



**Green Mountain Transit Board of Commissioners
March 19, 2019 - 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
- 7:35 a.m. 4. Consent Agenda*
- February 12, 2019 Board Meeting Minutes *(Pages 3-8)*
 - Check Register *(Pages 9-14)*
 - ADA and Broker Services Report *(Pages 15-18)*
 - Maintenance Report *(Page 19)*
 - Operations Report *(Page 20)*
 - Planning Report *(Page 21)*
 - Marketing and Public Affairs Report *(Page 22)*
 - IT Support, Administrative Support, Training and HR Report *(Pages 23)*
 - Ridership Report *(Pages 24-25)*
- 7:38 a.m. 5. Employee Recognition
- 7:40 a.m. 6. Financial Update – Michelle Daley *(Pages 26-34)*
- 7:50 a.m. 7. 2018 Audit & Management Letter - Ron Smith *(Pages 35-84)*
- 8:10 a.m. 8. GMT Recruiting and Hiring Process – Trish Redalieu
- 8:40 a.m. 9. Dedicated Funding Project Update - Jaime Feehan
- 9:10 a.m. 10. GM & Committee reports
- *General Manager Update*
 - *Strategy Committee: Next scheduled meeting is April 8th @ 8:30 am.*
 - *Operations Committee: Next scheduled meeting is May 13th @ 9:30 am.*
 - *Leadership Committee: Next scheduled meeting is April 8th @ 10:30 am.*



- *Finance Committee: Next scheduled meeting is TBD.*
- *Commissioner Comments and Announcements*

9:20 a.m. 11. Grant Resolution*

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9:30 a.m. 12. Executive Session-GM Contract

10:00 a.m. 13. Adjourn

Next GMT meeting date: April 16, 2019 @ 7:30 am at GMT.

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: February 12, 2019

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 – (via phone; in person at 7:32 am)
Denis Barton, Secretary, Shelburne
Paul Bohne, Treasurer, Essex
Chapin Kaynor, Commissioner, Williston
Bob Buermann, Commissioner, Grand Isle County
John Sharrow, Commissioner, Milton
Catherine Dimitruk, Commissioner, Franklin County – (via phone)
Phil Pouech, Commissioner, Hinesburg
Ray Coffey, Alternate Commissioner, Winooski – (via phone)
Tasha Wallis, Commissioner, Lamoille County
Ebony Kirkland, Commissioner Winooski
Chapin Spencer, Commissioner, Burlington

Mark A. Sousa, General Manager
Michelle Daley, Director of Finance and Grants
Patricia Redalieu, Director of Human Resources
Jon Moore, Director of Transportation
Rachel Kennedy, Senior Transit Planner
Jamie Smith, Marketing and Public Affairs Manager
Chris Loyer, Public Affairs Coordinator
Kimberly Wall, Grants Manager
Matthew Young, Human Resources Coordinator

Members of the Public:

Ross McDonald, VTrans
Mariah Noth, Mad River Valley TAC

Not Present:

Katherine Miles, Commissioner, Burlington

1. **Open Meeting** - Chair Chittenden opened the meeting at 7:31 AM. A quorum of the Board was present.

2. Adjustment to the Agenda- Vice Chair Waninger entered via phone at 7:32 am. Secretary Barton stated that the November 2018 meeting minutes needed to be added to the list of minutes for approval.

3. Public Comment - There were no public comments

4. Approval of the November 20, 2018, December 18, 2018, January 15th, and January 29th 2019 Board Meeting Minutes - Commissioner Kaynor made a motion to approve all meeting minutes with one grammatical adjustment to the November 2018 Minutes. Commissioner Sharrow seconded the motion. All were in favor and the minutes were approved with one grammatical adjustment.

5. Approving the FY20 Budget*- Ms. Daley presented the FY20 Operating and Capital Budget, that were included in this month's Board packet. Commissioner Buermann asked how the 5307 grants work. Mrs. Daley explained that when billing the 5307 grants they are billed from oldest to newest first.

There was discussion on the FY20 Budget.

Commissioner Buermann expressed concern that the way the budget is presented, it looks balanced. The budget does not reflect the deficit as the deficit is being offset by the over spending of the 5307 grants from previous years.

Mrs. Daley stated that this is information she can provide in future memos to The Board so they are more aware of the grant balances.

Commissioner Kaynor stated that this information would help to show that we have an unsustainable budget.

Secretary Barton made a motion to approve the budget as presented.

Chair Chittenden asked The Board if motions could wait until after the 10-hour rule presentation and the fare increase presentations to vote as they are all related.

Secretary Barton withdrew his motion to approve the FY20 budget.

6. 10 Hour Rule Approval*- Mr. Moore presented the NextGen service changes and 10-Hour rule memo that was included in this month's board packet to The Board. Mr. Moore informed The Board that the proposed service changes included the following:

Barre Hospital Hill (BHH) Demand Response: Cost-\$56.62/boarding, 1.2 boardings/hour

Plainfield d Health Shuttle: Cost-\$76.02/boarding, 0.9 boardings/hour

Mr. Moore stated that these changes would provide a \$42,847 savings in FY20.

Mr. Moore stated that staff will be working with the Stowe Mountain Resort, the Stowe Area Association, the Sugarbush Resort and other non-municipal local funding partners with a goal of realizing a total of 10% in FY20 cost savings. These savings will be realized through seasonal service modifications and/or revenue increases through increased partnership contributions to maintain as much of the current seasonal service as possible. Staff feels this is critical step in regards to the grant funding negotiations starting in April with VTrans.

Commissioner Wallis asked what the 10% increase was in a dollar amount.

Mr. Moore estimated that the Mad River Valley would be about +/- \$8,000.00 and Stowe Mountain Resort, the Stowe Area Association, the Sugarbush Resort and other non-municipal local funding partners would be about +/- \$10,000.00.

Secretary Barton asked what the time frame would be for these three changes.

Mr. Moore stated that the Plainfield Health and BHH change would be presented for approval at the March 2019 Board meeting.

Commissioner Waninger asked how much notice the public has been given about these proposed changes?

Mrs. Daley stated that a lot of these people will still be able to get these services from other programs that GMT offers.

Commissioners Coffey and Dimitruk entered at 8:05 am via phone.

Mr. Moore presented the proposed urban service changes that were included in this month's board packet. NextGen service changes are proposed to be implemented for the start of FY20 less the below hours to achieve the necessary cost savings based on the FY20 projected deficit.

- Reduction of 2,340 annual urban driver pay hours (based on the proposed June 2019 bid) that would result in a \$104,000.00 annual direct cost savings at the FY20 urban direct cost rate of \$44.41 (3% projected increase over FY19 urban direct cost rate).
- In addition to the direct cost savings noted above, GMT would decrease its vehicle fleet by at least two buses resulting in an additional \$100,000.00 in FY20 savings from local capital match funds from as it will not be necessary to purchase two new replacement transit buses.
- The NextGen service proposal would also eliminate two full time driver positions (currently not filled) for a total annual savings of \$50,000.00 in addition to the cost savings above. This is attributable to the savings in workers comp. insurance, fringe benefits, and uniform expenses.

Mr. Moore stated that we will be able to provide better service while also saving costs.

Chair Chittenden asked where should Commissioners direct questions or concerns about these proposed changes.



Mrs. Smith responded that all questions and concerns about proposed changes be directed to feedback@ridegmt.com.

Mr. Moore stated that his staff is developing a one-page fact sheet for each member municipality that will be affected by the proposed changes.

Commissioner Kaynor stated that there will be resistance from Williston on suspending the 1V route and expressed making it clear that this is a route that is proposed be cut.

There was discussion on the proposed urban service changes.

Mr. Moore asked for a motion to freeze the FY20 member town assessments for one year, as well as suspending the 10-hour rule to implement the proposed NextGen changes. If there are any changes above those recommended by NextGen than the 10-hour rule will take precedent.

Mr. Moore stated that at the end of FY20 the member assessments will be rebalanced to reflect changes made.

Commissioner Kaynor stated that rebalancing the assessments after changes have been made was very important.

Commissioner Buermann suggested analyzing the current urban assessment method and ensure we are doing it the best way we can.

Commissioner Kirkland entered at 8:19am.

Commissioner Spencer asked for the percent of the increase/decrease of service hours be added to the presentation for each community. Also wanted to make user he understood that GMT is increasing the number our service hours provided while saving money.

Commissioner Kaynor emphasized the need to publish and reach out to communities that may have service reductions.

There was discussion on the proposed changes.

Chair Chittenden informed The Board that staff is asking The Board to approve starting the public process for these changes not approving the changes. Depending on public input the proposed changes may change.

Mr. Moore presented the fare increase analysis that was included in this month's board packet. The presentation had three different scenarios of fare increases.

Commissioner Dimitruk suggested presenting all scenarios to the public to get input on each.

Mr. Moore stated that it could be possible.

Mrs. Smith stated that GMT have not increased fares since 2005.

Commissioner Kaynor suggested looking into more ticket outlets to help riders purchase passes.

There was discussion on the suggested fare increase scenarios.

Commissioner Bohne made a motion to approve the FY20 operating budget of \$21,488,778.00 and the capital budget of 8,463,032.00. Secretary Barton seconded the motion. All were in favor and the motion passed.

Commissioner Sharrow made a motion to freeze the FY20 fixed route assessments at the current budgeted amounts, with the exception of the amount assessed for non-fare fixed route services (which shall be assessed using the current formula). The amount of fixed route service, in terms of the number of revenue hours of service, provided to member and non-member municipalities as of June 17, 2019 would be considered to be the base level of fixed route service for FY20. Beginning in FY21 the GMT Board of Commissioners would analyze and rebalance the member municipality assessment amounts including the consideration of retroactive adjustments and the 10-hour rule would be put back into effect for any future service changes as applicable. Commissioner Kaynor seconded the motion. All were in favor and the motion was approved as presented.

7. Fare Increase Amount Approval- Commissioner Buermann made a motion to approve starting the public process of increasing the urban base fare to \$1.50 with the options of decreasing monthly passes to \$40.00 and increasing LINK fare by \$1.00. Commissioner Sharrow seconded the motion. All were in favor and the motion passed.

Commissioner Wallis asked if the those that could not attend the public meetings could send in written feedback to GMT.

Mr. Moore responded yes, written feedback is also welcomed.

8. 5 Year Communication and Outreach plan discussion – Chair Chittenden encouraged commissioners to reach out to Mrs. Smith by email, copying Mark Sousa, with any thoughts or suggestions that commissioners may have. He also stated that Mrs. Smith will be emailing a memo out to request feedback.

9. Board Consideration of Public Comment on Service Design for the Barre LINK and US 2 extension* - Mr. Moore informed The Board that this is the third step in this process. Steps 1 and 2 were passed by this Board in December 2018. This service has also been approved by the public. Mr. Moore noted that one change was made to the service, which is the bus will stop in Montpelier and then continue on to Barre. Local match for this has been provided by VTrans for a three-year period.

Commissioner Dimitruk requested the Board get regular report on this route to see how effective it is, and not just run it for the three-years.



Vice Chair Waninger stated that she would like this route to be evaluated to make sure it is a good use of State and GMT resources.

Commissioner Dimitruk made a motion to approve the incorporation of the above changes to the original service design based on public feedback received. Commissioner Sharrow seconded the motion. Commissioner Kirkland abstained. All others were in favor and the motion was approved as presented.

10. Other Business - There was no other business.

12. Adjourn - Commissioner Pouech made a motion to adjourn, Commissioner Sharrow seconded the motion to adjourn. All were in favor, and the meeting adjourned at 9:26 am.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
1/26/2019	V289	People's United Businesscard Services	87412	4,540.07	Credit cards Training Meals
1/28/2019	V1467	Charles Schwab	V1467 2019 0128	16,681.35	Retirement
1/28/2019	V265	ICMA	V265 2019 0128	1,179.73	Retirement
1/28/2019	V266	IRS - EFTPS	V266 2019 0128	93,552.91	Federal Payroll Taxes
1/28/2019	V364	Vermont Dept of Taxes	V364 2019 0128	12,534.84	Vermont Payroll Taxes
1/31/2019	V1082	Jusupovic, Mustafa	87435	231.00	FSA Reimbursement
1/31/2019	V915	Puzic, Aid	87436	160.00	FSA Reimbursement
1/31/2019	V656	Zhu, Michael	87437	28.34	
1/31/2019	V1185	Gibson, Andrew	EFT000000013955	497.00	FSA Reimbursement
1/31/2019	V583	Griffith, Tom	EFT000000013956	266.60	FSA Reimbursement
1/31/2019	V29	Hirsch, Alain	EFT000000013957	115.00	FSA Reimbursement
1/31/2019	V35	McDonald, Pam	EFT000000013958	100.00	FSA Reimbursement
1/31/2019	V38	Moore, Jon	EFT000000013959	230.47	DCAP amd Travel Reimburse
1/31/2019	V141	Riley, Shawn	EFT000000013960	58.65	
1/31/2019	V827	Stanforth, Adam	EFT000000013961	97.46	
1/31/2019	V39	Sweeney, Cecil	EFT000000013962	68.43	
1/31/2019	V1474	Whitaker, Cheryl	EFT000000013963	451.00	FSA Reimbursement
1/31/2019	V1626	Whiting, Jeremy	EFT000000013964	384.62	DCAP Reimbursement
2/1/2019	V1423	Alling, Andrew	87413	48.72	
2/1/2019	V1025	Alter, Charles	87414	172.26	Volunteer
2/1/2019	V1480	Andrews-Ford, Sheri	87415	213.62	Volunteer
2/1/2019	V1435	Bessette, Greg	87416	97.84	
2/1/2019	V1625	Bousquet, Jeanne	87417	153.70	Volunteer
2/1/2019	V1482	Cady, Duane	87418	88.74	
2/1/2019	V1675	Carkeet, David	87419	87.58	
2/1/2019	V471	Constantine, Julia	87420	376.42	Volunteer
2/1/2019	V1673	Day, Bailee	87421	63.72	
2/1/2019	V1573	Fairbanks, Dori	87422	350.32	Volunteer
2/1/2019	V1687	Houghton, Gregory	87423	1,012.68	Volunteer
2/1/2019	V947	Howland, Anne	87424	32.48	
2/1/2019	V1629	Kirk, Peter	87425	65.54	
2/1/2019	V203	Ladd, Joyce	87426	216.34	Volunteer
2/1/2019	V181	Owen, Helen	87427	1,600.80	Volunteer
2/1/2019	V1655	Sciria, Andrew	87428	282.46	Volunteer
2/1/2019	V1478	Starbuck, Pammella	87429	11.60	
2/1/2019	V1592	Stiles, Janet	87430	41.76	
2/1/2019	V1614	Vermont Ride Network, Inc.	87431	2,246.00	Volunteer
2/1/2019	V1595	Waller, Marlys	87432	219.24	Volunteer
2/1/2019	V853	Wilson, Thomas	87433	38.28	
2/1/2019	V944	Woodward, Patricia	87434	540.56	Volunteer
2/1/2019	V279	ABC Bus Companies-Muncie	87438	65.48	
2/1/2019	V216	Advance Auto Parts	87439	38.98	
2/1/2019	V217	Airgas USA, LLC	87440	184.33	
2/1/2019	V332	Alliance Bus Group Inc	87441	302.59	
2/1/2019	V590	Barrett Trucking Co., Inc.	87442	222.72	
2/1/2019	V1481	Blue Flame Gas	87443	433.57	
2/1/2019	V284	Brenntag Lubricants Northeast	87444	1,221.03	Part Invoice
2/1/2019	V225	Burlington Electric Department	87445	6,002.07	6 Electric Bills
2/1/2019	V226	Burlington Public Works-Water	87446	171.62	
2/1/2019	V1369	Capitol City Auto Mart Inc dba	87447	217.95	
2/1/2019	V443	Central Vermont Chamber	87448	15.00	

2/1/2019	V220	Class C Solutions Group	87449	673.89	
2/1/2019	V1357	CleanPro, Inc	87450	599.46	
2/1/2019	V374	Clear Choice Auto Glass, A	87451	280.00	
2/1/2019	V600	Cody Chevrolet	87452	2,167.27	14 Part Invoices
2/1/2019	V524	CPL Electrical Contracting	87453	415.00	
2/1/2019	V245	DRIVE	87454	42.00	
2/1/2019	V246	Duffy Waste & Recycling	87455	57.52	
2/1/2019	V250	Fisher Auto Parts	87456	1,432.37	14 Part Invoices
2/1/2019	V252	FleetPride, Inc	87457	132.57	
2/1/2019	V394	Formula Ford Inc.	87458	39.28	
2/1/2019	V257	Gillig Corp.	87459	8,463.41	7 Part Invoices
2/1/2019	V1129	Global Montello Group Corp	87460	29,961.30	Fuel
2/1/2019	V259	Grainger	87461	196.32	
2/1/2019	V260	Green Mountain Kenworth, Inc.	87462	1,863.28	3 Part Invoices
2/1/2019	V1266	Greenshades	87463	155.40	
2/1/2019	V446	Janek Corporation, The	87464	300.00	
2/1/2019	V1677	Jasper Engine Exchange, Inc.	87465	3,314.00	Transmission
2/1/2019	V1509	Lawson Products, Inc	87466	541.38	
2/1/2019	V473	Limoge & Sons Garage Doors, Inc.	87467	114.00	
2/1/2019	V1599	Miller, Holly & Bob 2017 Charitable Lead Trust	87468	955.09	
2/1/2019	V792	Myers Container Service Corp.	87469	134.45	
2/1/2019	V283	Neopart LLC	87470	461.41	
2/1/2019	V1576	New England Auto Glass LLC	87471	225.00	
2/1/2019	V223	O'Reilly Auto Enterprises, LLC	87472	111.92	
2/1/2019	V720	Power Washer Sales, LLC	87473	2,900.00	Wash Bay Repair and Parts
2/1/2019	V291	Prevost Parts	87474	389.60	
2/1/2019	V465	Queen City Printers, Ins.	87475	1,259.00	Marketing Invoice
2/1/2019	V864	Rick's Towing & Repair, Inc.	87476	375.00	
2/1/2019	V1195	Rounds Construction Inc.	87477	2,200.00	Parking Lot repair
2/1/2019	V296	Rouse Tire Sales	87478	650.24	
2/1/2019	V299	SB Collins, Inc.	87479	20,694.32	Fuel
2/1/2019	V1303	Small Engine Co., The	87480	1,440.00	Part Invoice
2/1/2019	V312	Stowe, Town of	87481	2,421.74	4 Fuel Bills
2/1/2019	V311	Teamsters Local 597	87482	8,113.00	Union Dues
2/1/2019	V186	Tech Group, The	87483	560.00	
2/1/2019	V734	Thermo King Northeast/Dattco	87484	3,229.01	2 Part Invoices
2/1/2019	V273	Transit Holding, Inc.	87485	1,365.73	4 Part Invoices
2/1/2019	V1030	UniFirst Corporation	87486	393.77	
2/1/2019	V315	United Parcel Service	87487	19.07	
2/1/2019	V410	Vermont Gas Systems, Inc.	87488	9,834.04	2 Gas Bills
2/1/2019	V361	Vermont, State of - Agency of Natural Resources	87489	111.60	
2/1/2019	V707	Westward Equipment Service	87490	3,000.74	Lift Maintenance and Repair
2/1/2019	V796	Yipes Auto Accessories	87491	225.00	
2/1/2019	V1446	M T Wallets, LLC	EFT000000013954	2,800.00	Lease
2/1/2019	V153	Alburgh Taxi	EFT000000013965	1,774.25	Volunteer
2/1/2019	V1628	Andrews, Nancy	EFT000000013966	41.18	
2/1/2019	V55	Boudreau, James	EFT000000013967	622.34	Volunteer
2/1/2019	V1150	Bruley SR, Mark	EFT000000013968	821.86	Volunteer
2/1/2019	V1697	Brulotte, Robin	EFT000000013969	233.29	Volunteer
2/1/2019	V548	Burnor, David	EFT000000013970	175.74	Volunteer
2/1/2019	V1291	Callan, Linda	EFT000000013971	377.00	Volunteer
2/1/2019	V1676	Croteau, William	EFT000000013972	613.64	Volunteer

2/1/2019	V60	Farr, Delores	EFT000000013973	642.70	Volunteer
2/1/2019	V1117	Hall, John	EFT000000013974	432.10	Volunteer
2/1/2019	V170	Hertz, Kenneth	EFT000000013975	336.40	Volunteer
2/1/2019	V67	Jewett, Sheryl	EFT000000013976	219.82	Volunteer
2/1/2019	V174	Langlois, Paulette	EFT000000013977	506.92	Volunteer
2/1/2019	V1420	Lawyer, Ronald	EFT000000013978	487.20	Volunteer
2/1/2019	V70	LeClair, Raymond	EFT000000013979	464.00	Volunteer
2/1/2019	V71	Lightholder, Stephen	EFT000000013980	132.24	Volunteer
2/1/2019	V74	Markham, Laurel	EFT000000013981	539.40	Volunteer
2/1/2019	V75	Martin, Ronald	EFT000000013982	709.92	Volunteer
2/1/2019	V1635	McCartney, Misty	EFT000000013983	441.38	Volunteer
2/1/2019	V1018	Metivier, Shelli	EFT000000013984	914.10	Volunteer
2/1/2019	V1570	Murphy Sandra	EFT000000013985	334.08	Volunteer
2/1/2019	V82	Parah, Donna	EFT000000013986	208.22	Volunteer
2/1/2019	V83	Parah, Maurice	EFT000000013987	934.38	Volunteer
2/1/2019	V86	Pike, Gail	EFT000000013988	1,316.60	Volunteer
2/1/2019	V771	Sammons, Chandra	EFT000000013989	471.54	Volunteer
2/1/2019	V89	Sayers, Gail	EFT000000013990	494.16	Volunteer
2/1/2019	V1236	Sayers, James	EFT000000013991	155.44	Volunteer
2/1/2019	V741	Steiner, Timothy	EFT000000013992	96.86	
2/1/2019	V93	Timm, Marta	EFT000000013993	618.28	Volunteer
2/1/2019	V522	Turcotte, S Jeanette	EFT000000013994	67.28	
2/1/2019	V1654	Vargas, Pearl	EFT000000013995	216.34	Volunteer
2/1/2019	V1623	Wells, Roy	EFT000000013996	140.36	Volunteer
2/1/2019	V303	SSTA	EFT000000013997	38,691.89	E AND D
2/8/2019	V1578	Add-On Auto Acessories	87492	567.54	
2/8/2019	V727	Addison County Transit Resources	87493	814.96	
2/8/2019	V1305	Allegiant Care	87494	210,920.00	Insurance
2/8/2019	V332	Alliance Bus Group Inc	87495	1,912.21	Part
2/8/2019	V415	Amazon	87496	572	
2/8/2019	V214	AT&T Mobility	87497	74.95	
2/8/2019	V218	Atlantic Detroit Diesel - Allison LLC	87498	2,762.85	3 Part Invoices
2/8/2019	V219	Aubuchon C/O Blue Tarp Financial, Inc.	87499	3.49	
2/8/2019	V590	Barrett Trucking Co., Inc.	87500	460.52	
2/8/2019	V1481	Blue Flame Gas	87501	1,121.56	Propane
2/8/2019	V284	Brenntag Lubricants Northeast	87502	2,285.01	4 Part Invoices
2/8/2019	V224	Burlington Communications	87503	198.25	
2/8/2019	V226	Burlington Public Works-Water	87504	142.07	
2/8/2019	V229	Camerota Truck Parts	87505	5,805.00	Transmission
2/8/2019	V1369	Capitol City Auto Mart Inc dba	87506	306.31	
2/8/2019	V851	Champlain Medical	87507	810	
2/8/2019	V220	Class C Solutions Group	87508	754.93	
2/8/2019	V600	Cody Chevrolet	87509	131.71	
2/8/2019	V236	Colonial Supplemental Insurance	87510	34.95	
2/8/2019	V928	Conway Office Solutions	87511	142.58	
2/8/2019	V1528	CSched	87512	3,666.70	Software
2/8/2019	V241	D & W Diesel, Inc.	87513	1,190.72	Part
2/8/2019	V321	Empire Janitorial Supply Company	87514	67.56	
2/8/2019	V250	Fisher Auto Parts	87515	1,733.55	12 Part Invoices
2/8/2019	V252	FleetPride, Inc	87516	82.04	
2/8/2019	V253	FleetWave Partners, LLP	87517	3,042.00	2 Radio Invoices
2/8/2019	V1347	Foley Distributing Corp.	87518	286.4	
2/8/2019	V257	Gillig Corp.	87519	2,165.51	4 Part Invoices
2/8/2019	V1129	Global Montello Group Corp	87520	15,962.13	Fuel
2/8/2019	V258	Gordon Stamp & Engraving	87521	22.7	
2/8/2019	V259	Grainger	87522	502.72	
2/8/2019	V260	Green Mountain Kenworth, Inc.	87523	5,384.98	7 Part Invoices
2/8/2019	V457	Green Mountain Payroll Association	87524	35	
2/8/2019	V261	Green Mountain Power	87525	62.26	
2/8/2019	V263	Heritage Ford	87526	396.84	
2/8/2019	V264	IBF Solutions, Inc.	87527	1,089.54	3 Uniform Invoices
2/8/2019	V1677	Jasper Engine Exchange, Inc.	87528	3,541.00	Transmission
2/8/2019	V826	LaRoche Towing & Recovery	87529	437.5	
2/8/2019	V1509	Lawson Products, Inc	87530	158.81	

2/8/2019	V473	Limoge & Sons Garage Doors, Inc.	87531	364.5	
2/8/2019	V702	Lincoln National Life Insurance Company, The	87532	12,058.22	Insurance
2/8/2019	V1191	Lucky's Trailer Sales Inc.	87533	10.56	
2/8/2019	V278	Mohawk Mfg. & Supply Co.	87534	238.31	
2/8/2019	V280	Mutual of Omaha Insurance Co.	87535	44.8	
2/8/2019	V996	New England Air Systems	87536	1,046.32	Repaired Heater
2/8/2019	V223	O'Reilly Auto Enterprises, LLC	87537	234.95	
2/8/2019	V291	Prevost Parts	87538	1,069.33	4 Part Invoices
2/8/2019	V294	RHR Smith & Company	87539	1,500.00	Auditor Invoices
2/8/2019	V589	Ronald McDonald House-All	87540	210	
2/8/2019	V296	Rouse Tire Sales	87541	380	
2/8/2019	V297	Safety-Kleen Systems, Inc.	87542	431.58	
2/8/2019	V299	SB Collins, Inc.	87543	1,521.92	Fuel
2/8/2019	V686	Shearer Chevrolet	87544	372.02	
2/8/2019	V1303	Small Engine Co., The	87545	27.44	
2/8/2019	V301	Sovernet	87546	1,066.69	IT Invoice
2/8/2019	V302	Sports & Fitness Edge Inc.	87547	1,024.25	Employee Paid Gym Member
2/8/2019	V1678	Tera Office Solutions	87548	365.48	
2/8/2019	V1030	UniFirst Corporation	87549	75.85	
2/8/2019	V876	Vehicle Maintenance Program, Inc.	87550	26.64	
2/8/2019	V410	Vermont Gas Systems, Inc.	87551	6,143.15	2 Gas Bills
2/8/2019	V336	W.B Mason Co., Inc.	87552	138.86	
2/11/2019	V1467	Charles Schwab	V1467 2019 0211	15,984.20	Retirement
2/11/2019	V265	ICMA	V265 2019 0211	1,174.57	Retirement
2/11/2019	V266	IRS - EFTPS	V266 2019 0211	93,480.43	Federal Payroll TAXES
2/11/2019	V364	Vermont Dept of Taxes	V364 2019 0211	12,365.41	State Payroll Taxes
2/15/2019	V1025	Alter, Charles	87554	137.46	Volunteer
2/15/2019	V1099	Barnett, Wendy	87555	1,102.00	Volunteer
2/15/2019	V1708	Bigelow, Ashley	87556	57.6	
2/15/2019	V1625	Bousquet, Jeanne	87557	257.52	Volunteer
2/15/2019	V975	Busch, Greta	87558	34.8	
2/15/2019	V1482	Cady, Duane	87559	82.36	
2/15/2019	V1707	Chase, Betty	87560	324.22	Volunteer
2/15/2019	V1706	Cobb, Evan	87561	10.44	
2/15/2019	V471	Constantine, Julia	87562	175.16	Volunteer
2/15/2019	V555	Ernst, Richard	87563	15.08	
2/15/2019	V1573	Fairbanks, Dori	87564	510.98	Volunteer
2/15/2019	V1516	Gagnon, Chaz	87565	248.4	Volunteer
2/15/2019	V1694	Hebda, Jerome	87566	41.76	
2/15/2019	V1687	Houghton, Gregory	87567	1,109.54	Volunteer
2/15/2019	V1629	Kirk, Peter	87568	44.08	
2/15/2019	V203	Ladd, Joyce	87569	291.16	Volunteer
2/15/2019	V181	Owen, Helen	87570	1,628.64	Volunteer
2/15/2019	V1138	Pease, Charles	87571	205.92	Volunteer
2/15/2019	V1394	Rolland-Forkley, Erin	87572	176.32	Volunteer
2/15/2019	V165	Sanborn, Raeline	87573	108	Volunteer
2/15/2019	V1655	Sciria, Andrew	87574	63.8	
2/15/2019	V1478	Starbuck, Pammella	87575	16.24	
2/15/2019	V1614	Vermont Ride Network, Inc.	87576	2,063.50	Volunteer
2/15/2019	V1595	Waller, Marlys	87577	53.36	
2/15/2019	V962	Williams, Kenneth	87578	45	
2/15/2019	V944	Woodward, Patricia	87579	968.6	Volunteer
2/15/2019	V279	ABC Bus Companies-Muncie	87580	1,757.45	2 Part Invoices
2/15/2019	V332	Alliance Bus Group Inc	87581	811.86	
2/15/2019	V1313	Amey, Wayne	87582	500	FSA Reimbursement
2/15/2019	V590	Barrett Trucking Co., Inc.	87583	215.76	
2/15/2019	V248	Bay State Elevator Company	87584	464.54	
2/15/2019	V1481	Blue Flame Gas	87585	1,008.31	2 Propane Invoices
2/15/2019	V226	Burlington Public Works-Water	87586	2,350.03	2 Water Bills
2/15/2019	V1624	Carleton, Victoria	87587	134.41	FSA Reimbursement
2/15/2019	V1066	Cassell, Robert Jr.	87588	100	Shoe Allowance
2/15/2019	V235	Clark's Truck Center	87589	979	
2/15/2019	V220	Class C Solutions Group	87590	872.32	
2/15/2019	V1357	CleanPro, Inc	87591	1,019.08	Monthly Cleaning
2/15/2019	V600	Cody Chevrolet	87592	517.57	
2/15/2019	V239	Cummins Northeast LLC	87593	1,398.64	Part Invoice
2/15/2019	V242	Danform Shoes	87594	220.96	
2/15/2019	V417	Dion Security, Inc.	87595	2,736.27	Rekeyed CCTA Doors
2/15/2019	V250	Fisher Auto Parts	87596	2,386.59	28 Part Invoices
2/15/2019	V1347	Foley Distributing Corp.	87597	343.63	
2/15/2019	V394	Formula Ford Inc.	87598	97.1	
2/15/2019	V799	Gauthier Trucking Company, Inc.	87599	1,381.65	Dumpster and Trash removal
2/15/2019	V257	Gillig Corp.	87600	2,353.60	3 Part Invoices
2/15/2019	V1129	Global Montello Group Corp	87601	32,074.72	Fuel
2/15/2019	V259	Grainger	87602	196.32	

2/15/2019	V260	Green Mountain Kenworth, Inc.	87603	2,297.82	4 Part Invoices
2/15/2019	V1703	John G. French & Sons Trucking, Inc.	87604	1,050.00	Snow plow and salting Inv
2/15/2019	V1283	Kelley Bros of NE, LLC	87605	425	
2/15/2019	V826	LaRoche Towing & Recovery	87606	525	
2/15/2019	V1509	Lawson Products, Inc	87607	604.12	
2/15/2019	V270	Lowe's	87608	833.32	
2/15/2019	V1191	Lucky's Trailer Sales Inc.	87609	1,181.67	Bus Repair
2/15/2019	V515	McKenzie, David	87610	100	Shoe Allowance
2/15/2019	V278	Mohawk Mfg. & Supply Co.	87611	139.92	
2/15/2019	V223	O'Reilly Auto Enterprises, LLC	87612	93.24	
2/15/2019	V1484	Parsons Environment & Infrastructure Group Inc.	87613	33.15	
2/15/2019	V993	Paws Trucking, LLC	87614	315	
2/15/2019	V291	Prevost Parts	87615	86.42	
2/15/2019	V864	Rick's Towing & Repair, Inc.	87616	312.5	
2/15/2019	V299	SB Collins, Inc.	87617	2,179.73	Fuel
2/15/2019	V686	Shearer Chevrolet	87618	131.25	
2/15/2019	V1560	State Industrial Products Corporation	87619	117.7	
2/15/2019	V308	Steadman Hill Consulting, Inc.	87620	1,700.00	Consulting Invoice
2/15/2019	V1030	UniFirst Corporation	87621	464.55	
2/15/2019	V529	Valley Reporter, The	87622	1,038.80	4 Marketing Invoices
2/15/2019	V876	Vehicle Maintenance Program, Inc.	87623	173.41	
2/15/2019	V364	Vermont Dept of Taxes	87624	36.57	
2/15/2019	V410	Vermont Gas Systems, Inc.	87625	586.61	
2/15/2019	V385	Vermont Offender Work Program	87626	1,100.00	Work Crew Invoice
2/15/2019	V569	Wall, Kimberly	87627	203.4	FSA Reimbursement
2/15/2019	V251	Wex Fleet Universal	87628	25,957.12	Fuel
2/15/2019	V424	Yawkey Family Inn	87629	30	
2/15/2019	V796	Yipes Auto Accessories	87630	60	
2/15/2019	V981	Burlington, City of	87631	80	
2/15/2019	V44	Chadwick, Patricia	EFT000000013999	125	FSA Reimbursement
2/15/2019	V1182	Charissakis, John	EFT000000014000	15	
2/15/2019	V1185	Gibson, Andrew	EFT000000014001	240	FSA Reimbursement
2/15/2019	V124	Kimball, Matt	EFT000000014002	486.69	FSA Reimbursement
2/15/2019	V38	Moore, Jon	EFT000000014003	192.31	DCAP Reimbursement
2/15/2019	V1626	Whiting, Jeremy	EFT000000014004	192.31	DCAP Reimbursement
2/15/2019	V153	Alburgh Taxi	EFT000000014005	1,565.15	Volunteer
2/15/2019	V1628	Andrews, Nancy	EFT000000014006	51.62	
2/15/2019	V55	Boudreau, James	EFT000000014007	599.72	Volunteer
2/15/2019	V1150	Bruley SR, Mark	EFT000000014008	988.9	Volunteer
2/15/2019	V1697	Brulotte, Robin	EFT000000014009	256.94	Volunteer
2/15/2019	V548	Burnor, David	EFT000000014010	187.34	Volunteer
2/15/2019	V1291	Callan, Linda	EFT000000014011	590.44	Volunteer
2/15/2019	V1675	Carkeet, David	EFT000000014012	200.68	Volunteer
2/15/2019	V1676	Croteau, William	EFT000000014013	646.12	Volunteer
2/15/2019	V60	Farr, Delores	EFT000000014014	246.5	Volunteer
2/15/2019	V1117	Hall, John	EFT000000014015	375.84	Volunteer
2/15/2019	V170	Hertz, Kenneth	EFT000000014016	541.14	Volunteer
2/15/2019	V67	Jewett, Sheryl	EFT000000014017	194.3	Volunteer
2/15/2019	V174	Langlois, Paulette	EFT000000014018	636.26	Volunteer
2/15/2019	V1420	Lawyer, Ronald	EFT000000014019	435.58	Volunteer
2/15/2019	V70	LeClair, Raymond	EFT000000014020	547.52	Volunteer
2/15/2019	V71	Lightholder, Stephen	EFT000000014021	165.88	Volunteer
2/15/2019	V74	Markham, Laurel	EFT000000014022	573.03	Volunteer
2/15/2019	V75	Martin, Ronald	EFT000000014023	646.12	Volunteer
2/15/2019	V1635	McCartney, Misty	EFT000000014024	480.24	Volunteer
2/15/2019	V1440	Menard, Leighanne	EFT000000014025	58.58	
2/15/2019	V1018	Metivier, Shelli	EFT000000014026	612.48	Volunteer
2/15/2019	V1570	Murphy Sandra	EFT000000014027	299.28	Volunteer
2/15/2019	V82	Parah, Donna	EFT000000014028	466.9	Volunteer
2/15/2019	V83	Parah, Maurice	EFT000000014029	1,013.26	Volunteer
2/15/2019	V86	Pike, Gail	EFT000000014030	1,647.20	Volunteer
2/15/2019	V771	Sammons, Chandra	EFT000000014031	359.02	Volunteer
2/15/2019	V89	Sayers, Gail	EFT000000014032	595.66	Volunteer
2/15/2019	V1236	Sayers, James	EFT000000014033	464.58	Volunteer
2/15/2019	V1523	Smith, Erika	EFT000000014034	559.13	Volunteer
2/15/2019	V741	Steiner, Timothy	EFT000000014035	110.2	Volunteer
2/15/2019	V93	Timm, Marta	EFT000000014036	566.66	Volunteer
2/15/2019	V522	Turcotte, S Jeanette	EFT000000014037	60.32	
2/15/2019	V1654	Vargas, Pearl	EFT000000014038	116	Volunteer
2/15/2019	V1623	Wells, Roy	EFT000000014039	215.76	Volunteer
2/22/2019	V279	ABC Bus Companies-Muncie	87632	788.18	
2/22/2019	V393	Alpine Systems Inc.	87633	395.79	
2/22/2019	V415	Amazon	87634	1,135.36	14 IT and Office Supply Invoices
2/22/2019	V1334	Background Investigation Bureau, LLC	87635	322.00	
2/22/2019	V590	Barrett Trucking Co., Inc.	87636	626.40	

2/22/2019	V227	Burlington Telecom	87637	2,115.49	IT Invoice
2/22/2019	V228	C.I.D.E.R., Inc.	87638	22,483.61	E & D and Medicare
2/22/2019	V229	Camerota Truck Parts	87639	894.74	
2/22/2019	V1369	Capitol City Auto Mart Inc dba	87640	466.00	
2/22/2019	V851	Champlain Medical	87641	450.00	
2/22/2019	V235	Clark's Truck Center	87642	34.95	
2/22/2019	V220	Class C Solutions Group	87643	1,627.31	\$ Part Invoices
2/22/2019	V1357	CleanPro, Inc	87644	599.46	
2/22/2019	V374	Clear Choice Auto Glass, A	87645	280.00	
2/22/2019	V600	Cody Chevrolet	87646	1,243.89	7 Part Invoices
2/22/2019	V238	Crystal Rock Bottled Water	87647	200.99	
2/22/2019	V241	D & W Diesel, Inc.	87648	452.72	
2/22/2019	V242	Danform Shoes	87649	111.51	
2/22/2019	V321	Empire Janitorial Supply Company	87650	1,839.89	Bus Cleaner Machine and Supplies
2/22/2019	V402	Fastenal Company	87651	4.73	
2/22/2019	V250	Fisher Auto Parts	87652	537.68	
2/22/2019	V257	Gillig Corp.	87653	6,039.23	6 Part Invoices
2/22/2019	V1129	Global Montello Group Corp	87654	15,834.47	Fuel
2/22/2019	V259	Grainger	87655	124.72	
2/22/2019	V260	Green Mountain Kenworth, Inc.	87656	1,385.73	5 Part Invoices
2/22/2019	V261	Green Mountain Power	87657	2,222.36	3 Power Bills
2/22/2019	V263	Heritage Ford	87658	93.28	
2/22/2019	V472	Irving Energy Distribution	87659	1,376.16	Heating Oil
2/22/2019	V826	LaRoche Towing & Recovery	87660	525.00	
2/22/2019	V1509	Lawson Products, Inc	87661	211.75	
2/22/2019	V1314	Leonardo's Pizza Inc.	87662	166.50	
2/22/2019	V268	Loomis	87663	207.37	
2/22/2019	V1191	Lucky's Trailer Sales Inc.	87664	194.66	
2/22/2019	V1455	Mag & Sons Clothing	87665	104.60	
2/22/2019	V912	Maple Leaf Carpet & Tile Cleaning	87666	2,025.00	Semi Annual Carpet Cleaning
2/22/2019	V274	McMaster-Carr	87667	190.53	
2/22/2019	V1419	Middlebury Fence Co., LLC	87668	427.50	
2/22/2019	V329	Minuteman Press	87669	1,384.67	Inspection Report Booklets for Bus
2/22/2019	V278	Mohawk Mfg. & Supply Co.	87670	111.86	
2/22/2019	V1709	Monaghan Safar Ducham PLLC	87671	4,095.00	Legal Invoices
2/22/2019	V611	Northwestern Occupational Health	87672	115.00	
2/22/2019	V223	O'Reilly Auto Enterprises, LLC	87673	167.88	
2/22/2019	V863	P & P Septic Service, Inc	87674	1,405.00	Cleaned Drains at Stowe
2/22/2019	V545	Pitney Bowes - Leasing	87675	126.27	
2/22/2019	V1682	Primmer Piper Eggleston & Cramer PC	87676	2,000.00	Legal Invoice
2/22/2019	V296	Rouse Tire Sales	87677	2,263.72	2 Trie Invoices
2/22/2019	V854	S2Technology	87678	270.00	
2/22/2019	V299	SB Collins, Inc.	87679	18,923.22	Fuel
2/22/2019	V306	Staples Credit Plan	87680	29.98	
2/22/2019	V312	Stowe, Town of	87681	955.31	
2/22/2019	V451	Stowe, Town of Electric Department	87682	356.53	
2/22/2019	V1030	UniFirst Corporation	87683	908.19	
2/22/2019	V315	United Parcel Service	87684	67.86	
2/22/2019	V1459	Vermont Information Consortium LLC	87685	576.00	
2/22/2019	V892	VOX AM/FM, LLC	87686	325.00	
2/22/2019	V424	Yawkey Family Inn	87687	240.00	
2/22/2019	V10				



To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance
Donna Gallagher, Broker Services Manager
Jordan Posner, ADA Coordinator

Date: March 13, 2019

RE: ADA and Broker Services

Attached you will find the most up to date ridership report for ADA transportation in Chittenden County and the Medicaid Ridership stats in our Washington and Franklin Counties.

The Chittenden County ADA Ridership through January is spot on with last year, this means that ridership is stable in total. Colchester, Williston and Essex are trending higher than the 58% benchmark compared to FY18 total ridership. Typically these increases are the result of a high user moving into a new area.

Commissioner Waninger asked us to provide a “blurb” about our Medicaid transportation challenges as they pertain to “treatment transportation”. The following is that information.

GMT provides Medicaid transportation for those individuals that qualify. When the change in the Affordable Care act occurred, we started to see an increase of transportation members. In the beginning, the Department of Vermont Health Access (DVHA) didn’t expect the number of members to increase. The assumption was these members were already able to get to medical appointments, so therefore wouldn’t need the transportation benefit. This was important, because we had transitioned to a Per Member Per Week reimbursement model that was not connected to higher demand in trips. It took some time for members to learn and understand their new benefits, and since then we have experienced an increase in demand. The demand for treatment rides increases daily; we are seeing 1-2 new members added each day for services with GMT.

For treatment transportation specifically, in Berlin we have a dedicated bus that does two loops 7 days per week to get members to their dosing appointments. In St. Albans we have two buses dedicated. We also use volunteers, cabs and our sedans to transport members that are not able to access the dedicated buses we have set up. All rides must be called in at least 48 hours in advance. We have seen the increases in treatment transportation. During FY18 the treatment transportation was averaging at about 40% of all NEMT trips provided. In FY19 we are looking at 54% through December. Depending on the month our unduplicated treatment rider has increased from FY18 by 26%+/-, this equates to an additional 13 members averaging 34 trips per month. In addition to “dosing”, these folks also have counseling appointments which are outside of the dosing schedule which can create some logistical issues with transportation.

Additionally, this group of riders has the highest no-show rate. We are seeing on average 244 no shows per month NEMT program wide. The Medicaid contract states that if you no show more than 3 times, you must call and confirm your rides the day before or the ride is cancelled by the provider. Roughly, 23% of our no shows are from members that have called and confirmed their ride. There is currently nothing we can do to correct this behavior because DVHA says we cannot suspend rides for no show events. We expend many administrative hours and vehicle hours for unnecessary no shows in the system. The administrative costs for the NEMT program have increased each year making it challenging for providers to breakeven. The chart below shows data in our current year compared to FY18 information.

Medicaid FY'18	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	totals
All MDCCD Trips Provided	4235	4826	4572	4994	4932	5530	6600	5064	5970	5828	6571	5857	64979
unduplicated riders (all)	443	472	478	505	454	474	531	519	506	522	482	469	
rides per rider (all)	9.56	10.22	9.56	9.89	10.86	11.67	12.43	9.76	11.80	11.16	13.63	12.49	
unduplicated Reg riders	386	411	416	447	389	399	448	437	418	444	409	395	
total Reg rides	2255	2908	2568	2868	2706	2958	3648	2062	2560	3016	3637	3145	
average rides per Reg rider	5.84	7.08	6.17	6.42	6.96	7.41	8.14	4.72	6.12	6.79	8.89	7.96	
unduplicated CLINIC riders	57	61	62	58	65	75	83	82	88	78	73	74	
total CLINIC rides	1980	1918	2004	2126	2226	2572	2952	3002	3410	2812	2934	2712	
average rides per CLINIC rider	34.74	31.44	32.32	36.66	34.25	34.29	35.57	36.61	38.75	36.05	40.19	36.65	
% of CLINIC rides to total	47%	40%	44%	43%	45%	47%	45%	59%	57%	48%	45%	46%	
Medicaid FY'19	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	totals
All MDCCD Trips Provided	4667	4991	4699	5342	4661	4407							28767
Increase over Last Years	10%	3%	3%	7%	-5%	-20%	-100%	-100%	-100%	-100%	-100%	-100%	
unduplicated riders (all)	466	441	437	476	417	416							
rides per rider (all)	10.02	11.32	10.75	11.22	11.18	10.59	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
unduplicated Reg riders	394	371	360	395	336	342	0	0	0	0	0	0	0
total Reg rides	2221	2341	2247	2566	2057	1917	0	0	0	0	0	0	0
average rides per Reg rider	5.64	6.31	6.24	6.50	6.12	5.61	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
unduplicated CLINIC riders	72	70	77	81	81	74							
total CLINIC rides	2446	2650	2452	2776	2604	2490							
average rides per CLINIC rider	33.97	37.86	31.84	34.27	32.15	33.65	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
% of CLINIC rides to total	52%	53%	52%	52%	56%	57%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Increase/(Decrease) Clinic Undup	26%	15%	24%	40%	25%	-1%	-100%	-100%	-100%	-100%	-100%	-100%	

ADA Ridership Report (by Town) : FY19

Total Rides

% increase/(decrease) from prior year

Benchmark for comparison is 58%

CITY/TOWN	July	August	September	October	November	December	January	Total FY19 YTD	Total FY18 Rides	% of FY19 YTD compared to FY18
BURLINGTON	1,081	1,290	1,167	1,411	1,193	1,260	1,181	8,583	14,444	59%
	-15.68%	4.96%	-0.26%	10.67%	0.59%	11.21%	0.08%			
COLCHESTER	106	129	171	195	159	175	147	1,082	1,466	74%
	-8.62%	25.24%	76.29%	82.24%	59.00%	76.77%	-2.00%			
ESSEX	361	396	314	343	379	330	366	2,489	3,708	67%
	25.35%	37.50%	12.95%	8.20%	26.33%	4.10%	21.19%			
OTHER	44	7	2	0	0	1	5	59	242	24%
	388.89%	-22.22%	-50.00%	-100.00%	-100.00%	-88.89%	-82.76%			
SHELBURNE	248	298	260	291	231	239	266	1,833	3,137	58%
	-1.59%	7.97%	13.54%	11.49%	-7.60%	5.75%	-13.07%			
SO. BURLINGTON	771	886	995	1,132	1,050	989	1,007	6,830	12,597	54%
	-19.94%	-18.86%	-8.80%	-5.98%	-7.24%	-10.50%	-7.02%			
WILLISTON	125	155	127	120	108	112	133	880	1,150	77%
	30.21%	53.47%	69.33%	93.55%	42.11%	12.00%	12.71%			
WINOOSKI	492	462	369	440	416	370	402	2,951	5,551	53%
	25.51%	1.32%	-17.82%	0.23%	-7.14%	-16.29%	-12.80%			
TOTAL	3,228	3,623	3,405	3,932	3,536	3,476	3,507	24,707	42,295	58%
	-5.00%	1.94%	0.35%	7.11%	0.91%	1.31%	-3.36%			
Cost to Members	\$ 83,655.63	\$ 93,074.61	\$ 88,349.47	\$ 101,900.93	\$ 91,261.37	\$ 89,573.66	\$ 90,112.57	\$ 637,928.24		
Cost/Trip	\$ 25.92	\$ 25.69	\$ 25.95	\$ 25.92	\$ 25.81	\$ 25.77	\$ 25.70	\$ 25.82		

Month: <i>February 2019</i>		
Urban Data	Data	Notes
Miles Operated:	156,481	Revenue Vehicles
Major Road Calls:	6	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	3.84	
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:	6.41	
"C" PM's Completed:	31	"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 %	97%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	8.58 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	106,912	Revenue Vehicles
Major Road Calls:	6	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	5.67	
Minor Road Calls:	5	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	10.37	
"C" PM's Completed:	29	"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 %	72%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	5.72 years	Cut-away buses have a 5 year life expectancy

Date: March 11th, 2019
To: GMT Board of Commissioners
From: Rachel Kennedy, Sr. Transit Planner
Jon Moore, Director of Maintenance & Planning
Re: February Planning Report

Transit Service & Operations Planning

NextGen

Commuter Time-point Surveys – Commuter Surveys have been posted on the NextGen Website for all commuter routes. The first round of analysis will begin in March – but the surveys will be left open to gather more responses through the public comment period.

Public Outreach - Ongoing Staff are performing public outreach plan to ensure we are both educating and receiving feedback from; stakeholders, members of the public, and town/city administrative staff.

Non-Rider Survey

The survey has closed with 543 responses, and the analysis should be available by the end of March.

Service Guidelines - Ongoing

The planning department is drafting a service guideline document to define a transparent process using objective data that helps GMT prioritize decisions about adding, reducing, and changing transit service to deliver safe, accessible, and efficient service that meets the needs of the community.

Scheduling Software

Staff have input the March rural bid service structure into the bid scheduling software. This will allow staff to identify efficiencies, speed up federal funding reports, and create better bids for drivers.

Misc. Planning Activities

SWIFTLY – Ongoing

GMT staff has been in communication with VTrans contracted AVL provider – Swiftly. We are currently in the process of installing the GPS trackers on all of the vehicles in our fleet.

Bus Stop Placement Guidelines - Ongoing

GMT is developing Bus Stop Placement Guidelines, which include best transit practices for placement based on population and road considerations, ridership thresholds for amenity development, and shelter and bus specs for developers and partner agencies.

Meetings & Outreach:

- Staff attended VTRANS Public Transit Policy Study Advisory Committee
- Staff hosted the February meeting of the NextGen Advisory Committee
- Staff met with stakeholders from the town of Essex to discuss NextGen changes
- Staff attended CCRPC's UPWP stakeholder meeting
- Staff attended the Lamoille LCPC TAC meeting
- Staff attended the CVRPC TAC meeting



To: GMT Board of Commissioners
From: Jon Moore, Director of Transportation
Date: March 11, 2019
RE: NextGen Implementation Update

Due to savings identified in the urban NextGen plan, the implementation timeline for Urban and Rural service has been changed: Urban implementation in June 2019, Rural implementation in September 2019. In March and April GMT will be hosting a round of public meetings in both the urban and rural service regions: we will be capturing comments in the Urban area, and gathering feedback in the Rural area.

Urban Service changes will be implemented in June, contingent upon Board approval of Public Comments at the April Board Meeting. **Public comment** will be captured in March and April at public hearings held in towns of our Transit Authority members. The Public Comment period will end April 12th, and analysis of public comment will be available for the board prior to the April Board Meeting.

Rural Service will be implemented in September, contingent upon Board approval of Public Comments in June or July. **Public feedback** will be captured at meetings held in March and April in all rural service regions, with room to adjust the proposed service changes based on feedback.

**Although Franklin and Grand Isle changes were originally proposed to be implemented with Chittenden County service, these changes will be implemented with Rural service to reflect changes to the NextGen June Board Approved Plan during the last round of analysis, and allow time to gather feedback.*

To: GMT Board of Commissioners
From: Jamie L. Smith, Marketing and Public Affairs Manager
Date: March 12, 2019
Re: Marketing and Public Affairs Report

- Marketing and Planning have been working hand-in-hand on materials for the upcoming NextGen/Fare increase public meetings.
- Jamie Smith recently attended the APTA Marketing and Communications conference. She was able to participate in several interesting sessions including “Gamifying Your Marketing” and “Owning Your Role as Advisor to Senior Leadership”.

In addition, Jamie is now a member of the National Public Transit Marketing and Outreach Committee, a ridership taskforce, and the planning committee for future APTA Conferences.

- We have sent out a calendar invite to rural commissioners and alternates for March 28. This meeting will hopefully be the first step in developing a robust Future Funding and Communications plan. We look forward to a productive conversation!
- Marketing has developed an on-board safety campaign, as requested by some of our bus operators. Katie Lavalley spent time meeting with operators one-on-one to learn their biggest challenges with safety on-board.

Over the next few weeks, we will be rolling out some creative inside the urban buses, specifically wraps and overhead signs that focus on code of conduct issues.



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: March 19, 2019

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

Emmale Smith has joined GMT as a Customer Service Representative in the Call Center. David Corrigan and Robert Boulerice (part-time FGI) Anne Fitch (Berlin), Kym Ketcham (Stowe), Becky Morris (non-CDL operator in Berlin), all Bus Operators, also joined the GMT team. We warmly welcome you!

The Training Department continues to conduct the Transit Safety Institute training in Distracted Driving and Fatigue Awareness for GMT's Bus Operators.

As part of our continuous improvement process, GMT continues to develop and improve on our Training program. The Training Department has done an in-depth analysis of preventable accidents to date in FY19. This will aid in reducing preventable accidents in the future.

In the coming months GMT will be introducing the concepts of Appreciative Inquiry (AI) to the organization. As you may remember, Appreciative Inquiry is an approach to organizational and community development that has been used successfully worldwide to cultivate hope, build capacity, and bring about positive change. It is based on the simple idea that human beings move in the direction of what we ask about. AI deliberately asks positive questions around affirmative topics to ignite constructive dialogue and inspired action within organizations and communities. I am excited to invite everyone at GMT to join me on this journey.

"It could be argued that all leadership is appreciative leadership. It's the capacity to see the best in the world around us, in our colleagues, and in the groups we are trying to lead. It's the capacity to see the most creative and improbable opportunities in the marketplace. It's the capacity to see with an appreciative eye the true and the good, the better and the possible."

David Cooperider

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	30	31	31
Sunday	5	4	5	4	4	5	4	4	5	4	4	5	31	31	31
Weekday	21	23	19	23	21	20	22	20	21	22	22	20	149	148	150
School Days	0	3	19	22	17	15	21	16	17	17	22	8	97	96	99

#	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	1,845	1,869						14,497	12,625	1,872	14.8%	14,900	(403)	-2.7%	
81	Barre Hospital Hill	2,824	3,134	2,727	3,124	3,185	3,051	2,660						20,705	16,069	4,636	28.9%	14,300	6,405	44.8%	
82	Montpelier Hospital Hill	2,084	2,181	1,815	2,136	1,945	1,718	1,822						13,701	12,278	1,423	11.6%	12,322	1,379	11.2%	
83	Waterbury Commuter	830	888	923	970	934	785	964						6,294	6,383	(89)	-1.4%	6,334	(40)	-0.6%	
84	US 2 Commuter	595	633	597	827	681	589	657						4,579	4,229	350	8.3%	4,655	(76)	-1.6%	
85	Hannaford Shopping Special	193	190	96	127	125	170	103						1,004	1,547	(543)	-35.1%	1,695	(691)	-40.8%	
87	Northfield Shuttle	48	89	95	84	62	73	65						516	698	(182)	-26.1%	574	(58)	-10.1%	
88	Capital Shuttle	532	405	347	390	467	419	1,764						4,324	2,404	1,920	79.9%	1,181	3,143	0.0%	
89	City Commuter	3,170	3,319	2,745	3,173	2,885	2,687	2,681						20,660	21,491	(831)	-3.9%	21,826	(1,166)	-5.3%	
90	Plainfield Shuttle	44	69	53	58	26	31	37						318	420	(102)	-24.3%	441	(123)	-27.9%	
91	Hospital Hill Demand Response	95	121	86	112	57	86	69						626	640	(14)	-2.2%	396	230	58.1%	
92	Montpelier Circulator	1,061	1,145	1,237	1,497	1,335	1,216	1,545						9,036	10,262	(1,226)	-11.9%	9,860	(824)	-8.4%	
93	Northfield Commuter	613	692	696	753	740	565	535						4,594	4,107	487	11.9%	3,768	826	21.9%	
100	Route 100 Commuter	586	647	815	819	773	676	1,007						5,323	4,828	495	10.3%	6,002	(679)	-11.3%	
108	Mountain Road Shuttle	0	0	0	0	455	14,888	19,917						35,260	29,551	5,709	19.3%	28,408	6,852	24.1%	
102	Morrisville Loop	359	409	310	287	284	288	385						2,322	2,599	(277)	-10.7%	2,782	(460)	-16.5%	
103	Morrisville Shopping Shuttle	257	301	334	409	309	393	555						2,558	2,492	66	2.6%	2,889	(331)	-11.5%	
109	Tuesday Shopping Shuttle (FGL)	73	64	58	76	55	90	75						491	442	49	11.1%	476	15	3.2%	
110	St.Albans DT Shuttle	1,940	2,075	1,802	1,927	1,737	1,859	1,792						13,132	12,308	824	6.7%	12,495	637	5.1%	
115	Alburg-Georgia Commuter	592	715	528	701	512	572	679						4,299	3,162	1,137	36.0%	3,834	465	12.1%	
116	Richford-St.Albans Commuter	574	649	495	618	529	445	613						3,923	4,331	(408)	-9.4%	3,862	61	1.6%	
120	Valley Floor	0	0	0	0	0	776	2,389						3,165	2,663	502	18.9%	2,778	387	13.9%	
121	Valley Evening Service	0	0	0	0	0	406	580						986	841	145	17.2%	944	42	4.4%	
122	Mount Ellen	0	0	0	0	0	2,572	9,731						12,303	6,566	5,737	87.4%	8,251	4,052	49.1%	
124	Mountain Condos	0	0	0	0	0	1,650	2,360						4,010	3,658	352	9.6%	7,136	(3,126)	-43.8%	
125	Access Road	0	0	0	0	0	0	0						0	3,895	(3,895)	-100.0%	6,053	(6,053)	-100.0%	
99	Special Services	1,472	0	0	0	0	0	0						1,472	2,384	(912)	-38.3%	1,702	(230)	-13.5%	
SUBTOTAL		19,955	20,045	17,865	20,349	19,180	37,850	54,854	0	0	0	0	0	190,098	172,873	17,225	10.0%	179,864	10,234	5.7%	

Capital District	15,304	16,542	14,982	17,027	15,892	14,592	16,718	0	0	0	0	0	0	112,529	103,072	9,457	9.2%	103,925	8,604	8.3%
Franklin/Grand Isle	3,179	3,503	2,883	3,322	2,833	2,966	3,159	0	0	0	0	0	0	21,845	20,243	1,602	7.9%	20,667	1,178	5.7%
Seasonal Service	0	0	0	0	455	20,292	34,977	0	0	0	0	0	0	55,724	49,558	6,166	12.4%	55,272	452	0.8%

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	4	34	35
Sunday	5	4	5	4	4	5	4	4	5	4	4	5	4	35	35
Weekday	21	23	19	23	21	20	22	20	21	22	22	22	20	169	168
School Days	0	3	19	22	17	15	21	16	17	17	22	22	8	113	113

#	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	35,614	35,511	36,583					305,886	281,771	24,115	8.56%	284,952	20,934	7.35%
1V	Williston Village	907	1,050	1,119	1,379	1,385	1,162	1,190	1,138					9,330	11,325	-1,995	-17.61%	9,573	-243	-2.54%
10	Williston-Amtrak	1,435	1,783	1,608	1,828	1,662	1,463	1,241	1,318					12,337	11,766	571	4.86%	11,021	1,316	11.94%
2	Essex Junction	33,417	38,888	41,589	46,525	41,130	33,459	36,318	36,235					307,561	294,121	13,440	4.57%	307,966	-405	-0.13%
3	Lakeside Commuter	283	217	149	141	110	38	62	313					1,313	1,204	109	9.09%	1,344	-31	-2.27%
4	Essex Center	1,544	1,801	2,735	3,327	2,772	2,003	2,406	2,508					19,096	12,132	6,964	57.40%	12,540	6,556	52.28%
5	Pine Street	8,405	9,684	9,300	10,221	8,939	8,455	9,550	9,409					73,964	71,960	2,004	2.78%	75,460	-1,496	-1.98%
6	Shelburne Rd.	19,094	20,559	19,330	21,938	20,357	18,681	19,251	18,340					157,550	149,010	8,540	5.73%	153,496	4,054	2.64%
7	North Avenue	18,148	18,961	21,792	24,560	20,573	19,358	21,205	18,559					163,156	160,042	3,114	1.95%	167,775	-4,619	-2.75%
8	City Loop	4,202	4,399	5,279	6,185	6,101	4,903	5,902	6,343					43,314	45,830	-2,516	-5.49%	43,913	-599	-1.36%
9	Riverside/Winooski	9,534	9,991	10,113	10,950	9,985	8,991	10,156	10,106					79,826	76,963	2,863	3.72%	83,303	-3,477	-4.17%
11	College Street Shuttle	16,073	15,356	12,506	10,419	6,969	5,440	7,470	7,808					82,041	97,989	-15,948	-16.27%	102,137	-20,096	-19.68%
12	UMall/Airport	5,989	6,632	6,671	8,533	7,248	6,270	6,272	6,206					53,821	43,036	10,785	25.06%	49,138	4,683	9.53%
16	Hannaford's	210	157	158	175	250	290	206	270					1,716	1,352	364	26.92%	1,600	116	7.25%
19	Price Chopper #1	157	248	210	248	206	208	308	236					1,821	1,992	-171	-8.58%	1,966	-145	-7.38%
20	Price Chopper #2	103	210	138	150	268	266	314	232					1,681	994	687	69.11%	1,138	543	47.72%
21	School Trippers	37	2,435	19,093	21,424	17,549	17,815	22,229	15,330					115,912	98,595	17,317	17.56%	106,367	9,545	0.00%
18	Sunday Service	735	443	537	440	437	559	396	508					4,055	3,140	915	29.15%	3,738	317	8.49%
26	Other	4,286	-	-	-	-	317	-	-					4,603	7,856	-3,253	-41.41%	9,272	-4,669	-50.36%
56	Milton Commuter	1,558	1,679	1,403	1,692	1,420	1,152	1,318	1,285					11,507	10,253	1,254	12.23%	10,594	913	8.62%
76	Middlebury Link	1,321	1,342	1,312	1,496	1,362	979	1,144	1,189					10,145	8,894	1,251	14.07%	9,164	981	10.71%
86	Montpelier Link	10,015	10,162	9,357	11,211	10,598	8,721	12,194	10,822					83,080	79,068	4,012	5.07%	83,622	-542	-0.65%
96	St. Albans Link	1,231	1,570	1,433	1,740	1,639	1,282	1,871	1,653					12,419	10,515	1,904	18.11%	10,959	1,460	13.33%
46	116 Commuter	353	396	384	421	340	311	432	371					3,009	2,490	519	20.84%	2,555	454	17.77%
36	Jeffersonville Commuter	580	730	821	1,157	971	888	892	819					6,857	5,703	1,154	20.24%	5,806	1,051	18.10%
SUBTOTAL		171,979	186,833	207,335	231,947	203,865	178,623	197,840	187,581	0	0	0	0	1,566,003	1,488,001	78,002	5.24%	1,549,399	16,604	1.07%



To: GMT Board of Commissioners

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

Date: March 12, 2019

RE: Finance/Grants/Capital Projects

Attached are the December 31, 2018 financials for your review. The following explanations will be based on the financials through January 31, 2019. January is still in the close process, expenses have all been recorded, and staff is working on the grant billing which is expected to be done by March 31, 2019.

The indirect cost rate close out calculation was submitted on January 31, 2019 to the FTA for review. Our approved indirect cost rate for FY19 is 9.15%, the proposed rate for FY20 is 6.81%. 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 that are not easily directly allocated. At the end of February, RLS was on site February 21 and February 22. The consultant team went through the agencies financial/grants policy and procedures as well as the written cost allocation plan. The goal of this visit was to understand GMT's current cost allocation plan so that they could compare it to how the other agencies in the state allocate costs.

The December financials currently show deficit spending in the operating budget of \$15,135 Urban and \$90,249 rural service. For December, we have done some evaluation of the NEMT transportation services. Through December, that program is operating in the black, however I caution us in making any assumptions of year end outcomes. We are striving for the NEMT services to breakeven this year. For the rural fixed route services, based on projecting out costs to the end of the fiscal year will be in a deficit position again. We are still working on those projections through year end with the planning department and will have more solid information next month.

For the month ended January 31, 2019 all expenses have been posted. For January the benchmark for spending is 58% of budget; the following are explanations for specific areas of interest.

Revenues were reviewed based on the activity through December 31st, the benchmark of 50% was used for review and analysis.....

- **Federal urban operating grant is at 52%** of the budgeted amount, as a reminder this grant is the last grant we bill since it basically allows us to breakeven. The concern here is that we do want to work towards remaining within the budgeted amount each year.

- The warranty revenue has already exceeded the anticipated budget amount, upon review of the detail this is labor reimbursement we received from insurance proceeds.
- Advertising revenue is below budget targets. We have recently raised our advertising rates. Marketing met with ATA and they are going to start working on selling in the rural areas. ★
- Purchase of services for our rural services revenues are down this year. It is not likely that the category of “special trips” will not meet the estimated revenue projections.

Expenses were reviewed based on the activity through January 31, 2019, the benchmark of 58% was used for review and analysis.....

- Unemployment tax spent is at 61% of the combined budget. While this is not yet over budget combined, the urban system has gone over budget. Since we are a reimbursable employer, this is an expense that is difficult to predict from year to year. On the urban side this is largely due to just 2 past employees.
- Employee development is at 76% 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.
- Recruiting expenses on for the rural program are at 86% of the budget. This is the cost to gear up for the seasonal services.
- Dues and Subscriptions is 76% spent to date of budget, this is directly caused from paying our APTA dues at the beginning of each fiscal year totaling \$18K
- Legal fees for the urban system has gone over budget. There have been a number of unforeseen events that has caused this to happen. There are currently some unpaid invoices that will cause this expense to continue to increase before year end.
- Background checks are also over 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 76% and 110% of urban and rural budgets respectively. We had anticipated the arrival of new cutaways much sooner than June this year, which is impacting maintenance of the vehicles and budgets. We have at least one vehicle slated for replacement which needs a new engine sitting; we do not plan to fix.
 - In the rural system we have done 4 transmission replacements, and have 4 cutaways out of commission.
 - An engine was replaced in a cutaway over the summer, \$20K
 - The new mini-vans will help to alleviate the current pressures.

- o The rural fleet is well beyond its useful life in total with 70% of our rural cutaways beyond their useful life.
- Tires expense are 100% of the rural budget, this is directly related to the gearing up of winter service and seasonal services.
- Fuel is at 52% and 60% urban and rural respectively of budget. This tends to taper off once the cold months are behind us. We will continue to monitor the fuel expenses.
- 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:

Project	Details/Status
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	DEC reviewed the final report regarding the contaminated soil and confirmed that no further investigation or remediation is needed. Staff continue to work with Don Weston Excavating to complete punch list items before project closeout. Staff is looking into using the remaining contingency to plant new trees on the back side of the berm and the adjacent area in the Spring.
GMTA Facility Renovation	Working with Wiemann-Lamphere to design an above-ground fuel storage tank and decommissioning the existing in-ground tank as part of the construction project. Preparing bid documents for release in late Spring. Continuing to coordinate with VTrans on the status of related municipal sewer and water projects.
Facility Security Upgrades	Continuing to work with Norris, Inc. to complete punch list items prior to contract closeout. Training with GMT staff will be scheduled following the production of maintenance and operating manuals for the system.

<p>Electric Bus Buy & Charging Station Installation</p>	<p>Continuing to work with Proterra on key build items as they come up during production. The buses are on schedule for delivery in Fall 2019.</p> <p>Working with Wiemann-Lamphere to prepare construction documents for the installation of two chargers for the vehicles as well as electrical infrastructure improvements. Currently looking into installing the chargers at the 1 Industrial building. A new transformer will be needed to support the chargers.</p>
<p>Cutaway Bus Buy</p>	<p>Vehicles are on order and anticipated to begin production at Turtle Top this month, expected delivery is sometime in June.</p> <p>Working on procuring a Resident Inspector to oversee final assembly activities.</p>
<p>ADA Conversion Van Buy</p>	<p>Five minivans have been received and will be placed into service after registration and completion of decal installation.</p>
<p>Montpelier Transit Center</p>	<p>Working with GMT staff and City of Montpelier to develop and Operating Agreement for GMT's operation of the Transit Center. Reviewing proposal from Aella Consulting for security system design.</p>
<p>15 Industrial Pkwy Roof Replacement</p>	<p>Working with Peterson Consulting to prepare project scope and bid documents for roof replacement project. Awaiting design proposal from Wiemann-Lamphere to produce construction documents.</p>

Chittenden County Transportation Authority
Statement of Net Assets
As of 12/31/2018

	As Of Dec 2018	As Of June 30, 2017
ASSETS		
Current Assets:		
Cash and Investments	1,906,519.62	1,994,311.69
Receivables:		
Grant	95,274.90	3,650,500.51
Other	5,319,926.26	6,662,158.10
Deferred Cost Pool	(345,523.27)	(279,162.12)
Inventories	664,922.17	640,987.06
Prepaid Expenses	551,352.74	258,273.64
Total Current Assets	8,192,472.42	12,927,068.88
Noncurrent Assets:		
Land, Structures And		
Equipment - net of accumulated depreciation	29,346,880.16	29,940,459.34
TOTAL ASSETS	37,539,352.58	42,867,528.22
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	489,576.71	3,656,203.40
Accrued Payroll Expenses	182,826.84	152,669.57
Other Accrued Expenses	122,125.75	131,875.79
Deferred Revenue	3,944,145.87	3,779,845.24
Total Current Liabilities	4,738,675.17	7,720,594.00
Long-Term Liabilities:		
Accrued Compensated Absences	818,911.27	798,057.01
Total Long-Term Liabilities	818,911.27	798,057.01
Total Liabilities	5,557,586.44	8,518,651.01
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	1,739,609.27	2,220,486.83
Current Year Change in Net Assets	(1,344,485.44)	2,549,578.39
Total Fund Equity	31,981,766.14	34,348,877.21
TOTAL LIABILITIES AND FUND EQUITY	37,539,352.58	42,867,528.22

Green Mountain Transit Authority
Budget v. Actual Report
For the Six Months Ending Monday, December 31, 2018

							<i>Budget Target is 50%</i>		
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Budget (approved 12/2018)			Budget Variance		
REVENUES									
FEDERAL, STATE AND LOCAL REVENUE									
Municipal Member Assessments	1,150,485.06		\$1,150,485.06	2,300,970.00		\$2,300,970.00	50.00%	0.00%	50.00%
Municipal Paratransit Assessments	318,883.50		318,883.50	637,765.00		637,765.00	50.00%	0.00%	50.00%
Local Operating Assistance	45,330.54	179,138.90	224,469.44	96,661.00	421,725.00	518,386.00	46.90%	42.48%	43.30%
Federal Urban Formula Grant	1,607,103.00		1,607,103.00	3,062,532.00		3,062,532.00	52.48%	0.00%	52.48%
Federal Rural Operating Grant		520,326.96	520,326.96		1,180,000.00	1,180,000.00	0.00%	44.10%	44.10%
State Regular Subsidy Operating Grant	1,123,893.00	399,077.68	1,522,970.68	2,247,786.00	1,100,000.00	3,347,786.00	50.00%	36.28%	45.49%
E&D Grants and Local Match		595,877.50	595,877.50		1,117,698.00	1,117,698.00	0.00%	53.31%	53.31%
CMAQ Grants	561,915.36	214,443.78	776,359.14	1,116,622.00	328,500.00	1,445,122.00	50.32%	65.28%	53.72%
Preventative Maint Grants	895,543.00	359,463.74	1,255,006.74	1,613,684.00	550,000.00	2,163,684.00	55.50%	65.36%	58.00%
Other Grants	52,125.86	4,340.19	56,466.05	78,750.00	74,250.00	153,000.00	66.19%	5.85%	36.91%
Fund Balance Reserves							0.00%	0.00%	0.00%
Capital Reserve Revenue							0.00%	0.00%	0.00%
Total Federal, State and Local Revenues	5,755,279.32	2,272,668.75	8,027,948.07	11,154,770.00	4,772,173.00	15,926,943.00	51.59%	47.62%	50.40%
OPERATING REVENUE									
Passenger Revenue	1,074,988.70	64,609.50	1,139,598.20	2,252,500.00	124,954.00	2,377,454.00	47.72%	51.71%	47.93%
Paratransit Passenger Fares	48,737.50		48,737.50	115,000.00		115,000.00	42.38%	0.00%	42.38%
Advertising Revenue	78,450.51	13,500.00	91,950.51	200,000.00	50,000.00	250,000.00	39.23%	27.00%	36.78%
Planning Revenue	175,848.17	2,409.38	178,257.55	362,106.00	25,000.00	387,106.00	48.56%	9.64%	46.05%
Interest Earnings	370.56	4,905.87	5,276.43	1,200.00	4,000.00	5,200.00	30.88%	122.65%	101.47%
Miscellaneous Revenue	3,327.28	60.03	3,387.31	19,000.00		19,000.00	17.51%	0.00%	17.83%
Sales Of Equipment				3,000.00	5,000.00	8,000.00	0.00%	0.00%	0.00%
Medicaid Purchase Of Svc		1,078,993.59	1,078,993.59		2,047,728.00	2,047,728.00	0.00%	52.69%	52.69%
Purchase of Service	24,111.72	33,384.87	57,496.59	43,844.00	140,000.00	183,844.00	54.99%	23.85%	31.27%
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	1,405,834.44	1,201,181.50	2,607,015.94	2,998,650.00	2,398,682.00	5,397,332.00	46.88%	50.08%	48.30%
Total Revenue	7,161,113.76	3,473,850.25	10,634,964.01	14,153,420.00	7,170,855.00	21,324,275.00	50.60%	48.44%	49.87%
EXPENSES									
SALARIES AND WAGES									
Other Wages	851,632.07	419,298.73	1,270,930.80	1,611,945.00	973,620.00	2,585,565.00	52.83%	43.07%	49.15%
Driver/Operator Wages	2,120,468.48	941,636.13	3,062,104.61	4,232,344.00	1,932,897.00	6,165,241.00	50.10%	48.72%	49.67%
Vehicle Repair Wages	444,049.55	74,006.10	518,055.65	934,095.00	186,324.00	1,120,419.00	47.54%	39.72%	46.24%
Salaries and Wages	3,416,150.10	1,434,940.96	4,851,091.06	6,778,384.00	3,092,841.00	9,871,225.00	50.40%	46.40%	49.14%
PERSONNEL TAXES AND BENEFITS									
Payroll Taxes (FICA/MC)	265,649.45	104,690.59	370,340.04	518,546.00	216,602.00	735,148.00	51.23%	48.33%	50.38%
Unemployment Tax Exp	18,682.78	3,597.11	22,279.89	20,000.00	22,000.00	42,000.00	93.41%	16.35%	53.05%
Medical Insurance/HRA	865,443.53	240,337.87	1,105,781.40	1,745,723.00	426,165.00	2,171,888.00	49.58%	56.40%	50.91%
Pension Plan Expenses	142,933.09	32,593.46	175,526.55	281,981.00	71,135.00	353,116.00	50.69%	45.82%	49.71%
Employee Development	22,574.52	5,806.25	28,380.77	31,000.00	28,000.00	59,000.00	72.82%	20.74%	48.10%

Green Mountain Transit Authority
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	Current Fiscal Year To Date			FY19 Budget (approved 12/2018)			<i>Budget Target is 50%</i>		
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
							Budget Variance		
Other Employee Benefits	126,402.28	36,871.71	163,273.99	245,894.00	75,074.00	320,968.00	51.41%	49.11%	50.87%
Personnel Taxes and Benefits	1,441,685.65	423,896.99	1,865,582.64	2,843,144.00	838,976.00	3,682,120.00	50.71%	50.53%	50.67%

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	20,894.23	7,102.41	27,996.64	43,740.00	21,600.00	65,340.00	47.77%	32.88%	42.85%
Recruiting Expenses	4,140.18	9,958.05	14,098.23	18,400.00	12,000.00	30,400.00	22.50%	82.98%	46.38%
Dues and Subscriptions	22,814.62	5,354.50	28,169.12	27,838.00	10,033.00	37,871.00	81.95%	53.37%	74.38%
Travel and Meetings	1,280.21	484.15	1,764.36	3,500.00	3,500.00	7,000.00	36.58%	13.83%	25.21%
Board Development							0.00%	0.00%	0.00%
Communications	17,285.45	20,591.16	37,876.61	59,360.00	28,816.00	88,176.00	29.12%	71.46%	42.96%
Computer Service Exp	75,650.06	32,094.68	107,744.74	124,320.00	57,164.00	181,484.00	60.85%	56.14%	59.37%
Legal Fees	21,075.58		21,075.58	25,000.00	3,000.00	28,000.00	84.30%	0.00%	75.27%
Insurance	470,364.71	204,406.25	674,770.96	906,451.00	402,456.00	1,308,907.00	51.89%	50.79%	51.55%
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	2,529.00	1,681.00	4,210.00	6,000.00	6,000.00	12,000.00	42.15%	28.02%	35.08%
General and Admin Expenses	642,334.04	284,372.20	926,706.24	1,234,034.00	552,894.00	1,786,928.00	52.05%	51.43%	51.86%

OPERATIONS EXPENSES

Background Checks	767.00	9,576.00	10,343.00	1,900.00	8,325.00	10,225.00	40.37%	115.03%	101.15%
Drug & Alcohol Testing	316.00	31.00	347.00				0.00%	0.00%	0.00%
DOT Testing	2,478.00	4,975.26	7,453.26	5,850.00	7,920.00	13,770.00	42.36%	62.82%	54.13%
Employment Recruitment Program				800.00	400.00	1,200.00	0.00%	0.00%	0.00%
Driver's Uniforms	9,182.44	5,081.31	14,263.75	22,546.00	20,170.00	42,716.00	40.73%	25.19%	33.39%
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	13,343.19	19,663.57	33,006.76	40,496.00	41,190.00	81,686.00	32.95%	47.74%	40.41%

PLANNING EXPENSES

Other Planning Expenses		3,053.03	3,053.03		25,000.00	25,000.00	0.00%	12.21%	12.21%
MPO Planning Expenses	34,090.64		34,090.64	100,000.00		100,000.00	34.09%	0.00%	34.09%
Planning Expenses	34,090.64	3,053.03	37,143.67	100,000.00	25,000.00	125,000.00	34.09%	12.21%	29.71%

VEHICLE/BUILDING MAINTENANCE EXP (15

Industrial)

Parts Expense - Non-Revenue Vehicles	3,379.64	695.25	4,074.89	7,000.00	4,500.00	11,500.00	48.28%	15.45%	35.43%
Parts Expense - Revenue Vehicles	294,324.34	168,340.28	462,664.62	408,394.00	190,000.00	598,394.00	72.07%	88.60%	77.32%
Tires	24,398.43	22,905.43	47,303.86	90,000.00	25,000.00	115,000.00	27.11%	91.62%	41.13%
Facility Maintenance	39,121.29	30,488.75	69,610.04	70,000.00	57,200.00	127,200.00	55.89%	53.30%	54.72%
Passenger Facility Expenses	12,939.76		12,939.76	34,452.00		34,452.00	37.56%	0.00%	37.56%
Security Expenses							0.00%	0.00%	0.00%
Cleaning Expense	9,385.76	5,117.30	14,503.06	58,000.00	7,200.00	65,200.00	16.18%	71.07%	22.24%
Repeater Fees	9,936.25	8,514.00	18,450.25	21,600.00	16,200.00	37,800.00	46.00%	52.56%	48.81%
Light, Heat and Water	67,129.61	18,828.12	85,957.73	153,000.00	55,000.00	208,000.00	43.88%	34.23%	41.33%
Fuel - Vehicles	460,070.03	143,680.02	603,750.05	1,036,308.00	333,235.00	1,369,543.00	44.40%	43.12%	44.08%

Green Mountain Transit Authority
Budget v. Actual Report
For the Six Months Ending Monday, December 31, 2018

	Current Fiscal Year To Date			FY19 Budget (approved 12/2018)			Budget Variance		
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	<i>Budget Target is 50%</i>								
Maintenance Tools/Supplies/Uniforms	46,298.59	7,429.96	53,728.55	88,975.00	15,944.00	104,919.00	52.04%	46.60%	51.21%
Misc Maint Expenses and fees	1,794.68	68.51	1,863.19	6,000.00	2,000.00	8,000.00	29.91%	3.43%	23.29%
Vehicle/Building Maintenance Exp	968,778.38	406,067.62	1,374,846.00	1,973,729.00	706,279.00	2,680,008.00	49.08%	57.49%	51.30%
CONTRACTOR EXPENSES									
ADA/SSTA Paratransit	609,787.37		609,787.37	1,215,055.00		1,215,055.00	50.19%	0.00%	50.19%
Partner Local Share				19,833.00		19,833.00	0.00%	0.00%	0.00%
Functional Assessment Costs	3,915.41		3,915.41	8,500.00		8,500.00	46.06%	0.00%	46.06%
Volunteer Drivers		244,700.67	244,700.67		520,000.00	520,000.00	0.00%	47.06%	47.06%
Other Transportation (incl Cabs)	5,289.00	452,411.89	457,700.89	14,021.00	800,000.00	814,021.00	37.72%	56.55%	56.23%
Contractor Expenses	618,991.78	697,112.56	1,316,104.34	1,257,409.00	1,320,000.00	2,577,409.00	49.23%	52.81%	51.06%
MARKETING EXPENSE									
Bus Tickets/Fare Media	7,938.35	896.58	8,834.93	20,000.00	2,400.00	22,400.00	39.69%	37.36%	39.44%
Marketing Expense	14,403.33	20,243.86	34,647.19	52,000.00	42,340.00	94,340.00	27.70%	47.81%	36.73%
Public Information	12,076.00	3,277.21	15,353.21	29,000.00	19,500.00	48,500.00	41.64%	16.81%	31.66%
Marketing Expense	34,417.68	24,417.65	58,835.33	101,000.00	64,240.00	165,240.00	34.08%	38.01%	35.61%
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	47,112.00	105,217.50	152,329.50	94,224.00	210,435.00	304,659.00	50.00%	50.00%	50.00%
Other Expenses	93,554.51	105,217.50	198,772.01	144,224.00	210,435.00	354,659.00	64.87%	50.00%	56.05%
TOTAL EXPENSES	7,263,345.97	3,398,742.08	10,662,088.05	14,472,420.00	6,851,855.00	21,324,275.00	50.19%	49.60%	50.00%
Current Year Deferred Costs	(78,260.56)		(78,260.56)				0.00%	0.00%	0.00%
ALLOCATIONS BETWEEN PROGRAMS	165,357.48	(165,357.48)		319,000.00	(319,000.00)		51.84%	51.84%	0.00%
Balance Of Operating Budget	(15,135.29)	(90,249.31)	(105,384.60)	0.00	0.00		0.00%	0.00%	0.00%
Capital Revenue									
Federal Revenue	589,335.33	12,440.93	601,776.26				0.00%	0.00%	0.00%
State Revenue	73,393.21	1,555.11	74,948.32				0.00%	0.00%	0.00%
Paratransit Lease Revenue							0.00%	0.00%	0.00%
Local Match Revenue	47,112.00	105,217.50	152,329.50				0.00%	0.00%	0.00%
Total Capital Revenue	709,840.54	119,213.54	829,054.08	0.00	0.00		0.00%	0.00%	0.00%
Capital Expenses									
Vehicles							0.00%	0.00%	0.00%
Maintenance Parts and Equipment	198,067.16	30,354.45	228,421.61				0.00%	0.00%	0.00%
Passenger Amenities	42,871.50		42,871.50				0.00%	0.00%	0.00%
Facility Repairs and Improvements	503,405.52	7,956.99	511,362.51				0.00%	0.00%	0.00%

Green Mountain Transit Authority
 Budget v. Actual Report
 For the Six Months Ending Monday, December 31, 2018

	Urban			Rural			Combined		
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Budget (approved 12/2018)			Budget Variance		
Total Capital Expenses	744,344.18	38,311.44	782,655.62	0.00	0.00		0.00%	0.00%	0.00%
Balance of Capital Budget	(34,503.64)	80,902.10	46,398.46	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	(1,447,719.98)	(289,364.01)	(1,737,083.99)				0.00%	0.00%	0.00%
Subtotal	(993,054.68)	(289,032.39)	(1,282,087.07)	0.00	0.00		0.00%	0.00%	0.00%
Current Change in Net Assets	(1,042,693.61)	(298,379.60)	(1,341,073.21)	0.00	0.00		0.00%	0.00%	0.00%



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March 8, 2019

Board of Commissioners
Green Mountain Transit Authority
15 Industrial Parkway
Burlington, VT 05401

MANAGEMENT LETTER

In planning and performing our audit of the financial statements of the business-type activities of the Green Mountain Transit Authority as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority's internal control. We did so to determine our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for expressing our opinion on the effectiveness of the Green Mountain Transit Authority's internal control over financial reporting or compliance.

During our audit we became aware of several matters referred to as "management letter comments" that offer opportunities for strengthening internal control and improving operating procedures of the Green Mountain Transit Authority. The following pages summarize our comments and suggestions on those matters.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

These matters do not modify our opinion on the financial statements for the year ended June 30, 2018, where we expressed an unmodified opinion on our independent auditors' report dated January 7, 2019.

Accounts Receivable:

While performing the audit for the above mentioned year end, management brought to our attention that the Authority had billed in late August of 2017 and booked the receivable to FY17 for services provided on its Elderly and Disabled grant. This bill was not paid by the grantor in fiscal year 2018. The amount recognized by the Authority was \$95,275. The follow up on this bill by management did not commence until it was reconciling accounts receivable for FY 18 after the year was closed. Because so much time had expired from the time the bill was issued until the time it was discovered the bill had not been paid, that the grant had been closed out as well. Management should review its current internal system of billing and reconciling payments for all grants for accurate and timely receiving of payments.

Management Response:

After discovering this unpaid grant, staff immediately changed their process for booking grant receivables. Each month we send the VT Agency of Transportation a statement showing the invoices outstanding.

Monthly Financial Statements:

While performing the audit for the above mentioned year end, it was noted management typically provides a financial statement within 45 days of month end to present to the board. The process, consistent with past process, has typically been labor intensive. This process includes estimates for revenue. In past years, while the process was labor intensive, in FY18, due to many reasons including but not limited to staff turnover, there were a number of errors made with the estimating and reversing of those monthly estimates. It appears these errors were not identified until the year end close process while getting ready for the 2018 audit. We recommend that the Authority review their month end close and reporting process to ensure information provided to the Board is complete and accurate.

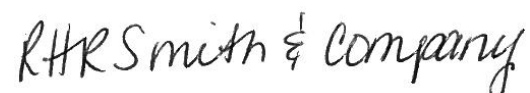
Management Response:

Staff has developed a new financial reporting process where estimates are not made to the accounting system, but done in using a forecasting spreadsheet. The Authority is now taking the time needed to fully book revenues and expenses in the proper period. This new process will reduce the risk of errors from estimates in the future.

We would like to thank Mark, Michelle and all of the staff at the Authority for their cooperation throughout this audit process.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,



RHR Smith and Company, CPAs

Federal Compliance Audit

Green Mountain Transit Authority

June 30, 2018



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JUNE 30, 2018

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INDEPENDENT AUDITORS' REPORT

Board of Commissioners
Green Mountain Transit Authority
Burlington, Vermont

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the major fund of Green Mountain Transit Authority, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the

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reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the major fund of Green Mountain Transit Authority as of June 30, 2018, and the respective changes in financial position and where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Green Mountain Transit Authority's basic financial statements. The Schedule of Operating Revenues and Subsidies and Schedule of Expenses are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is also not a required part of the basic financial statements.

The Schedule of Operating Revenues and Subsidies, Schedule of Expenses and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Operating Revenues and Subsidies, Schedule of Expenses and the Schedule of Expenditures of Federal Awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 7, 2019, on our consideration of Green Mountain Transit Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in considering the Green Mountain Transit Authority's internal control over financial reporting and compliance.

RHR Smith & Company

Buxton, Maine
Vermont Registration No. 092.0000697
January 7, 2019

**REQUIRED SUPPLEMENTARY INFORMATION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2018**

(UNAUDITED)

The following management's discussion and analysis of Green Mountain Transit Authority's financial performance provides an overview of the Authority's financial activities for the fiscal year ended June 30, 2018. Please read it in conjunction with the Authority's financial statements.

Financial Statement Overview

The Authority's basic financial statements include the following components: 1) government-wide financial statements and 2) notes to the financial statements. This report also includes required supplementary information which consists of other supplementary information including combining and other schedules.

Basic Financial Statements

The basic financial statements include financial information in the government-wide financial statements. These basic financial statements also include the notes to financial statements that explain in more detail certain information in the financial statements and also provide the user with the accounting policies used in the preparation of the financial statements.

Government-Wide Financial Statements

The government-wide financial statements provide a broad view of the Authority's operations in a manner that is similar to private businesses. These statements provide both short-term as well as long-term information in regards to the Authority's financial position. These financial statements are prepared using the accrual basis of accounting. This measurement focus takes into account all revenues and expenses associated with the fiscal year regardless of when cash is received or paid. The government-wide financial statements include the following two statements:

The Statement of Net Position – this statement presents *all* of the government's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference being reported as net position.

The Statement of Activities – this statement presents information that shows how the government's net position changed during the period. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows.

Both of the above mentioned financial statements have one column for the Authority's activities. The type of activity presented for the Authority is:

- *Business-type activities* - These activities are normally intended to recover all or a significant portion of their costs through user fees and/or charges to external users for goods and/or services.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the Government-Wide Financial Statements. The Notes to Financial Statements can be found following the Statements of Cash Flows.

Other Supplementary Information

Other supplementary information follows the notes to the financial statements. These combining and other schedules provide information in regards to operating revenues and subsidies and expenses.

Government-Wide Financial Analysis

Our analysis below focuses on the net position and changes in net position of the Authority's business-type activities. The Authority's net position increased by \$1,527,005 from \$31.80 million to \$33.23 million.

Table 1
Green Mountain Transit Authority
Net Position
June 30,

	<u>2018</u>	<u>2017</u>
Assets:		
Current Assets	\$ 4,494,632	\$ 6,106,729
Capital Assets	30,628,967	28,031,330
Total Assets	<u>\$ 35,123,599</u>	<u>\$ 34,138,059</u>
Liabilities:		
Current Liabilities	\$ 911,971	\$ 1,516,828
Long-term Debt Outstanding	836,689	808,572
Total Liabilities	<u>\$ 1,748,660</u>	<u>\$ 2,325,400</u>
Deferred Inflows of Resources:		
Deferred Revenue	\$ 48,635	\$ 13,360
Total Deferred Inflows of Resources	<u>\$ 48,635</u>	<u>\$ 13,360</u>
Net Position:		
Net Investment in Capital Assets	\$ 30,628,967	\$ 28,031,330
Restricted	957,675	1,547,482
Unrestricted	1,739,662	2,220,487
Total Net Position	<u>\$ 33,326,304</u>	<u>\$ 31,799,299</u>

Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements - decreased by \$480,825 from \$2,220,487 to a balance of \$1,739,662 at the end of this year.

Table 2
Green Mountain Transit Authority
Changes in Net Position
For the Years Ended June 30,

	<u>2018</u>	<u>2017</u>
Operating Revenues:		
Purchase of services	\$ 4,075,932	\$ 4,257,846
Intergovernmental	16,158,523	15,175,415
Other income	121,080	228,460
Total Operating Revenues	<u>20,355,535</u>	<u>19,661,721</u>
Operating Expenses:		
Transportation	<u>20,558,400</u>	<u>19,679,335</u>
Operating income (loss)	<u>(202,865)</u>	<u>(17,614)</u>
Nonoperating revenues (expenses)		
Contributions	5,949,821	3,667,103
Other nonoperating revenue	(37,908)	13,941
Nonoperating expense	(4,095,299)	(4,824,165)
Change in deferred cost pool	<u>(86,744)</u>	<u>(61,055)</u>
Total non-operating revenues (expenses)	<u>1,729,870</u>	<u>(1,204,176)</u>
Change in net position	1,527,005	(1,221,790)
Net Position - July 1	<u>31,799,299</u>	<u>33,021,089</u>
Net Position - June 30	<u>\$ 33,326,304</u>	<u>\$ 31,799,299</u>

Revenues and Expenses

The Authority's operating revenues and expenses increased over last year's amounts. Operating revenues increased by 3.53% and operating expenses increased by 4.47%.

Capital Asset and Long-Term Debt Activity

Capital Assets

As of June 30, 2018, the net book value of capital assets recorded by the Authority increased by \$2,597,637 over the prior year. Capital additions of \$6,110,775 were recorded while net disposals of \$175,750 were removed from the books. Depreciation expense in the amount of \$3,337,388 was recorded.

All capital assets and capital improvements with an original cost of \$5,000 or more are capitalized and depreciated, if necessary, in accordance with Government Accounting Standards Board Statement No. 34. More information on capital assets is included in Note 3 of Notes to Financial Statements.

Table 3
Green Mountain Transit Authority
Capital Assets (Net of Depreciation)
June 30,

	<u>2018</u>	<u>2017</u>
Land	\$ 775,000	\$ 775,000
Construction in progress	244,348	122,892
Land easement - right of way	278,687	281,552
Buildings and improvements	14,830,330	15,290,248
Bus stops and shelters	970,790	1,132,087
Revenue vehicles	13,144,931	10,061,978
Non-revenue vehicles	118,133	69,868
Office equipment	32,905	29,693
Shop equipment	233,843	268,012
Total	<u>\$ 30,628,967</u>	<u>\$ 28,031,330</u>

Currently Known Facts, Decisions, or Conditions

Economic Factors and Next Year's Budgets and Rates

The Authority has steadily maintained a sufficient unrestricted net position to sustain government operations for a period of approximately one month, while also maintaining significant reserve accounts for future capital and program needs. However, several factors including the following will have an impact on that balance:

- Fuel market volatility
- Expansion of services and service routes
- Purchases of additional buses
- Rising medical, workers' compensation and other insurance costs
- Declining State revenues and its effect on agency allocations
- Declining and/or level funded Federal grants

Contacting the Authority's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Authority's finances and to show the Authority's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Authority's Finance Department at 15 Industrial Parkway, Burlington, Vermont 05401.

GREEN MOUNTAIN TRANSIT AUTHORITY

STATEMENTS OF NET POSITION
JUNE 30,

	<u>2018</u>	<u>2017</u>
ASSETS		
Current assets:		
Cash and cash equivalents (Note 2)	\$ 1,232,473	\$ 1,936,055
Receivables (net of allowance for uncollectibles):		
Grants	1,624,956	2,134,753
Other	812,796	1,334,700
Deferred cost pool (Note 10)	(267,263)	(180,519)
Inventories	662,976	638,426
Prepaid items	428,694	243,314
Total current assets	<u>4,494,632</u>	<u>6,106,729</u>
Noncurrent assets:		
Land, structures and equipment - net of accumulated depreciation and amortization (Note 3)	<u>30,628,967</u>	<u>28,031,330</u>
TOTAL ASSETS	<u>\$35,123,599</u>	<u>\$34,138,059</u>
LIABILITIES		
Current liabilities:		
Accounts payable	\$ 619,168	\$ 1,255,523
Accrued payroll expenses	182,827	152,669
Other accrued liabilities	109,976	108,636
Total current liabilities	<u>911,971</u>	<u>1,516,828</u>
Long-term liabilities:		
Accrued compensated absences (Note 4)	<u>836,689</u>	<u>808,572</u>
Total long-term liabilities	<u>836,689</u>	<u>808,572</u>
TOTAL LIABILITIES	<u>1,748,660</u>	<u>2,325,400</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred revenue	<u>48,635</u>	<u>13,360</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>48,635</u>	<u>13,360</u>
NET POSITION		
Net investment in capital assets	30,628,967	28,031,330
Restricted (Note 5)	957,675	1,547,482
Unrestricted (Note 6)	<u>1,739,662</u>	<u>2,220,487</u>
TOTAL NET POSITION	<u>33,326,304</u>	<u>31,799,299</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$35,123,599</u>	<u>\$34,138,059</u>

See accompanying independent auditors' report and notes to financial statements.

GREEN MOUNTAIN TRANSIT AUTHORITY

STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

	2018		Total	2017
	Urban	Rural		
OPERATING REVENUES				
Purchase of services	\$ 2,301,633	\$ 1,774,299	\$ 4,075,932	\$ 4,257,846
Other income	103,813	17,267	121,080	228,460
Local subsidies	2,990,675	488,919	3,479,594	3,341,522
State subsidies	2,437,612	900,000	3,337,612	3,237,179
Federal subsidies	3,106,471	1,180,000	4,286,471	3,519,124
Other grants	3,063,175	1,991,671	5,054,846	5,077,590
TOTAL OPERATING REVENUES	14,003,379	6,352,156	20,355,535	19,661,721
OPERATING EXPENSES				
Transportation	13,764,445	6,793,955	20,558,400	19,679,335
OPERATING INCOME (LOSS)	238,934	(441,799)	(202,865)	(17,614)
NONOPERATING REVENUES (EXPENSES)				
SSTA lease payments	-	3,736	3,736	55,057
Interest income	988	3,811	4,799	5,326
Lease payments	(46,443)	-	(46,443)	(46,442)
Capital fund expense	(607,736)	(150,175)	(757,911)	(1,494,337)
Depreciation expense	(2,698,347)	(639,041)	(3,337,388)	(3,329,828)
TOTAL NONOPERATING REVENUES (EXPENSES)	(3,351,538)	(781,669)	(4,133,207)	(4,810,224)
CHANGE IN NET POSITION BEFORE CAPITAL CONTRIBUTIONS	(3,112,604)	(1,223,468)	(4,336,072)	(4,827,838)
CAPITAL CONTRIBUTIONS				
Capital contributions - grants	5,699,600	250,221	5,949,821	3,667,103
TOTAL CAPITAL CONTRIBUTIONS	5,699,600	250,221	5,949,821	3,667,103
CHANGE IN DEFERRED COST POOL	(86,744)	-	(86,744)	(61,055)
CHANGE IN NET POSITION	2,500,252	(973,247)	1,527,005	(1,221,790)
NET POSITION - JULY 1	28,680,349	3,118,950	31,799,299	33,021,089
NET POSITION - JUNE 30	\$31,180,601	\$ 2,145,703	\$33,326,304	\$ 31,799,299

See accompanying independent auditors' report and notes to financial statements

GREEN MOUNTAIN TRANSIT AUTHORITY

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30,

	<u>2018</u>	<u>2017</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers and users	\$ 8,198,510	\$ 7,802,447
Receipts from operating grants	13,224,001	12,727,394
Payments to vendors	(8,086,591)	(8,588,662)
Payments to employees	<u>(13,258,479)</u>	<u>(12,888,948)</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>77,441</u>	<u>(947,769)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income	<u>4,799</u>	<u>5,326</u>
NET CASH PROVIDED BY INVESTING ACTIVITIES	<u>4,799</u>	<u>5,326</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
(Increase) decrease in land, structure and equipment	(5,935,025)	(1,824,067)
Payments for capital fund expenses	(757,911)	(1,494,337)
Proceeds from SSTA lease payments	3,736	55,057
Payments on leases	(46,443)	(46,442)
Proceeds from capital grants and contributions	<u>5,949,821</u>	<u>3,667,103</u>
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(785,822)</u>	<u>357,314</u>
NET INCREASE (DECREASE) IN CASH	(703,582)	(585,129)
CASH AND CASH EQUIVALENTS - JULY 1	<u>1,936,055</u>	<u>2,521,184</u>
CASH AND CASH EQUIVALENTS - JUNE 30	<u>\$ 1,232,473</u>	<u>\$ 1,936,055</u>

STATEMENT C (CONTINUED)
GREEN MOUNTAIN TRANSIT AUTHORITY

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30,

	2018	2017
RECONCILIATION OF OPERATING INCOME (LOSS) TO		
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:		
Operating income (loss)	\$ (202,865)	\$ (17,614)
Changes in operating assets and liabilities:		
(Increase) decrease in grants receivables	509,797	948,269
(Increase) decrease in other receivables	521,904	(25,381)
(Increase) decrease in inventories	(24,550)	1,603
(Increase) decrease in prepaid items	(185,380)	86,657
(Decrease) increase in accounts payable	(636,355)	(1,814,119)
(Decrease) increase in accrued payroll expenses	30,158	(182,831)
(Decrease) increase in deferred revenue	35,275	(54,768)
(Decrease) increase in other accrued liabilities	1,340	14,309
(Decrease) increase in accrued compensated absences	28,117	96,106
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$ 77,441	\$ (947,769)

See accompanying independent auditors' report and notes to financial statements.

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Green Mountain Transit Authority was created in 1973 under the name Chittenden County Transportation Authority as a municipal corporation by an Act of the General Assembly of the State of Vermont. The Authority was formed for the purpose of providing public transportation services in Chittenden County. Fixed route (bus) transportation is provided in the following GMTA member communities: Burlington, Essex, Hinesburg, Milton, Shelburne, South Burlington, Williston, and Winooski. Paratransit service for people with disabilities is provided in those communities where it is required and Colchester. GMTA is governed by a Board of Commissioners consisting of one commissioner from each member community with the exception of Burlington who has two. The name of the Authority was changed to Green Mountain Transit Authority in the current fiscal year.

With the addition of Green Mountain Transit Agency on July 1, 2011, GMTA now also provides public transportation in Washington, Lamoille, Franklin and Grand Isle Counties in Vermont and the municipalities of Washington, Williamstown and Orange in Orange County, Vermont. GMTA currently provides a variety of transportation options including deviated fixed route bus service in Montpelier and Barre, Medicaid brokering for eligible recipients, commuter routes to Waterbury, Montpelier, Burlington, Morristown, Richford, Alburg, St. Albans City and St. Albans Town, volunteer drivers and Ticket-To-Ride program. In addition, GMTA participates with the Central Vermont Council on Aging, Barre Project Independence, Care Partners, Vermont Center for Independent Living, CIDER, Central Vermont Area Aging and the Franklin County Senior Center, in the Elderly and Disabled Program.

The Authority's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. Although the Authority has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds, the Authority has chosen not to do so.

The Authority's combined financial statements include all accounts and all operations of the Authority. We have determined that the Authority has no component units as described in GASB Statement No. 14 and amended by GASB Statements No. 39 and No. 61.

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Implementation of New Accounting Standards

During the year ended June 30, 2018, the following statements of financial accounting standards issued by the Governmental Accounting Standards Board became effective:

Statement No. 75, “*Accounting and Financial Reporting for Postemployment Benefits Other than Pensions.*” The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 81, “*Irrevocable Split-Interest Agreements*”. The objective of this Statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. Split-interest agreements are a type of giving agreement used by donors to provide resources to two or more beneficiaries, including governments. Split-interest agreements can be created through trusts or other legally enforceable agreements with characteristics that are equivalent to split-interest agreements in which a donor transfers resources to an intermediary to hold and administer for the benefit of a government and at least one other beneficiary. Examples of these types of agreements include charitable lead trusts, charitable remainder trusts, and life-interests in real estate. As such, this Statement requires that a government that receives resources pursuant to an irrevocable split-interest agreement recognize assets, liabilities, and deferred inflows of resources at the inception of the agreement. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 85, “*Omnibus 2017.*” The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). Management has determined the impact of this Statement is not material to the financial statements.

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Statement No. 86, "Certain Debt Extinguishment Issues." The primary objective of this Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources - resources other than the proceeds of refunding debt - are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. Management has determined the impact of this Statement is not material to the financial statements.

Government-Wide and Fund Financial Statements

In the government-wide Statement of Net Position, the business-type activities are (a) presented on a consolidated basis, and (b) is reported on a full accrual, economic resources basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Authority's net position is reported in three parts - net investment in capital assets; restricted net position; and unrestricted net position. The Authority first utilizes restricted resources to finance qualifying activities.

The net costs (by function) are normally covered by general revenue (certain intergovernmental revenues and charges for services, etc.).

The government-wide focus is more on the sustainability of the Authority as an entity and the change in the Authority's net position resulting from the current year's activities.

Measurement Focus - Basic Financial Statements & Fund Financial Statements

The financial transactions of the Authority are reported in one fund in the financial statements. This fund is accounted for by providing self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues and expenditures/expenses. The following fund type is used by the Authority:

1. Proprietary Fund

The focus of proprietary fund measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Operating revenues include charges for services, intergovernmental reimbursements and other miscellaneous fees which are a direct result of the proprietary activity. Nonoperating revenues are any revenues which are generated outside of the general proprietary activity, i.e. interest income. The following is a description of the proprietary fund of the Authority:

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Major Fund

- a. Enterprise Funds are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) established fees and charges based on a pricing policy designed to recover similar costs.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Nonmajor funds by category are summarized into a single column. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenses of either the fund category or the governmental and enterprise combined) for the determination of major funds. The activity of the Authority is in one major fund and there are no nonmajor funds.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

1. Accrual

Business-type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Deposits and Investments

The Authority's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

It is the Authority's policy to value investments at fair value. None of the Authority's investments are reported at amortized cost. The Authority's Treasurer is authorized by State Statutes to invest all excess funds in the following:

- Obligations of the U.S. Government, its agencies and instrumentalities
- Certificates of deposits and other evidences of deposits at banks, savings and loan associations, and credit unions
- Repurchase agreements
- Money market mutual funds

Inventories

Inventories consist of expendable supplies held for consumption and are valued at cost which approximates market, using the first-in/first-out (FIFO) method. The costs of inventories are recorded as expenditures when used (consumption method). Inventory of the Authority consists of tickets, fuel, oil, materials and supplies.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide financial statements.

Receivables

Receivables include amounts due from governmental agencies and local businesses. All receivables are current and therefore due within one year. Receivables are reported net of an allowance for uncollectible accounts and revenues net of uncollectibles. Allowances are reported when accounts are proven to be uncollectible. Allowances for uncollectible accounts netted with accounts receivable were \$812,796 for the year ended June 30, 2018. The allowance for uncollectible accounts is estimated to be \$0 as of June 30, 2018. Allowances for uncollectible accounts netted with grants receivable were \$1,624,956 for the year ended June 30, 2018. The allowance for uncollectible accounts for grants receivable is estimated to be \$0 as of June 30, 2018.

Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more and a useful life longer than one year are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives.

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The assets are valued at historical cost when available and estimated historical cost where actual invoices or budgetary data was unavailable. Donated fixed assets are valued at their estimated fair market value on the date received. All retirements have been recorded by eliminating the net carrying values.

Estimated useful lives are as follows:

Land easement - right of way	99 years
Buildings and improvements	10-50 years
Bus stops and shelters	5-20 years
Office equipment	5-10 years
Revenue vehicles	7-12 years
Shop equipment	7-20 years
Non-revenue vehicles	4-12 years
Computer equipment/software	3 years

Long-term Obligations

All long-term debt to be repaid from business-type resources is reported as liabilities in government-wide statements. The long-term debt consists of accrued compensated absences.

Compensated Absences

The Authority's policies regarding combined time off permit employees to accumulate earned but unused combined time off. The liability for these compensated absences is recorded as long-term debt in the government-wide financial statements.

Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for those assets, and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislations adopted by the Authority or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or restricted net position.

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Program Revenues

Program revenues include all directly related income items applicable to a particular program (charges to customers or applicants for goods, services, or privileges provided; operating or capital grants and contributions, including special assessments).

Operating/Nonoperating Proprietary Fund Revenues

Operating revenues consist mainly of direct revenue sources and/or charges for services applicable to that fund's ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of financial position and/or balance sheet will at times report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Authority currently has no deferred outflows of resources.

In addition to liabilities, the statement of financial position and or balance sheet will at times report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Deferred revenue qualifies for reporting in this category. This item is reported in both the statements of net position and proprietary funds balance sheet. All items in this category are deferred and recognized as an inflow of resources in the period that the amounts become available.

Encumbrance Accounting

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until receipt of material or service. For budgetary purposes, operating budget appropriations lapse at fiscal year-end and capital budget appropriations remain available until appropriations are liquidated. The Authority does not utilize encumbrance accounting for its operations.

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

During the preparation of the Authority's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosure of contingent items as of the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results may differ from these estimates.

NOTE 2 - DEPOSITS AND INVESTMENTS

State statutes require that all investments made by the Authority consider the safe and sound investment of principal and preservation of capital in the overall portfolio, maintenance of sufficient liquidity to meet day-to-day operations and other cash requirements and maximization of income, within established investment risk guidelines, with consistent cash flows throughout the budgetary cycle. These investment policies apply to all Authority funds.

Deposits:

Custodial credit risk for deposits is the risk that, in the event of a failure of a depository financial institution, the Authority will not be able to recover its deposits. The Authority does not have a policy covering custodial credit risk for deposits. However, the Authority maintains deposits in qualifying financial institutions that are a member of the FDIC or NCUSIF. At June 30, 2018, the Authority's cash balances amounting to \$1,232,473 were comprised of deposits of \$1,139,602. Of these bank deposits, \$250,000 was fully insured by federal depository insurance and consequently was not exposed to custodial credit risk and \$889,602 was insured or collateralized with securities held by the financial institution in the Authority's name and consequently were not exposed to custodial credit risk.

<u>Account Type</u>	<u>Bank Balance</u>
Checking accounts	\$ 116,601
Repurchase agreements	1,023,001
	<u>\$1,139,602</u>

Investments:

Custodial credit risk for investments is that, in the event of failure of the counterparty, the Authority will not be able to recover the value of its investments or collateral securities that are in possession of an outside party.

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

At June 30, 2018, the Authority did not have any investments.

Credit risk - Statutes for the State of Vermont authorize the Authority to invest in obligations of the U.S. Treasury, agencies and instrumentalities, other states and Canada, provided such securities are rated within the three highest grades by an approved rating service of the State of Vermont, corporate stocks and bonds within statutory limits, financial institutions, mutual funds and repurchase agreements. Generally, the Authority invests excess funds in cash management accounts and various insured certificates of deposit.

Interest rate risk - is the risk that changes in interest rates will adversely affect the fair value of an investment. The Authority does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from fluctuations in interest rates.

NOTE 3 - CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2018:

	Balance, 7/1/17	Additions	Deletions	Balance, 6/30/18
<u>Primary government:</u>				
<u>Non-depreciated assets:</u>				
Land	\$ 775,000	\$ -	\$ -	\$ 775,000
Construction in progress	122,892	154,445	(32,989)	244,348
	<u>897,892</u>	<u>154,445</u>	<u>(32,989)</u>	<u>1,019,348</u>
<u>Depreciated assets:</u>				
Land easement - right of way	283,600	-	-	283,600
Buildings and improvements	17,667,164	17,736	-	17,684,900
Bus stops and shelters	2,732,918	-	-	2,732,918
Revenue vehicles	31,686,640	5,832,905	(3,062,807)	34,456,738
Non-revenue vehicles	321,711	81,262	(7,776)	395,197
Office equipment	22,939	18,107	(17,261)	23,785
Computer equipment/software	329,126	6,320	(5,208)	330,238
Bus accessories	234,260	-	(106,507)	127,753
Shop equipment	566,919	-	(22,230)	544,689
	<u>53,845,277</u>	<u>5,956,330</u>	<u>(3,221,789)</u>	<u>56,579,818</u>
Less: accumulated depreciation	<u>(26,711,839)</u>	<u>(3,337,388)</u>	<u>3,079,028</u>	<u>(26,970,199)</u>
Net depreciated capital assets	<u>27,133,438</u>	<u>2,618,942</u>	<u>(142,761)</u>	<u>29,609,619</u>
Total net capital assets	<u>\$ 28,031,330</u>	<u>\$ 2,773,387</u>	<u>\$ (175,750)</u>	<u>\$ 30,628,967</u>

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 4 - LONG-TERM DEBT

The following is a summary of changes in the long-term debt for the year ended June 30, 2018:

	Balance, 7/1/17	Additions	Deletions	Balance, 6/30/18
Capital lease payable	\$ 321,970	\$ -	\$ (35,831)	\$ 286,139
Accrued compensated absences	<u>808,572</u>	<u>90,044</u>	<u>(61,927)</u>	<u>836,689</u>
	<u>\$1,130,542</u>	<u>\$ 90,044</u>	<u>\$ (97,758)</u>	<u>\$1,122,828</u>

A summary of the outstanding capital lease payable is as follows:

The Authority entered into a capital lease payable with Municipal Leasing Consultants, LLC dated as of July 2, 2012 to acquire 10 replacement motor coaches. Under the agreement the Authority pays annual principal and interest payments of \$46,443 through July 2, 2024.

\$ 286,139

The following is a summary of outstanding capital lease requirements for the fiscal years ending June 30:

Year Ending June 30:	
2019	\$ 46,443
2020	46,443
2021	46,443
2022	46,443
2023	46,443
2024-2028	<u>92,886</u>
Total minimum lease payment	325,101
Less amount representing interest	<u>(38,962)</u>
Present value of future minimum lease payments	<u>\$ 286,139</u>

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 5 - RESTRICTED NET POSITION

The following net position has been restricted at June 30, for the following purposes:

	<u>2018</u>	<u>2017</u>
Restricted for obligated local match on capital purchases	\$ 66,620	\$ 816,385
Restricted by the Board for future capital match	<u>891,055</u>	<u>731,097</u>
	<u>\$ 957,675</u>	<u>\$ 1,547,482</u>

NOTE 6 - NET POSITION

The following table discloses the composition of net position at June 30, 2018, separated between Rural and Urban programs:

	<u>Urban</u>	<u>Rural</u>	<u>Total</u>
Net investment in capital assets	\$ 28,966,474	\$ 1,662,493	\$ 30,628,967
Restricted net position (Note 5)	683,976	273,699	957,675
Unrestricted net position:			
Unrestricted, operating reserve	<u>1,523,847</u>	<u>215,815</u>	<u>1,739,662</u>
	<u>\$ 31,174,297</u>	<u>\$ 2,152,007</u>	<u>\$ 33,326,304</u>

The Authority currently has approximately one month of operating expenses in unrestricted net position.

NOTE 7 - RETIREMENT PLAN

Green Mountain Transit Authority contributes to a qualified 401(a) plan covering all eligible employees who have completed one year of service and have attained the age of 21. The plan is administered by Future Planning Associates, Inc. Employee contributions vest immediately and employer contributions are 100% vested after three years of service. Normal retirement age is 65, however, the pension plan also provides for early retirement at age 62 with completion of three years of service. GMTA's contribution will be equal to 3% or more of the eligible employees' gross wages for that year. Employee contributions during fiscal years ended June 30, 2018 and 2017, respectively, were \$367,029 and \$350,055. Pension expense for fiscal years ended June 30, 2018 and 2017, respectively, was \$337,220 and \$334,839. Total payroll covered under the plan is \$8,355,012.

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018 AND 2017

NOTE 8 - CONTINGENCY

The Authority receives federal funds through grants and loans. Closeout of these grants may not happen until subsequent fiscal years. The Authority may be responsible for returning federal funds based upon the close out of these grants.

NOTE 9 - RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority maintains insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to GMTA. Settled claims have not exceeded this coverage in any of the past three fiscal years.

GMTA is self-insured for unemployment coverage. The Authority must pay the Vermont Department of Labor for any paid claims. GMTA paid \$33,885 and \$38,274 for unemployment claims for the years ended June 30, 2018 and 2017, respectively.

NOTE 10 - DEFERRED COST POOL

For the fiscal years ended June 30, 2018 and 2017, the Authority used a Simplified Allocation Method with a fixed rate and a carryforward provision as prescribed under the Uniform Guidance. This methodology resulted in an under-allocation of general and administration costs at June 30, 2018 of \$86,744 and an under-allocation of general and administration costs at June 30, 2017 of \$61,938.

GREEN MOUNTAIN TRANSIT AUTHORITY
SCHEDULES OF OPERATING REVENUES AND SUBSIDIES
FOR THE YEARS ENDED JUNE 30,

	Urban	Rural	Total	
			2018	2017
Operating Revenues:				
Passenger fares:				
Fixed route	\$ 2,156,654	\$ 99,250	\$ 2,255,904	\$ 2,340,516
Paratransit	97,896	-	97,896	99,511
Subtotal passenger fares	<u>2,254,550</u>	<u>99,250</u>	<u>2,353,800</u>	<u>2,440,027</u>
Purchase of services:				
Fixed route	<u>47,083</u>	<u>1,675,049</u>	<u>1,722,132</u>	<u>1,817,819</u>
Total other purchase of services	<u>2,301,633</u>	<u>1,774,299</u>	<u>4,075,932</u>	<u>4,257,846</u>
Other income:				
Advertising	78,094	9,200	87,294	158,671
Gain (loss) - sale of asset	11,814	7,932	19,746	16,165
Other income	13,905	135	14,040	53,624
Subtotal other income	<u>103,813</u>	<u>17,267</u>	<u>121,080</u>	<u>228,460</u>
Local subsidies:				
Fixed route operating	2,279,717	-	2,279,717	2,182,180
Paratransit operating	627,908	-	627,908	691,231
Municipal donations	83,050	488,919	571,969	468,111
Subtotal local subsidies	<u>2,990,675</u>	<u>488,919</u>	<u>3,479,594</u>	<u>3,341,522</u>
State subsidies - State operating grant	<u>2,437,612</u>	<u>900,000</u>	<u>3,337,612</u>	<u>3,237,179</u>
Federal subsidies - Federal operating grant	<u>3,106,471</u>	<u>1,180,000</u>	<u>4,286,471</u>	<u>3,519,124</u>
Other grants:				
Planning revenue	377,293	38,000	415,293	371,918
Grants - JARC, CMAQ, other	2,685,882	1,953,671	4,639,553	4,705,672
Subtotal other grants	<u>3,063,175</u>	<u>1,991,671</u>	<u>5,054,846</u>	<u>5,077,590</u>
Total operating revenues	<u>14,003,379</u>	<u>6,352,156</u>	<u>20,355,535</u>	<u>19,661,721</u>

SCHEDULE A (CONTINUED)

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULES OF OPERATING REVENUES AND SUBSIDIES
FOR THE YEARS ENDED JUNE 30,

	Urban	Rural	Total	
			2018	2017
Nonoperating revenues:				
Local contributions:				
SSTA lease payments	-	3,736	3,736	55,057
Interest income	988	3,811	4,799	5,326
Total nonoperating revenue	988	7,547	8,535	60,383
Total revenues from operating grants and subsidies	<u>\$ 14,004,367</u>	<u>\$ 6,359,703</u>	<u>\$ 20,364,070</u>	<u>\$ 19,722,104</u>

See accompanying independent auditors' report and notes to financial statements.

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULES OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Urban								Urban	
	General Admin.	Transit Operations	Maintenance	Special Projects	Marketing	Planning	ADA	Mobility Manager	Capital Exp./ Depreciation	Total
Operating Expenses:										
Labor:										
Operators' salaries and wages	\$ 218	\$ 4,185,462	\$ 876,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,062,182
Other salaries and wages	730,894	554,252	199,767	-	85,900	151,333	8,416	28,572	20,060	1,779,194
Subtotal labor	731,112	4,739,714	1,076,269	-	85,900	151,333	8,416	28,572	20,060	6,841,376
Fringe benefits:										
Payroll taxes	54,356	362,652	82,105	-	6,130	12,077	524	2,296	1,513	521,653
Pension plan	42,973	169,447	39,584	-	5,516	13,929	-	3,423	-	274,872
Life insurance and short-term disability plan	15,457	69,969	15,475	-	1,812	2,684	51	514	-	105,962
Medical plan	169,945	1,137,991	273,019	-	31,528	38,397	2,251	9,816	3,657	1,666,604
Dental plan	11,133	75,558	16,431	-	1,949	2,484	124	519	193	108,391
Employer flex contribution	1,242	(1,148)	(628)	-	-	-	-	-	-	(534)
Vision reimbursement	500	1,964	84	-	-	-	-	-	-	2,548
Vision plan	1,826	12,013	2,715	-	324	427	21	85	30	17,441
Employee events	-	-	-	-	-	-	-	-	-	-
Employee testing	306	8,777	2,610	-	-	-	-	-	-	11,693
Employee referral program	-	1,800	-	-	-	-	-	-	-	1,800
Unemployment insurance	4,518	11,616	-	-	-	4,660	-	-	-	20,794
Pension admin fees	-	-	-	-	-	-	-	-	-	-
Other employee benefits	11,346	6,298	1,081	-	-	-	-	-	-	18,725
Uniform and work clothing allowance	-	19,839	28,092	-	-	-	-	-	-	47,931
Employee development	32,004	3,736	5,124	6,000	223	-	-	-	-	47,087
Tool allowance	-	-	11,550	-	-	-	-	-	-	11,550
Subtotal fringe benefits	345,606	1,880,512	477,242	6,000	47,482	74,658	2,971	16,653	5,393	2,856,517
Services:										
Legal fees	6,380	7,015	-	-	-	-	-	-	-	13,395
Accounting and audit fees	23,350	-	-	-	-	-	-	-	-	23,350
Cleaning	-	-	15,000	-	-	-	-	-	-	15,000
Consultants	-	-	-	-	-	-	-	7,987	-	7,987
Subtotal services	29,730	7,015	15,000	-	-	-	-	7,987	-	59,732

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULES OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Transit Operations	Maintenance	Marketing	RTAP	Planning	Elders & Disabled	Broker Services	Capital Exp./ Depreciation	Rural Total	2018 Total	2017 Total
Operating Expenses:											
Labor:											
Operators' salaries and wages	\$ 1,448,646	\$ 147,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,596,226	\$ 6,658,408	\$ 6,337,911
Other salaries and wages	451,788	47,040	70,365	-	11,302	12,319	356,045	4,447	953,306	2,732,500	2,797,111
Subtotal labor	1,900,434	194,620	70,365	-	11,302	12,319	356,045	4,447	2,549,532	9,390,908	9,135,022
Fringe benefits:											
Payroll taxes	144,203	15,186	5,456	-	906	942	26,959	335	193,987	715,640	688,869
Pension plan	50,846	-	4,175	-	1,192	-	6,135	-	62,348	62,348	334,839
Life insurance and short-term disability plan	29,436	3,346	1,502	-	-	6,435	1,698	-	42,417	148,379	132,361
Medical plan	498,558	44,408	16,309	-	2,602	4,294	86,867	837	653,875	2,320,479	2,059,821
Dental plan	30,197	2,969	865	-	173	234	6,874	45	41,357	149,748	149,241
Employer flex contribution	(159)	(1,502)	-	-	-	-	(216)	-	(1,877)	(2,411)	(9,809)
Vision reimbursement	-	-	-	-	-	-	1,000	-	1,000	3,548	4,771
Vision plan	4,903	419	138	-	31	39	1,081	7	6,618	24,059	24,776
Employee events	-	-	-	-	-	-	-	-	-	-	3,294
Employee testing	9,692	444	-	-	-	-	8,155	-	18,291	29,984	43,368
Employee referral program	-	-	-	-	-	-	-	-	-	1,800	600
Unemployment insurance	13,091	-	-	-	-	-	-	-	13,091	33,885	38,274
Pension admin fees	-	-	-	-	-	-	-	-	-	-	4,853
Other employee benefits	2,812	45	-	-	-	-	167	-	3,024	21,749	30,662
Uniform and work clothing allowance	14,374	4,723	-	-	-	-	-	-	19,097	67,028	100,987
Employee development	1,841	688	-	10,044	-	-	1,328	-	13,901	60,988	49,794
Tool allowance	-	2,200	-	-	-	-	-	-	2,200	13,750	10,500
Subtotal fringe benefits	799,794	72,926	28,445	10,044	4,904	11,944	140,048	1,224	1,069,329	3,925,846	3,667,201
Services:											
Legal fees	-	-	-	-	-	-	-	-	-	13,395	7,987
Accounting and audit fees	-	-	-	-	-	-	-	-	-	23,350	27,750
Cleaning	2,852	9,823	-	-	-	-	1,100	-	13,775	28,775	35,568
Consultants	-	-	-	-	-	-	-	-	-	7,987	11,384
Subtotal services	2,852	9,823	-	-	-	-	1,100	-	13,775	73,507	82,689

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULES OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Urban								Urban Total
	General Admin.	Transit Operations	Maintenance	Special Projects	Marketing	Planning	ADA	Mobility Manager	
Materials and supplies:									
Fuels and lubricants	-	939,821	-	-	-	-	-	-	939,821
Tires and tubes	-	-	68,771	-	-	-	-	-	68,771
Other materials and supplies:									
Hardware	-	-	42,421	-	-	-	-	-	42,421
Facility maintenance	-	-	99,739	-	-	-	-	-	99,739
Small tools expense	-	-	10,998	-	-	-	-	-	10,998
Parts expense:									
Service vehicles	-	-	3,180	-	-	-	-	-	3,180
Revenue vehicles	-	-	478,769	-	-	-	-	-	478,769
Maintenance supplies	-	-	39,064	-	-	-	-	-	39,064
Radio maintenance	-	-	4,189	-	-	-	-	-	4,189
Repeater fees	-	23,490	-	-	-	-	-	-	23,490
Safety expense	-	937	-	-	-	-	-	-	937
Kiosk/shelter expense	-	-	2,463	-	-	-	-	-	2,463
Vehicle registrations	-	915	-	-	-	-	-	-	915
Subtotal materials and supplies	-	965,163	749,594	-	-	-	-	-	1,714,757
Utilities:									
Light, heat and water	18,954	5,575	139,135	-	-	-	-	-	163,664
Communications	10,746	28,212	8,688	-	1,191	1,306	-	-	50,143
Subtotal utilities	29,700	33,787	147,823	-	1,191	1,306	-	-	213,807
Casualty and liability costs:									
Insurance premiums	92,473	616,598	120,345	-	6,443	7,234	113	-	843,206
Subtotal casualty and liability costs	92,473	616,598	120,345	-	6,443	7,234	113	-	843,206

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULES OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Transit Operations	Maintenance	Marketing	RTAP	Planning	Elders & Disabled	Broker Services	Capital Exp./ Depreciation	Rural Total	2018 Total	2017 Total
Materials and supplies:											
Fuels and lubricants	404,701	-	-	-	-	-	-	-	404,701	1,344,522	1,081,676
Tires and tubes	-	35,574	-	-	-	-	-	-	35,574	104,345	117,176
Other materials and supplies:											
Hardware	-	20,606	-	-	-	-	-	-	20,606	63,027	55,698
Facility maintenance	-	32,092	-	-	-	-	-	-	32,092	131,831	109,860
Small tools expense	-	2,593	-	-	-	-	-	-	2,593	13,591	9,486
Parts expense:											
Service vehicles	-	1,192	-	-	-	-	-	-	1,192	4,372	11,737
Revenue vehicles	-	320,346	-	-	-	-	-	-	320,346	799,115	682,096
Maintenance supplies	-	11,384	-	-	-	-	-	-	11,384	50,448	47,109
Radio maintenance	-	1,667	-	-	-	-	-	-	1,667	5,856	4,383
Repeater fees	17,550	-	-	-	-	-	-	-	17,550	41,040	34,074
Safety expense	61	-	-	-	-	-	-	-	61	998	3,636
Kiosk/shelter expense	-	-	-	-	-	-	-	-	-	2,463	5,498
Vehicle registrations	179	-	-	-	-	-	-	-	179	1,094	839
Subtotal materials and supplies	<u>422,491</u>	<u>425,454</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>847,945</u>	<u>2,562,702</u>	<u>2,163,268</u>
Utilities:											
Light, heat and water	21,088	27,799	-	-	-	-	6,096	-	54,983	218,647	184,036
Communications	25,781	-	-	-	-	-	7,861	-	33,642	83,785	77,451
Subtotal utilities	<u>46,869</u>	<u>27,799</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>13,957</u>	<u>-</u>	<u>88,625</u>	<u>302,432</u>	<u>261,487</u>
Casualty and liability costs:											
Insurance premiums	266,051	35,064	6,091	-	11,225	-	26,626	-	345,057	1,188,263	1,221,596
Subtotal casualty and liability costs	<u>266,051</u>	<u>35,064</u>	<u>6,091</u>	<u>-</u>	<u>11,225</u>	<u>-</u>	<u>26,626</u>	<u>-</u>	<u>345,057</u>	<u>1,188,263</u>	<u>1,221,596</u>

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULES OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Urban									
	General Admin.	Transit Operations	Maintenance	Special Projects	Marketing	Planning	ADA	Mobility Manager	Capital Exp./ Depreciation	Urban Total
General and administration:										
Dues and subscriptions	32,075	-	-	-	-	-	-	-	-	32,075
Travel, meetings and meals	5,208	43	517	-	200	46	-	-	-	6,014
Marketing expense	-	-	-	-	26,901	-	-	150	-	27,051
Advertising/public information	-	-	-	-	13,260	-	-	-	-	13,260
Office supplies	27,793	536	18	-	-	-	-	-	-	28,347
Fare media	-	-	-	-	22,691	-	-	-	-	22,691
Recruiting	2,240	4,418	10,487	-	-	-	-	-	-	17,145
Computer services	61,571	60	3,440	-	-	-	-	-	-	65,071
Postage and freight	9,832	-	-	-	-	-	-	-	-	9,832
Bank charges	9,733	-	-	-	-	-	-	-	-	9,733
Rent expense	-	-	-	-	-	-	-	-	-	-
Subtotal general and administration	<u>148,452</u>	<u>5,057</u>	<u>14,462</u>	<u>-</u>	<u>63,052</u>	<u>46</u>	<u>-</u>	<u>150</u>	<u>-</u>	<u>231,219</u>

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULES OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Transit Operations	Maintenance	Marketing	RTAP	Planning	Elders & Disabled	Broker Services	Capital Exp./ Depreciation	Rural Total	2018 Total	2017 Total
General and administration:											
Dues and subscriptions	-	-	-	-	-	-	-	-	-	32,075	33,715
Travel, meetings and meals	65	-	272	-	42	-	65	-	444	6,458	7,420
Marketing expense	-	-	32,845	-	-	-	144	-	32,989	60,040	50,568
Advertising/public information	-	-	11,919	-	-	-	-	-	11,919	25,179	63,836
Office supplies	5,743	-	-	-	-	-	1,316	-	7,059	35,406	42,123
Fare media	-	-	1,429	-	-	-	-	-	1,429	24,120	14,584
Recruiting	8,389	144	-	-	-	-	1,205	-	9,738	26,883	33,991
Computer services	-	5,338	-	-	-	-	39	-	5,377	70,448	72,851
Postage and freight	-	-	-	-	-	-	898	-	898	10,730	8,032
Bank charges	-	-	-	-	-	-	-	-	-	9,733	8,363
Rent expense	-	32,100	-	-	-	-	-	-	32,100	32,100	41,446
Subtotal general and administration	14,197	37,582	46,465	-	42	-	3,667	-	101,953	333,172	376,929

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Urban									
	General Admin.	Transit Operations	Maintenance	Special Projects	Marketing	Planning	ADA	Mobility Manager	Capital Exp./ Depreciation	Urban Total
Miscellaneous expenses:										
Park and ride lease payments	-	25,671	-	1,873	-	-	-	-	-	27,544
Planning expenses	-	-	-	-	-	148,305	-	-	-	148,305
Cash counting expense	4,390	-	-	-	-	-	-	-	-	4,390
Paratransit transportation expense	-	-	-	-	-	-	1,161,518	-	-	1,161,518
Volunteer mileage reimbursements	-	-	-	-	-	-	-	-	-	-
Contracted transportation expense	-	30,837	-	-	-	-	-	-	-	30,837
Other reimbursements	-	-	-	-	-	-	-	-	-	-
Other miscellaneous expenses	-	4,206	-	-	-	-	-	-	-	4,206
Other misc. - parking expense	-	75	-	-	-	-	-	-	-	75
Transfers	-	-	-	-	-	-	-	-	-	-
Subtotal miscellaneous expenses	4,390	60,789	-	1,873	-	148,305	1,161,518	-	-	1,376,875
Total operating expenses	1,381,463	8,308,635	2,600,735	7,873	204,068	382,882	1,173,018	53,362	25,453	14,137,489
Nonoperating expenses:										
Bad debt expense	-	-	-	-	-	-	-	-	-	-
Capital fund expenses	-	-	-	-	-	-	-	-	607,736	607,736
Depreciation expense	-	-	-	-	-	-	-	-	2,698,347	2,698,347
Capital lease expense	46,443	-	-	-	-	-	-	-	-	46,443
Subtotal nonoperating expenses	46,443	-	-	-	-	-	-	-	3,306,083	3,352,526
Total expenses	1,427,906	8,308,635	2,600,735	7,873	204,068	382,882	1,173,018	53,362	3,331,536	17,490,015
General administration allocation	(1,622,656)	988,673	208,783	-	20,121	23,129	1,134	5,262	2,510	(373,044)
Deferred Cost Pool - Current year	86,744	-	-	-	-	-	-	-	-	86,744
Deferred Cost Pool - Prior year	-	-	-	-	-	-	-	-	-	-
Total change in deferred cost pool	86,744	-	-	-	-	-	-	-	-	86,744
Net expenses	<u>\$ (108,006)</u>	<u>\$ 9,297,308</u>	<u>\$ 2,809,518</u>	<u>\$ 7,873</u>	<u>\$ 224,189</u>	<u>\$ 406,011</u>	<u>\$ 1,174,152</u>	<u>\$ 58,624</u>	<u>\$ 3,334,046</u>	<u>\$ 17,203,715</u>

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Transit Operations	Maintenance	Marketing	RTAP	Planning	Elders & Disabled	Broker Services	Capital Exp./ Depreciation	Rural Total	2018 Total	2017 Total
Miscellaneous expenses:											
Park and ride lease payments	-	-	-	-	-	-	-	-	-	27,544	32,685
Planning expenses	-	-	-	-	75,781	-	-	-	75,781	224,086	150,244
Cash counting expense	-	-	-	-	-	-	-	-	-	4,390	3,865
Paratransit transportation expense	-	-	-	-	-	-	-	-	-	1,161,518	1,156,939
Volunteer mileage reimbursements	-	-	-	-	-	148,294	362,486	-	510,780	510,780	575,416
Contracted transportation expense	-	-	-	-	-	644,812	172,142	-	816,954	847,791	843,865
Other reimbursements	-	-	-	-	-	-	-	-	-	-	-
Other miscellaneous expenses	1,180	-	-	-	-	-	-	-	1,180	5,386	8,063
Other misc. - parking expense	-	-	-	-	-	-	-	-	-	75	66
Transfers	-	-	-	-	-	-	-	-	-	-	-
Subtotal miscellaneous expenses	1,180	-	-	-	75,781	793,106	534,628	-	1,404,695	2,781,570	2,771,143
Total operating expenses	3,453,868	803,268	151,366	10,044	103,254	817,369	1,076,071	5,671	6,420,911	20,558,400	5,274,234
Nonoperating expenses:											
Bad debt expense	-	-	-	-	-	-	-	-	-	-	-
Capital fund expenses	-	-	-	-	-	-	-	150,175	150,175	757,911	1,494,337
Depreciation expense	-	-	-	-	-	-	-	639,041	639,041	3,337,388	3,329,828
Capital lease expense	-	-	-	-	-	-	-	-	-	46,443	46,442
Subtotal nonoperating expenses	-	-	-	-	-	-	-	789,216	789,216	4,141,742	4,870,607
Total expenses	3,453,868	803,268	151,366	10,044	103,254	817,369	1,076,071	794,887	7,210,127	24,700,142	10,144,841
General administration allocation	165,538	126,852	14,925	-	9,392	2,392	53,386	559	373,044	-	-
Deferred Cost Pool - Current year	-	-	-	-	-	-	-	-	-	86,744	61,938
Deferred Cost Pool - Prior year	-	-	-	-	-	-	-	-	-	-	(883)
Total change in deferred cost pool	-	-	-	-	-	-	-	-	-	86,744	61,055
Net expenses	<u>\$ 3,619,406</u>	<u>\$ 930,120</u>	<u>\$ 166,291</u>	<u>\$ 10,044</u>	<u>\$ 112,646</u>	<u>\$ 819,761</u>	<u>\$ 1,129,457</u>	<u>\$ 795,446</u>	<u>\$ 7,583,171</u>	<u>\$ 24,786,886</u>	<u>\$ 10,205,896</u>

See accompanying independent auditors' report and notes to financial statements.

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2018

Federal Grantor Pass-through Grantor Program Title	Federal CFDA Number	Pass-Through Grantor Identifying Number	Total Federal Expenditures	Expenditures to Subrecipients
U.S. DEPARTMENT OF TRANSPORTATION:				
Federal Transit Administration:				
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-03-0048	\$ 6,475	\$ -
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0004	166,672	-
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0011	9,692	-
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0019	5,480	-
Passed through State of Vermont, Agency of Transportation:				
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0021	1,200	-
			<u>189,519</u>	<u>-</u>
Federal Transit Administration:				
Federal Transit Formula Grants - Capital Assistance Program	20.507	VT-90-0072	1,138	-
Federal Transit Formula Grants - Capital Assistance Program	20.507	VT-95-X015	15,200	-
Federal Transit Formula Grants - Capital Assistance Program	20.507	VT-2016-001	359,463	-
Federal Transit Formula Grants - Capital Assistance Program	20.507	VT-2016-002	17,342	-
Federal Transit Formula Grants - Preventive Maintenance	20.507	VT-2016-001	95,985	-
Federal Transit Formula Grants - Preventive Maintenance	20.507	VT-2017-005	1,315,670	-
Federal Transit Formula Grants - Preventive Maintenance	20.507	VT-2018-001	88,345	-
Federal Transit Formula Grants - Operating	20.507	VT-2016-002	2,188,514	-
Federal Transit Formula Grants - Operating	20.507	VT-2017-006	917,957	-
Federal Transit Formula Grants - CMAQ Operating	20.507	VT-95-X017	224,174	-
Federal Transit Formula Grants - CMAQ Operating	20.507	VT-2016-001	786,238	-
Federal Transit Formula Grants - CMAQ Operating	20.507	VT-2017-005	76,607	-
			<u>6,086,633</u>	<u>-</u>
Passed through State of Vermont, Agency of Transportation:				
Bus and Bus Facilities Formula Program - Capital Assistance Program	20.526	VT-2016-003	36,001	-
Bus and Bus Facilities Formula Program - Capital Assistance Program	20.526	VT-2017-003	3,844,897	-
Bus and Bus Facilities Formula Program - Capital Assistance Program	20.526	VT-2017-008	373,605	-
Bus and Bus Facilities Formula Program - Capital Assistance Program	20.526	VT-34-0001	343,602	-
Bus and Bus Facilities Formula Program - Capital Assistance Program	20.526	VT-34-0001	62,530	-
			<u>4,660,635</u>	<u>-</u>
Subtotal Federal Transit Grants			<u>10,936,787</u>	<u>-</u>

GREEN MOUNTAIN TRANSIT AUTHORITY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2018

Federal Grantor Pass-through Grantor Program Title	Federal CFDA Number	Pass-Through Identifying Grantor Number	Total Federal Expenditures	Expenditures to Subrecipients
Passed through State of Vermont, Agency of Transportation: Highway Planning and Construction - FHWA Capital	20.205	101-TB-LG03	6,245	-
Passed through Chittenden County Regional Planning Commission (CCRPC):				
Highway Planning and Construction - CCRPC	20.505	PL 2018-04	335,372	-
Rural Planning	20.505	VT-2016-006	30,000	-
Subtotal Highway Planning and Construction			371,617	-
Passed through State of Vermont, Agency of Transportation:				
Formula Grants for Rural Areas - Admin	20.509	VT-2017-009	580,000	-
Formula Grants for Rural Areas - Capital Assistance Program	20.509	VT-85-X010	73,925	-
Formula Grants for Rural Areas - Capital Assistance Program	20.509	VT-85-X011	57,336	-
Formula Grants for Rural Areas - Operating Assistance Program	20.509	VT-2017-007	600,000	-
Formula Grants for Rural Areas - Preventive Maintenance	20.509	VT-2017-009	547,474	-
Formula Grants for Rural Areas - E&D - Chittenden County - Rural	20.509	VT-2017-009	427,990	-
Formula Grants for Rural Areas - E&D - Franklin/Grand Isle County	20.509	VT-2017-009	299,300	-
Formula Grants for Rural Areas - E&D - Washington County	20.509	VT-2017-009	252,710	-
Formula Grants for Rural Areas - CMAQ Operating	20.509	VT-2017-009	138,673	-
Formula Grants for Rural Areas - CMAQ Operating	20.509	VT-2017-009	71,594	-
Formula Grants for Rural Areas - CMAQ Operating	20.509	VT-2017-009	72,588	-
Formula Grants for Rural Areas - Rural Transit Assistance Program	20.509	VT-2017-007	18,000	-
Subtotal Formula Grants for Rural Areas			3,139,590	-
Passed through State of Vermont, Agency of Transportation:				
Enhanced Mobility of Seniors and Individuals with Disabilities - Capital Assistance Program	20.513	VT-2016-005	19,731	-
Enhanced Mobility of Seniors and Individuals with Disabilities - Capital Assistance Program	20.513	VT-16-X048	20,790	-
Subtotal Enhanced Mobility of Seniors and Individuals with Disabilities			40,521	-
Total Federal Expenditures			\$ 14,488,515	\$ -

GREEN MOUNTAIN TRANSIT AUTHORITY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2018

1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal awards activity of Green Mountain Transit Authority under programs of the federal government for the year ended June 30, 2018. The federal awards activity presented in the Schedule includes all federal awards received directly from federal agencies as well as federal awards passed through other government agencies. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Since the Schedule presents only a selected portion of the operations of the Green Mountain Transit Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Green Mountain Transit Authority.

2. Summary of Significant Accounting Policies

- a. Expenditures presented on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.
- b. The Green Mountain Transit Authority elected to use a 9.55% fixed indirect cost rate for fiscal year 2018, as approved by the Federal Transit Administration. The approved fixed indirect cost rate used by Green Mountain Transit Authority in fiscal year 2018 is calculated using an indirect cost rate base type of modified total direct costs.

3. Major Programs - Federal

The following programs were considered major programs as defined by the Uniform Guidance and also Type A programs as defined by the Uniform Guidance. These programs were tested due to the Agency being classified as low-risk as defined in the Uniform Guidance:

<u>Program</u>	<u>CFDA #</u>
Federal Transit Formula Grants	20.507



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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners
Green Mountain Transit Authority
Burlington, Vermont

We have audited, in accordance with generally accepted auditing standards in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the major fund of the Green Mountain Transit Authority as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Green Mountain Transit Authority's basic financial statements, and have issued our report thereon dated January 7, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Green Mountain Transit Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Green Mountain Transit Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Green Mountain Transit Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Green Mountain Transit Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matter that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

RHR Smith & Company

Buxton, Maine
Vermont Registration No. 092.0000697
January 7, 2019



Proven Expertise and Integrity

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY UNIFORM GUIDANCE

Board of Commissioners
Green Mountain Transit Authority
Burlington, Vermont

Report on Compliance for Each Major Federal Program

We have audited Green Mountain Transit Authority's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Green Mountain Transit Authority's major federal programs for the year ended June 30, 2018. Green Mountain Transit Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Green Mountain Transit Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Green Mountain Transit Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Green Mountain Transit Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, Green Mountain Transit Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Report on Internal Control Over Compliance

Management of Green Mountain Transit Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Green Mountain Transit Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Green Mountain Transit Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this communication is not suitable for any other purpose.

RHR Smith & Company

Buxton, Maine
Vermont Registration No. 092.0000697
January 7, 2019

GREEN MOUNTAIN TRANSIT AUTHORITY
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 FOR THE YEAR ENDED JUNE 30, 2018

Section I - Summary of Auditor's Results

• *Financial Statements*

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes no
- Noncompliance material to financial statements noted? yes no

• *Federal Awards*

Internal control over major programs:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes no

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported
 In accordance with 2 CFR 200.516(a) yes no

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
20.507	Federal Transit Formula Grants - Capital, Preventive Maintenance, Operating, and CMAQ Operating Assistance Programs

Dollar threshold used to distinguish between type A and B: \$750,000

Auditee qualified as low-risk auditee? yes no

Section II – Financial Statement Findings

None

Section III – Federal Awards Findings and Questioned Costs

None



Proven Expertise and Integrity

December 18, 2018

Board of Commissioners
Green Mountain Transit Authority
Burlington, Vermont

We have audited the financial statements of the business-type activities of the major fund of the Green Mountain Transit Authority for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 29, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Green Mountain Transit Authority are described in Note 1 of Notes to Financial Statements. We noted no transactions entered into by Green Mountain Transit Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

As described in Note 1 of Notes to Financial Statements, the Green Mountain Transit Authority changed accounting policies related Governmental Accounting Standards Board (GASB Statement) No. 75, "*Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*", GASB Statement No. 81, "*Irrevocable Split-Interest Agreements*", GASB Statement No. 85, "*Omnibus 2017*" and GASB Statement No. 86, "*Certain Debt Extinguishment Issues*" in 2018. There was no impact in the financial statements based on the cumulative effect of these accounting changes.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the business-type activities of the major fund, information of the Green Mountain Transit Authority's financial statements was (were):

- Allowance for uncollectible accounts
- Depreciation expense which is based on the estimated useful lives of capital assets

Qualitative Aspects of Accounting Practices (Continued)

Management's process for determining the above estimates is based on firm concepts and reasonable assumptions of both historical and future events. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are of particular importance because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are reflected in the deposits and investments, capital assets and fund balance footnotes.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not identify or propose any adjustments of misstatements as a result of audit procedures that were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 18, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Green Mountain Transit Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Green Mountain Transit Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Commissioners and management of Green Mountain Transit Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Very Best,

A handwritten signature in black ink that reads "RHR Smith & Company". The signature is written in a cursive, flowing style.

RHR Smith & Company, CPAs

Resolution of the Board of Commissioners Authorizing the Filing of Applications with the Federal Transit Administration

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost;

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY THE GREEN MOUNTAIN TRANSIT AUTHORITY

1. That the General Manager, or his or her designee, is authorized to execute and file applications for federal assistance on behalf of the Green Mountain Transit Authority with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. The Green Mountain Transit Authority is the designated recipient as defined by 49 U.S.C. 5307(a)(2) for Urbanized Area Formula Program assistance.
2. That the General Manager is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.
3. That the General Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Green Mountain Transit Authority.

CERTIFICATION

The undersigned duly qualified Secretary of the Board of Commissions, acting on behalf of the Green Mountain Transit Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Commissioners held on March 19, 2019.

Denis Barton, Secretary

Date