

GMT Board Minutes

Date: March 20, 2018
Time: 7:30 AM
Place: GMT Board Room
15 Industrial Parkway
Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston
Tom Chittenden, Vice Chair, South Burlington
Denis Barton, Secretary, Shelburne
John Sharrow, Commissioner, Milton
Bob Buermann, Commissioner, Grand Isle County
Phil Pouech, Commissioner, Hinesburg
Chapin Spencer, Commissioner, Burlington
Bonnie Waninger, Commissioner, Washington County
Robert Moore, Commissioner, Lamoille County (phone)
Robert Millar, Alternate Commissioner, Winooski
Amanda Holland, Alternate Commissioner, Franklin County (phone)

Mark A. Sousa, General Manager
Bob Young, Director of Operations
Jon Moore, Director of Maintenance and Planning
Trish Redalieu, Director of Human Resources
Michelle Daley, Director of Finance and Grants
Jordan Nellé, Controller
Kimberly Wall, Grants Manager
Matthew Kimball, Capital Project Manager
Rachel Kennedy, Senior Transit Planner
Jordan Posner, Mobility Management Coordinator
Katie Lavallee, Marketing Coordinator

Not Present:

Paul Bohne, Treasurer, Essex
Catherine Dimitruk, Commissioner, Franklin County
Katherine Miles, Commissioner, Burlington

1. Open Meeting

Chair Chapin Kaynor opened the meeting at 7:33 AM. A quorum of the Board was present.

2. Adjustment to the Agenda

There were no adjustments to the agenda.

3. Public Comment

No public comment.

4. Consent Agenda

Chair Kaynor entertained a motion to accept the Consent Agenda with the holding of the Check Register, Planning Report, Ridership Reports and Finance/Grants/Project Report, moved by Commissioner Spencer and seconded by Commissioner Buermann.

In the previous minutes under Consent Agenda, change 'Chair' Bohne to 'Commissioner' Bohne. Secretary Barton made the motion to approve the Consent Agenda, not Chair Kaynor.

In the 2017 Audit Report, Commissioner Dimitruk, not Chair Kaynor, seconded the motion. Under the 2017 Audit Report, change 'asterisk' to 'finding'. Under Treasurer election, change 'every' to 'ever' in reference to Commissioner Dimitruk's work on the GMT Board of Commissioners. Under Jeffersonville Commuter, Chair Kaynor attended the Cambridge Town Meeting in Jeffersonville, not the Jeffersonville Town Meeting.

Commissioner Sharrow inquired about the \$43,000 for disposal of soil in the Check Register. Mr. Sousa, General Manager, stated the \$43,000 was for the last trips to dispose of soil; soil disposal is a work in progress.

Chair Kaynor stated the Planning Report included the GMT Urban Customer Service Rider Survey Results were well documented and provide good information. Chair Kaynor asked for a short presentation on the results and how they work with NextGen at the April 2018 GMT Board Meeting.

It was asked how faulty fare boxes are affecting revenue and ridership counts. Mr. Moore, Director of Maintenance and Planning stated that issues were experienced with mostly third party passes. Drivers continued to do manual passenger counts in both urban and rural areas, making for minor disruptions.

Commissioner Waninger asked if action was being taken to address the deficit. Ms. Daley, Director of Finance and Grants, stated that the maintenance of the aged fleet largely contributes to the deficit. In FY19 twenty-nine vehicles reach their useful life and we only expect State funding for ten new vehicles. Commissioner Waninger seconded that, saying riders have recently expressed frustration with buses breaking down due to mechanical issues and the inconvenience associated with that. Commissioner Waninger appreciated Ms. Daley and Mr. Sousa proactively looking into this and would like to see how this tracks with NextGen recommendations.

Chair Kaynor entertained a motion to approve the Consent Agenda as amended, moved by Commissioner Spencer and seconded by Commissioner Pouech. Approved

5. Employee Introductions

Mr. Sousa introduced GMT's new Senior Transit Planner, Ms. Kennedy, to the Board of Commissioners. The Board of Commissioners welcomed Ms. Kennedy.

6. NextGen Update

Mr. Moore said Ms. Kennedy will lead the NextGen implementation process.

GMT met with representatives from St. Albans and Barre and held a public meeting in Barre.

The NextGen Advisory Committee met last week. It was decided to restructure the recommendations into a three-phased approach: short term, expansion and aspirational. The NextGen Advisory Committees' comments are due by March 21, 2018 and the next meeting is scheduled for April 10, 2018 to present the three-phased approach. Draft recommendations will be presented to the GMT Board of Commissioners in May or June 2018.

7. Medicaid Discussion

Leadership at the Department of Vermont Health Access (DVHA) agreed to a meeting and is now working on a way to make transit agencies whole and find a way to support costs going forward.

8. Employee Survey Follow-up

Ms. Redalieu, Director of Human Resources, held feedback meetings in Burlington. Meetings in St. Albans and Berlin will be scheduled today. The largest takeaway so far is that communication has vastly improved over the past year. Mr. Sousa has started conducting monthly Managers Meetings to further foster communication.

Ms. Redalieu has looked into what has stunted the internal growth of Bloomfire at GMT: Bloomfire e-mails were frequent and overwhelming, often leading to employees unsubscribing. Ms. Redalieu will ask employees to re-subscribe and fewer, more thoughtful posts will be made.

Secretary Barton asked if any comments had come about regarding the GMT Board of Commissioners. Ms. Redalieu stated no, but we can possibly add a question in the next survey.

9. Town Meeting Day Results

Mr. Sousa stated that on Town Meeting Day, all towns passed funding three to one. Chair Kaynor stated that staff being at the Town Meetings really raised support. Commissioner Moore stated it is increasingly important to articulate intangibles when speaking with towns.

10. Audit RFP and Contract*

Thirteen firms requested the scope of work and two firms submitted proposals: RHR Smith & Company and Sullivan, Powers & Company. Both firms are equally responsive and qualified, the difference was cost; it came down to contract price. The Finance Committee recommended awarding a five-year contract to RHR Smith & Company.

Vice Chair Chittenden expressed concerns regarding auditor rotation and this was echoed by many of the GMT Board members.

Secretary Barton made a motion to approve awarding the contract, on a yearly basis, to RHR Smith & Company, pending reference checks by Ms. Daley, seconded by Commissioner Sharrow.
Approved

11. GM & Committee Reports

General Manager Update

Mr. Sousa stated the Route Shout 2.0 data import glitches have been taken care of and bay signs are being finalized.

Mr. Sousa is waiting on a Montpelier Downtown Transit Center meeting date.

The name change legislation has passed the House on the TBill and moving to the Senate.

Rural operator contract negotiations begin in April for a contract start date of July 1, 2018.

Finance Committee

Finance Committee discussed the RFP and Medicaid processes.

Leadership Committee

Leadership Committee primarily discussed the General Manager Evaluation.

Chair Kaynor provided a reminder that Officers of the Board are up for election, effective July 1, 2018. Please communicate interest to Chair Kaynor.

Operations Committee

Operations Committee discussed on-time performance, GMT's aging fleet, and ridership. Next Operations Committee meeting is scheduled for April 16, 2018.

Strategy Committee

Strategy Committee did not meet.

Commissioner Comments and Announcements

Vice Chair Chittenden stated that the Board of Commissioners should discuss the lack of funding from the State to address the aging fleet and cost to maintain it.

Secretary Barton said a lot of time is spent focusing on internal operations; we should look to bring in key external stakeholders. Mr. Sousa and Ms. Daley have begun this outreach.

Chair Kaynor said the Leadership Committee is frustrated with Route Shout 2.0 product.

12. GM Evaluation*

Leadership has met, but yet to sit down with Mr. Sousa to make a salary proposal.

13. Adjourn

Chair Kaynor entertained a motion to adjourn was moved by Commissioner Waninger and seconded by Commissioner Pouech. Approved

Respectfully Submitted,

Denis Barton, Secretary