Alliance Bus Group was calculated by applying the percent difference between their estimated total price and that of DATTCO’s to the 4-point score. This resulted in a score of 3.49 points for Alliance Bus Group.

The RFP outlined that the average price per option bus would be calculated using the same breakdown of size that was used for the estimated total price of all base buses and applying it to the maximum estimated quantities for each fiscal year in the RFP. As both Alliance Bus

Group and DATTCO stated in their proposals that the proposed vehicles would not be produced after 2019, all twenty-three (23) option quantities were evaluated in the first year, when they would be expected to be ordered under the contract. As described in the RFP, scoring for this category would be based on the average cost of option buses over the entire option period. DATTCO also had the lowest price in the area of ‘Average Price per Option Bus’ and was awarded 4 points for this category. The score for Alliance Bus Group was calculated using the same method as described above and resulted in a score of 3.49 points.

2. Delivery Dates/Ability to Meet Specifications and Contract Documents – 40 Percent

As part of the procurement process, every vendor that intends on submitting a proposal is required to submit approved equal requests beforehand. Approved equal requests were submitted by vendors on or before the due date of November 15, 2018 and GMT’s responses were issued to all vendors on November 19, 2018.

DATTCO:

DATTCO’s proposal indicated a delivery schedule of 7-9 weeks. They also noted that the Manufacturer’s facility is closed for two weeks during the holidays and that the proposed schedule accounts for this delay. The proposals noted that lead-time is reduced after the holidays and the normal build time for the proposed vehicle is 30 days. This delivery schedule works well for the departments/locations in need of these vehicles.

Included within DATTCO’s proposal were two exceptions: One exception was an offer for a 52” ramp instead of the 54” ramp, which was requested in the Request for Proposal. Another exception was a removable driver’s seat rather than a fixed seat, which is the standard offering on the proposed vehicles. Departments/locations in need of the ADA Conversion Vans have discussed these exceptions and determined that, although DATTCO did not submit for an approved equal, these deviations are acceptable. The reviewers determined that the exceptions do not affect the performance or functionality of the conversion vans and their purpose. Their proposal demonstrates the ADA Conversion Vans meet the requirements of the specification. The reviewers also determined that these exceptions do not provide any competitive advantage to DATTCO and that it is appropriate to accept the proposal with the exceptions as noted. Furthermore, rejection of the proposal on this grounds would unduly restrict competition as there would be a single proposal which fully complies with the specification. The reviewers took the exceptions into consideration when scoring DATTCO’s proposal in this area.

DATTCO provided all of the required contract documents, but did not include the FTA TVM List printout for the current year. As this is not a required item for compliance, this was considered a minor irregularity by the reviewers. Matt Kimball checked the current FTA

TVM list and Braun Corporation, the manufacturer of the vehicles proposed by DATTCO, was included on the list.

Alliance Bus Group:

The proposal from Alliance Bus Group indicated a 120-day delivery window. This is quite a bit higher than what GMT has typically experienced in previous purchases of these vehicles. A long delivery schedule such as this would not be advantageous to the Agency. Alliance Bus Group submitted six Approved Equal Requests. Three of the requests were clarifying requirements of the RFP related to bonding, period of proposal validity, and FMVSS. One request was related to GMT's Chrysler fleet identification number, and two pertained to items in the Specification, the kneeling functionality of the suspension and the mounting location of the spare tire. Both requests pertaining to the specification were approved by GMT.

Alliance Bus Group provided all of the required contract documents. The Request for Proposal included warranty information in the required proposal contents. Alliance Bus Group provided detail about warranties offered by the conversion manufacturer, but did not include any detail about warranties through the chassis Original Equipment Manufacturer (OEM).

3. Reputation of Proposer and Vehicles Proposed – 20 Percent

Each proposer was evaluated based on the stability of ownership and the performance and longevity of the proposed vehicles.

DATTCO (Braun):

DATTCO was founded in 1924 as a family owned corporation providing transportation services. They now operate three divisions, Charter & Tours, School Bus, and Sales & Service, with the Sales & Service Department added in 1990. The Sales & Service division has five locations in New England, including two collision & repair facilities. The Parts Department has four warehouses carrying over \$3 million of inventory. Facilities will ship the same day for orders placed before 1:00, and have vehicles available for emergency parts deliveries if needed even sooner. The Service Department employs over 120 technicians and both service locations are located within 3.5 hours of GMT's service area. The proposal indicates that the service locations are authorized warranty centers for the proposed vehicles.

The proposed vehicles are produced by Braun Corporation. The proposed vehicles have been tested to meet the FTA useful life benchmark of 4 years; 100,000 miles for modified vans. The proposal indicated a 3 year/36,000 mile warranty for Braun modifications and alterations. This covers Braun alterations to Braun workmanship on the van frame, floor structure, ramp, door and structural components, electrical components, and interior items

such as floor covering and lower door extension assemblies. It also includes a 5 year/100,000 mile warranty on corrosion protection, which covers Braun workmanship on the metal fabrication of the frame, floor, and lower door extensions, a 3 year/36,000 mile basic warranty through Dodge, Dodge anti-corrosion perforation warranty of 3 years/unlimited miles for all panels and 5 years/unlimited miles for outer panels. For other systems within the vehicle, a 5 year/60,000 mile Dodge Powertrain warranty is included as well as a 2 year/24,000 mile Dodge Federal Emissions warranty and an 8 year/80,000 mile Dodge Federal Emissions warranty (Specified Comp. – Covers catalytic converter and Powertrain control module).

Alliance Bus Group (EIDorado):

Alliance Bus Group was founded in Georgia in the year 2000 as International Bus Group, Inc serving customers across the Southern U.S. By 2003, International Bus Group, Inc. added two additional locations in Louisiana and Mississippi, and became the largest commercial bus dealer in the Southeast. In 2012, International Bus Group, Inc. changed their name to Alliance Bus Group, Inc. They have since added new locations in Texas, New Jersey, Florida, and New Hampshire. The Alliance Bus Group Bus Parts Department was formerly Premier Bus Parts and is the largest supplier of bus parts in the U.S.

Alliance Bus Group proposed vehicles produced by EIDorado/Revability. The proposed vehicles have been tested to meet the FTA useful life benchmark of 4 years; 100,000 miles for modified vans. The warranty information included in the proposal is a 7 year/70,000 mile EIDorado (Revability/REV Group) warranty for structural metal components of the modified floor and ramp. “Rust-through” damage is covered by the warranty, surface rust is not covered. Also included is a 5 year/50,000 mile EIDorado warranty for all other conversion components. Alliance did not include information concerning warranty for non-converted vehicle components through Dodge/Chrysler.

GMT and Lessees that have maintenance responsibilities for this type of vehicle have experienced issues with EIDorado’s warranty process in the past. Lessees have been caught in the middle of disagreements between EIDorado and Dodge over responsibility for warranty claims. EIDorado has at times asserted that Dodge is responsible for a claim while Dodge asserts that the damaged component is part of a modification made by EIDorado.

4. Evaluation Results

In conclusion, DATTCO scored higher across all categories. The final score for Alliance Bus Group was 2.66 and the final score for DATTCO was 3.47. As DATTCO was the highest score by a substantial amount, the evaluation group selected DATTCO as the most responsive and responsible proposer.

Award Recommendations:

After review and evaluation of the proposals submitted in response to the RFP for ADA Conversion Vans, the proposal evaluators are recommending that the GMT Board of Commissioners approve staff to make a contract award to DATTCO for a term of 1 year with four (4) 1-year options to renew. Staff is requesting a one-year contract term as Dodge is discontinuing the model vehicle that is used for the construction of the proposed vehicles and they are expected to no longer be available after this model year (2019). If this vehicle is available after the 2019 model year, staff will exercise the options to renew until the vehicle is no longer available or all of the contract options have been exercised.

Staff is also requesting approval to issue purchase orders for an initial order of five (5) ADA Conversion Vans to be finalized in the coming weeks following contract award.



GREEN MOUNTAIN TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION
GRANT ANTICIPATION BORROWING

WHEREAS, the Board of Commissioners of the Green Mountain Transit Authority (the "Authority") is authorized and empowered to borrow money on the credit of the Authority in anticipation of receipt of federal grants-in-aid for both the acquisition of capital assets dedicated to the delivery of public transit services and for operating expenses; and

WHEREAS, the Board of Commissioners finds it expedient and in the best interests of the Authority to provide for the acquisition of such capital assets, continuation or implementation of services and also to eliminate cash flow deficits resulting from the funding of such assets or services and the receipt of corresponding grants-in-aid; and

WHEREAS, the Board of Commissioners has been and is now proceeding to acquire such capital assets, operate or implement services and to ensure that the expenditures of funds for the acquisition thereof does not result in deficits or negative balances in Authority accounts denominated "Rural Transportation Program" or "Urban Transportation Program" (the "Accounts"); and

WHEREAS, in order to have funds available to defray the cost of such capital assets, and operating expenses and to be in a position, if required to maintain positive Account balances in either or both the Accounts" the Board of Commissioners has arranged to borrow a sum not to exceed \$1,250,000, from People's United Bank or another financial institution, with such borrowing to be evidenced by one or more promissory notes as hereinafter set forth.

TIHEREFORE, BE IT RESOLVED, that in the event the balance of either Account shall be less than zero, or is likely to be less than zero due to an expenditure from such Account to acquire a capital asset or operating expense, and or there is a need to isolate the debts of either account, the Authority's General Manager and Finance Director may proceed forthwith to effect such borrowing and issue evidences of indebtedness on behalf of the Authority to cover the same; and

BE IT FURTHER RESOLVED, that said evidences of debt when issued and delivered pursuant to this Resolution shall be valid and binding joint and several general obligations of the Authority, and its constituent municipal members, payable according to the terms and tenor thereof from unlimited ad valorem taxes duly assessed on the grand list of taxable property in the Authority and its constituent municipal members, as established, assessed and apportioned by law; and

BE IT FURTHER RESOLVED, that all acts and things heretofore or hereafter done by the constituted General Manager and Finance Director of the Authority in, about, or concerning the Authority's obligations evidencing the borrowing and the issuance thereof are hereby ratified and confirmed; and

BE IT FURTHER RESOLVED, that to the extent proceeds derived from the sale of the Authority's obligation will be used to reimburse the Authority for expenditures previously made to pay expenses related to the acquisition of such capital assets or operating expenses, this Resolution shall serve as a declaration of official intent under Section 1.150-2 of the Treasury Regulations (or a republication of any previously made declaration of official intent) to effect a reimbursement in an amount not to exceed the total of all previous expenditures; and

BE IT FURTHER RESOLVED, that if a line of credit is acquired, the Director of Finance and/or the General Manager will notify the Treasurer and/or Chair of the Board.

BE IT FURTHER RESOLVED, this resolution is valid for the fiscal year beginning on July 1, 2018 and will expire on June 30, 2019.

We, the said Board of Commissioners, hereby certify that we are the duly chosen, qualified and acting officers as undersigned, that any obligations issued hereunder are issued pursuant to authority, that no proceeding relating thereto has been taken other than as shown in the foregoing recital, that no such authority or action has been amended or repealed, and that there is no litigation threatened or pending in any state or federal court of competent jurisdiction seeking to enjoin either the issuance of the Authority's debt obligations or the expenditures being financed by the proceeds of the same.

We also certify that there has been full and timely compliance with all open meeting, public records access, and public procurement, solicitation and

bidding laws, ordinances and regulations with respect to each of the transactions embodied in this Resolution.

We certify also that no litigation is pending or threatened affecting the validity of the Authority's debt obligations or the apportionment and assessment of taxes, if necessary, to pay the same when due, that neither the corporate existence nor the boundaries of the Authority, nor the title of any of us to our respective offices, is being questioned or contested.

Further, we hereby certify to and covenant with PEOPLE'S UNITED BANK, or other financial institution its successors and assigns, including specifically the transferees, assigns, holders and owners of the Authority's debt obligations issued hereunder, that:

1. No proceeds of the Authority's debt obligations (including investment proceeds thereof) will be used (directly or indirectly) in any trade or business carried on by any person other than the Authority nor used to make or finance loans to any person.

2. During each of the calendar years in which the Authority's debt obligations are issued, the Authority will not issue debt of any sort aggregating \$10,000,000.00 or more.

3. The Authority will file when and as required with the Treasury Department or Internal Revenue Service information returns relating to the issuance of the Authority's debt obligations issued hereunder and all other obligations of the Authority.

4. The Authority will comply with, perform, maintain and keep each and every covenant, representation, certification and undertaking in the Tax Certificate relating to each of the Authority's debt obligations issued herewith.



Adopted at a duly convened regular meeting of the Board of Commissioners of the Green Mountain Transit Authority held on the 15 day of January 2019.

ATTEST: GREEN MOUNTAIN TRANSIT AUTHORITY

_____	_____
Board Secretary	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____