

Green Mountain Transit Board Minutes

Date: June 20, 2017

Time: 7:30 AM

Place: GMT

15 Industrial Parkway
Burlington, VT 05401

Present:

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

Mark Sousa, General Manager
Jon Moore, Director of Operations and Planning
Michelle Daley, Director of Finance
Trish Redalieu, Director of Human Resources
Bob Young, Operations Manager
Kim Wall, Grants Manager
David Armstrong, Planning Manager
Jamie Smith, Marketing and Public Affairs Manager
John Robinson, Human Resources Coordinator
Jordan Nelle, Controller
Jordan Posner, Mobility Management Coordinator
Kaitlin McCarthy, Executive Assistant

Members of the Public:

Steve Carlson, Previous GMT Project and Development Manager
Amy Brewer, Alternate Commissioner, Williston

Not Present:

Harold Garabedian, Commissioner, Washington County

1. Open Meeting

Vice Chair Chittenden opened the meeting at 7:31 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

Vice Chair Chittenden proposed moving item 12 above item 11 in order to not keep the scribe around for after Executive Session.

3. Public Comment

There is no public comment.

4. Consent Agenda

Mark Sousa, General Manager, noted the date needs to be changed to May 16th. A motion to approve the Consent Agenda was made by Commissioner Dimitruk and seconded by Secretary Barton. All were in favor and the Consent Agenda was approved.

5. Staff Recognition

Mr. Sousa recognized the 25th anniversary of Howard Guyette working for GMT. Mr. Guyette was not in attendance and will be recognized at a later date. Mr. Sousa recognized Steve Carlson for Distinguished Service during his employment with GMT. Commissioner Spencer moved to approve the award and was seconded by Secretary Barton. All were in favor and the award was approved.

6. ADA Committee Introduction

Jordan Posner, Mobility Management Coordinator, stated that Nate Bezio was appointed Chair of the Committee in February. The Committee was formed about year ago and now has seven (7) members. Mr. Posner gives a brief update on what the committee has been doing. He explained that they are working to create a guide on how to ride the bus – for example, how to get on with a wheelchair and what you should tell the bus driver. Per DTC advice, domes were installed and curbs have been painted yellow. Commissioner Dimitruk inquired if the ADA Committee will be involved in the NextGen assessment and Mr. Posner answers that they will be. Secretary Barton asked what organizations are represented in the committee and Mr. Posner answers with the following: Neighbor Rides/United Way, CCRPC, VABVI, and VCIL.

7. NextGen Update

Jon Moore, Director of Operations and Planning, provided a handout with updates on the NextGen project. Board decides to include an hour of time during the July meeting to further look into the project. Commissioner Dimitruk encourages everyone to look at the service guidelines on the website as they will be crucial in upcoming decision making. Chair Kaynor emphasizes the important of treating the rural and urban routes the same as this is an opportunity to unify GMT into one system.

8. Board Business

a. Annual Meeting

Slate of Officers – Vice Chair Chittenden proposed a slate of officers to the Board but encourages any nominations or recommendations. At the July meeting, the Board will be voting on the Chair, Vice Chair, Secretary, and Treasurer positions.

Board Membership – All appointments are up at the end of the month. Please confirm with Chair Kaynor that you have been elected to continue. Jackie Weinstock will be stepping down from the Alternate position. In looking for a replacement Alternate Commissioner for South Burlington, someone with a financial background would be ideal to join the Finance Committee. Milton now has an Alternate Commissioner as well as Shelburne.

Committee Membership - Now is the time for Board Members to change committees if desire. Please email or call Chair Kaynor to do so.

The Annual Meeting will be at the St. Alban's State Police Barracks. Vice Chair Chittenden asks if there will be a bus available to bring people to the meeting. Mr. Sousa states that shouldn't be an issue.

Vice Chair Chittenden introduced Miss McCarthy to the Board. Mr. Sousa stated she is taking over as Executive Assistant and is on her third week at GMT.

b. Board Retreat

The Board reviewed the proposed agenda for the Board Retreat in September. They need to decide what the priorities are as the proposed agenda is currently too long. Chair Kaynor welcomed emails to him, Mr. Sousa, or any Board Member for any suggestions or comments. Vice Chair Chittenden asked for a proposed agenda for the Retreat at the July meeting and Chair Kaynor ensured one will be in the Board packet.

9. Purchasing Policy

Michelle Daley, Director of Finance, went over the updates and changes made to the Purchasing Policy after the audit and FDA regulation changes. After a Board discussion, a grammar change was requested on Page 15. A motion was made by Commissioner Dimitruk to approve the Purchasing policy with the caveat that wording on Page 15, Capital Project Approval be considered for future grammatical improvements by the Finance Committee. This was seconded by Commissioner Miles. All were in favor and the Policy was approved.

Phil Pouech called in at 8:37 AM.

10. Peer Transit Agencies Ridership Analysis

Mr. Sousa presented a document showing ridership analysis of GMT's peers. Overall, ridership is down within the industry. Commissioner Pouech inquired if the decrease in ridership will affect funding and if there is pressure from the Statehouse or others. Mr. Sousa discussed STIC factors and stated that we are right where we need to be based on those factors. Vice Chair Chittenden reminded the Board that the NextGen project will be addressing the decrease and how to turn it around.

11. GM & Committee Reports

Finance – Treasurer Powers said that everything the committee has been working on was already discussed today.

Leadership – Vice Chair Chittenden discussed sending two (2) Board Members to the APTA Conference in Atlanta, Georgia who will then present to the Board what they learned. Please reach out to Chair Kaynor if you are interested in attending. Vice Chair Chittenden discussed the complaint response process. Mr. Sousa stated that GMT uses Facebook, Twitter, email, phone calls, and the webpage to receive complaints and there is no preferred method. He discussed the Hinesburg 116 complaint and what was changed in response to the issue. An official response was made and free bus passes were given to the Hinesburg riders. There was discussion on how to respond to public postings.

Rob Moore called in at 8:51 AM.

Chapin Spencer left at 8:51 AM.

Operations – Secretary Barton stated the committee had been looking at the Performance Plan and we are currently on track. They have looked at maintenance issues and are sure that new staff will make a big difference in preventative maintenance. At the meeting in August, the committee plans on looking at an On Time Performance analysis that will have been completed by then. They are going to look at how much data GMT is collecting and decipher what is necessary and how often it needs to be collected. Energy efficiency is still part of the strategic plan, but at this time there is nothing specifically planned. Mr. Sousa has spoken to VEIC to see if they can assist in putting together a comprehensive energy plan.

Strategy – Commissioner Buermann announced that the next meeting will begin at 8:00 AM instead of 8:15 AM. The committee has spent time on reviewing objectives and are waiting for RouteMatch to get started so they can move forward with customer enhancement. They have discussed the pass management tool and the purchase of the new fare boxes.

GM Report – Mr. Sousa discussed meetings with VPTA, DIVA, and Medicaid. Medicaid overpaid GMT on their error so there will be meetings to discuss how to rectify the issue. Mr. Sousa provided an update on the electric buses and the cost gap between diesel and electric. The grant application will be submitted tomorrow and a funding plan will be brought before the Board at a later date. Mr. Sousa discussed operations with Stowe/Vail. He touched upon the bus fire and bus accident incidents. The bus fire was a mechanical issue. Appropriate actions have been taken following the bus accident. Chair Kaynor stated further details of the accident were discussed in the Leadership Committee meeting. Any further questions or comments will be discussed in Executive Session. The Intranet will be up and running this week. Chair Kaynor inquired about an updated copy of the New Board Member Packet and Mr. Sousa answered it will be available at the Board Retreat. Mr. Sousa has been accepted to Vermont Leadership Institute.

12. Maintenance Contract

Secretary Barton made a motion to enter Executive Session to discuss that premature public knowledge gives GMT a significant disadvantage and the fact that it has already been voted on by Maintenance. The motion was seconded by Commissioner Sharrow. All are in favor and the Board approves motion to enter Executive Session.

A motion to enter Executive Session with inclusion of Ms. Daley and Ms. Redalieu was made by Commissioner Buermann and seconded by Commissioner Miles. All were in favor and the Board entered Executive Session at 9:14 AM. No action was taken. Commissioner Buerman moved to exit Executive Session and was seconded by Commissioner Miles. All were in favor and the Board exited Executive Session at 9:52 AM.

Commissioner Buermann moved to accept CBA effective July 1st. The motion was seconded by Commissioner Miles. All were unanimously in favor and the contract was approved. Thank you to all staff involved and to Tony St. Hilaire.

13. Adjourn

Commissioner Sharrow made a motion to adjourn and was seconded by Commissioner Miles. All were in favor and the meeting adjourned at 9:57 AM.

Respectfully Submitted,

Denis Barton, Secretary