



AGENDA

Green Mountain Transit Board of Commissioners

January 17, 2017, 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
- 7:36 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda*
 - December 20, 2016 Board Meeting Minutes (pages 3-6)
 - Check Register (pages 7-13)
 - Finance Report (pages 14-16)
 - Pension Plan Update (pages 17-21)
 - Bank Signature Update (page 22)
 - Maintenance Report (page 23)
 - Operations Report (pages 24-25)
 - Performance Report (page 26)
 - Planning Report (page 27)
 - Marketing, IT Support, & Human Resources Report (page 28)
 - Project Development Report (pages 29-30)
 - Ridership Reports (pages 31-35)
 - ADA
 - CCTA
 - GMTA
- 7:45 a.m. 5. FY16 Audit Results Approval (Goal 1) (pages 36-81)
- 8:00 a.m. 6. DTC Update (Goal 2)
- 8:05 a.m. 7. UMall/Airport Route (#12) Service Changes Approval (Goal 6) (page 82)
- 8:10 a.m. 8. FY18 Capital and Operating Budgets Approval (Goal 1) (pages 83-93)

8:25 a.m. 9. Safety & Security Manual Approval

8:35 a.m. 10. Drug & Alcohol Manual Approval (pages 94-119)

8:45 a.m. 11. GM Transition *Possible Executive Session*

9:15 a.m. 12. GM & Committee reports

- *Leadership Committee: Next scheduled meeting Thursday, February 16 @9am*
- *Strategy Committee:*
- *Operations Committee: Next scheduled meeting Monday, February 13 @9:30am*
- *Finance Committee: Next scheduled meeting Tuesday, February 14 @8:30am*

9:20 a.m. 13. Adjourn

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 John Robinson 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 802-864-CCTA or 802-864-2282.
- 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: December 20, 2016
 Time: 7:30 AM
 Place: GMT
 15 Industrial Parkway
 Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston
 Rob Moore, Vice Chair, Lamoille County (Via Phone)
 Denis Barton, Secretary, Shelburne
 Marti Powers, Treasurer, Essex
 Catherine Dimitruk, Commissioner, Franklin County (Via Phone)
 Chapin Spencer, Commissioner, Burlington
 Tom Chittenden, Commissioner, South Burlington
 Bob Buermann, Commissioner, Grand Isle County
 Harold Garabedian, Commissioner, Washington County (Via Phone)
 Katherine Miles, Commissioner, Burlington
 John Sharrow, Commissioner, Milton
 Raghu Acharya, Commissioner, Winooski
 Phil Pouech, Commissioner, Hinesburg
 Bonnie Waninger, Alternate, Washington County
 Robert Millar, Alternate, Winooski

Karen Walton, General Manager
 Mark Sousa, Assistant General Manager
 Michelle Daley, Director of Finance
 Trish Redalieu, Director of Administrative & Support Services
 Bill McCarty, Director of Maintenance
 Donna Rae Decatur, Director of Rural Operations
 Steve Carlson, Project Development Manager
 David Armstrong, Planning Manager
 Alain Hirsch, Transit Planner
 John Robinson, Human Resources Coordinator

Members of the Public:

1. Open Meeting

Chair Kaynor opened the meeting at 7:30 AM. A quorum of the Board was present. The Board and staff in attendance introduced themselves for the newly appointed Commissioner of Hinesburg, Phil Pouech.

Commissioner Acharya entered at 7:32 m.

2. Adjustment of the Agenda

There were no adjustments to the agenda.

3. Public Comment

There was no public comment.

4. Consent Agenda

Commissioner Garabedian stated that the minutes did not reflect he attended via phone.

A motion to approve the Consent Agenda was made by Commissioner Chittenden and seconded by Commissioner Buermann. All were in favor and the Consent Agenda was approved.

Commissioner Spencer entered at 7:36 AM.

5. Vice Chair Nomination and Vote

Chair Kaynor explained that many names were submitted to the Leadership Committee for the position of Vice Chair. Tom Chittenden's name stood out because he also expressed his desire to serve,

Secretary Barton nominated Commissioner Chittenden for the seat of Vice Chair and was seconded by Commissioner Sharrow. Commissioner Pouech abstained and all others were in favor with the nomination of Commissioner Chittenden as Vice Chair.

6. DTC Update (Goal 2)

Steve Carlson, Project Development Manager, gave an update on the DTC. He is still finalizing the budget. There are still a couple of invoices from PC Construction along with some significant credits from the allowances to be applied to the budget. The key factor in the budget will be the disposal of the soil. The new DEC regulation background study came out yesterday afternoon which may help explain how GMT will move forward with the disposal of the soil. Work has continued on follow up issues at the DTC. Most recently, on Sunday morning work was performed on a waste line located under the driver lounge room. Part of the floor had to be removed to correct the issue. Platform heaters also are being worked on to increase the heat output. Even with those issues the overall feedback has been positive. A recent story was done by a local news station on the DTC as well.

Vice Chair, Rob Moore called in at 7:41 AM.

7. FGI Shopping Shuttle Route Change (Goal 3)

David Armstrong, Planning Manager, reviewed the route change discussion in last month's Board meeting. He presented the information on ridership. There has been positive interest within the community on the proposed route change. The stops that would be removed from the route will still have daily access to the buses through another route. The change in the route will be cost neutral. He requested approval to eliminate Willard Mill Apartments and Lake Street Housing while adding Brookside Housing to the FGI Shopping Shuttle with a new Bus Map and Guide to be printed.

Commissioner Buermann made a motion to accept the changes to the FGI Shopping Shuttle and was seconded by Commissioner Chittenden. All were in favor and the route change was approved.

Alternate Waninger entered at 7:46 AM.

8. FY 18 Draft Operations and Capital Budget (Goal 1)

Michelle Daley, Director of Finance, talked on the proposed draft for the operational and capital budget for fiscal year 2018. Ms. Daley reviewed the handout within the Board packet. The Board discussed possible scenarios such as gas increases, or State funding loss in the rural operations. Ms. Daley was seeking the approval to move forward with the draft budget to hold the public hearing.

Treasurer Powers made a motion to approve Ms. Daley to move ahead with the budget as presented and hold the public hearing and Commissioner Acharya seconded the motion. All were in favor and the motion to move ahead with the public hearing was approved.

Commissioner Dimitruk called in at 8:05 AM.

9. Tilly Drive Shuttle extension (Goal 6)

Karen Walton, General Manager, spoke on the Tilly Driver extension. She explained that the biggest thing she's heard, since she came to GMT, was a desire for more robust service to the medical centers on Tilly Drive. Currently, it is run on demand response service Monday through Friday with a 24-hour notice. The pickup for this shuttle is located at the

University Mall. After brain storming with Mr. Armstrong, they created three options. After presenting the three options to the Tilley Drive Principals and South Burlington City Council most agree extending out the demand response loop to include the DTC is the best choice pending the outcome of the CSA. Ms. Walton requested that the Board approve extending the shuttle to the DTC, while working with SSTA and UVM Medical to keep GMT's costs neutral. The Board discussed the positive possibilities that could arise from such service and the support they felt for the extended service.

A motion to support the recommendation to extended the Tilley Drive Shuttle to the DTC was made by Commissioner Buermann and seconded by Commissioner Chittenden. All were in favor and the motion was approved.

10. Medicaid update (Strategic Goal 1)

Mark Sousa, Assistant General Manager, gave a review of the current Medicaid status. VPTA won the contract and has since hired an attorney to help in the negotiations with the State. The State left little room for negotiations in the proposed contract, however, VPTA was able to strike from the contract weekly reports and rather they will remain with their monthly reporting. On Sunday VPTA received an email explaining that the contract had to be signed by 1 PM Monday, December 19th or the State would move on to the seconded bidder. The contract was signed for a two-year period but a clause allows for VPTA to withdraw within 120 days. Mr. Sousa explained to the Board that although he does not support the contract it does not negatively affect GMT. It will be business as usual with the biggest change being that GMT will work under VPTA in accordance with the contract. Mr. Sousa will have more information to follow and will send out talking points for the Board's review.

11. Jeffersonville Commuter update

Ms. Walton, Mr. Armstrong and Chair Kaynor gave an update on the current status of the Jeffersonville Commuter. Since the route started it has been 100 percent funded by VTrans. At the end of the three-year funding by VTrans the combined local match to run the service would be \$42,000 or \$14,000 a piece per town. At the start of the service GMT asked the three communities of Jericho, Underhill and Cambridge to set aside \$3,000 a year as a good faith measure for future funding of the route. Within the last year Underhill has used all \$9,000 that was set aside, Jericho has used \$6,000 and Cambridge has not used any of the funds thus far. This has resulted in Underhill and Cambridge needing to bring it to town vote to secure the funds to run the service. Jericho has indicated that they wish to keep the service. GMT will be conducting a large marketing push on the service to try and increase ridership, which we hope will increase the likelihood of it passing the vote. The Board discussed options to increase ridership such as, discounted passes or a more rider friendly park and ride. Ms. Walton explained that the CSA study should help shine light on areas of opportunity within this service area. She will keep the Board up to date on any new information.

12. 1 Industrial Pkwy Rehab (Goal 3)

Mr. Sousa informed the Board that the RFP had gone out for 1 Industrial and the bids were received. GMT held a walk-thru and a few contractors showed up for a tour of the facility. Following the walk-thru only one firm, Breadloaf Construction submitted a bid. The bid was higher than what was proposed by the architects. GMT staff met with Breadloaf and attempted to find areas they could cut the cost down. They have continued conversations and are working on getting a price list to help bring the costs within our budget for this project. With the age and condition of the building it will take a fair amount of work to make it modern and safe for use. The current plan for the building is to bring it up to code for bus storage, a ten person work station/call center, server room and an ADA assessment facility. The current rough cost is \$175,000 - \$250,000 and Mr. Sousa hopes to have a contract for the Board to review by next month's meeting.

13. MTicketing update (Goal 3)

Ms. Walton informed the Board of the current status of the MTicketing process. There are two types of options; the first option is capital heavy with needed equipment and software to be purchased, while the other option requires a percentage of the fares. Ms. Walton requested that an Ad Hoc Committee be formed to review both options. Chair Kaynor asked that each Committee Chair help find volunteers from their committees to be part of the Ad Hoc Committee in hopes to hold the first meeting on January 9th.

14. GM & Committee Reports

Ms. Walton gave the GM report. South Burlington Hotels reached out asking for more information on GMT's transit system for those who stay in their hotels. After learning more of the hotel guests needs, a bus guide was created by Katie Mischke, Marketing Coordinator explaining key routes, costs and key destinations within the greater Burlington area. The Board was in strong support and requested that it be added to the website and potentially create one for each city/town hotel.

Mr. Sousa informed the Board that they held a conference call last week for the Rural AVL. There is now a projected start for testing come January. Ms. Walton informed the Board that the CSA kick off meeting will be held in January as well.

Leadership Committee met this month and both Mr. Sousa and Ms. Walton completed the Board survey. Their results were in line with the majority of Board responses. Chair Kaynor informed the Board that Ms. Walton's annual evaluation will be sent out within the next week or so. He also informed the Board that Commissioner Spencer noted the UITP conference will be held in Montreal this coming year. There is a possibility for attending this event.

Strategy Committee met this month and all items were covered previously in the meeting.

Operations Committee met this month and reviewed the SSEP. They believe it will be ready for the Board review come January's meeting. Operations continue to work on the PIP for the quarterly committee update for next month's Board meeting.

15. Adjourn

Commissioner Chittenden made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 9:45 AM.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount
11/30/2016	V415	Amazon	80266	2851.07
11/30/2016	V219	Aubuchon C/O Blue Tarp Financial, Inc.	80267	200.88
11/30/2016	V289	People's United Businesscard Services	80268	2952.70
11/30/2016	V215	American Funds	V215 2016 1130	1477.76
12/2/2016	V10	Vermont Office of Child Support	EFT000000011490	853.10
12/2/2016	V265	ICMA	V265 2016 1202	1338.27
12/2/2016	V266	IRS - EFTPS	V266 2016 1202	101157.75 Federal Tax
12/2/2016	V364	Vermont Dept of Taxes	V364 2016 1202	12474.66 State Tax
12/6/2016	N/A	N/A	80269	VOID VOID
12/6/2016	N/A	N/A	80270	VOID VOID
12/2/2016	V581	Costco	80271	689.99 Manual check
12/6/2016	V410	Vermont Gas Systems, Inc.	80272	164.07
12/7/2016	V597	Essex Cinemas	80273	1092.00 Movie Tickets/Holiday Gifts
12/9/2016	V13	Bouvier, Tim	80274	59.99
12/9/2016	V1352	Decatur, Donna Rae	80275	154.39 Employee Cookout Reimbursement
12/9/2016	V681	Iseric, Miralem	80276	100.00
12/9/2016	V436	Mabee, Jonathan	80277	79.97
12/9/2016	V1464	Nold-Laurendeau, Phil	80278	125.00 Shoe Reimbursement
12/9/2016	V1458	Ploof, Adam	80279	66.00
12/9/2016	V1165	Posner, Jordan	80280	40.28
12/9/2016	V128	Redalieu, Patsy	80281	39.60
12/9/2016	V868	Town, Justin	80282	32.40
12/9/2016	V1423	Alling, Andrew	80283	11.88
12/9/2016	V1025	Alter, Charles	80284	126.90 Volunteer
12/9/2016	V156	Anthony, Peter	80285	420.12 Volunteer
12/9/2016	V1461	Arpin, Sheri	80286	60.00
12/9/2016	V1289	Blanchard, Anne	80287	120.96 Volunteer
12/9/2016	V1135	Blanchard, Thomas	80288	59.40
12/9/2016	V1436	Cameron, Darwin	80289	78.30
12/9/2016	V1389	Carvalho, Fernando	80290	56.16
12/9/2016	V1179	Congleton, William	80291	44.28
12/9/2016	V471	Constantine, Julia	80292	319.68 Volunteer
12/9/2016	V1292	Fleming, Karen	80293	590.22 Volunteer
12/9/2016	V1325	Fonda, Leah	80294	178.20 Volunteer
12/9/2016	V985	Hill, Jackie	80295	29.16
12/9/2016	V203	Ladd, Joyce	80296	93.96
12/9/2016	V175	LeBlanc, Richard	80297	173.88 Volunteer
12/9/2016	V1460	Longe, Melissa	80298	47.88
12/9/2016	V1397	McGinnis, Devan	80299	1439.10 Volunteer
12/9/2016	V181	Owen, Helen	80300	1169.10 Volunteer
12/9/2016	V1138	Pease, Charles	80301	102.96 Volunteer
12/9/2016	V209	Pelkey, Linda	80302	76.68
12/9/2016	V1324	Wales, David	80303	58.32
12/9/2016	V1052	White, Carolyn	80304	38.34
12/9/2016	V944	Woodward, Patricia	80305	563.76 Volunteer
12/9/2016	V279	ABC Bus Companies-Muncie	80306	668.07
12/9/2016	V217	Airgas USA, LLC	80307	140.69
12/9/2016	V332	Alliance Bus Group Inc	80308	3386.82 10 Parts Invoices
12/9/2016	V353	American Public Transportation Association	80309	1100.00 VOID
12/9/2016	V214	AT&T Mobility	80310	168.67
12/9/2016	V223	Bond Auto Parts	80311	924.93
12/9/2016	V224	Burlington Communications	80312	198.25
12/9/2016	V226	Burlington Public Works-Water	80313	120.49
12/9/2016	V851	Champlain Medical	80314	270.00
12/9/2016	V159	Champlain Oil Company, Inc.	80315	13896.53 Diesel Fuel
12/9/2016	V220	Class C Solutions Group	80316	1227.76 6 Invoices
12/9/2016	V374	Clear Choice Auto Glass, A	80317	260.00
12/9/2016	V600	Cody Chevrolet	80318	1777.97 10 Parts Invoices

12/9/2016	V1462	Comcast Spotlight, LP	80319	240.00
12/9/2016	V239	Cummins Northeast LLC	80320	2862.51 3 Parts Invoices
12/9/2016	V243	Dinse, Knapp & McAndrew, P.C	80321	496.00
12/9/2016	V417	Dion Security, Inc.	80322	57.90
12/9/2016	V245	DRIVE	80323	42.00
12/9/2016	V246	Duffy Waste & Recycling	80324	58.50
12/9/2016	V320	EM Cahill Company, Inc.	80325	210.44
12/9/2016	V250	Fisher Auto Parts	80326	1024.44 24 Parts Invoices
12/9/2016	V253	FleetWave Partners, LLP	80327	3096.00 Monthly Repeater Invoices
12/9/2016	V1347	Foley Distributing Corp.	80328	207.58
12/9/2016	V394	Formula Ford Inc.	80329	286.87
12/9/2016	V254	Future Planning Associates, Inc.	80330	4540.00 Professional Services
12/9/2016	V257	Gillig Corp.	80331	1087.65 1 Parts Invoice
12/9/2016	V259	Grainger	80332	129.23
12/9/2016	V260	Green Mountain Kenworth, Inc.	80333	4667.65 8 Service/Parts Invoices
12/9/2016	V261	Green Mountain Power	80334	112.93
12/9/2016	V264	IBF Solutions, Inc.	80335	18855.40 Driver Uniforms
12/9/2016	V1204	Interstate Batteries	80336	162.68
12/9/2016	V472	Irving Energy Distribution	80337	3.35
12/9/2016	V328	Kirk's Automotive Inc.	80338	825.29
12/9/2016	V1257	Liberty Mutual Insurance	80339	255.00
12/9/2016	V702	Lincoln National Life Insurance Company, The	80340	10542.31 Insurance
12/9/2016	V1455	Mag & Sons Clothing	80341	517.80
12/9/2016	V912	Maple Leaf Carpet & Tile Cleaning	80342	290.00
12/9/2016	V273	MCI	80343	552.92
12/9/2016	V274	McMaster-Carr	80344	104.58
12/9/2016	V275	McNeil Leddy & Sheahan	80345	139.50
12/9/2016	V1068	Midwest Bus Corporation	80346	849.29
12/9/2016	V329	Minuteman Press	80347	227.29
12/9/2016	V278	Mohawk Mfg. & Supply Co.	80348	867.65
12/9/2016	V280	Mutual of Omaha Insurance Co.	80349	118.77
12/9/2016	V283	Neopart LLC	80350	47.10
12/9/2016	V996	New England Air Systems	80351	716.02
12/9/2016	V284	New G.H. Berlin Oil Company	80352	7120.02 8 Parts Invoices
12/9/2016	V1320	NorthEast Mailing Systems, LLC	80353	209.52
12/9/2016	V544	NorthEast Passenger Transportation Association	80354	300.00
12/9/2016	V1132	Occupational Drug Testing, LLC	80355	2272.95 Drug Testing
12/9/2016	V863	P & P Septic Service, Inc	80356	845.00
12/9/2016	V1379	Paw Prints Press Inc.	80357	1224.27 2 Poster/Sign Printing Invoices
12/9/2016	V290	Peterson Consulting, Inc.	80358	1812.50 2 Invoices
12/9/2016	V232	Petty Cash	80359	78.99
12/9/2016	V291	Prevost Parts	80360	211.50
12/9/2016	V296	Rouse Tire Sales	80361	3886.65 3 Tire Invoices
12/9/2016	V854	S2Technology	80362	9100.00 Annual License Renewal
12/9/2016	V298	Sanel Auto Parts Co.	80363	24.94
12/9/2016	V299	SB Collins, Inc.	80364	14821.56 Diesel Fuel
12/9/2016	V1465	Scott's Line Striping Inc.	80365	1250.00 1 Service Invoice
12/9/2016	V300	Seven Days	80366	871.25
12/9/2016	V686	Shearer Chevrolet	80367	4835.90 5 Parts Invoices
12/9/2016	V301	Sovernet	80368	91.16
12/9/2016	V302	Sports & Fitness Edge Inc.	80369	874.25
12/9/2016	V303	SSTA	80370	31475.56 E&D September
12/9/2016	V308	Steadman Hill Consulting, Inc.	80371	8374.00 Consulting
12/9/2016	V310	Swish White River, LTD	80372	253.18
12/9/2016	V793	SYN-TECH Systems	80373	112.05
12/9/2016	V311	Teamsters Local 597	80374	8057.36 Union dues
12/9/2016	V186	Tech Group, The	80375	2252.50 DTC and Flood from Water Tank at CCTA
12/9/2016	V734	Thermo King Northeast/Dattco	80376	9.72
12/9/2016	V1030	UniFirst Corporation	80377	900.86

12/9/2016	V315	United Parcel Service	80378	12.29
12/9/2016	V396	United Way	80379	62.00
12/9/2016	V521	USSC, LLC	80380	434.99
12/9/2016	V351	Vantage Press	80381	165.46
12/9/2016	V876	Vehicle Maintenance Program, Inc.	80382	977.68
12/9/2016	V626	VERMONT BUSINESS FOR SOCIAL RESPONSIBILITY	80383	500.00
12/9/2016	V1466	Vermont Electrical Contracting LLC	80384	7543.50 Network Set Up
12/9/2016	V1459	Vermont Information Consortium LLC	80385	1881.00 81 Records Checked (Including Background Checks)
12/9/2016	V336	W.B Mason Co., Inc.	80386	476.04
12/9/2016	V251	Wex Fleet Universal	80387	6868.13 Fuel
12/9/2016	V938	Wurth USA Inc.	80388	106.40
12/9/2016	V796	Yipes Auto Accessories	80389	666.00
12/9/2016	V232	Petty Cash	80390	89.25
12/9/2016	V362	Burlington Free Press	80391	164.50
12/9/2016	V1361	Bus Coalition, Inc., The	80392	1000.00 Member Dues
12/9/2016	V545	Pitney Bowes - Leasing	80393	253.17
12/9/2016	V68	Vermont Agency of Transportation	80394	96660.83 Return of Grant
12/9/2016	V335	Vermont Department of Labor	80395	100.95
12/9/2016	V59	Armstrong, David	EFT000000011491	135.00 FSA Reimbursement
12/9/2016	V103	Carlson, Stephen	EFT000000011492	630.00 FSA Reimbursement
12/9/2016	V44	Chadwick, Patricia	EFT000000011493	96.95
12/9/2016	V1182	Charissakis, John	EFT000000011494	15.00
12/9/2016	V111	Driver, Toney	EFT000000011495	75.43
12/9/2016	V25	Frechette, Normand	EFT000000011496	1061.08 FSA Reimbursement
12/9/2016	V61	Gaudette, Timothy	EFT000000011497	34.99
12/9/2016	V1185	Gibson, Andrew	EFT000000011498	90.97
12/9/2016	V29	Hirsch, Alain	EFT000000011499	150.04 FSA Reimbursement
12/9/2016	V34	Maple, Walter	EFT000000011500	201.19 FSA Reimbursement
12/9/2016	V35	McDonald, Pam	EFT000000011501	45.00
12/9/2016	V36	McLaughlin, Timothy	EFT000000011502	157.56 FSA Reimbursement
12/9/2016	V38	Moore, Jon	EFT000000011503	192.31 FSA Reimbursement
12/9/2016	V17	Smith, Jamie L	EFT000000011504	522.18 FSA Reimbursement
12/9/2016	V827	Stanforth, Adam	EFT000000011505	99.99
12/9/2016	V153	Alburgh Taxi	EFT000000011506	1625.40 Volunteer
12/9/2016	V55	Boudreau, James	EFT000000011507	696.60 Volunteer
12/9/2016	V1007	Bova, Wendy	EFT000000011508	492.48 Volunteer
12/9/2016	V1448	Buckley, Barbara	EFT000000011509	107.46 Volunteer
12/9/2016	V548	Burnor, David	EFT000000011510	741.96 Volunteer
12/9/2016	V1291	Callan, Linda	EFT000000011511	339.66 Volunteer
12/9/2016	V196	Cheney, Lori	EFT000000011512	332.64 Volunteer
12/9/2016	V1377	Cleary, Diane	EFT000000011513	130.68 Volunteer
12/9/2016	V60	Farr, Delores	EFT000000011514	177.66 Volunteer
12/9/2016	V1434	Giuffre, Martin	EFT000000011515	63.72
12/9/2016	V1278	Gray, Richard	EFT000000011516	977.94
12/9/2016	V1117	Hall, John	EFT000000011517	396.36 Volunteer
12/9/2016	V170	Hertz, Kenneth	EFT000000011518	226.80 Volunteer
12/9/2016	V67	Jewett, Sheryl	EFT000000011519	160.92 Volunteer
12/9/2016	V174	Langlois, Paulette	EFT000000011520	193.32 Volunteer
12/9/2016	V1420	Lawyer, Ronald	EFT000000011521	154.44 Volunteer
12/9/2016	V70	LeClair, Raymond	EFT000000011522	360.72 Volunteer
12/9/2016	V71	Lightholder, Stephen	EFT000000011523	25.92
12/9/2016	V74	Markham, Laurel	EFT000000011524	113.94 Volunteer
12/9/2016	V75	Martin, Ronald	EFT000000011525	488.16 Volunteer
12/9/2016	V1440	Menard, Leighanne	EFT000000011526	31.86
12/9/2016	V1018	Metivier, Shelli	EFT000000011527	570.24 Volunteer
12/9/2016	V82	Parah, Donna	EFT000000011528	499.50 Volunteer
12/9/2016	V83	Parah, Maurice	EFT000000011529	768.96 Volunteer
12/9/2016	V86	Pike, Gail	EFT000000011530	597.24 Volunteer
12/9/2016	V1371	Riendeau, Donald	EFT000000011531	23.04

12/9/2016	V771	Sammons, Chandra	EFT000000011532	353.70	Volunteer
12/9/2016	V89	Sayers, Gail	EFT000000011533	295.92	Volunteer
12/9/2016	V1236	Sayers, James	EFT000000011534	184.14	Volunteer
12/9/2016	V1253	Sprano, Sheila	EFT000000011535	133.92	Volunteer
12/9/2016	V1414	Thompson, Jennie	EFT000000011536	416.88	Volunteer
12/9/2016	V93	Timm, Marta	EFT000000011537	365.04	Volunteer
12/9/2016	V522	Turcotte, S Jeanette	EFT000000011538	160.38	Volunteer
12/9/2016	V397	White, Brian	EFT000000011539	562.68	Volunteer
12/9/2016	V97	Yandow, Dennis	EFT000000011540	296.46	Volunteer
12/9/2016	V1197	Young, Sylvia	EFT000000011541	20.52	
12/9/2016	V1467	Charles Schwab	V1467 2016 1209	582.71	
12/9/2016	V265	ICMA	V265 2016 1209	635.69	
12/9/2016	V266	IRS - EFTPS	V266 2016 1209	5982.47	Federal Tax
12/9/2016	V364	Vermont Dept of Taxes	V364 2016 1209	727.46	
12/15/2016	V581	Costco	80396	195.28	
12/16/2016	V581	Costco	80397	357.78	
12/16/2016	V10	Vermont Office of Child Support	EFT000000011553	853.10	
12/16/2016	V1467	Charles Schwab	V1467 2016 1216	13529.38	Payroll Deferrals/Loan Repayments
12/16/2016	V265	ICMA	V265 2016 1216	1136.14	Retirement
12/16/2016	V266	IRS - EFTPS	V266 2016 1216	84875.43	Federal Tax
12/16/2016	V364	Vermont Dept of Taxes	V364 2016 1216	10336.27	State Tax
12/23/2016	V156	Anthony, Peter	80398	432.54	Volunteer
12/23/2016	V1099	Barnett, Wendy	80399	201.60	Volunteer
12/23/2016	V1389	Carvalhosa, Fernando	80400	104.76	Volunteer
12/23/2016	V1292	Fleming, Karen	80401	592.92	Volunteer
12/23/2016	V1156	Gove, Gail	80402	56.16	
12/23/2016	V175	LeBlanc, Richard	80403	264.60	Volunteer
12/23/2016	V1397	McGinnis, Devan	80404	586.98	Volunteer
12/23/2016	V181	Owen, Helen	80405	1163.70	Volunteer
12/23/2016	V1275	Pepin, Bonnie	80406	51.84	
12/23/2016	V962	Williams, Kenneth	80407	136.62	Volunteer
12/23/2016	V279	ABC Bus Companies-Muncie	80408	505.46	
12/23/2016	V316	Able Paint, Glass & Flooring Co.	80409	229.05	
12/23/2016	V1469	ADA Solutions, Inc	80410	790.00	
12/23/2016	V1431	Aftermarket Parts Company, LLC, The dba New Flyer	80411	428.13	
12/23/2016	V213	All Seasons Janitorial, Inc.	80412	200.00	
12/23/2016	V218	Atlantic Detroit Diesel - Allison LLC	80413	447.02	
12/23/2016	V590	Barrett Trucking Co., Inc.	80414	355.54	
12/23/2016	V248	Bay State Elevator Company	80415	241.35	
12/23/2016	V872	Bellwether Craftsmen, LLC	80416	400.00	
12/23/2016	V500	Blueprints, Etc.	80417	298.64	
12/23/2016	V226	Burlington Public Works-Water	80418	1065.27	2 Utility Invoices
12/23/2016	V228	C.I.D.E.R., Inc.	80419	22474.24	Med, E&D, E&D Van - Nov
12/23/2016	V851	Champlain Medical	80420	156.70	
12/23/2016	V1357	CleanPro, Inc	80421	568.98	
12/23/2016	V600	Cody Chevrolet	80422	1273.72	2 Parts Invoices
12/23/2016	V236	Colonial Supplemental Insurance	80423	34.95	
12/23/2016	V928	Conway Office Solutions	80424	479.12	
12/23/2016	V1346	Craig Bushey Enterprises, LLC dba Abba Fuels	80425	869.00	
12/23/2016	V238	Crystal Rock Bottled Water	80426	168.00	
12/23/2016	V242	Danform Shoes	80427	89.95	
12/23/2016	V417	Dion Security, Inc.	80428	87.78	
12/23/2016	V644	Erickson Consulting LLC	80429	2850.00	Dispatch/Call Ctr Consulting
12/23/2016	V250	Fisher Auto Parts	80430	3554.55	31 Parts Invoices
12/23/2016	V1347	Foley Distributing Corp.	80431	22.50	
12/23/2016	V799	Gauthier Trucking Company, Inc.	80432	258.96	
12/23/2016	V257	Gillig Corp.	80433	1409.43	2 Parts Invoices
12/23/2016	V259	Grainger	80434	139.96	
12/23/2016	V260	Green Mountain Kenworth, Inc.	80435	1131.17	7 Parts Invoices

12/23/2016	V264	IBF Solutions, Inc.	80436	634.48
12/23/2016	V1204	Interstate Batteries	80437	600.24
12/23/2016	V1341	Iroquois Manufacturing Company	80438	6036.81 2 Parts Invoices
12/23/2016	V270	Lowe's	80439	527.12
12/23/2016	V273	MCI	80440	93.14
12/23/2016	V278	Mohawk Mfg. & Supply Co.	80441	988.12
12/23/2016	V996	New England Air Systems	80442	1407.00 1 Invoice
12/23/2016	V284	New G.H. Berlin Oil Company	80443	1706.35 1 Parts Invoice
12/23/2016	V285	New York Life	80444	43.32
12/23/2016	V611	Northwestern Occupational Health	80445	115.00
12/23/2016	V700	Panama Supplies & Equipment	80446	1650.00 1 Parts Invoice
12/23/2016	V993	Paws Trucking, LLC	80447	145.00
12/23/2016	V290	Peterson Consulting, Inc.	80448	1087.50 Project Management
12/23/2016	V291	Prevost Parts	80449	12.94
12/23/2016	V292	Professional Plaza LLC	80450	129.29
12/23/2016	V295	Ribbon Recyclers	80451	283.70
12/23/2016	V864	Rick's Towing & Repair, Inc.	80452	375.00
12/23/2016	V589	Ronald McDonald House-All	80453	720.00
12/23/2016	V296	Rouse Tire Sales	80454	11088.60 10 Tire Invoices
12/23/2016	V828	Rural Community Transit Inc.	80455	110.72 Volunteer
12/23/2016	V298	Sanel Auto Parts Co.	80456	291.22
12/23/2016	V299	SB Collins, Inc.	80457	15199.59 Fuel
12/23/2016	V300	Seven Days	80458	1381.25 2 Ads
12/23/2016	V686	Shearer Chevrolet	80459	427.57
12/23/2016	V483	Siegel Oil Company	80460	380.61
12/23/2016	V303	SSTA	80461	80493.27 ADA - Nov
12/23/2016	V312	Stowe, Town of	80462	464.25
12/23/2016	V310	Swish White River, LTD	80463	119.55
12/23/2016	V1372	Total Tool, LTD	80464	725.00
12/23/2016	V1030	UniFirst Corporation	80465	958.80
12/23/2016	V315	United Parcel Service	80466	9.47
12/23/2016	V334	Vanasse Hangen Brustlin, Inc.	80467	5880.83 CCTA Downtown
12/23/2016	V385	Vermont Offender Work Program	80468	3119.41 Work Program
12/23/2016	V361	Vermont, State of - Agency of Natural Resources	80469	340.80
12/23/2016	V336	W.B Mason Co., Inc.	80470	622.45
12/23/2016	V938	Wurth USA Inc.	80471	159.82
12/23/2016	V857	Driver, Sandra	80472	196.00 FSA
12/23/2016	V1045	Mead, Christopher	80473	100.00 Shoes
12/23/2016	V747	Nassau II, Jason	80474	500.00 FSA
12/23/2016	V100	Raymond, Kerry	80475	95.97
12/23/2016	V1365	Robinson, John	80476	39.62
12/23/2016	V1166	Sinanovic, Almir	80477	94.99
12/23/2016	V198	Smoren, Randolph	80478	89.99
12/23/2016	V439	Takele, Desta	80479	114.95 FSA/Shoe Reimbursement
12/23/2016	V1423	Alling, Andrew	80480	45.36
12/23/2016	V1025	Alter, Charles	80481	257.04 Volunteer
12/23/2016	V1289	Blanchard, Anne	80482	51.84
12/23/2016	V1135	Blanchard, Thomas	80483	151.74 Volunteer
12/23/2016	V1436	Cameron, Darwin	80484	116.10 Volunteer
12/23/2016	V1179	Congleton, William	80485	77.22
12/23/2016	V471	Constantine, Julia	80486	554.04 Volunteer
12/23/2016	V554	Desarno, David	80487	45.90
12/23/2016	V168	Fay, Carol	80488	39.42
12/23/2016	V1325	Fonda, Leah	80489	138.60 Volunteer
12/23/2016	V1390	Garrison, Casey	80490	54.00
12/23/2016	V985	Hill, Jackie	80491	30.24
12/23/2016	V1194	Joseph, Ben	80492	70.20
12/23/2016	V209	Pelkey, Linda	80493	76.68
12/23/2016	V944	Woodward, Patricia	80494	537.84 Volunteer

12/23/2016	V1431	Aftermarket Parts Company, LLC, The dba New Flyer	80495	313.19	
12/23/2016	V217	Airgas USA, LLC	80496	53.90	
12/23/2016	V332	Alliance Bus Group Inc	80497	171.60	
12/23/2016	V1334	Background Investigation Bureau, LLC	80498	414.00	
12/23/2016	V248	Bay State Elevator Company	80499	339.00	
12/23/2016	V1472	Bennett Plumbing and Heating, LLC	80500	9216.79	BM&G Claim Reimbursement
12/23/2016	V225	Burlington Electric Department	80501	1198.44	1 Utility Invoice
12/23/2016	V1112	Chagnon Interior Contracting, Inc.	80502	2175.00	1 Drywall Repair Invoice
12/23/2016	V220	Class C Solutions Group	80503	723.67	
12/23/2016	V1470	Collins General Contracting	80504	52617.21	BM&G Claim Reimbursement
12/23/2016	V390	Commons Associates	80505	750.00	
12/23/2016	V239	Cummins Northeast LLC	80506	1733.31	1 Parts Invoice
12/23/2016	V417	Dion Security, Inc.	80507	73.00	
12/23/2016	V250	Fisher Auto Parts	80508	531.84	
12/23/2016	V257	Gillig Corp.	80509	3483.91	3 Parts Invoices
12/23/2016	V259	Grainger	80510	318.12	
12/23/2016	V260	Green Mountain Kenworth, Inc.	80511	827.16	
12/23/2016	V261	Green Mountain Power	80512	1304.84	2 Utility Invoices
12/23/2016	V1183	Harlaine D Miller Trust	80513	918.00	
12/23/2016	V1468	HiTech Wireless	80514	159.90	
12/23/2016	V264	IBF Solutions, Inc.	80515	9318.71	6 Uniform Invoices
12/23/2016	V1341	Iroquois Manufacturing Company	80516	421.20	
12/23/2016	V326	J&B International Trucks, Inc.	80517	297.75	
12/23/2016	V646	Keystone	80518	101.40	
12/23/2016	V473	Limoge & Sons Garage Doors, Inc.	80519	460.50	
12/23/2016	V1446	M T Wallets, LLC	80520	2722.88	Rent/Utilities
12/23/2016	V1455	Mag & Sons Clothing	80521	1904.70	3 Uniform Invoices
12/23/2016	V273	MCI	80522	1798.51	2 Parts Invoices
12/23/2016	V1068	Midwest Bus Corporation	80523	1289.00	1 Parts Invoice
12/23/2016	V278	Mohawk Mfg. & Supply Co.	80524	2015.94	1 Parts Invoice
12/23/2016	V1471	Nolan Electric LLC	80525	18117.78	BM&G Claim Reimbursement
12/23/2016	V291	Prevost Parts	80526	713.34	
12/23/2016	V1368	Prime Middlebury LLC	80527	550.00	
12/23/2016	V1463	Puroclean Managed Services	80528	3051.00	Water Damage Repair
12/23/2016	V298	Sanel Auto Parts Co.	80529	141.75	
12/23/2016	V299	SB Collins, Inc.	80530	18957.15	Fuel
12/23/2016	V450	SB Signs, Inc.	80531	488.10	
12/23/2016	V686	Shearer Chevrolet	80532	196.64	
12/23/2016	V483	Siegel Oil Company	80533	205.20	
12/23/2016	V451	Stowe, Town of Electric Department	80534	142.66	
12/23/2016	V734	Thermo King Northeast/Dattco	80535	405.52	
12/23/2016	V1030	UniFirst Corporation	80536	277.94	
12/23/2016	V410	Vermont Gas Systems, Inc.	80537	5224.86	7 Utility Invoices
12/23/2016	V352	Wiemann-Lamphere Architects Inc.	80538	1637.80	Consulting
12/23/2016	V938	Wurth USA Inc.	80539	49.94	
12/23/2016	V1448	Buckley, Barbara	EFT000000011542	239.76	Volunteer
12/23/2016	V1377	Cleary, Diane	EFT000000011543	93.42	
12/23/2016	V60	Farr, Delores	EFT000000011544	300.24	Volunteer
12/23/2016	V1278	Gray, Richard	EFT000000011545	1145.88	Volunteer
12/23/2016	V170	Hertz, Kenneth	EFT000000011546	268.92	Volunteer
12/23/2016	V174	Langlois, Paulette	EFT000000011547	137.16	Volunteer
12/23/2016	V71	Lightholder, Stephen	EFT000000011548	150.66	Volunteer
12/23/2016	V1440	Menard, Leighanne	EFT000000011549	199.80	Volunteer
12/23/2016	V771	Sammons, Chandra	EFT000000011550	349.38	Volunteer
12/23/2016	V89	Sayers, Gail	EFT000000011551	368.82	Volunteer
12/23/2016	V1414	Thompson, Jennie	EFT000000011552	549.18	Volunteer
12/23/2016	V59	Armstrong, David	EFT000000011554	164.78	Mileage/DCAP Reimbursement
12/23/2016	V650	Baker, Alice	EFT000000011555	97.48	
12/23/2016	V108	Daley, Michelle	EFT000000011556	1109.34	FSA/Vision

12/23/2016	V111	Driver, Toney	EFT000000011557	26.36
12/23/2016	V124	Kimball, Matt	EFT000000011558	1171.97 Training Reimbursement
12/23/2016	V49	Lyford, Frank	EFT000000011559	474.72 FSA
12/23/2016	V34	Maple, Walter	EFT000000011560	40.00
12/23/2016	V437	Maric, Branko	EFT000000011561	250.00 Vision Reimbursement
12/23/2016	V35	McDonald, Pam	EFT000000011562	50.00
12/23/2016	V38	Moore, Jon	EFT000000011563	793.14 FSA/DCAP/Vision
12/23/2016	V137	Plante, Karen	EFT000000011564	46.00
12/23/2016	V141	Riley, Shawn	EFT000000011565	371.02 FSA
12/23/2016	V145	Smith, James P	EFT000000011566	327.57 Mieage
12/23/2016	V17	Smith, Jamie L	EFT000000011567	192.25 DCAP
12/23/2016	V39	Sweeney, Cecil	EFT000000011568	100.00
12/23/2016	V153	Alburgh Taxi	EFT000000011569	1398.60 Volunteer
12/23/2016	V55	Boudreau, James	EFT000000011570	1067.04 Volunteer
12/23/2016	V1007	Bova, Wendy	EFT000000011571	663.12 Volunteer
12/23/2016	V548	Burnor, David	EFT000000011572	795.96 Volunteer
12/23/2016	V1291	Callan, Linda	EFT000000011573	427.68 Volunteer
12/23/2016	V196	Cheney, Lori	EFT000000011574	302.40 Volunteer
12/23/2016	V1434	Giuffre, Martin	EFT000000011575	58.86
12/23/2016	V1117	Hall, John	EFT000000011576	465.48 Volunteer
12/23/2016	V67	Jewett, Sheryl	EFT000000011577	262.44 Volunteer
12/23/2016	V1420	Lawyer, Ronald	EFT000000011578	327.78 Volunteer
12/23/2016	V70	LeClair, Raymond	EFT000000011579	492.48 Volunteer
12/23/2016	V75	Martin, Ronald	EFT000000011580	262.98 Volunteer
12/23/2016	V1018	Metivier, Shelli	EFT000000011581	712.80 Volunteer
12/23/2016	V82	Parah, Donna	EFT000000011582	187.92 Volunteer
12/23/2016	V83	Parah, Maurice	EFT000000011583	671.22 Volunteer
12/23/2016	V86	Pike, Gail	EFT000000011584	1120.16 Volunteer
12/23/2016	V1371	Riendeau, Donald	EFT000000011585	186.48 Volunteer
12/23/2016	V691	Rogers, Robert	EFT000000011586	161.46 Volunteer
12/23/2016	V1253	Sprano, Sheila	EFT000000011587	205.74 Volunteer
12/23/2016	V93	Timm, Marta	EFT000000011588	642.06 Volunteer
12/23/2016	V522	Turcotte, S Jeanette	EFT000000011589	54.00
12/23/2016	V712	Ward, Jacqueline	EFT000000011590	37.80
12/23/2016	V397	White, Brian	EFT000000011591	756.54 Volunteer
12/23/2016	V97	Yandow, Dennis	EFT000000011592	630.72 Volunteer
12/23/2016	V1197	Young, Sylvia	EFT000000011593	89.10
12/30/2016	V289	People's United Businesscard Services	80541	6588.53 Credit Cards
12/30/2016	V306	Staples Credit Plan	80542	33.26
12/30/2016	V10	Vermont Office of Child Support	80543	180.00
12/30/2016	V10	Vermont Office of Child Support	EFT000000011594	946.44

To: CCTA Board of Commissioners
From: Michelle Daley, Director of Finance and Jordan Nellé, Controller
Date: January 12, 2017
RE: Financial Monthly Report

The final audited financial statements for FY16 were presented to the Finance Committee on January 10, 2017 by our auditor, Ron Smith. GMT received a clean, unmodified opinion on these financial statements. Mr. Smith related that our audit revealed that GMT had an incredibly busy, but remarkably strong year in FY16, working on and completing several large capital projects during the year without any negative impact on our Fund Balance. He also related that our efforts put a large amount of strain on the capacity of our staff and in doing so there were instances found where our policies and procedures were not always followed to the letter. He recommended collecting ourselves and really reviewing our policies and procedures and revising them as necessary, as well as finding ways to enforce compliance with them in the coming year as this is going to continue to be the main focus of our financial audits and triennial reviews as a shift is being seen in the regulations governing their testing requirements to be more policy driven.

There have been some last minute changes to the State Grant Amendment but we anticipate that it will be executed in short order.

Staff has been working on Federal Financial, Milestone and Charter quarterly reporting. Additionally staff is working on annual certifications and assurances that need to be submitted in TraMS for our grant applications. We have submitted the National Transit Database (NTD) report and are currently following up on questions from the FTA regarding the Rural report. Staff has also been working with VTRANS to provide supporting documentation for the earmark bus grant.

Additionally, we have been facilitating the replacement of vehicles for SSTA and CIDER, assisting the Maintenance Department with vehicle dispositions and preparing a procurement for replacement of bus lifts in the garage. Staff is also assisting with the preparation of a new vehicle lease for the Winooski Senior Center.

Calendar year-end processes for preparing 1099s, W2s and other required reporting has begun.

CCTA's indirect cost rate is calculated annually after the audit report is completed. This rate is submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY17 is 9.55%, for comparison in FY16 the rate was 9.29%.

Attached are the November 30, 2016 financials for your review. The total reconciled balance of the operating cash balance for the month ended November 30, 2016 is \$2,988,783. Of this amount, the Urban balance is \$488,464. A large portion of this cash balance is directly attributable to receiving a large deposit from Federal Drawdowns for PM and CMAQ.

The aged trade Accounts Receivable balance for November 30, 2016 was \$2,202,693. This balance is broken out as \$1,803,751 attributable to the Urban Program and \$398,942 attributable to the Rural Program. (For comparison, the aged trade Accounts Receivable balance on 10/31/16 was \$2,782,163.) The combined aging details are as follows:

	Current Month
Current	\$1,891,057
30-60 Days	82,400
61-90 Days	2,258
91 and Over	226,978

As of the date of this memo, we have collected 1.10% in subsequent payments on the aged receivables in the 61 days and over categories. We are not expecting any collection issues with the remaining balances however as they are mainly due from the State of Vermont and are due to late billing of grant funds from FY16. The following is a list of accounts remaining outstanding older than 61 days as of the date of this memo:

Burlington Marble & Granite	5,087.50	} Total due as of the date of this memo \$226,708.36
Lund Family	300.00	
VTRANS	221,983.71	
VYCC	800.00	
Villa Rehab	1,065.03	

The urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to one of our federal operating grants which, at best, allow us to breakeven. The rural operating budget does not have a similar grant, and since the rural grants are prepaid, each month we recognize the revenue as it is earned based on the earnings percentages from the previous year. A true up is done to “catch up” to actuals for the year when the actual billing is reported.

We continue to benchmark how well we are following our budget by calculating the percentage of the budget that we’d expect to be earned/spent if all revenues and expenses were spent/earned equally over twelve months, **therefore we would expect to see budgets at 41.67% for the Fiscal Year to date November 30, 2016.**

The Federal, State and Local Revenues for the Urban system are tracking within the budgeted revenues for the Urban system. The rural E&D grant revenue has been consistently behind at least a month, but with the transition to RouteMatch this lag time has increased by several months. It will be caught up to the budgeted amount subsequent to the end of the fiscal year. State grants on the Rural side are recognized as earned based on trends from prior years. The trend has typically been lower earnings at the beginning of the fiscal year, with higher earnings in the winter months, so this is expected to catch up to projections in due course.

The Operating revenues are just slightly below our projected revenues. Areas of note include:

- Fares continue to report just slightly under budget. A fare free day offered in November for Small Business Saturday is adding additional impact to the negative trend we were already experiencing.
- Rural Advertising Revenue is slightly below budget at this time on both the Urban and Rural side. Per discussions with the Marketing Department, November and December are typically slow months in Bus Advertising and their projections and scheduled advertisements are expected to come in line with our bench marks in the coming months.
- Miscellaneous Revenue is difficult to estimate and therefore is not expected to align with benchmark guidelines throughout the year.
- Sale of Equipment Revenue on the Urban side is well over the anticipated budget for the year. GMT has disposed of two service vehicles so far in FY17. One of the bids came in much higher than anticipated and higher than any of the other bids on that vehicle.
- Warranty revenue is well below the budgeted amount for the year. Revenue is this account is made up of insurance reimbursements for work done on our vehicles that have been damaged in accidents. This revenue is variable and difficult to budget for.

For the operating expenses, most of the variances are timing issues since many expenses are not evenly spent throughout the year. Since the 41.67% benchmark assumes that expenses will be spent evenly over the course of twelve months we can only use this as a loose guideline to evaluate line items. Below are just a few of the expenses that warrant some additional explanation.

- Unemployment Tax Expense – These expenses are variable and depend on how many former employees are receiving unemployment during the year. Therefore this expense is

difficult to budget for and is not expected to perform evenly with the budget benchmark over the course of the year.

- Dues and Subscriptions – Many of our dues for the Urban program are paid at the beginning of the fiscal year, including our largest dues payment to the American Public Transportation Association, with is approximately 70% of the budgeted expense. The Rural program’s dues are historically paid mainly in February and later, so this is expected to remain well under budget until that time.
- Travel and Meetings – These expenses are variable and difficult to define as they depend on the number of meetings held and attended, as well as the number of conferences attended. These accounts will be reviewed in the coming months by staff for billing to our RTAP grant and we are expecting to make some adjustments that will reduce the extreme budget overage on the Urban side.
- Legal Fees/Consulting Fees – These expenses are variable and depend strictly on the organizations need for legal services or consultant services. Therefore this expense is difficult to budget for and is not expected to perform evenly with the budget benchmark over the course of the year.
- Audit Fees – These expenses are mainly billed in the beginning of the fiscal year due to the timing of our audit fieldwork. Therefore we expect these expenses to come in line with budget benchmarks as the year progresses.
- Background Checks – These expenses depend on the hiring needs of the organization. The more hiring we do, the more background checks we will need to perform. It is difficult to budget for this expense as it is based largely on need.
- Employment Recruitment Program – This is a bonus program for employee referrals that become new hires. This expense will fluctuate based on hiring needs and the number of referrals received.
- Safety Expense – This category is used for rewards, such as pizza lunches, when we go a certain number of days without a preventable accident. The expense in this category is a moving target and hard to define as it depends on several factors.
- Misc. Operating Expenses – this is a category where we account for the bid printings, driver pre-trip sheets, text alert costs and the annual donation to Howard Services. The expenses in this category are not expected to align with the budget benchmark as the timing of the purchases are variable based on need throughout the year.
- Planning Expenses – The amount budgeted in these accounts for FY17 will be used to help pay for the Service Analysis the Planning Department is working on with a contracted organization. The Analysis is beginning in January so expenses will soon be incurred.
- Passenger Facility Expenses – Expenses to these line items are incurred as needed and therefore they cannot be expected to be incurred evenly. The majority of the expenses for passenger facilities are incurred in the winter months as this line includes clearing access to shelters.
- Light, Heat and Water – The majority of this category is for heating costs, which are highest in the winter. We expect this line to come in line with the benchmark over the next few months.
- Maintenance Tools/Supplies/Uniforms – Mechanics are reimbursed a certain amount per year for tools that they purchase to use in the shop. The majority of the mechanics make these purchases at the beginning of the fiscal year, which drives the expenses in this area up above the benchmark at the beginning of the year. These expenses are anticipated to come in like with the benchmark over the next several months.
- Contracted Functional Assessment Costs – Functional Assessments are no longer being contracted out. They are now being performed in-house by our ADA Management Coordinator. However, we will have continued expenses for the travel accommodations of clients to CCTA for the functional assessments performed by Jordan Posner.
- Debt Service is complete for the year. We make a yearly payment on 7/1 for the 12 year capital lease. The FY17 payment is the fourth payment on this lease. This expense is a component of the Member Assessment formula.

To: Green Mountain Transit Board of Commissioners

From: Michelle Daley, Director of Finance

Date: 1/11/2017

Re: Pension Trustee Authorization updates

The following documents are required to be updated with the appropriate authorized trustees on the pension plan. These Trustees are authorized to make changes and modifications to the plans as approved by the Authority.

Upon review of the existing authorizations on file we noted that in addition to removing Karen Walton and adding Mark Sousa we also needed to update the Board Chair and Vice Chair positions as well with Chapin Kaynor and Tom Chittenden.

The resolutions are attached for review. I will have documents at the meeting for signature.

TRUSTEE ACCEPTANCE
FOR THE
CHITTENDEN COUNTY TRANSPORTATION AUTHORITY
457 PLAN

Pursuant to Article 8 of the above Plan, Michelle Daley shall continue to act as Trustee.

Pursuant to Section 8.04 of the above Plan, Mark Sousa, Chapin Kaynor and Thomas Chittenden hereby accept their appointment as Trustee of the Plan effective January 17, 2017.

Mark Sousa, Assistant General Manager

Date

Michelle Daley, Director of Finance

Date

Chapin Kaynor, Chair of Board of Commissioners

Date

Thomas Chittenden, Vice Chair of Board of Commissioners

Date

Chittenden County Transportation Authority hereby acknowledges receipt of the above.

Date

BY: _____
Its Duly Authorized Agent



EMPLOYER RESOLUTION

The undersigned Board Secretary of the Chittenden County Transportation Authority hereby certifies that the following resolutions were adopted by the Employer at a meeting of the Board of Directors on _____, 20_____ at which a quorum was present.

The following occurred:

RESOLVED, that the appointment of Mark Sousa, Chapin Kaynor and Thomas Chittenden as Trustee of the Chittenden County Transportation Authority 457 Plan effective January 17, 2017 be accepted; and

FURTHER RESOLVED, that Michelle Daley and Mark Sousa are authorized to serve as Plan representatives with Charles Schwab Bank; and

The undersigned certifies that attached hereto is a true copy of the Trustee Acceptance described above, approved and adopted in this Employer Resolution.

Board Secretary



TRUSTEE REMOVAL AND ACCEPTANCE

FOR THE

**CHITTENDEN COUNTY TRANSPORTATION AUTHORITY
RETIREMENT PLAN**

Pursuant to Article VII of the above Plan, Michelle Daley and Chapin Kaynor shall continue to act as Trustee of the Plan.

Pursuant to Section 7.10(b) of the above Plan, Karen L. Walton and Catherine Dimitruk are hereby removed as Trustees of the above Plan effective February 16, 2017 (30 days from the date of this document).

Pursuant to Section 7.10(c) of the above Plan, Mark Sousa and Thomas Chittenden hereby accepts there appointment as Trustee of the above Plan effective January 17, 2017.

Mark Sousa, Assistant General Manager

Date

Michelle Daley, Director of Finance

Date

Chapin Kaynor, Chair of Board of Commissioners

Date

Thomas Chittenden, Vice Chair of Board of Commissioners

Date

Chittenden County Transportation Authority hereby acknowledges receipt of the above.

Date

BY: _____
Its Duly Authorized Agent



EMPLOYER RESOLUTION

The undersigned Board Secretary of the Chittenden County Transportation Authority hereby certifies that the following resolutions were adopted by the Employer at a meeting of the Board of Directors on _____, 20_____ at which a quorum was present.

The following occurred:

RESOLVED, that the removal of Karen Walton and Catherine Dimitruk as Trustee of the Chittenden County Transportation Authority Retirement Plan be accepted; and

FURTHER RESOLVED, that the appointment of Mark Sousa and Thomas Chittenden as Trustee of the Chittenden County Transportation Authority Retirement Plan be accepted; and

FURTHER RESOLVED, that Michelle Daley and Mark Sousa are authorized to serve as Plan representatives with Charles Schwab Bank; and

The undersigned certifies that attached hereto is a true copy of the Trustee Removal and Acceptance described above, approved and adopted in this Employer Resolution.

Board Secretary

To: Green Mountain Transit Board of Commissioners

From: Michelle Daley, Director of Finance

Date: 1/11/2017

Re: Bank Account Signer Changes

Below is a summary of the accounts held by Green Mountain Transit showing the current check signers by account. The resolutions before the board today are to remove Karen Walton from all of the active accounts and add Jon Moore and Kimberly Wall to the Payroll Account. We will also be removing Karen Walton as an authorized person on the Authority's Credit Card Authorization to make changes as well as cancel her credit card.

At the meeting, I will have the bank required board resolutions and documents that require signature.

<p>****4551 Managed Balance Agency Account Karen Walton Mark Sousa Michelle Daley</p>
--

<p>****4741 Payroll Account Karen Walton Mark Sousa Michelle Daley Jon Moore Kim Wall</p>
--

<p>****5683 Managed Bal. Agency Account Karen Walton Mark Sousa Michelle Daley</p>

<p>****1064 Local Capital Match Account Karen Walton Mark Sousa Michelle Daley</p>

<p>****2467 Maintenance Account Karen Walton Mark Sousa Michelle Daley</p>

<p>****4733 Operating Checking Account Karen Walton Mark Sousa Michelle Daley Kimberly Wall Jon Moore</p>
--

<p>***9277 Defined Benefit Plan Karen Walton Mark Sousa Michelle Daley</p>

To: Chapin Kaynor, Board Chair, and GMT Board of Commissioners

From: Bill McCarty, Director of Maintenance

RE: Green Mountain Transit Maintenance Report

Date: January 11, 2017

BURLINGTON PROVIDED RURAL MAINTENANCE

The Burlington location provided 243.50 hours in Rural maintenance services for the month of December.

PREVENTATIVE MAINTENANCE

We have consolidated the Preventive Maintenance categories to just Rural and Urban, rather than detailing the B, C, and D levels. Combining the levels prevents one level such as the B & D levels from over-representing PM performances.

Rural PM performance: 85% of the 33 PMs were completed on-time.

Urban PM performance: 94% of the 85 PMs were completed on-time.

MAINTENANCE ACCIDENTS

The Maintenance department didn't have any preventable or non-preventable accidents.

ROAD CALLS

We categorize Road Calls by "Major" breakdowns, indicating the bus cannot continue due to significant issue, such as an engine or transmission failure. The next category is "Other", formerly known as "Minor", indicating a bus that could continue to operate, however was switched out due to a non-critical component failure, such as the destination sign or farebox.

ROAD CALLS TYPE	URBAN		RURAL	
	MAJOR	OTHER	MAJOR	OTHER
TRANSIT	5	9	2	2
Rate per 100,000 miles	3.63		1.86	
LINK	0	2		
Rate per 100,000 miles				
TOTAL	5	11	2	2

Date: January 17th, 2017
To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
From: Jon Moore, Director of Operations
Re: GMT Urban Operations Report

- GMT provided 4,174 rides on the Burlington First Night shuttle buses. Buses operated every 15 minutes from UVM's Patrick Gym to Union Station from 10:30 AM until 12:30 AM for a total of 36 hours of service provided.
- GMT provided five buses and 196 rides for the annual Senator Sanders' Holiday Party at the Hilton Hotel in downtown Burlington on December 18th. Attendees were picked up and brought home to local senior housing complexes in the greater Burlington area.
- Bidding materials were distributed to drivers on Tuesday 1/10 for the February bid that begins on 2/27. The Scheduling Committee had its second meeting on 1/5 and through a lot of collaborative thinking were able to create a bid with an all-time high of 88% forty-hour bids. The increase in forty hour bids will provide more predictable schedules for drivers, reduce overtime & driver forcing and reduce the scheduling workload of dispatchers so that they can focus on dispatching functions and starting to learn more features of the RouteMatch software.
- I presented an updated draft Driver's Manual to the Union Stewards and the Operations Committee in the past month. We will be making multiple updates based on the feedback received. Eventually the updated Driver's Manual will be distributed to all current drivers and be used as the foundation for training new hires.
- One new full-time and one new part-time driver entered revenue service in the past month. Terry Luhrs who has been a full-time driver at GMT/CCTA for 28 years has moved to a part-time position. While we will miss Terry as a full-time driver we are glad he is staying a part of the company in a part-time role.



DATE: January 5, 2017
 TO: GMT Board of Directors
 FROM: Donna Rae Decatur, Director of Rural Operations
 RE: GMT Rural December 2016 Operations Report

GMTA Franklin Grand Isle

- FGI has reached 20 days accident free. We had a couple of minor accidents in mid-December during bad weather/icy conditions.
- We are hoping to hire one or two more part-time Drivers to account for those who leave us for the Winter! Otherwise, we are fully staffed, Supervisors and full-time Drivers.
- The revised Shopping Shuttle on Tuesdays starts in early February.
- We are still waiting to hear when the new BAART center will open in St. Albans.
- Attended an E&D Partnership meeting in St. Albans at Care Partners on December 8.
- Met the new AgeWell Chief Financial Officer on December 20. He is new to the organization and had a lot of questions about services and funding.

GMTA Berlin / Sugarbush / Stowe

- Berlin and Stowe have had two minor accidents in the last 2 weeks. We are starting fresh on the accident free count!
- Stowe Mountain Road service has been a challenge to staff. Supervisors and Managers have kept us in service. We had to cancel 37 hours of service in mid-December due to driver shortages. The week between Christmas and New Year's had incredibly high occupancy at the resorts/inns. Unfortunately, this led to delays on the Mountain Road in the morning and the afternoon, some up to 2 hours.
- On December 6 a letter in support of renovations to the Elm Street entrance to Project Independence was sent to Barre Mayor, Thom Lauzon.
- Met with Gifford Hospital/Project Independence representatives to discuss our services and ideas to continue to provide optimum assistance to their clients.
- Participated in planning/discussions with Governor's Worksite Wellness Conference Event planner. There is a possibility for tabling with Go!Vermont to promote transportation alternatives.
- Attended Mad River TAC meeting on December 14. We have now sold 2 Season Passes for the Snow Cap. We set a new season record for the Snow Cap – on Friday, December 30 we brought 15 people to Sugarbush and 16 back to the Montpelier area!
- Sent letters to Montpelier and Barre churches in efforts to recruit more volunteer drivers for Washington County. We need up to 10 new volunteers to help us get clients to appointments.

FY17 Monthly Performance Report

CCTA - November 2016

Category/Measure	November-to-November Comparison			Year-to-Date Comparison		
	FY 2017	FY 2016	% Change	FY 2017	FY 2016	% Change
SERVICE PROVIDED						
Total Bus Trips	8,984	8,765	2%	46,809	47,161	-1%
Total Vehicle Revenue Hours (VRH)	8,942	8,614	4%	46,146	46,086	0%
Total Vehicle Revenue Miles (VRM)	129,060	125,429	3%	668,521	667,767	0%
Total Vehicle Miles	142,259	129,437	10%	723,981	704,938	3%
MEASURES OF EFFECTIVENESS						
Ridership						
Local Boardings	177,992	192,140	-7%	914,035	999,642	-9%
Local Commuter Boardings	2,521	2,797	-10%	12,434	13,939	-11%
LINK Boardings (incl. GMTA)	12,931	12,550	3%	63,748	67,060	-5%
Total Transit Boardings	193,444	207,487	-7%	990,217	1,080,641	-8%
Total ADA Boardings	3,382	3,936	-14%	17,918	21,473	-17%
College Street Shuttle Boardings	8,999	12,411	-27%	78,302	85,472	-8%
Wheelchair Boardings	2,300	2,491	-8%	12,594	12,155	4%
Unlimited Access	40,057	40,926	-2%	193,237	212,814	-9%
Bicycle Boardings	2,190	2,619	-16%	16,952	18,927	-10%
Transfers	16,763	17,642	-5%	85,293	97,494	-13%
Reliability						
No. of Missed Trips	2	5	-60%	34	31	10%
No. of Road calls	9	6	50%	39	55	-29%
Passenger Satisfaction						
Compliments	1	5	-80%	6	13	-54%
Complaints	5	5	0%	19	20	-5%
Community Satisfaction						
Compliments	-	0	#DIV/0!	3	1	200%
Complaints	1	3	-67%	4	8	-50%
Safety						
Preventable Accidents-Operations	1	-	#DIV/0!	4	10	-60%
Preventable Accidents-Maintenance	0	0	#DIV/0!	2	4	-50%
MEASURES OF EFFICIENCY						
Utilization - Local Routes						
Passengers/Vehicle Revenue Hour	24.1	26.6	-9%	23.9	26.0	-8%
Passengers/Vehicle Revenue Mile	2.10	2.24	-6%	2.06	2.19	-6%

Date: January 17, 2016
 To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
 From: David Armstrong, Planning Manager
 Re: Planning Report

Urban Planning:

- **Ridership:** Urban ridership continues to lag behind FY16 YTD. The largest losses are to the #1 Williston/Walmart (-9%) and the #2 Essex Junction (-7%). Combined, these two routes account for approximately 33% of the system's YTD ridership loss (-8.9%). The #6 Shelburne Rd (-9%) and #7 North Ave (-5%) then account for another 18% of the system's YTD losses. These losses continue to follow the national trend, though are still alarming.
- **GMT Comprehensive Service Analysis (CSA):** Nelson Nygaard (NN) was at our Burlington office all day on Jan 11, and at our Berlin office on Jan 12. We discussed some of the major issues facing GMT; the persistence of "legacy" routes/headways/timepoints/days of service, the growing ADA transportation demand in the rural area, and fare structure(s), etc., though it should be stressed that these are not the extent of the study. NN's initial impressions were not too dissimilar from staff's, and had some initial thoughts for simple improvements. The NN team is very qualified, and staff is very optimistic about the study. **NN will be at the February Board meeting for an introduction and discussion.**
- **Route updates:** Staff has attached a UMall/Airport route adjustment memo, and seeks Board approval of the changes as outlined. BM&G and bid work continues, and both expect to be effective Feb 27. Staff is eager to share its many ideas on potential route changes with NN, and continues to work towards minor tweaks outside of the scope of the NN study, such as the Montpelier Link "loop" adjustment, etc.

Community and/or RPC Involvement:

None in December

Rural Planning:

- **Ridership:** Rural ridership is down 6% YTD. The #81 Barre Hospital Hill route accounts for the majority of the system's losses. December data from GFI appears to have some issues, Operations and Planning staff are looking into this anomaly and hope to have a better understanding of potential issues in January.
- **GMT System Redesign RFP:** The system redesign will examine Rural routes as well as Urban, (see above).
- **Route updates:** Seasonal services are all up and running, including both mountain resorts and the Capital Shuttle. Fortunately for both our ridership and the mountains, the early part of the winter saw decent snow, which is reflected in the ridership growth over last year. Mad Bus ridership is up 16% over last YTD, and Stowe Mtn Rd ridership is up nearly 7%, despite missing some trips due to staffing levels.

Community and/or RPC Involvement:

- Mad River Valley TAC
- Montpelier Transportation and Infrastructure Committee (TIC)

To: Chapin Kaynor, Board Chair, and GMT Board of Commissioners

From: Trish Redalieu, Director of Administrative and Support Services

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

Date: January 17, 2017

Human Resources

On Friday December 16th GMT provided a holiday luncheon in all locations, including a special delivery to the Stowe garage! In conjunction with the luncheon, we also had an ugly sweater contest and the big winners were Jamie Smith, David Lamm, and Karen Hawes! As is our tradition, GMT gives each employee the choice of a holiday gift: a turkey, Lake Champlain Chocolates, or 2 movie tickets. Employees also have the opportunity to donate their turkey to the Chittenden County Emergency Food Shelf. This year GMT employees generously donated over 300 lbs. in turkeys! The generosity continued and we collected more gifts than ever before for Toys for Tots. A heartfelt thank you to our employees for sharing with those who truly need it.

HR has hired 1 FT Custodian for Burlington and 1 PT seasonal Driver for the Stowe area. We continue to recruit for Stowe seasonal Drivers, PT Drivers in Berlin and St Albans, FT Drivers and one Mechanic in Burlington.

Seven Days featured Damber Gurung (Bus Driver in Burlington) in an article on 12/14/2016. Damber has worked for GMT since 2014. He is an ambassador for the Bhutanese community and for the GMT community as well. And we are proud to have Damber here.

The employee survey went out to all employees on 12/23/2016.

Marketing

Bus Map and Guides for Franklin -Grand Isle have been sent to the printer for publication. Bus switch-over to the new logo continues. Ads for the Jeffersonville Commuter ran in Seven Days, the Mountain Gazette and the Burlington Free Press; highlighting RouteShout, and the stress-free bus ride during the winter.

Mev Bahonjic was featured in a report on Channel 5 News discussing passenger amenities at the DTC. He did a great job on camera.

Date: January 11, 2017
 To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
 From: Stephen Carlson, Project Development Manager
 Re: December Project Development/Management Report

Passenger Shelters:

Urban:

Solar Shelter Lighting: The manufacturer for each of the five solar lighting systems evaluated has been advised that we have completed our review and have selected Enseicom as the system we will use in the future. We will now identify appropriate shelters where solar lights will be installed and prepare the necessary documentation to have the Enseicom solar lighting system installed. Over the past several years CCTA has installed solar lighting in approximately 45 bus passenger shelters.

Maple Street Shelter: In 2007, CCTA installed a shelter in the public ROW along Maple Street adjacent to the property at 216 South Willard (side of property fronts on Maple). About a year ago, the property owner indicated she wanted to develop the back half of her property and asked the City to have the shelter removed as it was blocking access to where she wanted to install a new driveway. Accordingly, DPW asked that we remove that shelter, which was done in November of 2015. Since removing the shelter a year ago, it appears that the redevelopment work proposed by the adjacent property owner has not moved forward. Working with DPW, a new location was identified further west on Maple Street and an Encumbrance Permit was obtained from the City Council. A new shelter pad was poured and we were ready to replace the shelter when the same homeowner raised new objections. The City Engineer has now asked that we hold off installing a shelter on Maple Street until this is resolved. At the request of the City, we have prepared a review of how the proposed new location was determined.

Rural FY14/15:

Now that we have a solar lighting system selected, we will install solar lighting at both the Plainfield and the Marshfield shelters. A shelter is also being considered for the Walmart in St. Albans, however, getting approval from Walmart's corporate headquarters is at a stand-still. The manager at the St. Albans Walmart is very supportive and approval has already been received from the property developer, JL Davis Realty. Once approval is received from Walmart, it is likely that we will have to get approval from the Town of St. Albans and from the Act 250 Commission, further extending the process.

Downtown Transit Center:

Since the Grand Opening, we have continued to work with PC Construction to complete a number of follow up issues. The most significant of these issues is a flat section of pipe in the sub-floor waste line as it exits the south end of the building. On December 18th, a section of concrete floor in the drivers lounge area was removed to expose the pipe. The next steps include evaluating alternatives, replacing the section of pipe and then restoring the floor and finishes. A full resolution may, however, require much more extensive work. Bus operations at the DTC continue to work well with both our customers and drivers enjoying this new facility.

GMTA Rehabilitation of three-bay storage garage:

Currently, it appears that VTrans will provide additional funding and manage the upgrade design on its own. It looks like GMT will be responsible for overseeing construction.

Call Center (1 Industrial Parkway) and Dispatch Center (15 Industrial Parkway):

An Invitation for Bids (IFB) was issued on September 22 and a pre-bid meeting took place on September 30. Bids were received on October 21st. We continue working with the low bidder to move the project forward.

Decommissioning of Cherry Street Terminal:

Work has begun for the decommissioning of the former Cherry Street Terminal. Some work, however, has already been completed: benches have been removed and water lines have been disconnected. A Request for Quotes is now being prepared, which should be issued in early 2017. It is anticipated that the structure will be removed and fully decommissioned this winter/spring.

ADA Ridership Report (by Town) : FY17

Update1/11/17

CITY/TOWN	July	August	September	October	November	December	Totals
BURLINGTON	1,294	1,390	1,231	1,265	1,077	1,047	7,304
COLCHESTER	62	88	68	73	82	83	456
ESSEX	242	309	362	357	291	321	1,882
OTHER	24	31	13	16	9	7	100
SHELBURNE	257	266	216	247	259	293	1,538
SO. BURLINGTON	949	1,027	1,133	1,266	1,104	1,137	6,616
WILLISTON	122	110	129	92	95	82	630
WINOOSKI	446	514	506	431	476	520	2,893
TOTAL	3,396	3,735	3,658	3,747	3,393	3,490	21,419
Cost to Members	\$ 80,299.80	\$ 88,904.37	\$ 86,344.40	\$ 88,315.98	\$ 79,696.38	\$ 82,809.42	\$ 506,370.35
Cost/Trip	\$ 23.65	\$ 23.80	\$ 23.60	\$ 23.56978383	\$ 23.48847038	\$ 23.73	\$ 23.64

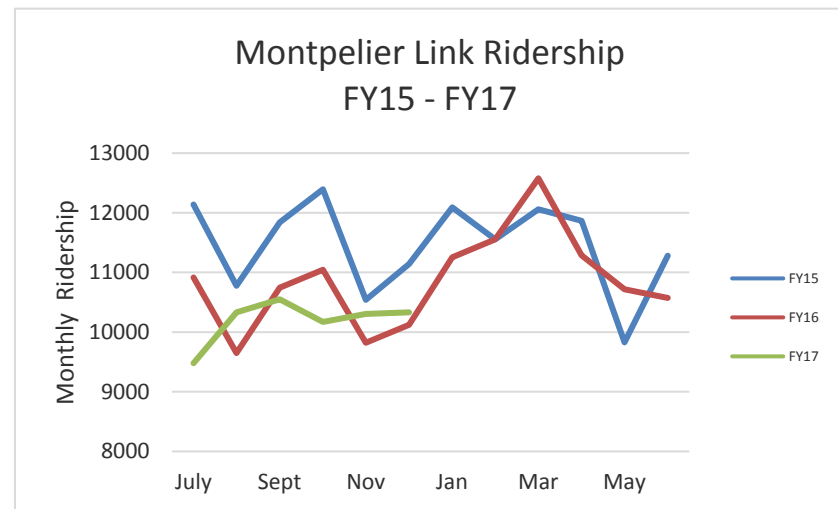
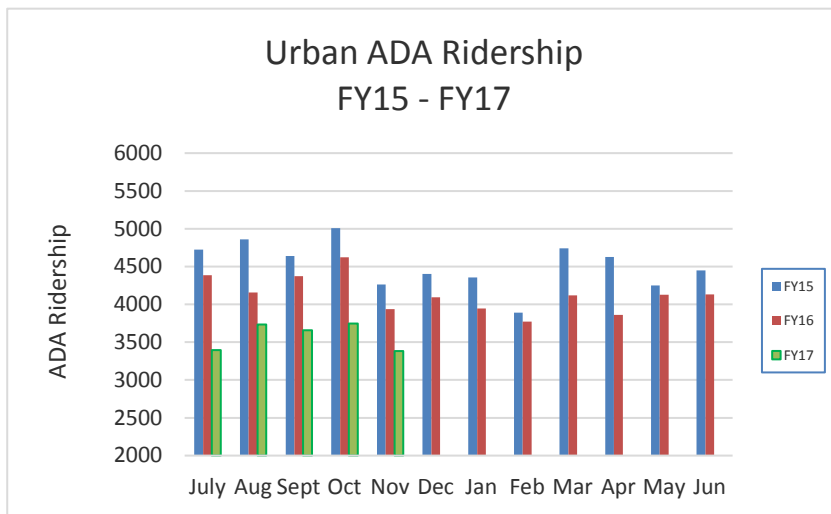
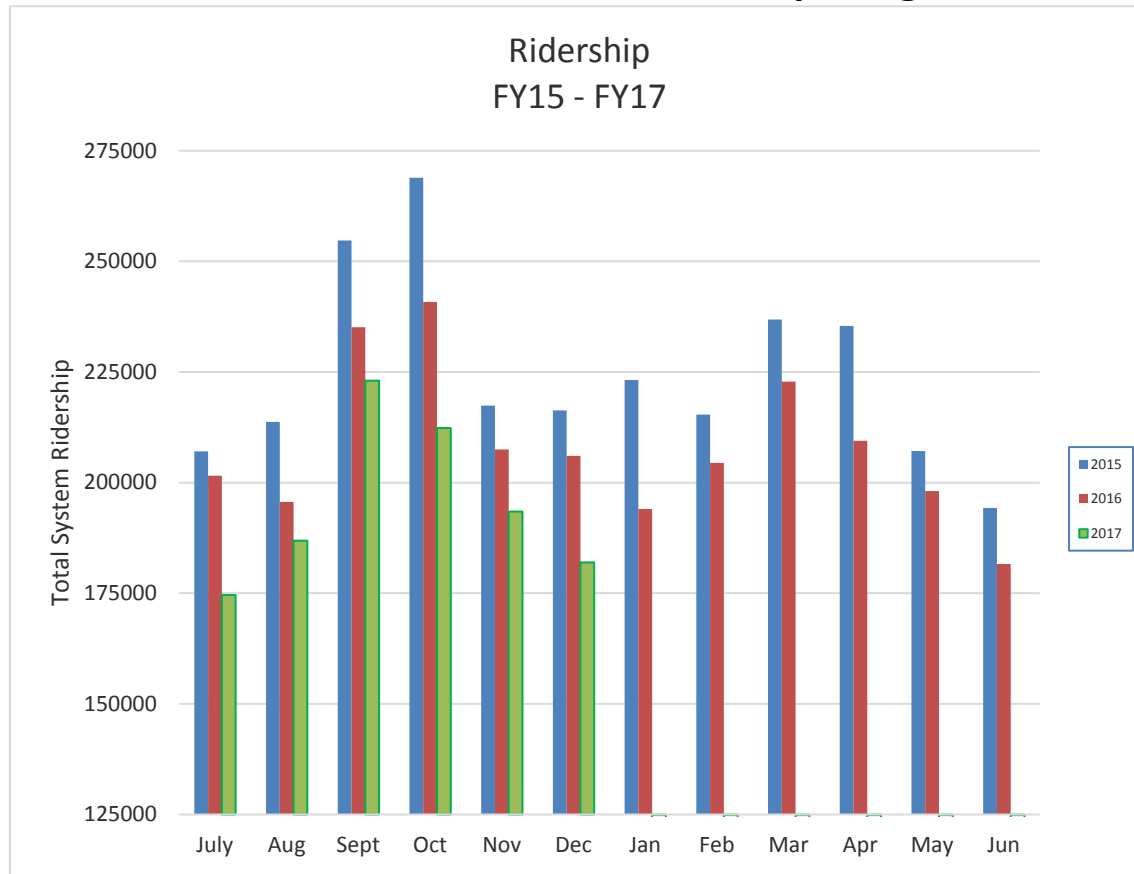
ADA Ridership Report (by Town) : change from FY 15 to date to FY16 to date

	July	August	Sept.	Oct.	Nov.	Dec.	Totals
BURLINGTON	(362)	(222)	(444)	(463)	(337)	(424)	(2,252)
	-21.86%	-13.77%	-26.51%	-26.79%	-23.83%	-28.82%	-23.57%
COLCHESTER	(21)	(4)	(35)	(56)	(1)	13	(104)
	-25.30%	-4.35%	-33.98%	-43.41%	-1.20%	18.57%	-18.57%
ESSEX	(212)	(122)	(134)	(146)	(97)	(98)	(809)
	-46.70%	-28.31%	-27.02%	-29.03%	-25.00%	-23.39%	-30.06%
OTHER	12	16	(19)	(9)	(16)	(18)	(34)
	100.00%	106.67%	-59.38%	-36.00%	-64.00%	-72.00%	-25.37%
SHELBURNE	(22)	(30)	(49)	(79)	(38)	(8)	(226)
	-7.89%	-10.14%	-18.49%	-24.23%	-12.79%	-2.66%	-12.81%
SO. BURLINGTON	(135)	23	106	132	40	10	176
	-12.45%	2.29%	10.32%	11.64%	3.76%	0.89%	2.73%
WILLISTON	(65)	(80)	(49)	(104)	(105)	(61)	(464)
	-34.76%	-42.11%	-27.53%	-53.06%	-52.50%	-42.66%	-42.41%
WINOOSKI	(185)	(3)	(96)	(150)	11	(17)	(440)
	-29.3%	-0.6%	-15.9%	-25.8%	2.4%	-3.2%	-13.20%
TOTAL	(990)	(422)	(720)	(875)	(543)	(603)	(4,153)
	-22.57%	-10.15%	-16.45%	-18.93%	-13.80%	-14.73%	-16.24%

ADA Ridership Report (by Town): FY16

CITY/TOWN	July	August	Sept.	Oct.	Nov.	Dec.	Totals
BURLINGTON	1,656	1,612	1,675	1,728	1,414	1,471	17,922
COLCHESTER	83	92	103	129	83	70	1,060
ESSEX	454	431	496	503	388	419	4,904
OTHER	12	15	32	25	25	25	313
SHELBURNE	279	296	265	326	297	301	3,390
SO. BURLINGTON	1,084	1,004	1,027	1,134	1,064	1,127	12,791
WILLISTON	187	190	178	196	200	143	1,999
WINOOSKI	631	517	602	581	465	537	6,369
TOTAL	4,386	4,157	4,378	4,622	3,936	4,093	48,748

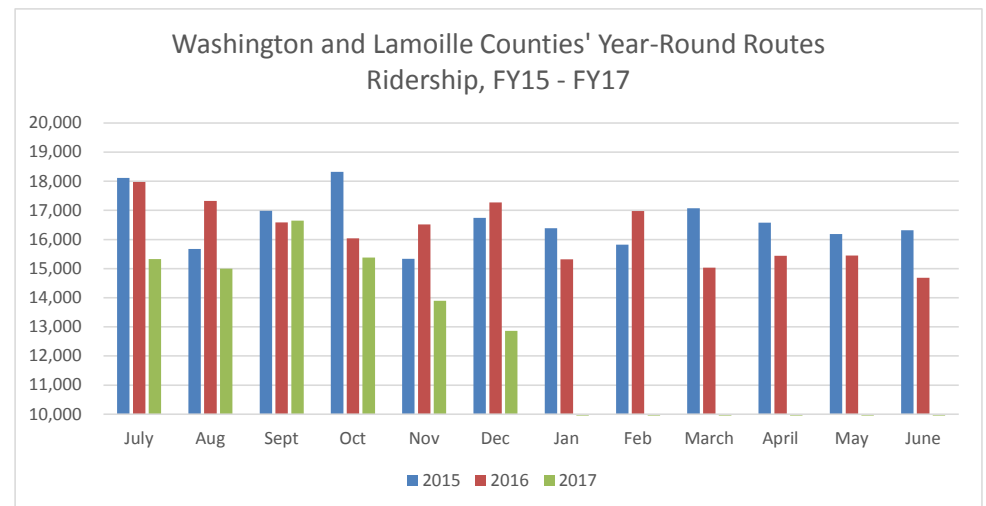
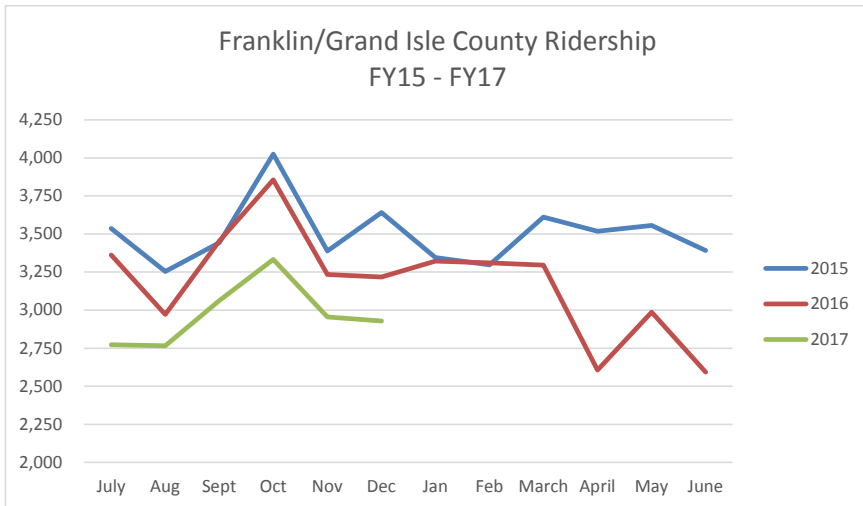
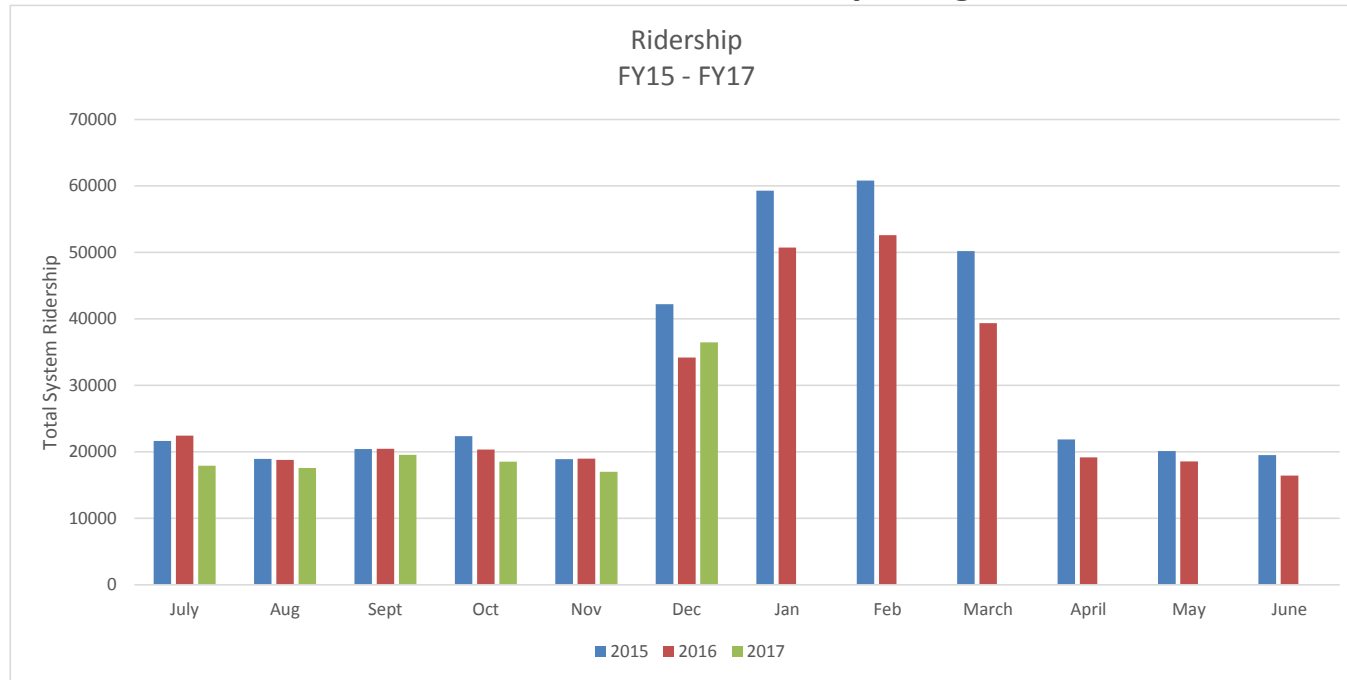
Green Mountain Transit Urban Ridership, August 2016



FY17 CCTA Total Ridership by Month

Number of Service Days														FY17 YTD	FY16 YTD	FY15 YTD				
Saturday	5	4	4	5	4	5								27	25	26				
Sunday	5	4	4	5	4	3								25	26	26				
Weekday	20	23	21	21	21	22								128	129	128				
School Days	0	1	21	19	17	16								74	78	77				
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY17 YTD	Difference (FY17-FY16)			Difference (FY17-FY15)		
														0	riders	%	0	riders	%	
1	Williston-Wal-Mart	31,873	35,891	40,664	40,308	35,363	33,910							218,009	239,843	-21,834	-9.10%	262,215	-44,206	-16.86%
1V	Williston Village	1,133	1,348	1,306	1,325	1,224	1,114							7,450	8,574	-1,124	-13.11%	7,616	-166	-2.18%
10	Williston-Amtrak	1,588	1,387	1,605	1,485	1,392	1,195							8,652	14,364	-5,712	-39.77%	15,361	-6,709	-43.68%
2	Essex Junction	34,294	39,305	45,153	43,629	39,731	33,361							235,473	254,025	-18,552	-7.30%	262,126	-26,653	-10.17%
3	Lakeside Commuter	157	135	253	129	108	170							952	895	57	6.37%	678	274	40.36%
4	Essex Center	1,382	1,608	1,620	1,685	1,711	1,468							9,474	11,536	-2,062	-17.87%	13,100	-3,626	-27.68%
5	Pine Street	8,605	8,990	9,723	9,531	9,366	9,351							55,566	62,277	-6,711	-10.78%	65,916	-10,350	-15.70%
6	Shelburne Rd.	19,310	20,437	20,201	20,179	18,597	18,282							117,006	128,790	-11,784	-9.15%	144,149	-27,143	-18.83%
7	North Avenue	17,391	17,904	24,079	22,919	21,215	21,345							124,853	131,628	-6,775	-5.15%	141,628	-16,775	-11.84%
8	City Loop	5,044	4,869	5,498	5,563	5,560	5,416							31,950	34,139	-2,189	-6.41%	38,822	-6,872	-17.70%
9	Riverside/Winooski	9,499	10,225	10,987	10,496	10,836	10,326							62,369	70,929	-8,560	-12.07%	78,593	-16,224	-20.64%
11	College Street Shuttle	19,679	21,061	16,425	12,138	8,999	7,670							85,972	97,077	-11,105	-11.44%	88,101	-2,129	-2.42%
12	UMall/Airport	5,833	6,546	6,773	7,018	5,767	5,695							37,632	43,784	-6,152	-14.05%	53,209	-15,577	-29.28%
16	Hannaford's	198	260	154	156	258	138							1,164	1,242	-78	-6.28%	1,273	-109	-8.56%
19	Price Chopper #1	264	292	240	196	252	266							1,510	1,708	-198	-11.59%	1,724	-214	-12.41%
20	Price Chopper #2	150	178	160	154	218	76							936	1,018	-82	-8.06%	682	254	37.24%
21	School Trippers	0	228	22,041	19,556	16,899	15,686							74,410	80,131	-5,721	-7.14%	87,797	-13,387	0.00%
18	Sunday Service	590	456	465	465	532	298							2,937	3,071	-234	-7.62%	3,355	-518	-15.43%
26	Other	3,587	0	0	0	0	1,598							5,185	5,076	109	2.15%	3,678	1,507	40.97%
56	Milton Commuter	1,247	1,363	1,463	1,531	1,417	1,063							8,084	8,882	-798	-8.98%	9,285	-1,201	-12.93%
76	Middlebury Link	1,056	1,432	1,223	1,188	1,180	976							7,055	9,053	-1,998	-22.07%	9,694	-2,639	-27.22%
86	Montpelier Link	9,478	10,333	10,550	10,170	10,306	10,329							61,166	62,298	-1,132	-1.82%	68,824	-7,658	-11.13%
96	St. Albans Link	1,233	1,401	1,343	1,410	1,445	1,336							8,168	8,610	-442	-5.13%	11,218	-3,050	-27.19%
46	116 Commuter	282	408	326	322	341	312							1,991	2,076	-85	-4.09%	1,936	55	2.84%
36	Jeffersonville Commuter	643	801	762	715	763	614							4,298	5,659	-1,361	-24.05%	7,054	-2,756	-39.07%
SUBTOTAL		174,516	186,858	223,014	212,335	193,444	181,995	0	0	0	0	0	0	1,172,162	1,286,685	-114,523	-8.90%	1,378,035	-205,873	-14.94%
ADA Paratransit		3,396	3,735	3,658	3,747	3,382	614	0	0	0	0	0	0	17,918	21,473	-3,555	-16.56%	23,494	-5,576	-23.73%
TOTAL		177,912	190,593	226,672	216,082	196,826	181,995	0	0	0	0	0	0	1,190,080	1,308,158	-118,078	-9.03%	1,401,529	-211,449	-15.09%
UNLIMITED ACCESS		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	FY16	difference	% change	FY15	difference	% change
	UVM	17,263	23,676	35,062	36,042	29,157								141,200	157,493	-16,293	-10.35%	159,842	-18,642	-11.66%
	CHAMPLAIN	3,464	3,818	4,878	4,973	3,929								21,062	21,300	-238	-1.12%	22,080	-1,018	-4.61%
	ST. MICHAEL'S	3,153	2,787	5,878	5,042	4,336								21,196	26,836	-5,640	-21.02%	29,115	-7,919	-27.20%
	MIDDLEBURY	26	53	140	104	122								445	444	1	0.23%	521	-76	-14.59%
	SEVENTH GENERATION	71	95	89	101	110								466	344	122	35.47%	n/a	n/a	n/a
	DEALER.COM	1,520	1,704	1,493	1,657	1,781								8,155	6,397	1,758	27.48%	n/a	n/a	n/a
	CITY MARKET	432	536	545	601	623								2,737	0	2,737	n/a	n/a	n/a	n/a
	TOTAL	25,497	32,669	48,085	48,520	40,058	0	0	0	0	0	0	0	192,524	206,073	-13,549	-6.57%	211,558	-19,034	-9.00%
Tilley Drive		Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun									Total	FY16	difference	% change	FY15	difference	% change
	Quarterly Ridership	176												176	193	-17	-8.81%	216	-40	-18.52%
46	116 Commuter(Total)	911	1,037	1,043	1,039	1,049								5,079	5,313	-234	-4.40%	5,150	-71	-1.38%
	Local	160,577	171,120	207,347	196,999	177,992	167,365	0	0	0	0	0	0	1,081,400	1,190,107	-108,707	-9.13%	1,270,024	-188,624	-14.85%
	Commuter	2,172	2,572	2,551	2,568	2,521	1,989	0	0	0	0	0	0	14,373	16,617	-2,244	-13.50%	18,275	-3,902	-21.35%
	LINK	11,767	13,166	13,116	12,768	12,931	12,641	0	0	0	0	0	0	76,389	79,961	-3,572	-4.47%	89,736	-13,347	-14.87%
		174516	186858	223014	212335	193444	181995	0	0	0	0	0	0	1,172,162	1,286,685	-114,523	-8.90%	1,378,035	-205,873	-14.94%

Green Mountain Rural Ridership, August 2016



FY17 GMTA Total Ridership by Month

Number of Service Days							FY17 YTD	FY16 YTD	FY15 YTD											
Saturday	5	4	4	5	4	5	27	25	26											
Sunday	5	4	4	5	4	4	26	26	26											
Weekday	20	23	20	21	21	22	127	129	129											
School Days	0	1	20	21	19	17	78	78	79											
													Difference (FY17-FY16)		Difference (FY17-FY15)					
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY17 YTD	FY16 YTD	Riders	%	FY15 YTD	Riders	%
79	CVMC Barre Health Shuttle	179	197	149	184	161								870	951	(81)	-8.5%	n/a	n/a	n/a
80	City Route Mid-day	1,970	2,155	2,380	2,662	2,046	1,558							12,771	13,912	(1,141)	-8.2%	14,714	(1,943)	-13.2%
81	Barre Hospital Hill	2,086	2,540	2,791	1,620	1,582	1,638							12,257	17,383	(5,126)	-29.5%	15,745	(3,488)	-22.2%
82	Montpelier Hospital Hill	1,888	1,758	2,046	1,552	1,646	1,660							10,550	11,470	(920)	-8.0%	10,794	(244)	-2.3%
83	Waterbury Commuter	1,014	906	904	991	679	935							5,429	5,033	396	7.9%	4,894	535	10.9%
84	US 2 Commuter	507	567	734	757	696	671							3,932	4,637	(705)	-15.2%	5,044	(1,112)	-22.0%
85	Hannaford Shopping Special	223	273	230	220	253	210							1,409	1,448	(39)	-2.7%	1,325	84	6.3%
87	Northfield Shuttle	62	93	74	71	108	84							492	665	(173)	-26.0%	341	151	44.3%
88	Capital Shuttle	0	0	0	0	0	0							0	0	0	0.0%	0	0	0.0%
89	City Commuter	3,019	3,072	3,697	3,675	2,947	2,298							18,708	19,422	(714)	-3.7%	21,977	(3,269)	-14.9%
90	Plainfield Shuttle	63	55	72	69	48								307	382	(75)	-19.6%	377	(70)	-18.6%
91	Hospital Hill Demand Response	60	57	44	43	75								279	674	(395)	-58.6%	902	(623)	-69.1%
92	Montpelier Circulator	1,295	1,215	1,379	1,400	1,430	1,328							8,047	8,970	(923)	-10.3%	9,445	(1,398)	-14.8%
93	Northfield Commuter	437	562	551	547	471	561							3,129	3,059	70	2.3%	3,859	(730)	-18.9%
100	Route 100 Commuter	616	793	779	695	876	929							4,688	6,046	(1,358)	-22.5%	5,705	(1,017)	-17.8%
101	Mountain Road Shuttle	0	0	0	0	310	10,832							11,142	10,438	704	6.7%	13,484	(2,342)	-17.4%
102	Morrisville Loop	334	442	396	319	414	452							2,357	2,637	(280)	-10.6%	1,934	423	21.9%
103	Morrisville Shopping Shuttle	218	299	394	374	377	509							2,171	2,418	(247)	-10.2%	1,983	188	9.5%
109	Tuesday Shopping Shuttle (FGI)	69	49	80	53	81	71							403	494	(91)	-18.4%	568	(165)	-29.0%
110	St.Albans DT Shuttle	1,703	1,646	1,793	2,013	1,769	1,864							10,788	10,759	29	0.3%	11,157	(369)	-3.3%
115	Alburg-Georgia Commuter	485	502	603	608	546	569							3,313	4,429	(1,116)	-25.2%	5,150	(1,837)	-35.7%
116	Richford-St.Albans Commuter	515	569	587	659	559	424							3,313	4,414	(1,101)	-24.9%	4,414	(1,101)	-24.9%
120	Valley Floor	0	0	0	0	0	801							801	269	532	197.8%	935	(134)	-14.3%
121	Valley Evening Service	0	0	0	0	0	276							276	203	73	36.0%	346	(70)	-20.2%
122	Mount Ellen	0	0	0	0	0	2,739							2,739	898	1,841	205.0%	2,048	691	33.7%
124	Mountain Condos	0	0	0	0	0	3,387							3,387	1,482	1,905	128.5%	2,598	789	30.4%
125	Access Road	0	0	0	0	0	2,424							2,424	866	1,558	179.9%	2,373	51	2.1%
126	SnowCap Commuter	0	0	0	0	0	212							212	64	148	231.3%	161	51	31.7%
99	Special Services	1,354	13	25	198	85	27							1,702	2,242	(540)	-24.1%	1,925	(223)	-11.6%
SUBTOTAL		17,918	17,566	19,559	18,526	16,998	36,459	0	0	0	0	0	0	127,896	135,665	(7,769)	-5.7%	144,198	(16,302)	-11.3%
Other Program Trips:		0	0	0	0	0	0	0	0	0	0	0	0	0	16,712	(16,712)	-100.0%	16,378	(16,378)	-100.0%
TOTAL		17,918	17,566	19,559	18,526	16,998	36,459	0	0	0	0	0	0	127,026	152,377	(25,351)	-16.6%	160,576	(33,550)	-20.9%



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January 9, 2017

Board of Commissioners
Chittenden County
Transportation 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 Chittenden County Transportation Authority as of and for the year ended June 30, 2016, 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 Chittenden County Transportation 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 Chittenden County Transportation 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, 2016, where we expressed an unmodified opinion on our independent auditors' report dated December 5, 2016.

Purchasing Policy:

While performing the audit for the above mentioned year end, it was noticed the Authority has very comprehensive purchasing policies and procedures. We recommend the Authority review its current policies as revised on August 18, 2015 and update to include definitions and wording from the new Uniformed Administrative Guidance which is now effective.

Management Response:

Staff will be working to update the current purchasing policies and procedures to ensure compliance with the new guidance.

Procurement:

While performing the audit for the above mentioned year end, it was noticed on select purchases, and subsequent purchases relating to these already procured select services of the Agency, that the Agency did not follow its internal purchasing/procurement policies prior to soliciting services/goods to be provided to the Agency by an outside contractor.

The Finance Director (who according to policy is also a director involved in purchasing and whose role also implies verifying that funds are available within the budget) did not have an understanding on whether or not funds were available to secure the purchase. Furthermore, it appears on this specific solicitation (mobile ticketing) the procurement policies followed prior to a request for proposal were not consistent with Agency past practice.

We recommend the Agency review its existing procurement policies and procedures and review for adequacy. Some of this policy should be clarified for roles and authority at the Agency on “large purchases”. The Agency should also follow its existing practices.

We would also like to recommend to the Agency to review its current procurement process and purchasing directors duties and responsibilities. May we suggest the Agency consider getting all department heads appropriate procurement training.

Management Response:

The Finance Department has had concerns and raised them to upper level management during this audit period and subsequent to this audit period about the deviations from the Agency’s current internal procurement practices and industry “best procurement practices”. We believe our past and current concerns still have not been addressed.

We would like to thank Michelle, Jordan 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

Chittenden County Transportation Authority

June 30, 2016



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CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

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JUNE 30, 2016

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INDEPENDENT AUDITORS' REPORT

Board of Commissioners
Chittenden County Transportation 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 Chittenden County Transportation Authority, as of and for the year ended June 30, 2016, 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 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 Chittenden County Transportation Authority as of June 30, 2016, 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 Chittenden County Transportation Authority's basic financial statements. The Schedule of Operating Revenue and Subsidies and Schedule of Operating 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 Revenue and Subsidies, Schedule of Operating 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 Revenue and Subsidies, Schedule of Operating 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 December 5, 2016, on our consideration of Chittenden County Transportation 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 Chittenden County Transportation Authority's internal control over financial reporting and compliance.

RHR Smith & Company

Buxton, Maine
Vermont Registration No. 092.0000697
December 5, 2016

**REQUIRED SUPPLEMENTARY INFORMATION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

(UNAUDITED)

The following management's discussion and analysis of Chittenden County Transportation Authority's financial performance provides an overview of the Authority's financial activities for the fiscal year ended June 30, 2016. 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 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 \$3,717,249 from \$29.30 million to \$33.02 million.

Table 1
Chittenden County Transportation Authority
Net Position
June 30,

	<u>2016</u>	<u>2015</u>
Assets:		
Current Assets	\$ 7,764,061	\$ 6,065,073
Capital Assets	29,537,091	25,118,346
Total Assets	<u>\$ 37,301,152</u>	<u>\$ 31,183,419</u>
Liabilities:		
Current Liabilities	\$ 3,499,469	\$ 1,328,892
Long-term Debt Outstanding	712,466	512,281
Total Liabilities	<u>\$ 4,211,935</u>	<u>\$ 1,841,173</u>
Deferred Inflows of Resources:		
Deferred Revenue	\$ 68,128	\$ 38,406
Total Deferred Inflows of Resources	<u>\$ 68,128</u>	<u>\$ 38,406</u>
Net Position:		
Net Investment in Capital Assets	\$ 29,537,091	\$ 25,118,346
Restricted	1,484,415	1,979,111
Unrestricted	1,999,583	2,206,383
Total Net Position	<u>\$ 33,021,089</u>	<u>\$ 29,303,840</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 \$206,800 from \$2,206,383 to a balance of \$1,999,583 at the end of this year.

Table 2
Chittenden County Transportation Authority
Changes in Net Position
For the Years Ended June 30,

	<u>2016</u>	<u>2015</u>
Operating Revenues:		
Purchase of services	\$ 4,749,199	\$ 4,851,811
Intergovernmental	14,094,876	14,349,144
Other income	359,589	244,813
Total Operating Revenues	<u>19,203,664</u>	<u>19,445,768</u>
Operating Expenses:		
Transportation	<u>18,389,477</u>	<u>18,764,722</u>
Operating income (loss)	<u>814,187</u>	<u>681,046</u>
Non-operating revenues (expenses)		
Contributions	7,861,161	4,164,700
Other non-operating revenue	(21,450)	8,805
Non-operating expense	(4,862,621)	(3,929,521)
Change in deferred cost pool	(74,028)	(213,781)
Total non-operating revenues (expenses)	<u>2,903,062</u>	<u>30,203</u>
Change in net position	3,717,249	711,249
Net Position - July 1	<u>29,303,840</u>	<u>28,592,591</u>
Net Position - June 30	<u>\$ 33,021,089</u>	<u>\$ 29,303,840</u>

Revenues and Expenses

The Authority's operating revenues and expenses decreased over last year's amounts. Operating revenues decreased by 1.69% and operating expenses decreased by 2.0%.

Capital Asset and Long-Term Debt Activity

Capital Assets

As of June 30, 2016, the net book value of capital assets recorded by the Authority increased by \$4,418,745 over the prior year. Capital additions of \$7,992,344 were recorded while net disposals of \$71,247 were removed from the books. Depreciation expense in the amount of \$3,502,352 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
Chittenden County Transportation Authority
Capital Assets (Net of Depreciation)
June 30,

	<u>2016</u>	<u>2015</u>
Land	\$ 775,000	\$ 775,000
Construction in progress	10,327,917	2,598,302
Buildings and improvements	5,012,213	5,225,155
Bus stops and shelters	1,234,136	1,372,973
Revenue vehicles	11,878,243	14,849,769
Non-revenue vehicles	87,425	27,427
Office equipment	20,272	29,071
Bus accessories	2,793	32,384
Shop equipment	199,092	208,265
Total	<u>\$ 29,537,091</u>	<u>\$ 25,118,346</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.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

STATEMENTS OF NET POSITION
JUNE 30,

	<u>2016</u>	<u>2015</u>
ASSETS		
Current assets:		
Cash and cash equivalents (Note 2)	\$ 2,521,184	\$ 2,312,860
Receivables (net of allowance for uncollectibles):		
Grants	3,083,022	1,705,323
Other	1,309,319	1,064,824
Deferred cost pool (Note 10)	(119,464)	(45,436)
Inventories	640,029	669,273
Prepaid items	329,971	358,229
Total current assets	<u>7,764,061</u>	<u>6,065,073</u>
Noncurrent assets:		
Land, structures and equipment - net of accumulated depreciation (Note 3)	<u>29,537,091</u>	<u>25,118,346</u>
TOTAL ASSETS	<u><u>\$ 37,301,152</u></u>	<u><u>\$ 31,183,419</u></u>
LIABILITIES		
Current liabilities:		
Accounts payable	\$ 3,069,642	\$ 985,969
Accrued payroll expenses	335,500	286,398
Other accrued liabilities	94,327	56,525
Total current liabilities	<u>3,499,469</u>	<u>1,328,892</u>
Long-term liabilities:		
Accrued compensated absences (Note 4)	712,466	496,291
Accrued retirement benefits	-	15,990
Total long-term liabilities	<u>712,466</u>	<u>512,281</u>
TOTAL LIABILITIES	<u>4,211,935</u>	<u>1,841,173</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred revenue	68,128	38,406
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>68,128</u>	<u>38,406</u>
NET POSITION		
Net investment in capital assets	29,537,091	25,118,346
Restricted (Note 5)	1,484,415	1,979,111
Unrestricted (Note 6)	1,999,583	2,206,383
TOTAL NET POSITION	<u>33,021,089</u>	<u>29,303,840</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u><u>\$ 37,301,152</u></u>	<u><u>\$ 31,183,419</u></u>

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

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

	2016		Total	2015
	Urban	Rural		
OPERATING REVENUE				
Purchase of services	\$ 2,591,917	\$ 2,157,282	\$ 4,749,199	\$ 4,851,811
Other income	280,793	78,796	359,589	244,813
Local subsidies	2,858,367	409,824	3,268,191	3,189,674
State subsidies	2,150,365	884,000	3,034,365	3,030,365
Federal subsidies	1,873,942	1,463,100	3,337,042	3,707,106
Other grants	3,093,191	1,362,087	4,455,278	4,421,999
TOTAL OPERATING REVENUE	<u>12,848,575</u>	<u>6,355,089</u>	<u>19,203,664</u>	<u>19,445,768</u>
OPERATING EXPENSES				
Transportation	<u>12,565,624</u>	<u>5,823,853</u>	<u>18,389,477</u>	<u>18,764,722</u>
OPERATING INCOME (LOSS)	<u>282,951</u>	<u>531,236</u>	<u>814,187</u>	<u>681,046</u>
NON-OPERATING REVENUES (EXPENSES)				
SSTA lease payments	19,057	-	19,057	51,221
Interest income	3,158	2,777	5,935	4,026
Lease payments	(46,442)	-	(46,442)	(46,442)
Bad debt expense	-	(530)	(530)	(482)
Capital fund expense	(1,107,085)	(252,654)	(1,359,739)	(438,493)
Depreciation expense	<u>(2,502,053)</u>	<u>(1,000,299)</u>	<u>(3,502,352)</u>	<u>(3,490,546)</u>
TOTAL NON-OPERATING REVENUES (EXPENSES)	<u>(3,633,365)</u>	<u>(1,250,706)</u>	<u>(4,884,071)</u>	<u>(3,920,716)</u>
CHANGE IN NET POSITION BEFORE CAPITAL CONTRIBUTIONS	<u>(3,350,414)</u>	<u>(719,470)</u>	<u>(4,069,884)</u>	<u>(3,239,670)</u>
CAPITAL CONTRIBUTIONS				
Capital contributions - grants	<u>7,531,024</u>	<u>330,137</u>	<u>7,861,161</u>	<u>4,164,700</u>
TOTAL CAPITAL CONTRIBUTIONS	<u>7,531,024</u>	<u>330,137</u>	<u>7,861,161</u>	<u>4,164,700</u>
CHANGE IN DEFERRED COST POOL	<u>(74,028)</u>	<u>-</u>	<u>(74,028)</u>	<u>(213,781)</u>
CHANGE IN NET POSITION	<u>4,106,582</u>	<u>(389,333)</u>	<u>3,717,249</u>	<u>711,249</u>
NET POSITION - JULY 1	<u>24,240,049</u>	<u>5,063,791</u>	<u>29,303,840</u>	<u>28,592,591</u>
NET POSITION - JUNE 30	<u>\$ 28,346,631</u>	<u>\$ 4,674,458</u>	<u>\$ 33,021,089</u>	<u>\$ 29,303,840</u>

See accompanying independent auditors' report and notes to financial statements

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30,

	2016	2015 (Restated)
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers and users	\$ 8,132,484	\$ 7,791,817
Receipts from operating grants	9,478,708	11,992,206
Payments to vendors	(4,137,767)	(7,032,205)
Payments to employees	(11,823,446)	(11,682,873)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>1,649,979</u>	<u>1,068,945</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income	5,935	4,026
NET CASH PROVIDED BY INVESTING ACTIVITIES	<u>5,935</u>	<u>4,026</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
(Increase) decrease in land, structure and equipment	(7,921,627)	(4,163,606)
Payments for capital fund expenses	(1,359,739)	(438,493)
Proceeds from SSTA lease payments	19,057	51,221
Payments on leases	(46,442)	(46,442)
Proceeds from capital grants and contributions	7,861,161	4,164,700
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(1,447,590)</u>	<u>(432,620)</u>
NET INCREASE (DECREASE) IN CASH	208,324	640,351
CASH AND CASH EQUIVALENTS - JULY 1	<u>2,312,860</u>	<u>1,672,509</u>
CASH AND CASH EQUIVALENTS - JUNE 30	<u>\$ 2,521,184</u>	<u>\$ 2,312,860</u>

STATEMENT C (CONTINUED)
CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30,

	2016	2015
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:		
Operating income (loss)	\$ 814,187	\$ 681,046
Changes in operating assets and liabilities:		
(Increase) decrease in grants receivables	(1,377,699)	822,690
(Increase) decrease in other receivables	(244,495)	(494,481)
(Increase) decrease in inventories	29,244	110,780
(Increase) decrease in prepaid expenses	28,258	(57,943)
(Decrease) increase in accounts payable	2,083,673	195,409
(Decrease) increase in accrued payroll expenses	49,102	13,657
(Decrease) increase in deferred revenue	29,722	10,046
(Decrease) increase in other accrued liabilities	37,802	(9,251)
(Decrease) increase in accrued compensated absences	216,175	(181,351)
(Decrease) increase in accrued retirement benefits	(15,990)	(21,657)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$ 1,649,979	\$ 1,068,945

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

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Chittenden County Transportation Authority was created in 1973 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 CCTA 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. CCTA is governed by a Board of Commissioners consisting of one commissioner from each member community with the exception of Burlington who has two.

With the addition of Green Mountain Transit Agency on July 1, 2011, CCTA 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. CCTA 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, CCTA 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 61.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Implementation of New Accounting Standards

During the year ended June 30, 2016, the following statements of financial accounting standards issued by the Governmental Accounting Standards Board became effective:

Statement No. 72, "*Fair Value Measurement and Application*". The objective of the Statement is to expand comparability of financial statements among governments by requiring measurement of certain assets and liabilities at fair value using a consistent and more detailed definition of fair value and accepted valuation techniques. This Statement also will improve fair value application guidance and related disclosures in order to provide information to financial statement users about the impact of fair value measurements on a government's financial position. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 73, "*Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*". The objective of the Statement is to improve financial reporting by instituting a single framework for the presentation of information about pensions, thereby expanding the comparability of pension-related information reported by state and local governments. Management has determined that this Statement is not applicable.

Statement No. 76, "*The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*". The objective of this Statement is to identify in the context of the current governmental financial reporting environment the hierarchy of generally accepted accounting principles (GAAP). The "GAAP hierarchy" consists of the sources of accounting principles used to prepare financial statements of state and local governmental entities in conformity with GAAP and the framework for selecting those principles. This Statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and nonauthoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 79, "*Certain External Investment Pools and Pool Participants*". This Statement establishes specific criteria used to determine whether a qualifying external investment pool may elect to use an amortized cost exception to fair value measurement. Those criteria will provide qualifying external investment pools and participants in those pools with consistent application of an amortized cost-based measurement for financial reporting purposes. That measurement approximates fair value and mirrors the operations of external investment pools that transact with participants at a stable net asset value per share.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

This Statement also establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. Those disclosures for both the qualifying external investment pools and their participants include information about any limitations or restrictions on participant withdrawals. 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, liabilities, 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. Non-operating 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:

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Major Funds

- 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, liabilities, 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

Governmental 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.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

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.

Allowance for Uncollectible Accounts

The allowance for uncollectible accounts was estimated to be \$0 as of both June 30, 2016 and 2015.

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.

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.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Estimated useful lives are as follows:

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 vacation, sick, personal and holiday time permit employees to accumulate earned but unused vacation, sick, personal and holiday leave. 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.

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).

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Operating/Non-operating 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 non-operating 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.

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.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

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, 2016, the Authority's cash balances amounting to \$2,521,184 were comprised of deposits of \$2,584,385. Of these bank deposits, \$250,000 was fully insured by federal depository insurance and consequently was not exposed to custodial credit risk and \$2,334,385 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	\$ 608,169
Repurchase agreements	1,976,216
	<u>\$ 2,584,385</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.

At June 30, 2016, 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.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

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 at June 30, 2016:

	Balance, 7/1/15	Additions	Deletions	Balance, 6/30/16
<u>Primary government:</u>				
Non-depreciated assets:				
Land	\$ 775,000	\$ -	\$ -	\$ 775,000
Construction in progress	2,598,302	7,747,033	(17,418)	10,327,917
	<u>3,373,302</u>	<u>7,747,033</u>	<u>(17,418)</u>	<u>11,102,917</u>
Depreciated assets:				
Buildings and improvements	6,984,769	-	-	6,984,769
Bus stops and shelters	2,663,621	17,417	-	2,681,038
Revenue vehicles	32,655,700	128,629	(1,537,860)	31,246,469
Non-revenue vehicles	322,365	80,682	-	403,047
Office equipment	73,455	-	-	73,455
Computer equipment/software	279,865	-	-	279,865
Bus accessories	240,617	-	(6,357)	234,260
Shop equipment	394,032	18,583	-	412,615
	<u>43,614,424</u>	<u>245,311</u>	<u>(1,544,217)</u>	<u>42,315,518</u>
Less: accumulated depreciation	<u>(21,869,380)</u>	<u>(3,502,352)</u>	<u>1,490,388</u>	<u>(23,881,344)</u>
Net capital assets	<u>21,745,044</u>	<u>(3,257,041)</u>	<u>(53,829)</u>	<u>18,434,174</u>
Total net capital assets	<u>\$25,118,346</u>	<u>\$ 4,489,992</u>	<u>\$ (71,247)</u>	<u>\$29,537,091</u>

NOTE 4 - LONG-TERM DEBT

A summary of long-term debt is as follows:

	Balance, 7/1/15	Additions	Deletions	Balance, 6/30/16
Accrued compensated absences	<u>\$ 496,291</u>	<u>\$ 420,943</u>	<u>\$ (204,768)</u>	<u>\$ 712,466</u>

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

NOTE 5 - RESTRICTED NET POSITION

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

	<u>2016</u>	<u>2015</u>
Restricted for obligated local match on capital purchases	\$ 518,790	\$ 1,082,356
Restricted by the Board for future capital match	<u>965,625</u>	<u>896,755</u>
	<u>\$ 1,484,415</u>	<u>\$ 1,979,111</u>

NOTE 6 - NET POSITION

The following table discloses the composition of net position at June 30, 2016, separated between Rural and Urban programs:

	<u>Urban</u>	<u>Rural</u>	<u>Total</u>
Net investment in capital assets	\$26,215,031	\$ 3,322,060	\$29,537,091
Restricted net position (Note 5)	1,170,606	313,809	1,484,415
Unrestricted net position:			
Unrestricted, operating reserve	<u>960,994</u>	<u>1,038,589</u>	<u>1,999,583</u>
	<u>\$28,346,631</u>	<u>\$ 4,674,458</u>	<u>\$33,021,089</u>

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

NOTE 7 - RETIREMENT PLAN

Chittenden County Transportation 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. Employees 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. CCTA'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, 2016 and 2015, respectively, were \$326,430 and \$331,105. Pension expense for fiscal years ended June 30, 2016 and 2015, respectively, was \$313,580 and \$297,110.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016 AND 2015

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 CCTA. Settled claims have not exceeded this coverage in any of the past three fiscal years.

CCTA is self-insured for unemployment coverage. The Authority must pay the Vermont Department of Labor for any paid claims. CCTA paid \$33,859 and \$33,335, respectively, for unemployment claims for the years ended June 30, 2016 and 2015, respectively.

NOTE 10 - DEFERRED COST POOL

For the fiscal years ended June 30, 2016 and 2015, 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, 2016 of \$81,318 and an over-allocation of general and administration costs at June 30, 2015 of \$155,346.

NOTE 11 - RESTATEMENT

The increase in land, structure and equipment under cash flows from capital and related financing activities was restated as of July 1, 2015, increasing the balance by \$214 to (\$4,163,606). This restatement was to correct the change in net fixed assets related to 2015 depreciation expense.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY
SCHEDULE OF OPERATING REVENUES AND SUBSIDIES
FOR THE YEARS ENDED JUNE 30,

	Urban	Rural	Totals	
			2016	2015
Operating Revenues:				
Passenger fares:				
Fixed route	\$ 2,428,368	\$ 144,087	\$ 2,572,455	\$ 2,716,028
Paratransit	111,470	-	111,470	123,335
Subtotal passenger fares	<u>2,539,838</u>	<u>144,087</u>	<u>2,683,925</u>	<u>2,839,363</u>
Purchase of services:				
Fixed route	<u>52,079</u>	<u>2,013,195</u>	<u>2,065,274</u>	<u>2,012,448</u>
Total other purchase of services	<u>2,591,917</u>	<u>2,157,282</u>	<u>4,749,199</u>	<u>4,851,811</u>
Other income:				
Advertising	139,459	31,450	170,909	135,581
Gain (loss) - sale of asset	14,438	3,266	17,704	4,253
Other income	126,896	44,080	170,976	104,979
Subtotal other income	<u>280,793</u>	<u>78,796</u>	<u>359,589</u>	<u>244,813</u>
Local subsidies				
Fixed route operating	2,128,095	-	2,128,095	2,057,475
Paratransit operating	678,748	-	678,748	669,585
Municipal donations	51,524	409,824	461,348	462,614
Subtotal local subsidies	<u>2,858,367</u>	<u>409,824</u>	<u>3,268,191</u>	<u>3,189,674</u>
State subsidies - State operating grant	<u>2,150,365</u>	<u>884,000</u>	<u>3,034,365</u>	<u>3,030,365</u>
Federal subsidies - Federal operating grant	<u>1,873,942</u>	<u>1,463,100</u>	<u>3,337,042</u>	<u>3,707,106</u>
Other grants:				
Planning revenue	347,288	14,552	361,840	365,125
Grants - JARC, CMAQ, other	2,745,903	1,347,535	4,093,438	4,056,874
Subtotal other grants	<u>3,093,191</u>	<u>1,362,087</u>	<u>4,455,278</u>	<u>4,421,999</u>
Total operating revenues	<u>12,848,575</u>	<u>6,355,089</u>	<u>19,203,664</u>	<u>19,445,768</u>

SCHEDULE A (CONTINUED)

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

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

	Urban	Rural	Totals	
			2016	2015
Nonoperating revenues:				
Local contributions:				
SSTA lease payments	19,057	-	19,057	51,221
Interest income	3,158	2,777	5,935	4,026
Total nonoperating revenue	22,215	2,777	24,992	55,247
Total revenues from operating grants and subsidies	\$ 12,870,790	\$ 6,357,866	\$ 19,228,656	\$ 19,501,015

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

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Urban								Urban	
	General Admin.	Transit Operations	Maintenance	Special Projects	Marketing	Planning CCMPO	ADA	Mobility Manager	Capital Exp./ Depreciation	Totals
Operating Expenses:										
Labor:										
Operators' salaries and wages	\$ -	\$ 3,653,698	\$ 802,249	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,455,947
Other salaries and wages	743,638	715,930	203,032	-	73,494	202,031	104	41,269	33,978	2,013,476
Subtotal labor	743,638	4,369,628	1,005,281	-	73,494	202,031	104	41,269	33,978	6,469,423
Fringe benefits:										
Payroll taxes	55,155	320,518	73,879	-	5,574	14,341	-	3,166	2,402	475,035
Pension plan	45,850	162,391	32,670	-	2,160	9,335	-	1,312	-	253,718
Life insurance and short-term disability plan	12,699	60,583	14,202	-	1,185	2,334	41	405	697	92,146
Medical plan	136,838	891,631	243,159	-	24,866	42,659	-	10,237	-	1,349,390
Dental plan	9,811	70,453	15,847	-	1,791	3,556	-	660	234	102,352
Employer flex contribution	7,869	49,207	9,905	-	2,366	379	-	-	-	69,726
Vision reimbursement	956	1,416	176	-	-	-	-	-	-	2,548
Vision plan	1,609	11,167	2,703	-	282	547	-	110	77	16,495
Employee testing	439	14,626	3,979	-	-	-	-	-	-	19,044
Employee referral program	-	1,800	-	-	-	-	-	-	-	1,800
Unemployment insurance	6,576	1,024	3,615	-	9,812	-	-	-	-	21,027
Pension admin fees	5,209	(1,629)	300	-	-	-	-	-	-	3,880
Other employee benefits	7,313	3,932	597	-	-	-	-	-	-	11,842
Uniform and work clothing allowance	-	33,450	20,986	-	-	-	-	-	-	54,436
Employee development	5,858	15,223	2,207	-	45	446	-	-	-	23,779
Tool allowance	-	-	12,600	-	-	-	-	-	-	12,600
Subtotal fringe benefits	296,182	1,635,792	436,825	-	48,081	73,597	41	15,890	3,410	2,509,818
Services:										
Legal fees	9,812	1,110	4,089	-	-	-	1,338	-	-	16,349
Accounting and audit fees	16,455	-	-	-	-	-	-	-	-	16,455
Cleaning	1,917	171	5,672	-	-	-	-	-	-	7,760
Consultants	3,251	-	-	-	-	-	-	24,234	-	27,485
Subtotal services	31,435	1,281	9,761	-	-	-	1,338	24,234	-	68,049

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Rural									Rural Totals	2016 Totals	2015 Totals
	General Admin.	Transit Operations	Maintenance	Marketing	RTAP	Planning	Elders & Disabled	Broker Services	Capital Exp./ Depreciation			
Operating Expenses:												
Labor:												
Operators' salaries and wages	\$ -	\$ 1,259,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,259,420	\$ 5,715,367	\$ 5,717,348
Other salaries and wages	-	437,198	155,682	30,936	-	53,280	7,756	263,959	1,461	950,272	2,963,748	2,457,749
Subtotal labor	-	1,696,618	155,682	30,936	-	53,280	7,756	263,959	1,461	2,209,692	8,679,115	8,175,097
Fringe benefits:												
Payroll taxes	-	130,466	11,904	2,734	-	4,197	597	19,899	110	169,907	644,942	633,631
Pension plan	-	47,310	3,403	1,113	-	2,460	-	4,932	-	59,218	312,936	322,428
Life insurance and short-term disability plan	-	24,682	2,017	732	-	1,046	4,744	1,955	-	35,176	127,322	135,805
Medical plan	-	353,250	29,189	9,246	-	12,239	2,029	70,430	-	476,383	1,825,773	1,636,066
Dental plan	-	27,954	2,184	515	-	728	122	5,387	9	36,899	139,251	134,511
Employer flex contribution	-	19,507	-	-	-	-	-	2,477	-	21,984	91,710	176,197
Vision reimbursement	-	805	-	-	-	-	-	400	-	1,205	3,753	7,044
Vision plan	-	4,895	311	71	-	113	21	1,018	4	6,433	22,928	24,175
Employee testing	-	15,155	1,219	-	-	-	-	2,286	-	18,660	37,704	38,135
Employee referral program	-	-	-	-	-	-	-	-	-	-	-	1,000
Unemployment insurance	-	10,134	338	-	-	-	-	2,360	-	12,832	33,859	31,993
Pension admin fees	2,104	100	-	-	-	-	-	-	-	2,204	6,084	10,576
Other employee benefits	3,750	1,433	153	-	-	-	-	-	-	5,336	17,178	27,149
Uniform and work clothing allowance	-	9,714	2,863	-	-	-	-	-	-	12,577	67,013	59,801
Employee development	-	2,743	-	-	20,000	-	-	191	-	22,934	46,713	65,514
Tool allowance	-	-	2,052	-	-	-	-	-	-	2,052	14,652	14,400
Subtotal fringe benefits	5,854	648,148	55,633	14,411	20,000	20,783	7,513	111,335	123	883,800	3,393,618	3,318,425
Services:												
Legal fees	351	1,070	-	-	-	-	-	-	-	1,421	17,770	14,280
Accounting and audit fees	7,995	-	-	-	-	-	-	-	-	7,995	24,450	21,750
Cleaning	-	10,663	-	-	-	-	-	7,151	-	17,814	25,574	55,175
Consultants	1,394	-	-	-	-	-	-	-	-	1,394	28,879	67,819
Subtotal services	9,740	11,733	-	-	-	-	-	7,151	-	28,624	96,673	159,024

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Urban									
	General Admin.	Transit Operations	Maintenance	Special Projects	Marketing	Planning CCMPO	ADA	Mobility Manager	Capital Exp./ Depreciation	Urban Totals
Materials and supplies:										
Fuels and lubricants	-	734,105	-	-	-	-	-	-	-	734,105
Tires and tubes	-	-	63,590	-	-	-	-	-	-	63,590
Other materials and supplies:										
Hardware	-	-	31,991	-	-	-	-	-	-	31,991
Facility maintenance	-	-	22,052	-	-	-	-	-	-	22,052
Small tools expense	-	-	12,048	-	-	-	-	-	-	12,048
Parts expense:										
Service vehicles	-	-	576	-	-	-	-	-	-	576
Revenue vehicles	-	-	153,135	-	-	-	-	-	-	153,135
Maintenance supplies	-	-	36,993	-	-	-	-	-	-	36,993
Radio maintenance	-	-	6,645	-	-	-	-	-	-	6,645
Repeater fees	-	19,854	-	-	-	-	-	-	-	19,854
Safety expense	-	-	-	-	-	-	-	-	-	-
Kiosk/shelter expense	-	592	5,827	-	-	-	-	-	-	6,419
Vehicle registrations	-	857	-	-	-	-	-	-	-	857
Subtotal materials and supplies	-	755,408	332,857	-	-	-	-	-	-	1,088,265
Utilities:										
Light, heat and water	27,639	2,211	83,044	-	-	-	-	-	-	112,894
Communications	7,664	27,591	3,322	-	805	1,922	-	-	-	41,304
Subtotal utilities	35,303	29,802	86,366	-	805	1,922	-	-	-	154,198
Casualty and liability costs:										
Insurance premiums	96,373	609,557	123,419	-	6,977	13,574	158	-	-	850,058
Subtotal casualty and liability costs	96,373	609,557	123,419	-	6,977	13,574	158	-	-	850,058

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Rural								Rural Totals	2016 Totals	2015 Totals	
	General Admin.	Transit Operations	Maintenance	Marketing	RTAP	Planning	Elders & Disabled	Broker Services				Capital Exp./ Depreciation
Materials and supplies:												
Fuels and lubricants	-	295,870	-	-	-	-	-	-	-	295,870	1,029,975	1,622,656
Tires and tubes	-	-	33,442	-	-	-	-	-	-	33,442	97,032	99,533
Other materials and supplies:												
Hardware	-	-	8,383	-	-	-	-	-	-	8,383	40,374	326,141
Facility maintenance	-	-	35,576	-	-	-	-	-	-	35,576	57,628	82,861
Small tools expense	-	-	1,901	-	-	-	-	-	-	1,901	13,949	8,445
Parts expense:												
Service vehicles	-	-	97	-	-	-	-	-	-	97	673	9,675
Revenue vehicles	-	-	170,845	-	-	-	-	-	-	170,845	323,980	174,583
Maintenance supplies	-	-	2,979	-	-	-	-	-	-	2,979	39,972	22,619
Radio maintenance	-	-	594	-	-	-	-	-	-	594	7,239	5,578
Repeater fees	-	16,398	-	-	-	-	-	-	-	16,398	36,252	34,272
Safety expense	-	567	-	-	-	-	-	-	-	567	567	4,109
Kiosk/shelter expense	-	-	1,357	-	-	-	-	-	-	1,357	7,776	7,908
Vehicle registrations	-	128	-	-	-	-	-	-	-	128	985	1,430
Subtotal materials and supplies	-	312,963	255,174	-	-	-	-	-	-	568,137	1,656,402	2,399,810
Utilities:												
Light, heat and water	-	25,858	4,619	-	-	-	-	17,735	-	48,212	161,106	153,350
Communications	621	13,485	-	741	-	-	-	5,632	-	20,479	61,783	47,245
Subtotal utilities	621	39,343	4,619	741	-	-	-	23,367	-	68,691	222,889	200,595
Casualty and liability costs:												
Insurance premiums	8,289	240,086	31,432	6,676	-	6,755	-	28,637	-	321,875	1,171,933	1,196,778
Subtotal casualty and liability costs	8,289	240,086	31,432	6,676	-	6,755	-	28,637	-	321,875	1,171,933	1,196,778

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Urban									
	General Admin.	Transit Operations	Maintenance	Special Projects	Marketing	Planning CCMPO	ADA	Mobility Manager	Capital Exp./ Depreciation	Urban Totals
General and administration:										
Dues and subscriptions	30,341	-	-	-	-	-	-	-	-	30,341
Travel, meetings and meals	5,328	2,610	277	-	-	-	-	-	-	8,215
Marketing expense	-	-	-	-	47,254	-	-	150	-	47,404
Advertising/public information	-	-	-	-	27,779	-	-	-	-	27,779
Office supplies	22,167	2,172	430	-	37	-	-	-	-	24,806
Fare media	-	-	-	-	19,887	-	-	-	-	19,887
Recruiting	4,657	3,891	7,536	-	-	-	-	-	-	16,084
Computer services	56,981	2,462	5,004	-	-	-	-	-	-	64,447
Postage and freight	6,748	-	-	-	-	-	-	-	-	6,748
Bank charges	7,142	-	-	-	-	-	-	-	-	7,142
Rent expense	-	-	15,569	-	-	-	-	-	-	15,569
Subtotal general and administration	<u>133,364</u>	<u>11,135</u>	<u>28,816</u>	<u>-</u>	<u>94,957</u>	<u>-</u>	<u>-</u>	<u>150</u>	<u>-</u>	<u>268,422</u>

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Rural									Rural Totals	2016 Totals	2015 Totals
	General Admin.	Transit Operations	Maintenance	Marketing	RTAP	Planning	Elders & Disabled	Broker Services	Capital Exp./ Depreciation			
General and administration:												
Dues and subscriptions	5,683	-	-	-	-	-	-	-	-	5,683	36,024	35,067
Travel, meetings and meals	2,525	2,364	127	-	-	-	-	583	-	5,599	13,814	3,162
Marketing expense	-	-	-	30,604	-	-	-	-	-	30,604	78,008	92,088
Advertising/public information	-	-	-	13,696	-	-	-	-	-	13,696	41,475	63,200
Office supplies	10,831	4,324	-	-	-	-	-	1,372	-	16,527	41,333	33,516
Fare media	-	-	-	2,832	-	-	-	-	-	2,832	22,719	21,472
Recruiting	2,009	4,357	1,192	-	-	-	-	1,808	-	9,366	25,450	23,565
Computer services	17,642	179	877	-	-	-	-	1,435	-	20,133	84,580	67,911
Postage and freight	2,860	-	-	-	-	-	-	-	-	2,860	9,608	9,620
Bank charges	517	-	-	-	-	-	-	-	-	517	7,659	7,919
Rent expense	-	-	32,274	-	-	-	-	-	-	32,274	47,843	50,869
Subtotal general and administration	42,067	11,224	34,470	47,132	-	-	-	5,198	-	140,091	408,513	408,389

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Urban									
	General Admin.	Transit Operations	Maintenance	Special Projects	Marketing	Planning CCMPO	ADA	Mobility Manager	Capital Exp./ Depreciation	Urban Totals
Miscellaneous expenses:										
Park and ride lease payments	-	9,328	-	25,955	-	-	-	-	-	35,283
Planning expenses	-	-	-	-	-	67,705	-	-	-	67,705
Cash counting expense	2,355	-	-	-	-	-	-	-	-	2,355
Paratransit transportation expense	-	-	-	-	-	-	1,231,292	-	-	1,231,292
Volunteer mileage reimbursements	-	-	-	-	-	-	-	-	-	-
Contracted transportation expense	39,286	-	-	-	-	-	-	-	-	39,286
Other reimbursements	-	-	-	-	-	-	-	-	-	-
Other miscellaneous expenses	-	10,272	29,473	-	-	-	-	-	-	39,745
Transfers	-	191,211	(112,803)	-	-	-	-	-	-	78,408
Subtotal miscellaneous expenses	41,641	210,811	(83,330)	25,955	-	67,705	1,231,292	-	-	1,494,074
Total operating expenses	1,377,936	7,623,414	1,939,995	25,955	224,314	358,829	1,232,933	81,543	37,388	12,902,307
Nonoperating expenses:										
Bad debt expense	-	-	-	-	-	-	-	-	-	-
Capital fund expenses	-	-	-	-	-	-	-	-	1,107,085	1,107,085
Depreciation expense	-	-	-	-	-	-	-	-	2,502,053	2,502,053
Capital lease expense	-	-	-	-	-	-	-	-	46,442	46,442
Subtotal nonoperating expenses	-	-	-	-	-	-	-	-	3,655,580	3,655,580
Total expenses	1,377,936	7,623,414	1,939,995	25,955	224,314	358,829	1,232,933	81,543	3,692,968	16,557,887
General administration allocation	(1,253,781)	689,585	168,428	-	20,839	27,045	153	7,575	3,473	(336,683)
Deferred Cost Pool - Current year	(81,318)	-	-	-	-	-	-	-	-	(81,318)
Deferred Cost Pool - Prior year	155,346	-	-	-	-	-	-	-	-	155,346
Total change in deferred cost pool	74,028	-	-	-	-	-	-	-	-	74,028
Net expenses	\$ 198,183	\$ 8,312,999	\$ 2,108,423	\$ 25,955	\$ 245,153	\$ 385,874	\$ 1,233,086	\$ 89,118	\$ 3,696,441	\$ 16,295,232

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENSES
FOR THE YEARS ENDED JUNE 30,

	Rural											
	General Admin.	Transit Operations	Maintenance	Marketing	RTAP	Planning	Elders & Disabled	Broker Services	Capital Exp./ Depreciation	Rural Totals	2016 Totals	2015 Totals
Miscellaneous expenses:												
Park and ride lease payments	-	300	-	-	-	-	-	-	-	300	35,583	31,871
Planning expenses	-	-	-	-	-	14,552	-	-	-	14,552	82,257	62,818
Cash counting expense	323	-	-	-	-	-	-	-	-	323	2,678	2,982
Paratransit transportation expense	-	-	-	-	-	-	-	-	-	-	1,231,292	1,345,989
Volunteer mileage reimbursements	-	-	-	-	-	-	142,297	505,763	-	648,060	648,060	694,381
Contracted transportation expense	-	-	-	-	-	-	538,318	140,509	-	678,827	718,113	757,556
Other reimbursements	-	394	-	-	-	-	-	-	-	394	394	-
Other miscellaneous expenses	-	2,212	-	-	-	-	-	-	-	2,212	41,957	11,007
Transfers	-	(191,211)	112,803	-	-	-	-	-	-	(78,408)	-	-
Subtotal miscellaneous expenses	323	(188,305)	112,803	-	-	14,552	680,615	646,272	-	1,266,260	2,760,334	2,906,604
Total operating expenses	66,894	2,771,810	649,813	99,896	20,000	95,370	695,884	1,085,919	1,584	5,487,170	18,389,477	18,764,722
Nonoperating expenses:												
Bad debt expense	530	-	-	-	-	-	-	-	-	530	530	482
Capital fund expenses	-	-	-	-	-	-	-	-	252,654	252,654	1,359,739	438,493
Depreciation expense	-	-	-	-	-	-	-	-	1,000,299	1,000,299	3,502,352	3,490,546
Capital lease expense	-	-	-	-	-	-	-	-	-	-	46,442	46,442
Subtotal nonoperating expenses	530	-	-	-	-	-	-	-	1,252,953	1,253,483	4,909,063	3,975,963
Total expenses	67,424	2,771,810	649,813	99,896	20,000	95,370	695,884	1,085,919	1,254,537	6,740,653	23,298,540	22,740,685
General administration allocation	(65,731)	275,237	67,981	9,280	-	7,508	1,418	40,843	147	336,683	-	-
Deferred Cost Pool - Current year	-	-	-	-	-	-	-	-	-	-	(81,318)	21,829
Deferred Cost Pool - Prior year	-	-	-	-	-	-	-	-	-	-	155,346	191,952
Total change in deferred cost pool	-	-	-	-	-	-	-	-	-	-	74,028	213,781
Net expenses	\$ 1,693	\$ 3,047,047	\$ 717,794	\$ 109,176	\$ 20,000	\$ 102,878	\$ 697,302	\$ 1,126,762	\$ 1,254,684	\$ 7,077,336	\$ 23,372,568	\$ 22,954,466

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

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2016

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	\$ 32,308	\$ -
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-03-0050	5,031,974	-
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0004	704	-
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0010	465,565	-
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0011	24,945	-
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0019	12,064	-
Passed through State of Vermont, Agency of Transportation:				
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0021	455,002	-
Federal Transit Capital Investment Grants - Capital Assistance Program	20.500	VT-04-0021	164,157	-
			<u>6,186,719</u>	<u>-</u>
Federal Transit Administration:				
Federal Transit Formula Grants - Capital Assistance Program	20.507	VT-90-X071	2,187	-
Federal Transit Formula Grants - Capital Assistance Program	20.507	VT-95-X015	214,829	-
Federal Transit Formula Grants - Capital Assistance Program	20.507	VT-95-X016	113,355	-
Federal Transit Formula Grants - Capital Assistance Program	20.507	VT-95-X017	155,493	-
Federal Transit Formula Grants - Capital Assistance Program	20.507	VT-2016-001	32,273	-
Federal Transit Formula Grants - Preventive Maintenance	20.507	VT-95-X017	1,025,854	-
Federal Transit Formula Grants - Preventive Maintenance	20.507	VT-2016-001	402,378	-
Federal Transit Formula Grants - Operating	20.507	VT-90-X072	1,210,581	-
Federal Transit Formula Grants - Operating	20.507	VT-2016-002	663,361	-
Federal Transit Formula Grants - CMAQ Operating	20.507	VT-95-X013	7,342	-
Federal Transit Formula Grants - CMAQ Operating	20.507	VT-95-X014	34,755	-
Federal Transit Formula Grants - CMAQ Operating	20.507	VT-95-X016	69,741	-
Federal Transit Formula Grants - CMAQ Operating	20.507	VT-95-X017	887,516	-
Federal Transit Formula Grants - CMAQ Operating	20.507	VT-2016-001	137,995	-
			<u>4,957,660</u>	<u>-</u>
Passed through State of Vermont, Agency of Transportation:				
Bus and Bus Facilities Formula Program - Capital Assistance Program	20.526	VT-34-0001	8,480	-
Subtotal Federal Transit Grants			<u>11,152,859</u>	<u>-</u>

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2016

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 - Interstate Maintenance	20.205	IM089-2(43)	13,238	-
Highway Planning and Construction - FHWA Capital	20.205	50-TB-LG03	14,045	-
Passed through Chittenden County Regional Planning Commission (CCRPC):				
Highway Planning and Construction - CCRPC	20.205	PL 2016-04	<u>308,700</u>	<u>-</u>
Subtotal Highway Planning and Construction			<u>335,983</u>	<u>-</u>
Passed through State of Vermont, Agency of Transportation:				
Formula Grants for Rural Areas - Capital Assistance Program	20.509	VT-85-X008	13,336	-
Formula Grants for Rural Areas - Capital Assistance Program	20.509	VT-85-X010	20,837	-
Formula Grants for Rural Areas - Capital Assistance Program	20.509	VT-85-X011	52,800	-
Formula Grants for Rural Areas - Operating Assistance Program	20.509	VT-18-X063	700,000	-
Formula Grants for Rural Areas - Admin/Preventive Maintenance	20.509	VT-85-X011	763,100	-
Formula Grants for Rural Areas - Preventive Maintenance	20.509	VT-85-X011	149,383	-
Formula Grants for Rural Areas - E&D - Washington County	20.509	VT-85-X011	303,768	-
Formula Grants for Rural Areas - E&D - Franklin/Grand Isle County	20.509	VT-85-X011	331,496	-
Formula Grants for Rural Areas - E&D - Chittenden County - Rural	20.509	VT-85-X011	328,408	-
Formula Grants for Rural Areas - Rural Transit Assistance Program	20.509	VT-18-X063	20,000	-
Formula Grants for Rural Areas - CMAQ	20.509	VT-85-X011	84,372	-
Subtotal Formula Grants for Rural Areas			<u>2,767,500</u>	<u>-</u>
Passed through State of Vermont, Agency of Transportation:				
Enhanced Mobility of Seniors and Individuals with Disabilities - Capital Assistance Program	20.513	VT-16-X046	102,904	-
Enhanced Mobility of Seniors and Individuals with Disabilities - New Freedoms	20.513	VT-16-X046	72,471	-
Subtotal Enhanced Mobility of Seniors and Individuals with Disabilities			<u>175,375</u>	<u>-</u>
Total Federal Expenditures			<u>\$ 14,431,717</u>	<u>\$ -</u>

See accompanying notes to schedule of expenditures of federal awards.

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2016

1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal awards activity of Chittenden County Transportation Authority under programs of the federal government for the year ended June 30, 2016. 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 Chittenden County Transportation Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Chittenden County Transportation 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 Chittenden County Transportation Authority elected to use a 9.29% fixed indirect cost rate for fiscal year 2016, as approved by the Federal Transit Administration. The approved fixed indirect cost rate used by Chittenden County Transportation Authority in fiscal year 2016 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:

Program	CFDA #
Federal Transit Capital Investment Grants	20.500
Federal Transit Formula Grants	20.507
Formula Grants for Rural Areas	20.509



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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
Chittenden County Transportation 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 Chittenden County Transportation Authority as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Chittenden County Transportation Authority's basic financial statements, and have issued our report thereon dated December 5, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Chittenden County Transportation 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 Chittenden County Transportation Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Chittenden County Transportation 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 Chittenden County Transportation 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
December 5, 2016



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

Board of Commissioners
Chittenden County Transportation Authority
Burlington, Vermont

Report on Compliance for Each Major Federal Program

We have audited Chittenden County Transportation 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 Chittenden County Transportation Authority's major federal programs for the year ended June 30, 2016. Chittenden County Transportation 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 Chittenden County Transportation 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 Chittenden County Transportation 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 Chittenden County Transportation Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, Chittenden County Transportation 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, 2016.

Report on Internal Control Over Compliance

Management of Chittenden County Transportation 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 Chittenden County Transportation 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 Chittenden County Transportation 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
December 5, 2016

CHITTENDEN COUNTY TRANSPORTATION AUTHORITY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2016**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>
20.500	Federal Transit Capital Investments - Capital Assistance Program
20.507	Federal Transit Formula Grants - Capital, Preventive Maintenance, Operating, and CMAQ Operating Assistance Programs
20.509	Formula Grants for Rural Areas - Capital Assistance Program

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

Date: January 17, 2017
To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
From: Alain Hirsch, Transit Planner
David Armstrong, Planning Manager
Re: UMall/Airport Service Change Recommendation

The UMall/Airport route (#12) and Williston route (#1) have overlapping services, weekday mornings and afternoons, between the University Mall and Downtown Burlington (DTC).

In an effort to minimize this overlapping service, staff recommends the cancellation of trips between the UMall and DTC by the UMall/Airport route as follows:

- Cancellation of the 7:27 and 7:40 AM time points to DTC
- Cancellation of the 7:57 and 8:15 AM time points to DTC
- Cancellation of the 8:32 and 8:40 AM time points to DTC
- Cancellation of the 4:20 and 4:26 PM time points to UMall
- Cancellation of the 7:02 and 7:15 PM time points to DTC

Passengers of the above trips who want to travel downtown from South Burlington will still be able to do so via the Williston route through a free transfer at the UMall.

The streamlining of services and reduction of duplicative service(s) is the driving factor behind this recommendation. Ridership was analyzed though not scrutinized as the proposed cancelled timepoints are served by another bus, albeit via a transfer.

A public hearing was held December 29th, one member of the public attended. He was concerned that the proposal included cancellation of the last three late evening trips too, which start and finish at the DTC. When staff explained these trips are not included in the proposal, he was agreeable to the proposed changes.

Lastly, in order to better utilize driver time and to maintain trip spacing, the existing UMall/Airport trips will be altered as follows:

- 3:05pm to 3:00pm
- 3:45pm to 3:30pm
- 4:15pm to 4:00pm
- 4:31pm to 4:35pm

The action item before the GMT Board of Commissioners is as follows: ***Will the Board approve cancellation of UMall/Airport service between the UMall and downtown Burlington DTC as outlined above.*** If approved, changes would be implemented in the next Urban BM&G, effective February 27, 2017.

Date: December 20, 2016
 To: CCTA dba Green Mountain Transit Board of Commissioners
 From: Michelle Daley, Director of Finance
 CC: Karen Walton, General Manager
 Mark Sousa, Assistant General Manager



FY18 Adjusted Capital and Operating Budget

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

Each budget cycle, the staff sit down together to discuss the projects that we would need to consider for that fiscal year. These discussions help shape the conversations with VTRANS during the application process in late spring for the upcoming fiscal year. For FY18, staff has put forth the following plan for the capital budgeting process. The decisions to shape this plan, combine the board goals with our capital replacement needs. Capital funds are 80% Federal funds, and 20% local funds.

Urban Capital Plan/budget	1	
7 - Replacement 35' Buses (\$470,000/each) <i>PPI waived if order placed by 12/31/17</i>	3,290,000	The vehicle replacements requested follow our vehicle inventory replacement schedule. We recently extend the replacement schedule on the cutaways from 5 years to 7 years.
2 - Replacement SSTA** ADA*** Cutaway	167,000	
2 - Replacement SSTA** E&D*** Cutaway	167,000	Initial funds to renovate next door for bus
1 - Replacement E&D Cutaway for Essex Van	68,300	
One Industrial Renovations/Equipment/Design	500,000	Last 2 in ground lift replacements. FY17 we rec'd funds for 2 replacement lifts in the mid year amendment
2 - Replacement Lifts	329,600	
Engine, Transmission, Facility PM	160,000	Both of these capital lines are budget lines we regularly request to help offset the operating funds in the Operating budget which are 50/50 funds.
Spare parts, miscellaneous support equipment	160,000	
Bucket Truck for Maintenance	100,000	This vehicle is needed for all our urban bldg locations

Rural Capital Plan/budget	1	
10 - Replacement Cutaway Buses @ Capitol District @ \$80,000 each	800,000	Based on the replacement schedule
Misc Support Equipment: Pressure Washers, Battery Chargers, etc.	11,000	Regularly requested each year to help alleviate the burden on the operating budget
Facility PM for Stowe and Berlin (Garage Doors, Lifts, HVAC)	15,000	Berlin needs a new coin machine that will sort out canadian coin, as well as a new copier and cash vault system.
Replacement Office Equipment at Berlin (computers, copier, coin counter, cash vault, etc)	70,000	
2 - Service Vehicle Replacement (SUV)	60,000	Requesting (2) 4WD supervisor vehicles, based on replacement cycle of the current prius' in the fleet.

The following Chittenden County Transportation Authority dba Green Mountain Transit (GMT) Fiscal Year 2018 projected Operating budget was prepared using the following set of assumptions.

- Level funding from federal and state sources
- 3% increases for the member operating assessments
- Overall decreases in the paratransit assessments based on ridership
- Level funding from local municipalities contributions for the rural system
- No overall increases in our fare prices
- No new service to be added
- Workers compensation insurance decreases
- Downtown Transit Center opened in October 2016
- 1 Industrial building will be utilized in FY18
- Fuel at \$2.00/gallon for delivery to our tanks & \$2.25 at the pump

Over the past couple of years, we provided summary explanations, however with the number of new members on the board of commissioners we decided to do a more in depth description of the budget line by line to help with a better understanding of how staff builds the budget.

	PROPOSED FY18		\$ Changes between FY17 Approved & Proposed FY18		
	URBAN	RURAL	URBAN	RURAL	
FEDERAL, STATE AND LOCAL REVENUES					
Municipal Member Assessments	2,243,235	-	61,055	-	Current budget assumes a 3% increase in the operating fixed route
Municipal Paratransit Assessments	627,908	-	(63,321)	-	Paratransit Assessments are based on ridership data from FY16, and estimated costs for FY18 are down for just about everyone. See the attached Assessment spreadsheet
Local Operating Assistance	85,050	402,656	10,251	(5,382)	Assumed level funding from towns without restrictive policies on petitioning for contributions.
Federal Urban Formula Grant	2,579,902	-	14,080	-	Budgeted the FY16 Allocation for 5307
Federal Rural Operating Grant	-	1,326,000	-	-	Level funding based on conversations with Vtrans
State Reg Subsidy Operating Grant	2,337,179	900,000	-	-	Level funding based on conversations with Vtrans
E&D Grants and Cash Match	-	1,237,022	-	-	Level funding for the E&D program, in recent years we have struggled to expend all the funds.
Other Federal/State Grants	2,718,380	437,994	-	30,000	Level funded all grants. After the November Board meeting where our Vtrans coordinator attended I was told to budget and request \$30K for the CSA project.
Fund Balance Reserves	-	30,000	-	30,000	Approved at recent board meeting to utilize unrestricted fund balance to fund the rural side of the CSA

OPERATING REVENUE

Passenger Revenue	2,501,300	148,500	(130,749)	(29,852)	Budgeted 3% increase over the FY16 actual passenger fares
Paratransit Fare	115,000	-	-	-	These are the pass thru fares from SSTA paratransit services, based on actuals
Advertising Revenue	200,000	50,000	-	-	These are aggressive goals, no increases budgeted until we see if we can meet these goals in FY17
Planning Revenue	362,106	-	-	-	CCRPC grant for planning services, this pays for staff time and outside consultants. In FY18, this will be the source to fund the Urban CSA
Interest Earnings	3,000	4,000	1,400	-	Based on Actuals
Miscellaneous Revenue	19,000	-	-	-	Our urban shop does all the PM work on the Essex vans, we charge them cost for parts \$65 for labor.
Sales of Equipment	11,000	3,000	6,000	-	In FY18, we plan to replace 11-12 buses and expect revenue from disposition of those vehicles

	PROPOSED FY18		\$ Changes between FY17 Approved & Proposed FY18		
	URBAN	RURAL	URBAN	RURAL	
Medicaid Purchase of Service	-	1,770,000	-	(57,061)	Based on the decreases membership in medicaid, our PMPW has been decreasing
Misc. Purchase of Service	43,844	273,000	-	64,000	For the urban budget thi is for Tilly Drive contributions, price chopper shuttle and St. Mike's late night additional services. No increases expected. For the rural service this is the special trips we provide and contributions for specific services like the plainfield health shuttle and the CVMC shuttle.
Warranty Revenue	2,000	2,000	(500)	(9,000)	When we perform warranty work or insurance work, the revenue for the labor hours is recorded here. If its to cover parts, this is netted with the parts expense.

SALARIES AND WAGES

Other Wages	1,716,313	942,741	(14,788)	25,622	budgeted 1.5% increase
Driver Wages	4,245,469	1,411,165	135,571	57,002	Hourly wage increases per the CBA
Mechanic Wages	929,067	137,544	10,375	7,374	Expected increases per CBA neg.

PERSONNEL TAXES AND BENEFITS

Payroll Taxes FICA/MC	527,150	190,596	10,034	6,885	7.65% calculation of total salary and wages
Unemployment Tax Exp	22,000	20,000	(11,336)	(37,000)	Based on recent actuals, we are a reimbursement employer and as unemployment decreases so do our costs.
Medical Insurance	1,509,708	547,509	79,272	30,747	Based projections with moderate premium increases of 5%. This year we had an average increase of 8%.
Retirement ER Contributions	280,044	74,744	5,330	2,700	4% of calculation of total salary and wages
Employee Benefits	312,670	122,390	9,745	8,134	Other benefits offered vision, dental, life, std, ltd and employee development. Again projected moderate increases.

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	43,740	21,600	1,500	4,800	Office Supplies, postage, bank fees and cash count expenses. Increases based on actuals
Recruiting Expenses	18,400	12,000	-	3,500	Additional expense needed to recruit for seasonal, part-time and full-time drivers
Dues and Subscriptions	27,788	8,928	-	-	professional dues for APTA and CTAA as well as other smaller dues with
Travel and meetings	3,500	3,500	-	-	Employee travel reimbursements for meetings other than employee development
Communications	45,344	29,536	623	(332)	WIFI, telephone services and cell phone stipends

	PROPOSED FY18		\$ Changes between FY17 Approved & Proposed FY18		
	URBAN	RURAL	URBAN	RURAL	
Computer Services	111,440	51,644	52,888	33,052	Increased costs here for the licensing fees for the AVL software
Legal Fees	20,000	3,000	-	-	based on actuals and anticipated needs, there are no CBA's to be negotiated in FY18
Insurance	785,817	353,998	(234,120)	(72,473)	This is all our insurances for bldgs, vehcles & Workers Comp. We are expecting decreases in WC. Our experience rating is decreasing
Audit Fees	17,850	7,650	-	-	Annual Audit services
Consulting Fees	3,000	3,000	-	-	Miscellaneous, unobligated expenses for special projects.

OPERATIONS EXPENSES

Employee New Hire/Background Check	1,900	8,325	-	-	Employees when hired must have a full background check. For Drivers and Maintenance the DOT Physical must be complete and an initial drug test. We have randoms done throughout the year based on our pool. We also run full background checks including DMV checks on all the rural employees and volunteers per the Medicaid contract requirements.
Drug & Alcohol Testing	13,755	7,898	-	-	
DOT Testing	5,850	7,920	-	2,800	
Recruitment Referral Prog.	2,000	2,000	-	-	Benefit for current employees to help with recruitment for new staff.
Drivers' Uniforms	24,996	20,170	(33,964)	(17,036)	Budgeted for uniform allowance for each driver, expect savings. This does need to be discussed with the union membership
Safety Expense	2,450	2,000	(2,450)	(1,700)	Expenses for promoting safety, such as safety vests and pizza when drivers go 30 days without an accident
Misc. Operating Expenses	6,700	2,375	(75)	(300)	Miscellaneous operating expense includes the printing of the driver bids 4 times per year, printing of the pre-trip sheets utilized by maintenance and text alert minutes for the link services.

PLANNING EXPENSES

Other Planning Expense (CVRPC)	-	60,000	-	35,000	Comprehensive Service Analysis (CSA) expense
CCTA Planning	100,000	-	-	-	CSA expense is budgeted here as well as other regular expenses.

VEHICLE/BUILDING MAINTENANCE EXP

Parts Expense - Non-Revenue Vehicle	11,000	9,500	-	-	Based on actuals and the capital plan expectations for the fiscal year
Parts Expense - Revenue Vehicles	276,740	185,844	(147,324)	-	
Tires	68,504	39,718	(8,142)	-	facility maintenance for 6 facilities shelter upkeep
Facility Maintenance	90,000	62,200	(24,500)	11,850	
Passenger Facility Expense	47,988	2,000	(3,000)	-	

	PROPOSED FY18		\$ Changes between FY17 Approved & Proposed FY18		
	URBAN	RURAL	URBAN	RURAL	
Cleaning Expense	10,100	15,137	(3,000)	-	while we are no longer outsourcing the general cleaning, we do participate in the VT Offender work program and we contract out the carpet and strip wax done twice per year
Repeater Fees	20,736	15,552	-	-	fees for the digital radio frequencies
Light, Heat and Water	140,000	55,000	25,000	-	utilities for 6 facilities
Fuel -Vehicles	802,160	314,991	(1,254)	(84,645)	\$2/gallon and \$2.25/gallon for fueling at the pump
Maintenance Tools/Supplies/Uniforms	79,660	12,600	18,377	-	small tools, uniform allowance and maintenance supplies
Misc. Maintenance Expenses and fees	3,876	3,500	-	-	misc maint exp and dmv registrations

CONTRACTED EXPENSES

ADA/SSTA PARATRANSIT	1,192,093	-	(119,928)	-	External contract for our paratransit services
Partner Local Share (ACTR)	19,833	-	-	-	Local funding share from Hinesburg sent to ACTR for 116 service
Functional Assessment Expenses	25,000	-	-	-	Costs to transport ADA community for functional assessment at the main office
Volunteer Drivers	-	621,500	-	-	Medicaid & E&D costs for transportation, we reimburse mileage only
Other Transportation Svcs	21,331	677,556	-	(57,594)	Medicaid CIDER/taxi/lodging & meals Costs for transportation services and E&D

MARKETING EXPENSE

Bus Tickets/Fare Media	20,000	2,400	-	-	cost of producing the fare media
Marketing Exp	52,000	45,840	-	5,000	marketing budget to market the agency and its routes as needed
Public Information	37,000	23,000	(3,000)	(9,000)	bus map & guides, as well as the public notices

OTHER EXPENSES

Debt Service/Capital Reserve	50,000	-	-	-	This budget line, pays the lease payment and the rest goes to local capital match fund
Capital Match Fund	453,930	95,600	(153,290)	68,318	Local match for the years capital plan/budget

The following pages are the full spreadsheets showing the details of the member assessments, including how the ADA assessments have been calculated this year. As well as the Full Operating and Capital budget details.

3.00% Fixed Route Increase (change this to adjust fixed route assessment)

FIXED ROUTE FORMULA ASSESSMENT	Total	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Milton	Hinesburg	Colchester
FY18 Fixed Route Formula Assessment	\$ 1,955,318	\$ 1,032,693	\$ 279,745	\$ 191,764	\$ 98,034	\$ 55,414	\$ 180,858	\$ 30,743	\$ 41,017	\$ 45,050
FY17 Fixed Route Formula Assessment	\$ 1,898,429	\$ 1,002,615	\$ 271,597	\$ 186,179	\$ 95,179	\$ 53,800	\$ 175,590	\$ 29,848	\$ 39,822	\$ 43,799
FY16 Fixed Route Formula Assessment	\$ 1,843,136	\$ 973,413	\$ 263,686	\$ 180,756	\$ 92,407	\$ 52,233	\$ 170,476	\$ 28,979	\$ 38,662	\$ 42,524
FY15 Fixed Route Formula Assessment	\$ 1,780,879	\$ 944,211	\$ 253,544	\$ 173,804	\$ 88,853	\$ 50,224	\$ 163,919	\$ 27,864	\$ 37,175	\$ 41,285
FY14 Fixed Route Formula Assessment	\$ 1,710,557	\$ 916,710	\$ 246,159	\$ 168,742	\$ 86,265	\$ 48,761	\$ 159,145	\$ 48,683	\$ 36,092	
FY18/FY17 Change \$	\$ 56,889	\$ 30,078	\$ 8,148	\$ 5,585	\$ 2,855	\$ 1,614	\$ 5,268	\$ 895	\$ 1,195	\$ 1,251
FY18/FY17 Change %	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.86%
% of Fixed Route Excluding Colchester	100.00%	54.06%	14.64%	10.04%	5.13%	2.90%	9.47%	1.61%	2.15%	0.00%
% of Fixed Route Including Colchester	100.00%	52.81%	14.31%	9.81%	5.01%	2.83%	9.25%	1.57%	2.10%	2.30%

Capital Match/Debt Reserve	Total	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Milton	Hinesburg	Colchester
FY18 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,030	\$ 7,322	\$ 5,019	\$ 2,566	\$ 1,450	\$ 4,734	\$ 805	\$ 1,074	\$ -
FY17 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,030	\$ 7,322	\$ 5,019	\$ 2,566	\$ 1,450	\$ 4,734	\$ 805	\$ 1,074	\$ -
FY16 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,030	\$ 7,322	\$ 5,019	\$ 2,566	\$ 1,450	\$ 4,734	\$ 805	\$ 1,074	\$ -
FY15 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,139	\$ 7,287	\$ 4,996	\$ 2,554	\$ 1,444	\$ 4,711	\$ 801	\$ 1,068	\$ -
FY14 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,373	\$ 7,350	\$ 5,039	\$ 2,576	\$ 1,456	\$ 4,752	\$ 1,454	\$ -	\$ -
FY18/FY17 Change \$	\$ -	\$ (0)	\$ 0	\$ (0)	\$ (0)	\$ 0	\$ 0	\$ (0)	\$ 0	\$ -
FY18/FY17 Change %	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

PARATRANSIT ASSESSMENT	Total	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Milton	Hinesburg	Colchester
FY18 Paratransit Assessment	\$ 627,908	\$ 234,578	\$ 158,001	\$ 60,577	\$ 78,673	\$ 41,875	\$ 26,830	\$ -	\$ -	\$ 27,374
FY17 Paratransit Assessment	\$ 691,229	\$ 274,304	\$ 183,977	\$ 58,133	\$ 77,626	\$ 46,823	\$ 26,848	\$ -	\$ -	\$ 23,520
FY16 Paratransit Assessment	\$ 678,748	\$ 278,589	\$ 179,754	\$ 54,859	\$ 62,697	\$ 50,374	\$ 24,812	\$ -	\$ -	\$ 27,663
FY15 Paratransit Assessment	\$ 669,585	\$ 274,962	\$ 177,750	\$ 64,430	\$ 58,505	\$ 41,077	\$ 28,623	\$ -	\$ -	\$ 24,238
FY14 Paratransit Assessment	\$ 714,326	\$ 290,300	\$ 173,213	\$ 80,400	\$ 58,569	\$ 51,366	\$ 34,664	\$ -	\$ -	\$ 25,815
FY18/FY17 Change \$	\$ (63,321)	\$ (39,726)	\$ (25,976)	\$ 2,444	\$ 1,048	\$ (4,947)	\$ (18)	\$ -	\$ -	\$ 3,854
FY18/FY17 Change %	-9%	-14%	-14%	4%	1%	-11%	0%	#DIV/0!	#DIV/0!	16%

NON-FARE SERVICES	Total	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Milton	Hinesburg	Colchester
FY18 Non-Fare Services	\$ 282,967	\$ 282,967								
FY17 Non-Fare Services	\$ 277,550	\$ 277,550								
FY16 Non-Fare Services	\$ 277,483	\$ 277,483								
FY15 Non-Fare Services	\$ 267,881	\$ 267,881								
FY14 Non-Fare Services	\$ 253,344	\$ 253,344								
FY18/FY17 Change \$	\$ 5,417	\$ 5,417								
FY18/FY17 Change %	1.95%	1.95%								

NEW SERVICES OR SPECIAL ASSESSMENTS	Total	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Milton	Hinesburg	Colchester
FY18 New Service/Special Assessments	\$ 2,625		\$ 2,625							
FY17 New Service/Special Assessments	\$ 2,625		\$ 2,625							
FY16 New Service/Special Assessments	\$ 2,625		\$ 2,625							
FY15 New Service/Special Assessments	\$ 2,625		\$ 2,625							
FY14 New Service/Special Assessments	\$ 2,625		\$ 2,625							

TOTAL ASSESSMENTS	Total	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Milton	Hinesburg	Colchester
FY18 Total Assessments	\$ 2,918,818	\$ 1,577,268	\$ 447,694	\$ 257,360	\$ 179,273	\$ 98,740	\$ 212,422	\$ 31,548	\$ 42,091	\$ 72,424
FY17 Total Assessments	\$ 2,919,833	\$ 1,581,499	\$ 465,522	\$ 249,331	\$ 175,370	\$ 102,073	\$ 207,171	\$ 30,653	\$ 40,896	\$ 67,319
FY16 Total Assessments	\$ 2,851,992	\$ 1,556,515	\$ 453,387	\$ 240,634	\$ 157,670	\$ 104,057	\$ 200,022	\$ 29,784	\$ 39,736	\$ 70,187
FY15 Total Assessments	\$ 2,770,970	\$ 1,514,193	\$ 441,206	\$ 243,230	\$ 149,912	\$ 92,745	\$ 197,253	\$ 28,665	\$ 38,243	\$ 65,523
FY14 Total Assessments	\$ 2,730,852	\$ 1,487,727	\$ 429,347	\$ 254,181	\$ 147,410	\$ 101,583	\$ 198,561	\$ 50,137	\$ 36,092	\$ 25,815
FY18/FY17 Change \$	\$ (1,015)	\$ (4,231)	\$ (17,828)	\$ 8,029	\$ 3,903	\$ (3,333)	\$ 5,250	\$ 895	\$ 1,195	\$ 5,105
FY18/FY17 Change %	-0.03%	-0.27%	-3.83%	3.22%	2.23%	-3.27%	2.53%	2.92%	2.92%	7.58%

Subsidy	\$ 2,243,235	FY17 Subsidy	\$ 2,225,979	\$ 2,183,455 Amount w/o Colchester
E&D Local Match	\$ 2,625	FY17 E&D	\$ 2,625	
Paratransit Revenue	\$ 627,908	FY17 Para Rev	\$ 691,229	

\$ 2,873,767.87 Proof total

CCTA Paratransit Worksheet
FY18 budget

11/8/2016

Month	Burlington	So. Burl	Winooski	Shelburne	Colchester	Essex	Williston	Total	Other	total rdrshp increase/(decrease)
Total Rides FY16 (do not include UVM rides)	17,922	12,791	6,369	3,390	1,060	4,904	2,172	48,921	313	97,842
Total Rides FY15	21,124	14,884	6,280	3,788	919	4,703	2,172	53,991	121	107,982
difference	-15%	-14%	1%	-11%	15%	4%	0%	-9%	159%	-9%
Actual % Share FY16	36.63%	26.15%	13.02%	6.93%	2.17%	10.02%	4.44%	99.36%	0.64%	
Actual % Share FY15	39.13%	27.57%	11.63%	7.02%	1.70%	8.71%	4.02%	99.78%	0.22%	
Budgeted % Share FY18	36.63%	26.15%	13.02%	6.93%	2.17%	10.02%	4.44%	99.36%	0.64%	

FY16 Budget	Burlington	So. Burl	Winooski	Shelburne	Colchester	Essex	Williston	Total	Other
% Share by Town based on FY16 Rides	36.63%	26.15%	13.02%	6.93%	2.17%	10.02%	4.44%	99%	
Local Subsidy Paratransit @ 100%	\$462,821	\$330,317	\$164,474	\$87,544	\$27,374	\$126,642	\$56,090	\$ 1,263,345	\$8,083.00
Member Discount rate @ 50%	\$231,411	\$165,159	\$82,237	\$43,772		\$63,321	\$28,045	\$613,944	
Total Paratransit Assessment	\$231,411	\$165,159	\$82,237	\$43,772	\$27,374	\$63,321	\$28,045	\$641,318	
Share by Town	36.08%	25.75%	12.82%	6.83%	4.27%	9.87%	4.37%	100.00%	
Member Towns' FY16 rides	17,922	12,791	6,369	3,390	1,060	4,904	2,172	48,921	
% rebate by Town based on FY16 Rides of member towns	36.63%	26.15%	13.02%	6.93%	2.17%	10.02%	4.44%	100.00%	
Colchester Rebate divided up amongst rest of Members	\$10,028	\$7,157	\$3,564	\$1,897		\$2,744	\$1,215	\$26,605	
Total FY18 Paratransit Assessment after rebate	\$221,382	\$158,001	\$78,673	\$41,875	\$27,374	\$60,577	\$26,830	\$614,713	
College St Fare Free Zone FY15	\$ 13,195								
Total Paratransit Assessment (after rebate and w/CSS)	\$234,578	\$158,001	\$78,673	\$41,875	\$27,374	\$60,577	\$26,830	\$ 627,908	

Awarded Urban Capital									
Prio rity	Item	Description	100%	80% Federal	10% State	10% Local	From Local Capital Match	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	A	7 - Replacement 35' Buses (\$470,000/each) <i>PPI waived if order placed by 12/31/17</i>	\$ 3,290,000	\$2,632,000	\$329,000	\$329,000	\$329,000	\$2,632,000	
1	B	One Industrial Renovations/Equipment/Design	\$ 500,000	\$400,000	\$50,000	\$50,000	\$50,000		\$400,000
1	C	2 - Replacement SSTA** ADA*** Cutaway	\$ 167,000	\$133,600	\$16,700	\$16,700		\$133,600	
1	D	2 - Replacement SSTA** E&D*** Cutaway	\$ 167,000	\$133,600	\$16,700	\$16,700		\$133,600	
1	D	1 - Replacement E&D Cutaway for Essex Van	\$ 68,300	\$54,640	\$6,830	\$6,830		\$54,640	
1	E	2 - Replacement Lifts	\$ 329,600	\$263,680	\$32,960	\$32,960	\$32,960	\$263,680	
1	F	Engine, Transmission, Facility PM	\$ 160,000	\$128,000	\$16,000	\$16,000	\$16,000	\$128,000	
1	G	Spare parts, miscellaneous support equipment	\$ 160,000	\$128,000	\$16,000	\$16,000	\$16,000	\$128,000	
2	H	Bucket Truck for Maintenance	\$ 100,000	\$80,000	\$10,000	\$10,000	\$10,000	\$80,000	
Total			\$ 4,941,900	\$ 3,953,520	\$ 494,190	\$ 494,190	\$ 453,960	\$ 3,553,520	\$ 400,000

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

Rural Capital								
Prio rity	Item	Description	100%	80% Federal	10% State	10% Local	From Local Capital Match	Federal Funds Awarded by Vtrans
1	AA	10 - Replacement Cutaway Buses @ Capitol District @ \$80,000 each	\$ 800,000	\$640,000	\$80,000	\$80,000	\$80,000	\$640,000
1	AB	Misc Support Equipment: Pressure Washers, Battery Chargers, etc.	\$ 11,000	\$8,800	\$1,100	\$1,100	\$1,100	\$8,800
1	AC	Facility PM for Stowe and Berlin (Garage Doors, Lifts, HVAC)	\$ 15,000	\$12,000	\$1,500	\$1,500	\$1,500	\$12,000
2	AE	Replacement Office Equipment at Berlin (computers, copier, coin counter, cash vault, etc.)	\$ 70,000	\$56,000	\$7,000	\$7,000	\$7,000	\$56,000
2	AF	2 - Service Vehicle Replacement (SUV)	\$ 60,000	\$48,000	\$6,000	\$6,000	\$6,000	\$48,000
Total			\$ 956,000	\$ 764,800	\$ 95,600	\$ 95,600	\$ 95,600	\$ 764,800

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

Fiscal Year Ending June 30,

	A			B			C			D			E			F			G			H			I			J			K			L			
	PROPOSED FY18									Approved FY17 Budget (SEPT2016)									\$ Changes between FY17 Approved & Proposed FY18									% Changes between FY17 Approved & Proposed									
	URBAN			RURAL			Total			URBAN			RURAL			Total			URBAN			RURAL			Total			URBAN			RURAL			Total			
1 Revenues																																					
2																																					
3 FEDERAL, STATE AND LOCAL REVENUES																																					
4 Municipal Member Assessments	2,243,235	0	2,243,235	2,182,180	0	2,182,180	61,055	0	61,055	3%	3%																										
5 Municipal Paratransit Assessments	627,908	0	627,908	691,229	0	691,229	(63,321)	0	(63,321)	-9%	-9%																										
6 Local Operating Assistance	85,050	402,656	487,706	74,799	408,038	482,837	10,251	(5,382)	4,869	14%	1%																										
7 Federal Urban Formula Grant	2,579,902	0	2,579,902	2,565,822	0	2,565,822	14,080	0	14,080	1%	1%																										
8 Federal Rural Operating Grant	0	1,326,000	1,326,000	0	1,326,000	1,326,000	0	0	0	0%	0%																										
9 State Regular Subsidy Operating Grant	2,337,179	900,000	3,237,179	2,337,179	900,000	3,237,179	0	0	0	0%	0%																										
10 E&D Grants and Cash Match	0	1,237,022	1,237,022	0	1,237,022	1,237,022	0	0	0	0%	0%																										
11 Other Federal/State Grants	2,718,380	437,994	3,156,374	2,718,380	407,994	3,126,374	0	30,000	30,000	0%	7%	1%																									
12 Fund Balance Reserves	0	30,000	30,000	0	0	0	0	30,000	30,000																												
13 Capital Reserve Revenue	0	0	0	310,671	0	310,671	(310,671)	0	(310,671)																												
14 Total Federal, State and Local Revenues	10,591,654	4,333,672	14,925,327	10,880,260	4,279,054	15,159,315	(288,606)	54,618	(233,988)	-3%	1%	-2%																									
15																																					
16 OPERATING REVENUE																																					
17 Passenger Revenue	2,501,300	148,500	2,649,800	2,632,049	178,352	2,810,401	(130,749)	(29,852)	(160,601)	-5%	-17%	-6%																									
18 Paratransit Fare (pass thru from SSTA)	115,000	0	115,000	115,000	0	115,000	0	0	0	0%	0%	0%																									
19 Advertising Revenue	200,000	50,000	250,000	200,000	50,000	250,000	0	0	0	0%	0%	0%																									
20 Planning Revenue	362,106	0	362,106	362,106	0	362,106	0	0	0	0%	0%	0%																									
21 Interest Earnings	3,000	4,000	7,000	1,600	4,000	5,600	1,400	0	1,400	88%	0%	25%																									
22 Miscellaneous Revenue	19,000	0	19,000	19,000	0	19,000	0	0	0	0%	0%	0%																									
23 Sales of Equipment	11,000	3,000	14,000	5,000	3,000	8,000	6,000	0	6,000	120%	0%	75%																									
24 Medicaid Purchase of Service Revenue	0	1,770,000	1,770,000	0	1,827,061	1,827,061	0	(57,061)	(57,061)	-3%	-3%																										
25 Misc. Purchase of Service	43,844	273,000	316,844	43,844	209,000	252,844	0	64,000	64,000	0%	31%	25%																									
26 Warranty Revenue	2,000	2,000	4,000	2,500	11,000	13,500	(500)	(9,000)	(9,500)	-20%	-82%	-70%																									
27 Operating Revenues	3,257,250	2,250,500	5,507,750	3,381,099	2,282,413	5,663,512	(123,849)	(31,913)	(155,762)	-4%	-1%	-3%																									
28																																					
29 TOTAL REVENUES	13,848,904	6,584,172	20,433,077	14,261,359	6,561,467	20,822,827	(412,455)	22,705	(389,750)	-3%	0%	-2%																									
30	68%	32%		68%	32%																																
31 Expenses																																					
32 SALARIES AND WAGES																																					
33 Other Wages	1,716,313	942,741	2,659,054	1,731,101	917,119	2,648,219	(14,788)	25,622	10,835	-1%	3%	0%																									
34 Driver Wages	4,245,469	1,411,165	5,656,634	4,109,898	1,354,162	5,464,060	135,571	57,002	192,573	8%	6%	7%																									
35 Mechanic Wages	929,067	137,544	1,066,611	918,692	130,171	1,048,863	10,375	7,374	17,748	0%	1%	0%																									
36 SALARIES AND WAGES	6,890,849	2,491,450	9,382,299	6,759,691	2,401,452	9,161,143	131,158	89,998	221,157	14%	69%	21%																									
37																																					
38 PERSONNEL TAXES AND BENEFITS																																					
39 Payroll Taxes FICA/MC (7.65% of Wages)	527,150	190,596	717,746	517,116	183,711	700,827	10,034	6,885	16,919	2%	4%	2%																									
40 Unemployment Tax Exp	22,000	20,000	42,000	33,336	57,000	90,336	(11,336)	(37,000)	(48,336)	-34%	-65%	-54%																									
41 Medical Insurance/HRA	1,509,708	547,509	2,057,217	1,430,436	516,762	1,947,198	79,272	30,747	110,019	6%	6%	6%																									
42 Retirement ER Contributions	280,044	74,744	354,788	274,714	72,044	346,758	5,330	2,700	8,030	2%	4%	2%																									
43 Employee Benefits	312,670	122,390	435,060	302,925	114,256	417,181	9,745	8,134	17,879	3%	7%	4%																									
44 PERSONNEL TAXES AND BENEFITS	2,651,572	955,239	3,606,811	2,558,527	943,773	3,502,300	93,045	11,466	104,511	4%	1%	3%																									
45																																					
46 GENERAL AND ADMIN EXPENSES																																					
47 Admin Supplies and Expenses	43,740	21,600	65,340	42,240	16,800	59,040	1,500	4,800	6,300	4%	29%	11%																									
48 Recruiting Expenses	18,400	12,000	30,400	18,400	8,500	26,900	0	3,500	3,500	0%	41%	13%																									
49 Dues and Subscriptions	27,788	8,928	36,716	27,788	8,928	36,716	0	0	0	0%	0%	0%																									

Fiscal Year Ending June 30,

	A			B			C			D			E			F			G			H			I			J			K			L		
	PROPOSED FY18									Approved FY17 Budget (SEPT2016)									\$ Changes between FY17 Approved & Proposed FY18									% Changes between FY17 Approved & Proposed								
	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total						
100	Public Information	37,000	23,000	60,000	40,000	32,000	72,000	(3,000)	(9,000)	(12,000)	-8%	-28%	-17%																							
101	MARKETING EXPENSE	109,000	71,240	180,240	112,000	75,240	187,240	(3,000)	(4,000)	(7,000)	-3%	-5%	-4%																							
102																																				
103	OTHER EXPENSES																																			
104	Debt Service/Capital Reserve	50,000	0	50,000	50,000	0	50,000	0	0	0	0%	0%	0%																							
106	Capital Match Fund	453,930	95,600	549,530	607,220	27,282	634,502	(153,290)	68,318	(84,972)	-25%	250%	-13%																							
107	OTHER EXPENSES	503,930	95,600	599,530	657,220	27,282	684,502	(153,290)	68,318	(84,972)	-23%	250%	-12%																							
108																																				
109	Total Expenses	14,198,905	6,234,172	20,433,077	14,611,359	6,211,468	20,822,827	(404,849)	111,479	(293,370)	-3%	2%	-1%																							
110																																				
111	Cost Allocations	350,000	(350,000)	0	350,000	(350,000)	0	(350,000)	350,000	0																										
112																																				
113	Balance	(0)	0	(0)				(357,606)	261,226	(96,380)																										

DRUG AND ALCOHOL TESTING POLICY

Effective on January 1, 1996;

Revision dates: July 1, 2001; August 1, 2002; October 17, 2005;
August 20, 2007; July 28, 2008, March 30, 2009; June 1, 2011; May 7, 2012; April 16, 2014;
August 22, 2014; January XX, 2017

A. PURPOSE

GREEN MOUNTAIN TRANSIT (GMT) provides public transit and para transit services for visitors to and residents of Chittenden County. Part of our mission is to ensure that this service is delivered safely, efficiently and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, **GMT** declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Any provisions set forth in this policy that is included under the sole authority of **GMT** and are not provided under the authority of the above named Federal regulations are underlined.

This Policy will be amended as necessary to comport with changes to federal and/or state laws. When the Policy is amended, a new copy will be provided to all safety-sensitive employees.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full or part-time) when performing any transit-related business. *Safety-sensitive functions* include (a) the operation of a transit revenue service vehicle even when

the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL); (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle and (e) carrying a firearm for security purposes. A list of safety-sensitive positions that perform one or more of the above mentioned duties is provided in Attachment A.

Supervisors are only safety sensitive if they perform one of the above functions.

C. DEFINITIONS

Accident means an occurrence associated with the operation of a revenue service vehicle, even when not in revenue service, if as a result—

- (1) An individual dies;
- (2) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- (3) One or more vehicles incur(s) disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Adulterated specimen. A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device.

Canceled Test is a drug test that has been declared invalid by a Medical Review Officer. A canceled test is neither positive nor negative.

Covered Employee means an employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function. (See Attachment A for a list of covered employees).

Designated Employer Representative (DER) An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

Department of Transportation (DOT) Department of the federal government which includes the US Coast Guard, Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carriers' Safety Administration, Research and Special Programs, and the Office of the Secretary of Transportation.

Disabling damage means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT). A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the NHSTA conforming products list.

Medical Review Officer (MRO) means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute is a drug test result with a creatinine level greater than or equal to 2mg/dl but less than 20 mg/dl. Drug test results with creatinine levels greater than or equal to 2 mg/dl but equal to or less than 5 mg/dl as negative-dilute require the MRO to order an immediate recollection under direct observation. *Negative test result* for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result is a test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

Performing (a safety-sensitive function) means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive test result for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

Prohibited drug means marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Revenue Service Vehicles include all transit vehicles that are used for passenger transportation service or that require a CDL to operate. Include all ancillary vehicles used in support of the transit system.

Safety-sensitive functions include (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL); (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle and (e) carrying a firearm for security purposes.

Substance Abuse Professional (SAP) means a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Shy Bladder refers to any time a safety-sensitive employee is unable to provide a 45 ml. sample of urine in a single void within a three hour time period.

Shy Lung refers to any time a safety-sensitive employee is unable to provide an adequate sample of breath for alcohol testing.

Test Refusal

As an employee, you have refused to take a test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- (2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;

- (3) Fail to provide a urine specimen for any drug test, or saliva or breath for any alcohol test required by the DOT part 40 regulations; Provided, That an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §§40.67(l) and 40.69(g));
- (5) Fail to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2));
- (6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, §40.197(b));
- (7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures; In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test; or
- (8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, fail to follow the observer’s instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admit to the collector or MRO that you adulterated or substituted the specimen.
- (12) If the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- (13) Fail to sign the certification at Step 2 of the Alcohol Testing Form

Verified negative test means a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (DHHS).

Verified positive test means a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

Under **GMT'S** own authority, supervisory personnel will also be trained on how to intervene constructively.

Information on the signs, symptoms, health effects, and consequences of alcohol misuse is presented in Attachment B of this policy.

E. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:
Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled

Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine, (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, as which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a **GMT** supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety sensitive functions.

Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited.

F. PROHIBITED CONDUCT

(1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. Any safety-sensitive employee who is in possession of an illegal controlled substance while on duty (either on or off GMT property) will be terminated from employment.

(2) Each covered employee is prohibited from consuming alcohol while performing safety sensitive job functions or while on-call to perform safety-sensitive job functions. If an on call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities.

(3) GMT shall not permit any covered employee to perform or continue to perform safety sensitive functions if it has actual knowledge that the employee is using alcohol.

(4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 OR greater regardless of when the alcohol was consumed.

(5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

(6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

(7) **GMT**, under its own authority, also prohibits the possession of alcohol at all times the employee is on duty, (either on or off GMT property) therefore possession of alcohol during this time will result in disciplinary action up to and including discharge.

(8) Consistent with the Drug-free Workplace Act of 1988, all **GMT** employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit company premises, transit vehicles, while in uniform or while on **GMT** business.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1988, all employees are required to notify the **GMT** management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q.9 of this policy.

H. TESTING REQUIREMENTS

Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49CFR part 40. All covered employees shall be subject to testing prior to employment, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy. A drug test can be performed any time a covered employee is on duty. An alcohol test may only be performed just before, during, or just after the performance of a safety-sensitive job function. All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with **GMT**.

Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q.3 of this policy.

Any covered employee who is suspected of providing false information in connection with a drug test, or who is suspected by the collector of tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of the above listed actions will be considered a test refusal and will result in the employee's removal from duty and discipline as defined in Section Q.3 of this policy. Refer to Sections C and Q.3 for behavior that constitutes a refusal to test.

I. DRUG TESTING PROCEDURES

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the U.S. Department of Health and Human Service (DHHS).

All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a DHHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

The test results from the DHHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the **GMT** Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second DHHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample.

The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee.

GMT will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however, **GMT** will seek reimbursement for the split sample test from the employee.

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct **GMT** to retest the employee under direct observation.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so requested by the employee through the Medical Review Officer. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year.

Observed collections:

Consistent with 49 CFR, part 40, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- (1)The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to **GMT** that there was not an adequate medical explanation for the result; or
- (2)The MRO reports **GMT** to that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed; or
- (3)The test is a return-to-duty or follow-up test; or
- (4)The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen; or
- (5)The temperature on the original specimen was out of range; or
- (6)The creatinine concentration of the sample is greater than or equal to 2mg/dl but less than or equal to 5mg/dl.

Negative Dilute Re-Testing:

Drug testing for any circumstances (pre-employment, random, reasonable suspicion, post-accident, return to duty or follow-up) with a result of *negative dilute* will require a re-test as soon as is practical after the result of the first test is

known, with no advance notice. The result of the second test will be the result of record.

J. ALCOHOL TESTING PROCEDURE

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device that is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.

The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using an NHTSA-approved EBT operated by a trained BAT.

The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. 4-5 of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Sections Q.6 and Q.9 of this policy. An alcohol concentration of less than 0.02 will be considered a negative test. GMT affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

K. PRE-EMPLOYMENT TESTING

All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

- (1) All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be hired into a covered position unless the applicant takes a drug test with verified negative results.
- (2) If an applicant fails a pre-employment drug or alcohol test, the conditional offer of employment shall be rescinded. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Evidence of the absence of drug dependency from a Substance Abuse Professional that meets with 49 CFR part 40 as amended and a negative pre-employment drug test will be required prior to further consideration for employment. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- (3) When an employee being placed, transferred, or promoted from a non-covered position to a covered position submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q.4-5 and 9 herein.
- (4) If a pre-employment/pre-transfer test is canceled, **GMT** will require the applicant to take and pass another pre-employment drug test.
- (5) In instances where a covered employee is on extended leave for a period of 90 days or more regardless of reason, and the employee is removed from the random testing pool during that time the employee will be required to take a drug test under 49 CFR Part 655 and have negative test results prior to conducting safety-sensitive job functions.
- (6) An applicant with a negative dilute test result will be required to retest as per the conditions described in Section I.
- (7) Applicants are required to provide authorization for GMT to obtain previous DOT covered employer drug and alcohol test results for the previous 2 years. Failure to do so will result in the employment offer being rescinded.
- (8) Applicants are required to sign a statement saying they have not failed or refused a DOT pre-employment drug test during the previous two years.

L. REASONABLE SUSPICION TESTING

All **GMT** covered employees will be subject to a reasonable suspicion drug and/or alcohol test when there are reasons to believe that drug or alcohol use is impacting job performance and safety. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse.

A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. A reasonable suspicion drug test can be performed any time the covered employee is on duty. **GMT** shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation that might endanger the physical safety of those present.

The employee shall be placed on administrative leave pending disciplinary action described in Section Q.4-5 and 9 of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q.3 of this policy.

A written record of observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation prior to the release of the test results. This written record shall be submitted to the **GMT** management and shall be attached to the forms reporting the test results.

When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the **GMT** employee shall be referred to the SAP for an assessment. **GMT** shall place the employee on administrative leave in accordance with the provisions set forth under Sections Q.7-8 of this policy. Testing in this circumstance would be performed under the direct authority of the **GMT**. The individual will be placed on administrative leave pending the results of the test. The results of the test will determine what action will be taken.

Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.4-5 and Q.9. This is applicable **ONLY** to those individuals who self-admit prior to being notified to provide either a urine sample for drug testing or a breath sample for alcohol testing. Individuals who admit to having a problem when asked to submit to either a drug or alcohol test given for any reason are required to submit to the test.

Any applicant, employee or transferee into safety sensitive duties with a negative dilute test result will be required to retest as per the conditions described in Section I.

M. POST-ACCIDENT TESTING

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a transit revenue service vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance cannot be completely discounted as a contributing factor to the accident.

In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operators' performance can be completely discounted as a contributing factor to the accident.

(1) As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

(2) The appropriate transit supervisor shall ensure that an employee required to be tested under this section is tested as soon as practicable, but no more than eight (8) hours after the accident for alcohol, and no more than 32 hours after the accident for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

(3) Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following an accident or until he/she undergoes a post-accident alcohol test.

(4) An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

(5) Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

(6) In the rare event that **GMT** is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), **GMT** may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees.

- (1) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.
- (2) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals Twenty-Five percent of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent of the number of covered employees in the pool.
- (3) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection and notification of the individuals who are to be tested.
- (4) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool.
- (5) Random drug tests can be conducted at any time during an employee's shift. Random alcohol tests may only be performed just before, during, or just after the performance of a safety sensitive duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- (6) Employees are required to proceed immediately to the collection site upon notification of their random selection.

Any applicant, employee or transferee into safety sensitive duties with a negative dilute test result will be required to retest as per the conditions described in Section I.

O. RETURN-TO-DUTY TESTING

It is policy that any positive drug or alcohol test will result in immediate removal from safety-sensitive duties and referral to a DOT-qualified Substance Abuse Professional (SAP). Consistent with FTA regulations the safety-sensitive employee will not be allowed to return to their safety-sensitive functions until **GMT** receives documentation from the SAP allowing the employee to return to safety-sensitive duties. At that time GMT will require the safety-sensitive employee to undergo a Return to Duty Drug and/or Alcohol Test as directed by the SAP. The results of that test must be negative in order for the safety-sensitive employee to return to safety-sensitive duties.

P. FOLLOW-UP TESTING

GMT'S policy pertaining to any positive drug or alcohol test given for any reason will result in immediate removal from safety sensitive duties and referral to a DOT qualified Substance Abuse Professional (SAP) for evaluation. Consistent with DOT regulations, follow-up testing will be conducted by GMT as directed by the SAP.

Q. RESULT OF DRUG/ALCOHOL TEST AND CONSEQUENCES

Any applicant, employee or transferee into safety sensitive duties with a negative dilute test result will be required to retest as per the conditions described in Section I.

Any covered employee that has a verified positive drug or alcohol test will be removed immediately from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP.

A positive drug and/or alcohol test will also result in disciplinary action as specified herein.

(1) As soon as practicable after receiving notice of a verified positive drug test result, a confirmed positive alcohol test result, or a test refusal, the **GMT'S** Drug and Alcohol Program Manager will contact the employee's supervisor to have the employee cease performing any safety sensitive function.

(2) The employee shall be referred to a Substance Abuse Professional for an assessment. The

SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.

Refusal to see a SAP will be considered a direct act of insubordination and will result in termination.

(3) Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and will result in termination and referral to a SAP. A test refusal includes the following circumstances.

(a) A covered employee who consumes alcohol within eight (8) hours following involvement in an accident without first having submitted to post-accident drug/alcohol tests;

(b) A covered employee who leaves the scene of an accident without a legitimate explanation prior to submission to drug/alcohol tests;

(c) A verbal or written declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test within the specified time frame;

- (d) A covered employee whose urine sample has been verified by the MRO as substituted or adulterated;
- (e) A covered employee who admits to adulterating or substituting a specimen to the MRO during an invalid result review;
- (f) A covered employee fails to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer;
- (g) A covered employee fails to remain at the testing site until the testing process is complete;
- (h) A covered employee fails to provide a urine, saliva or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations;
- (i) A covered employee fails to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (j) A covered employee fails to permit the observation or monitoring of a specimen collection;
- (k) A covered employee fails or declines to take an additional test the employer or collector has directed you to take;
- (l) A covered employee fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures;
- (m) A covered employee fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (n) For an observed collection, a covered employee fails to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (o) A covered employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- (p) A covered employee admits to the collector or MRO that they adulterated or substituted the specimen.
- (q) If the MRO reports that a covered employee has a verified adulterated or substituted test result, you have refused to take a drug test.
- (r) Failure to sign Step 2 of the Alcohol Testing form.
- (4) A verified positive drug test or a an alcohol test greater than or equal to 0.04 submitted for random, post-accident or reasonable suspicion testing, the safety-sensitive employee will be subject to disciplinary action up to and including discharge. At a minimum the employee shall be removed from safety-sensitive duties and mandatory referral to Substance Abuse Professional for assessment.

Any safety-sensitive employee who is allowed to return to duty following a verified positive drug or alcohol test will be immediately terminated upon the occasion of his/her subsequent verified positive drug and or alcohol test given for any testing circumstance.

(5) An alcohol test result of greater than or equal to 0.02 to less than or equal to 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the workday whichever is longer and may be grounds for referral to the SAP for assessment and treatment consistent with Section Q.4-5 and Q.9 of this policy. At the discretion of GMT the employee may or may not be paid for the period during which they are removed from performing safety-sensitive duties. Payment will resume when the employee is allowed to return his/her safety-sensitive duties.

(6) Safety-sensitive employees who are awaiting reasonable suspicion test results will be suspended without pay, pending those results. If the results are negative for all tests given, employees will be reinstated to their safety-sensitive position with back pay.

(7) The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the SAP prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the SAP has determined that the employee has successfully completed the required treatment program and releases him/her to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.

(8) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

(a) Mandatory referral to a Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;

(b) Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from **GMT** employment. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy;

(c) Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.

(d) A self-referral or management referral to the SAP that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q.4-5 and Q.9 of this policy.

(e) Periodic unannounced follow-up drug/alcohol test conducted as a result of a self referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q.4-5 of this policy.

(f) A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with **GMT**.

(g) A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.

Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 655 for a positive test or test refusal are not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

GMT is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

Drug/alcohol testing records shall be maintained by the **GMT** Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

(1)The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

(2)Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, Department Supervisor and Human Resources Manager on a need to know basis.

(3)Records will be released to a subsequent employer only upon receipt of a written request from the employee.

(4)Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding. The information will only be released with binding stipulation from the decision maker will make it available only to parties in the proceeding.

(5)Records will be released to the National Transportation Safety Board during an accident investigation.

(6) Records will be released (bi-annually) to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

(7) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over **GMT** or the employee.

(8) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40, necessary legal steps to contest the issuance of the order will be taken.

(9) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

U. SYSTEM CONTACTS

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s):

Jonathan E Mabee Sr. GMT Drug & Alcohol Program Manager: is available to answer any questions regarding the GMT policy or any other aspects of the GMT drug-free and alcohol-free transit program. He is available during normal business hours, after hours for emergencies and post-accident testing. You may reach him by calling his office during business hours (802) 540-1792 or cell at any hour (802) 777-1791 (Usually this is the best avenue for contact as he is also in the field assisting and managing other transit affairs).

Jamie Smith GMT Operations Manager (Berlin Office)
Main office number: (802) 223-7287

Medical Review Officer
Name: Dr. Joseph Ray, MD, AME, MROCC
Title: Certified MRO
Address: 340 Harvey Road, Manchester, NH
Telephone Number: (603) 623-1100

Substance Abuse Professional
Thomas J. Mott M.S.
Mental Health & Addictions Counseling
132 South Main Street
St Albans Vermont 05478
(802) 236-5111

V. DHHS Certified Laboratory Primary Specimen

Name: MedTox Laboratory
Address: 402 W. County Rd D, St Paul, MN 55112
Telephone Number: 800-832-3244

W. THIRD PARTY ADMINISTRATOR

GMT has created a Consortium administrated by the GMT. The GMT has contracted the services of a Third Party Administrator, Occupational Drug Testing, LLC for the purpose of administering a GMT membership drug and alcohol-testing program. They may be contacted at:

John Quintal, Chief Operating Officer
340 Harvey Road
Manchester, NH 03103
(603) 623-1100 x 108

This Policy was adopted by the GMT BOARD OF DIRECTORS effective on January 1, 1996; Revised on July 1, 2001; Revised on August 1, 2002; Revised on October 17, 2005; Revised on August 20, 2007; Revised on March 30, 2009, Revised on June 1, 2011, Revised on May 7, 2012; Date of Last Revision – January 2017

Attachment A

GMT has reviewed the actual duties performed by of each category of employee and determined the following categories to be in Safety Sensitive positions.

Safety Sensitive Positions:

Dispatchers

Bus Drivers

Van Drivers

Mechanics

Custodians- a category of the mechanics that work on or drive buses

The following supervisors are responsible for dispatch duties and therefore these positions are considered safety-sensitive:

Director of Operations

Operations Manger

Director of Maintenance

Maintenance Coordinator

Operations Supervisors

POLICY EXEMPTIONS

* Vanpool drivers are exempt. Volunteer drivers are exempt unless driving a vehicle designed to transport sixteen or more passengers, including the driver, or unless providing a charitable service expecting to receive a benefit.

* Contract mechanics are exempt.

* Contracted taxi operations are exempt as passengers are free to choose any operator.

Attachment B

Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

A. Signs and Symptoms of Use

- . Dulled mental processes
- . Lack of coordination
- . Odor of alcohol on breath
- . Possible constricted pupils
- . Sleepy or stupors condition
- . Slowed reaction rate
- . Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

B. Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- . Decreased sexual functioning
- . Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
- . Fatal liver diseases
- . Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- . Kidney disease
- Pancreatitis
- . Spontaneous abortion and neonatal mortality
- . Ulcers
- . Birth defects (up to 54 percent of all birth defects are alcohol related).

C. Social Issues

- . Two-thirds of all homicides are committed by people who drink prior to the crime.
- . Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- . Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- . The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- . Forty percent of family court cases are alcohol problem related.
- . Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- . More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

D. The Annual Toll

- . 24,000 people will die on the highway due to the legally impaired driver.
- . 12,000 more will die on the highway due to the alcohol-affected driver.
- . 15,800 will die in non-highway accidents.
- . 30,000 will die due to alcohol-caused liver disease.
- . 10,000 will die due to alcohol-induced brain disease or suicide.
- . Up to another 125,000 will die due to alcohol-related conditions or accidents.

E. Workplace Issues

- . It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- . Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- . A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

Attachment C

Minimum Thresholds

Initial test analyte

Initial test cutoff concentration

Confirmatory test analyte

Confirmatory test cutoff concentration

Marijuana metabolites 50 ng/mL THCA¹ 15 ng/mL.
Cocaine metabolites 150 ng/mL Benzoylcegonine 100 ng/mL.
Opiate metabolites
Codeine/Morphine² 2000 ng/mL Codeine 2000 ng/mL.
Morphine 2000 ng/mL.
6-Acetylmorphine 10 ng/mL 6-Acetylmorphine 10 ng/mL.
Phencyclidine 25 ng/mL Phencyclidine 25 ng/mL.
Amphetamines³
AMP/MAMP⁴ 500 ng/mL Amphetamine 250 ng/mL.
Methamphetamine⁵ 250 ng/mL.
MDMA⁶ 500 ng/mL MDMA 250 ng/mL.
MDA⁷ 250 ng/mL.
MDEA⁸ 250 ng/mL

1 Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

2 Morphine is the target analyte for codeine/morphine testing.

3 Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.

4 Methamphetamine is the target analyte for amphetamine/methamphetamine testing.

5 To be reported positive for methamphetamine, a specimen must also contain amphetamine at a

Concentration equal to or greater than 100 ng/mL.

6 Methylenedioxymethamphetamine (MDMA).

7 Methylenedioxyamphetamine (MDA).

8 Methylenedioxyethylamphetamine (MDEA).

Attachment D

Example of a RETURN - ENTRY CONTRACT

I, _____ agree to submit to at least six (6) more unannounced follow-up drug tests for a period of one (1) to five (5) years with at least six (6) tests performed in the first year.

I also agree to complete the rehabilitation plan prescribed by the Substance Abuse Professional.

I understand failure to comply with these requirements is grounds for termination.

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date

Substance Abuse Professional Printed Name

Substance Abuse Professional Signature

Date