



Green Mountain Transit Board of Commissioners
September 17, 2019 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401

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

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:35 a.m. 4. Consent Agenda*
- August 20, 2019 Board Minutes (Pg. 3-6)
 - Check Register (Pg. 7-14)
 - Maintenance Report (Pg. 15)
 - Planning, Marketing and Public Affairs Report (Pg. 16)
 - IT Support, Administrative Support, Training and HR Report (Pg. 17)
 - Ridership Reports (Pg. 18-19)
- 7:38 a.m. 5. General Manager Report (pg. 20-21)
- 7:45 a.m. 6. Electric Bus Update
- 7:55 a.m. 7. Montpelier Transit Center Update
- 8:05 a.m. 8. Update on GM Search Process (Action Item) (Pg. 22)
- 8:20 a.m. 9. Committee Assignments (Pg. 23)
- 8:25 a.m. 7. Planning & Technical Assistance RFP Award (Action Item)
(Pg. 24-27)
- 8:35 a.m. 10. Finance Report (Pg. 28-36)



8:50 a.m. 11. FY20 Capital Budget Amendment (Action Item) (Pg. 37-41)

9:05 a.m. 12. Committee Reports

- Leadership Committee: October 7, 11:00 a.m.
- Strategy Committee: Next meeting TBD
- Finance Committee October 8, 8:30 AM
- Operations Committee: October 7, 10:00 a.m.
- Commissioner Comments & Announcements

9:15 a.m. 13. Possible Executive Session regarding pending civil litigation or a prosecution, and confidential attorney client communications

9:30 a.m. 14. Adjourn

Conference call in number: 802-540-2449 (guest ID# 11592)

Next GMT Board of Commissioners Meeting Date: October 15, 2019

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 Jamie Smith at 802-540-1098 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.



Board Meeting Minutes
Tuesday, August 20, 2019 at 7:30 a.m. GMT Board Room
101 Queen City Park Road, Burlington VT 05401

Present:

Commissioner Chittenden
Commissioner Waninger
Commissioner Kaynor
Commissioner Krohn
Commissioner Davis
Commissioner Pouech
Commissioner Buermann
Commissioner Sharrow
Commissioner Bohne
Commissioner Wallis (phone)
Alt. Commissioner Brewer

Trish Redalieu, Human Resources Director
Nick Foss, Director of Finance
Kim Wall, Grants Manager
Debbie Coppola, Senior Accountant
Jamie Smith, Director of Marketing and Planning
Jordan Posner, Manager of Paratransit and Brokered Services
Milia Bell, Marketing Coordinator
Matthew Young, HR Coordinator
Ross McDonald, VTrans
Margaret Roddy, Public

1. Meeting started at 7:32 a.m.
2. Adjustment of the Agenda – There were no adjustments to the agenda
3. Public Comment – Mrs. Roddy addressed the Board with concerns with the Purple Line as well as the Middlebury Link not following the scheduled time points published in the schedule. Mrs. Roddy also expressed concerns with one of GMT's drivers not picking her up on three occasions.

Commissioner Kaynor entered at 7:33 a.m.



Chair Chittenden stated that he would reach out to Mrs. Roddy and that he would look into this situation and report back to the Board. Chair Chittenden also stated that he would like to have Mrs. Roddy participate on a Driver Experience Committee.

Vice Chair Waninger entered at 7:48 a.m.

Introductions of new Commissioners and staff

4. Consent Agenda- Vice Chair Waninger and Commissioner Kaynor suggested two changes to the July 8th meeting minutes. Commissioner Bohne suggested a change to the May minutes. A motion was made to approve the May, July 8th and July 16th minutes with changes by Vice Chair Waninger, the motion was seconded by Commissioner Buermann. All were in favor, and the minutes were adopted with changes.
5. State Grant Agreement Award – Mr. Foss reviewed the State Grant Agreement Award that was included in the August board packet with the Board.

There was discussion on the State Grant Agreement Award.

Commissioner Pouech requested that a memo be brought to the Board on GMT's finances.

Mr. Foss stated that he would bring the FY20 budget adjustment to the Board for review at the October 2019 Board Meeting.

6. Route 14 Service update – Mrs. Smith informed the Board that RCT will be providing both legs of this service to and from Hardwick and Barre. This was recommended by VTrans.

Vice Chair Waninger stated that RCT has a different funding model than GMT.

Chair Chittenden suggested that staff compare our funding model to other agencies in the state and create report for the Board.

7. ADA Telephone Survey - Mr. Posner presented the results of the 2019 ADA Customer Service Survey to the Board.

There was discussion on the survey.



Commissioner Krohn exited at 9:02 a.m.

8. Micro-transit Presentation – Mr. McDonald presented the Micro-transit presentation to the Committee.

Mr. McDonald stated that VTrans submitted a grant proposal for \$912,912.00 annually, for a two-year pilot. If this grant is not awarded, it will potentially be funded through up to the state budget process to see if this pilot becomes a priority for 2020 transit program.

There was discussion on the presentation.

9. GM Hiring Process – Vice Chair Waninger informed the Board the GM Selection Committee has been established by Chair Chittenden and met on August 14th 2019.

Vice Chair Waninger brought two recommendations to the Board from the Committee as follows:

1st – Recommend the Board hire an outside search firm to recruit candidates for the General Manager position. The Committee will draft a proposal for this and the cost is estimated to be in the \$4,000.00 - \$6,000.00 range.

2nd – Recommend surveying stakeholders to see what they are looking for in a General Manager.

There was discussion on the GM hiring process.

Commissioner Buermann made a motion to authorize the Board Chair to move forward with selecting an outside recruiting firm and allowing the Chair to sign a contract with the firm with cost not to exceed \$8,000.00. The motion was seconded by Commissioner Pouech. All were in favor and the motion passed as presented.

10. Committee Reports-

Leadership Committee – Commissioner Chittenden stated that everything that was discussed at the Leadership meeting has been discussed in today's meeting. The Next Leadership Committee Meeting date is September 9, 2019 at 10:30 a.m.



Strategy Committee – Commissioner Buermann informed the Board that there was discussion on the delivery of two electric buses from Proterra around the end of October 2019. He stated there was also some discussion on applying for VW settlement funds. The next Strategy Committee Meeting date is September 9, 2019 at 8:30 a.m.

Finance Committee – Commissioner Bohne stated that finance discussed having a revised FY20 budget for the October 2019 Board Meeting. The next Finance Committee Meeting date is September 10, 2019 at 8:30 a.m.

Operations Committee: Commissioner Sharrow informed the Board that the Committee had an energy efficiency presentation by the Energy Efficiency Intern Katey. He stated that there was also discussion on the Swiftly app. The next Operations Committee Meeting date is September 9, 2019 at 9:30 a.m.

Commissioner comments: Commissioner Kaynor expressed the view that although the electric buses were purchased as a pilot, electrification of the fleet should be a long term goal and we should view the pilot not as WHETHER to electrify, but HOW TO ADAPT to electrification. After discussion, he suggested this be incorporated in the Strategic Goals that will be worked on this Fall.

Commissioner Buermann exited at 9:31 a.m.

11. Adjourn- Commissioner Sharrow made a motion to adjourn, Commissioner Wallis seconded the motion. All were in favor, and the meeting adjourned at 9:35 a.m.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1467	Charles Schwab	7/29/19	V1467 2019 0729	19,854.42	Retirement
V265	ICMA	7/29/19	V265 2019 0729	1,852.55	Retirement
V266	IRS - EFTPS	7/29/19	V266 2019 0729	118,992.32	Federal Payroll Income Tax
V364	Vermont Dept of Taxes	7/29/19	V364 2019 0729	15,927.37	State Payroll Taxes
V1025	Alter, Charles	8/2/19	89098	110.20	Volunteer
V156	Anthony, Peter	8/2/19	89099	568.40	Volunteer
V1738	Birrell, Emily	8/2/19	89100	143.98	Volunteer
V1482	Cady, Duane	8/2/19	89101	107.30	Volunteer
V1753	Campbell Dorothy	8/2/19	89102	8.12	
V471	Constantine, Julia	8/2/19	89103	473.86	Volunteer
V1277	Dixon-Boles, Jade	8/2/19	89104	68.44	
V1573	Fairbanks, Dori	8/2/19	89105	135.14	Volunteer
V1084	Fisher, Allan	8/2/19	89106	22.04	
V1687	Houghton, Gregory	8/2/19	89107	814.32	Volunteer
V203	Ladd, Joyce	8/2/19	89108	165.30	Volunteer
V1718	Luke, Norma	8/2/19	89109	55.10	
V181	Owen, Helen	8/2/19	89110	732.54	Volunteer
V1719	Pelletier, Charles	8/2/19	89111	174.00	Volunteer
V1720	Schmitt, Karlyn	8/2/19	89112	275.50	Volunteer
V1655	Sciria, Andrew	8/2/19	89113	375.84	Volunteer
V1733	Slack, Robert	8/2/19	89114	102.08	Volunteer
V1747	Stetson, Nicole	8/2/19	89115	128.76	Volunteer
V881	Wakefield, Richard	8/2/19	89116	236.06	Volunteer
V1595	Waller, Marlys	8/2/19	89117	198.94	Volunteer
V1549	Ware, Michael	8/2/19	89118	159.50	Volunteer
V944	Woodward, Patricia	8/2/19	89119	689.04	Volunteer
V1454	Wooton, Ashlee	8/2/19	89120	189.69	Volunteer
V964	Campbell, Arthur	8/2/19	89121	192.31	Dcap Reimbursement
V1487	Chamberlin, Justin	8/2/19	89122	192.31	Dcap Reimbursement
V1639	Gratton, Yancey	8/2/19	89123	140.50	FSA Reimbursement
V117	Guyette, Howard	8/2/19	89124	1,100.00	Tool Allowance
V716	Hardy, Gerald	8/2/19	89125	75.00	
V1657	Kennedy, Rachel	8/2/19	89126	154.76	FSA Reimbursement
V1433	Lamm, Dave	8/2/19	89127	100.00	Shoe Reimbursement
V1004	Marcu, Daniel	8/2/19	89128	100.00	Shoe Reimbursement
V1752	Mark Stupik	8/2/19	89129	266.80	Travel Reimbursement
V1045	Mead, Christopher	8/2/19	89130	100.00	Shoe Reimbursement
V133	Mezetovic, Nusret	8/2/19	89131	170.00	FSA Reimbursement
V1547	Mohamad, Adan	8/2/19	89132	1,100.00	Tool Allowance
V1751	Nicholas Foss	8/2/19	89133	145.20	Travel and Training Reimbursement
V1249	Petrosyan, Oleg	8/2/19	89134	100.00	Shoe Reimbursement
V439	Takele, Desta	8/2/19	89135	25.00	
V569	Wall, Kimberly	8/2/19	89136	164.31	Training Reimbursement
V1713	Datto Sales and Service	8/2/19	89137	389,985.00	Buses
V1723	Abare, Ronald	8/2/19	EFT000000014489	754.58	Volunteer
V153	Alburgh Taxi	8/2/19	EFT000000014490	1,395.55	Volunteer
V55	Boudreau, James	8/2/19	EFT000000014491	966.86	Volunteer
V1150	Bruley SR, Mark	8/2/19	EFT000000014492	1,137.96	Volunteer
V548	Burnor, David	8/2/19	EFT000000014493	220.98	Volunteer
V1291	Callan, Linda	8/2/19	EFT000000014494	377.00	Volunteer
V1675	Carkeet, David	8/2/19	EFT000000014495	180.38	Volunteer
V1707	Chase, Betty	8/2/19	EFT000000014496	504.02	Volunteer
V1676	Croteau, William	8/2/19	EFT000000014497	818.96	Volunteer
V60	Farr, Delores	8/2/19	EFT000000014498	575.36	Volunteer
V1117	Hall, John	8/2/19	EFT000000014499	542.30	Volunteer
V67	Jewett, Sheryl	8/2/19	EFT000000014500	240.70	Volunteer
V174	Langlois, Paulette	8/2/19	EFT000000014501	322.48	Volunteer
V1420	Lawyer, Ronald	8/2/19	EFT000000014502	459.36	Volunteer
V70	LeClair, Raymond	8/2/19	EFT000000014503	243.02	Volunteer
V71	Lightholder, Stephen	8/2/19	EFT000000014504	197.20	Volunteer
V74	Markham, Laurel	8/2/19	EFT000000014505	557.38	Volunteer
V75	Martin, Ronald	8/2/19	EFT000000014506	845.06	Volunteer
V1018	Metivier, Shelli	8/2/19	EFT000000014507	765.60	Volunteer
V1570	Murphy Sandra	8/2/19	EFT000000014508	427.46	Volunteer
V82	Parah, Donna	8/2/19	EFT000000014509	583.48	Volunteer
V83	Parah, Maurice	8/2/19	EFT000000014510	1,120.56	Volunteer
V86	Pike, Gail	8/2/19	EFT000000014511	1,405.34	Volunteer
V771	Sammons, Chandra	8/2/19	EFT000000014512	813.16	Volunteer
V89	Sayers, Gail	8/2/19	EFT000000014513	947.72	Volunteer
V93	Timm, Marta	8/2/19	EFT000000014514	977.30	Volunteer
V522	Turcotte, S Jeanette	8/2/19	EFT000000014515	72.50	
V1725	Utton, Debra	8/2/19	EFT000000014516	514.46	Volunteer
V1623	Wells, Roy	8/2/19	EFT000000014517	227.36	Volunteer
V38	Moore, Jon	8/2/19	EFT000000014518	236.97	DCAP and Travel Reimbursement
V141	Riley, Shawn	8/2/19	EFT000000014519	65.32	
V17	Smith, Jamie L	8/2/19	EFT000000014520	192.30	Dcap Reimbursement
V1474	Whitaker, Cheryl	8/2/19	EFT000000014521	339.08	Training Reimbursement
V1626	Whiting, Jeremy	8/2/19	EFT000000014522	95.66	
V1446	MT Wallets, LLC	8/2/19	EFT000000014523	2,800.00	Lease

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V279	ABC Bus Companies-Muncie	8/9/19	89138	7,481.79	5 Part Invoices
V1558	Aella Consulting Group, Inc.	8/9/19	89139	600	
V1305	Allegiant Care	8/9/19	89140	196,345.00	Health Insurance
V575	American Payroll Association	8/9/19	89141	254	
V214	AT&T Mobility	8/9/19	89142	76.27	
V1282	Bernard Group, The	8/9/19	89143	124.56	
V284	Brenntag Lubricants Northeast	8/9/19	89144	2,002.77	3 Part Invoices
V224	Burlington Communications	8/9/19	89145	1,305.25	5 Radio Repair Invoices
V225	Burlington Electric Department	8/9/19	89146	750.01	
V226	Burlington Public Works-Water	8/9/19	89147	313.69	
V851	Champlain Medical	8/9/19	89148	600	
V235	Clark's Truck Center	8/9/19	89149	2,439.99	Part Invoice
V220	Class C Solutions Group	8/9/19	89150	1,320.65	3 Part Invoices
V374	Clear Choice Auto Glass, A	8/9/19	89151	290	
V600	Cody Chevrolet	8/9/19	89152	285.86	
V928	Conway Office Solutions	8/9/19	89153	1,704.65	3 Office Supply Invoices
V238	Crystal Rock Bottled Water	8/9/19	89154	28	
V241	D & W Diesel, Inc.	8/9/19	89155	1,216.02	Part Invoice
V417	Dion Security, Inc.	8/9/19	89156	56.94	
V245	DRIVE	8/9/19	89157	40	
V321	Empire Janitorial Supply Company	8/9/19	89158	49.65	
V250	Fisher Auto Parts	8/9/19	89159	1,619.16	26 Part Invoices
V252	FleetPride, Inc	8/9/19	89160	148	
V1347	Foley Distributing Corp.	8/9/19	89161	886.02	
V394	Formula Ford Inc.	8/9/19	89162	1,543.71	3 Part Invoices
V256	Genfare	8/9/19	89163	1,083.82	Bus Ticket Invoice
V1129	Global Montello Group Corp	8/9/19	89164	50,611.43	Fuel
V259	Grainger	8/9/19	89165	171.57	
V260	Green Mountain Kenworth, Inc.	8/9/19	89166	1,339.40	4 Part Invoices
V261	Green Mountain Power	8/9/19	89167	26.99	
V1744	Hine Bros. Inc.	8/9/19	89168	1,048.74	2 part Invoices
V1204	Interstate Batteries	8/9/19	89169	590.35	
V1658	J. David White Associates, Inc.	8/9/19	89170	1,325.00	Part Invoice
V446	JaneK Corporation, The	8/9/19	89171	400	
V328	Kirk's Automotive Inc.	8/9/19	89172	1,082.66	5 Part Invoices
V647	Lake Street Auto Sales & Service	8/9/19	89173	26	
V1509	Lawson Products, Inc	8/9/19	89174	209.26	
V473	Limoge & Sons Garage Doors, Inc.	8/9/19	89175	309.75	
V702	Lincoln National Life Insurance Company, The	8/9/19	89176	11,363.11	Insurance
V1191	Lucky's Trailer Sales Inc.	8/9/19	89177	8,074.23	3 Part Invoices
V1599	Miller, Holly & Bob 2017 Charitable Lead Trust	8/9/19	89178	974.2	
V278	Mohawk Mfg. & Supply Co.	8/9/19	89179	472.89	
V1709	Monaghan Safar Ducham PLLC	8/9/19	89180	13,408.80	Legal Invoices
V280	Mutual of Omaha Insurance Co.	8/9/19	89181	28.4	
V996	New England Air Systems	8/9/19	89182	439.51	
V1645	Norris, Inc.	8/9/19	89183	304.2	
V223	O'Reilly Auto Enterprises, LLC	8/9/19	89184	2,174.68	10 Part Invoices
V291	Prevost Parts	8/9/19	89185	2,370.60	5 Part Invoices
V465	Queen City Printers, Ins.	8/9/19	89186	8,007.00	New Bus Maps
V518	Queen City Steel	8/9/19	89187	178	
V589	Ronald McDonald House-All	8/9/19	89188	185	
V296	Rouse Tire Sales	8/9/19	89189	1,001.36	Tire Invoice
V298	Sanel Auto Parts Co.	8/9/19	89190	11.96	
V299	SB Collins, Inc.	8/9/19	89191	21,317.16	Fuel
V686	Shearer Chevrolet	8/9/19	89192	240.75	
V301	Sovernet	8/9/19	89193	1,097.90	IT Invoice
V1560	State Industrial Products Corporation	8/9/19	89194	123.59	
V308	Steadman Hill Consulting, Inc.	8/9/19	89195	1,243.13	Consulting Invoice
V312	Stowe, Town of	8/9/19	89196	381.96	
V734	Thermo King Northeast/Dattco	8/9/19	89197	734	
V452	Times Argus, The	8/9/19	89198	81.9	
V273	Transit Holding, Inc.	8/9/19	89199	8,996.86	16 Part Invoices
V718	Transit Resource Center	8/9/19	89200	3,150.00	Bus Inspection Invoice
V1030	UniFirst Corporation	8/9/19	89201	466.32	
V535	VAS Tools, LLC	8/9/19	89202	2,995.00	Small Tool Purchase
V876	Vehicle Maintenance Program, Inc.	8/9/19	89203	20.44	
V1466	Vermont Electrical Contracting LLC	8/9/19	89204	240	
V892	VOXAM/FM, LLC	8/9/19	89205	800	
V251	Wex Fleet Universal	8/9/19	89206	16,444.49	Fuel
V796	Yipes Auto Accessories	8/9/19	89207	837.88	
V257	Gillig Corp.	8/9/19	89208	8,129.92	12 Part Invoices
V302	Sports & Fitness Edge Inc.	8/9/19	89209	1,466.00	2 Months employee Paid Memberships

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V468	Vermont Department of Motor Vehicles	8/12/19	89211	210	
V1305	Allegiant Care	8/12/19	89212	4,516.00	Insurance
V303	SSTA	8/12/19	EFT000000014524	135,712.85	E and DADA Invoices
V1467	Charles Schwab	8/12/19	V1467 2019 0812	17,143.71	Retirement
V265	ICMA	8/12/19	V265 2019 0812	1,285.16	Retirement
V266	IRS - EFTPS	8/12/19	V266 2019 0812	93,510.20	Federal Payroll Taxes
V364	Vermont Dept of Taxes	8/12/19	V364 2019 0812	12,635.54	State Payroll Taxes
V981	Burlington, City of	8/13/19	89213	390	
V981	Burlington, City of	8/13/19	89214	85	
V1025	Alter, Charles	8/16/19	89215	145	Volunteer
V156	Anthony, Peter	8/16/19	89216	600.3	Volunteer
V1099	Barnett, Wendy	8/16/19	89217	1,146.08	Volunteer
V1482	Cady, Duane	8/16/19	89218	93.96	
V1753	Campbell Dorothy	8/16/19	89219	40.6	
V471	Constantine, Julia	8/16/19	89220	407.16	Volunteer
V1754	Demers Amanda	8/16/19	89221	331.2	Volunteer
V1573	Fairbanks, Dori	8/16/19	89222	436.16	Volunteer
V1084	Fisher, Allan	8/16/19	89223	34.8	
V1694	Hebda, Jerome	8/16/19	89224	29.58	
V1687	Houghton, Gregory	8/16/19	89225	805.62	Volunteer
V203	Ladd, Joyce	8/16/19	89226	153.7	Volunteer
V181	Owen, Helen	8/16/19	89227	849.7	Volunteer
V1719	Pelletier, Charles	8/16/19	89228	292.9	Volunteer
V165	Sanborn, Raeline	8/16/19	89229	97.2	
V1720	Schmitt, Karlyn	8/16/19	89230	219.82	Volunteer
V1655	Sciria, Andrew	8/16/19	89231	390.34	Volunteer
V1733	Slack, Robert	8/16/19	89232	86.42	
V1478	Starbuck, Pammella	8/16/19	89233	44.08	
V1747	Stetson, Nicole	8/16/19	89234	97.44	
V1614	Vermont Ride Network, Inc.	8/16/19	89235	217.25	
V1595	Waller, Marlys	8/16/19	89236	328.86	Volunteer
V1549	Ware, Michael	8/16/19	89237	156.02	Volunteer
V962	Williams, Kenneth	8/16/19	89238	127.26	Volunteer
V1566	Wisell, David	8/16/19	89239	55.1	
V944	Woodward, Patricia	8/16/19	89240	143.26	Volunteer
V1685	Barnes, Thomas	8/16/19	89241	63.18	
V964	Campbell, Arthur	8/16/19	89242	192.31	DCAP Reimbursement
V1487	Chamberlin, Justin	8/16/19	89243	192.31	DCAP Reimbursement
V1639	Gratton, Yancey	8/16/19	89244	64.6	
V1552	Hall, Nicholas	8/16/19	89245	1,059.42	Tool Allowance
V129	Lawrence, Richard	8/16/19	89246	215.66	FSA Reimbursement
V915	Puzic, Aid	8/16/19	89247	200	FSA Reimbursement
V1312	Tambon, Phil	8/16/19	89248	100	Shoe Reimbursement
V1593	Zebic, Branko	8/16/19	89249	100	Shoe Reimbursement
V279	ABC Bus Companies- Muncie	8/16/19	89250	1,440.49	2 Part Invoices
V316	Able Paint, Glass & Flooring Co.	8/16/19	89251	350	
V217	Airgas USA, LLC	8/16/19	89252	268.21	
V485	Allen Lumber Co.	8/16/19	89253	13.81	
V399	Axle Tech International	8/16/19	89254	1,743.93	2 Part Invoices
V1334	Background Investigation Bureau, LLC	8/16/19	89255	230	
V1062	Bailey Spring & Chassis	8/16/19	89256	331.25	
V248	Bay State Elevator Company	8/16/19	89257	479.78	
V284	Brenntag Lubricants Northeast	8/16/19	89258	4,453.13	6 Part Invoices
V225	Burlington Electric Department	8/16/19	89259	6,330.27	Electric Bill
V469	Burlington Fire Department	8/16/19	89260	1,300.00	2 Annual Inspections
V226	Burlington Public Works-Water	8/16/19	89261	1,846.77	2 Water Bills
V981	Burlington, City of	8/16/19	89262	85	
V228	C.I.D.E.R., Inc.	8/16/19	89263	23,051.25	E AND D and Medicaid
V231	Casella Waste Mgt., Inc.	8/16/19	89264	23	
V235	Clark's Truck Center	8/16/19	89265	696.36	
V220	Class C Solutions Group	8/16/19	89266	2,809.21	4 Part Invoices
V1357	CleanPro, Inc	8/16/19	89267	599.46	
V236	Colonial Supplemental Insurance	8/16/19	89268	34.95	
V524	CPL Electrical Contracting	8/16/19	89269	1,610.00	2 Repair Invoices
V239	Cummins Northeast LLC	8/16/19	89270	8,887.20	4 Part Invoices

V163	D & M Petroleum, Inc.	8/16/19	89271	1,696.10	Part Invoice
V241	D & W Diesel, Inc.	8/16/19	89272	1,284.66	Part Invoice
V321	Empire Janitorial Supply Company	8/16/19	89273	39.89	
V250	Fisher Auto Parts	8/16/19	89274	77.55	
V252	FleetPride, Inc	8/16/19	89275	315.8	
V1347	Foley Distributing Corp.	8/16/19	89276	16.53	
V394	Formula Ford Inc.	8/16/19	89277	11.55	
V799	Gauthier Trucking Company, Inc.	8/16/19	89278	384.14	
V1129	Global Montello Group Corp	8/16/19	89279	17,024.00	Fuel
V704	Government Finance Officers Association	8/16/19	89280	160	
V260	Green Mountain Kenworth, Inc.	8/16/19	89281	760.82	
V261	Green Mountain Power	8/16/19	89282	1,499.31	3 Electric Bills
V1667	Hartford Insurance Co. of the Midwest	8/16/19	89283	15,066.00	Flood Insurance Berlin
V1744	Hine Bros. Inc.	8/16/19	89284	186.52	
V1204	Interstate Batteries	8/16/19	89285	167.71	
V1748	Jeffery Shupert	8/16/19	89286	1,610.00	Bus Inspections
V328	Kirk's Automotive Inc.	8/16/19	89287	535.7	
V1509	Lawson Products, Inc	8/16/19	89288	706.54	
V268	Loomis	8/16/19	89289	232.25	
V270	Lowe's	8/16/19	89290	333.58	
V1191	Lucky's Trailer Sales Inc.	8/16/19	89291	1,365.06	2 Part Invoices
V1455	Mag & Sons Clothing	8/16/19	89292	378.95	
V274	McMaster-Carr	8/16/19	89293	80.22	
V276	Metalworks	8/16/19	89294	55	
V1068	Midwest Bus Corporation	8/16/19	89295	5.5	
V278	Mohawk Mfg. & Supply Co.	8/16/19	89296	493.59	
V283	Neopart LLC	8/16/19	89297	761.72	
V290	Peterson Consulting, Inc.	8/16/19	89298	3,618.75	2 Consulting Invoices
V291	Prevost Parts	8/16/19	89299	2,488.99	7 Part Invoices
V296	Rouse Tire Sales	8/16/19	89300	2,068.79	4 Tire Invoices
V297	Safety-Kleen Systems, Inc.	8/16/19	89301	226.01	
V299	SB Collins, Inc.	8/16/19	89302	16,405.00	Fuel
V686	Shearer Chevrolet	8/16/19	89303	244.23	
V637	Snap-on Equipment	8/16/19	89304	299	
V1686	Stowe Pest Control	8/16/19	89305	70	
V311	Teamsters Local 597	8/16/19	89306	7,878.00	Union Dues
V186	Tech Group, The	8/16/19	89307	2,225.00	IT Support
V734	Thermo King Northeast/Dattco	8/16/19	89308	747.49	
V1030	UniFirst Corporation	8/16/19	89309	500.81	
V334	Vanasse Hangen Brustlin, Inc.	8/16/19	89310	272.5	
V876	Vehicle Maintenance Program, Inc.	8/16/19	89311	309.93	
V604	Vermont Fire Extinguisher	8/16/19	89312	526	
V410	Vermont Gas Systems, Inc.	8/16/19	89313	72.52	
V1459	Vermont Information Consortium LLC	8/16/19	89314	366	
V833	Vermont Lake Monsters	8/16/19	89315	10,750.00	Marketing Invoice
V1683	VHV Company	8/16/19	89316	1,513.50	Repair Invoice
V336	W.B Mason Co., Inc.	8/16/19	89317	186.17	
V796	Yipes Auto Accessories	8/16/19	89318	539.58	
V257	Gillig Corp.	8/16/19	89319	4,068.28	5 Part Invoices
V1723	Abare, Ronald	8/16/19	EFT000000014526	697.74	Volunteer
V153	Alburgh Taxi	8/16/19	EFT000000014527	1,609.15	Volunteer
V55	Boudreau, James	8/16/19	EFT000000014528	854.34	Volunteer
V1007	Bova, Wendy	8/16/19	EFT000000014529	151.38	Volunteer
V1150	Bruley SR, Mark	8/16/19	EFT000000014530	1,785.82	Volunteer
V548	Burnor, David	8/16/19	EFT000000014531	244.76	Volunteer
V1291	Callan, Linda	8/16/19	EFT000000014532	596.82	Volunteer
V1675	Carkeet, David	8/16/19	EFT000000014533	143.26	Volunteer
V1707	Chase, Betty	8/16/19	EFT000000014534	800.4	Volunteer
V1676	Croteau, William	8/16/19	EFT000000014535	1,204.66	Volunteer
V60	Farr, Delores	8/16/19	EFT000000014536	435	Volunteer
V1117	Hall, John	8/16/19	EFT000000014537	468.64	Volunteer
V170	Hertz, Kenneth	8/16/19	EFT000000014538	465.16	Volunteer
V67	Jewett, Sheryl	8/16/19	EFT000000014539	156.02	Volunteer
V174	Langlois, Paulette	8/16/19	EFT000000014540	406	Volunteer
V1420	Lawyer, Ronald	8/16/19	EFT000000014541	448.34	Volunteer
V70	LeClair, Raymond	8/16/19	EFT000000014542	804.46	Volunteer

V74	Markham, Laurel	8/16/19	EFT000000014543	672.22	Volunteer
V75	Martin, Ronald	8/16/19	EFT000000014544	650.18	Volunteer
V1018	Metivier, Shelli	8/16/19	EFT000000014545	765.6	Volunteer
V1570	Murphy Sandra	8/16/19	EFT000000014546	237.22	Volunteer
V82	Parah, Donna	8/16/19	EFT000000014547	538.24	Volunteer
V83	Parah, Maurice	8/16/19	EFT000000014548	889.14	Volunteer
V86	Pike, Gail	8/16/19	EFT000000014549	1,574.70	Volunteer
V771	Sammons, Chandra	8/16/19	EFT000000014550	660.04	Volunteer
V89	Sayers, Gail	8/16/19	EFT000000014551	920.46	Volunteer
V93	Timm, Marta	8/16/19	EFT000000014552	875.8	Volunteer
V522	Turcotte, S Jeanette	8/16/19	EFT000000014553	130.5	Volunteer
V1725	Utton, Debra	8/16/19	EFT000000014554	746.46	Volunteer
V1623	Wells, Roy	8/16/19	EFT000000014555	567.82	Volunteer
V1066	Cassell, Robert Jr.	8/16/19	EFT000000014556	224	FSA Reimbursement
V1182	Charissakis, John	8/16/19	EFT000000014557	55	FSA Reimbursement
V35	McDonald, Pam	8/16/19	EFT000000014558	95	FSA Reimbursement
V38	Moore, Jon	8/16/19	EFT000000014559	192.31	DCAP Reimbursement
V17	Smith, Jamie L	8/16/19	EFT000000014560	192.3	DCAP Reimbursement
V39	Sweeney, Cecil	8/16/19	EFT000000014561	308.4	FSA and Shoe reimbursement

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V279	ABC Bus Companies-Muncie	8/23/19	89320	2,179.23	2 Part Invoices
V727	Addison County Transit Resources	8/23/19	89321	790.62	
V217	Airgas USA, LLC	8/23/19	89322	88.46	
V219	Aubuchon C/O Blue Tarp Financial, Inc.	8/23/19	89323	40.4	
V284	Brenntag Lubricants Northeast	8/23/19	89324	6,397.90	4 Part Invoices
V224	Burlington Communications	8/23/19	89325	1,116.87	2 Radio Maintenance Invoices
V225	Burlington Electric Department	8/23/19	89326	1,044.40	2 Electric Bills
V229	Camerota Truck Parts	8/23/19	89327	4,392.00	Transmission
V293	Charlebois, R.R Inc.	8/23/19	89328	2,679.93	Part Invoice
V719	Chittenden Solid Waste District	8/23/19	89329	23	
V220	Class C Solutions Group	8/23/19	89330	781.05	
V239	Cummins Northeast LLC	8/23/19	89331	345.54	
V163	D & M Petroleum, Inc.	8/23/19	89332	760.39	
V241	D & W Diesel, Inc.	8/23/19	89333	4,516.73	4 Part Invoices
V321	Empire Janitorial Supply Company	8/23/19	89334	79.78	
V250	Fisher Auto Parts	8/23/19	89335	616.29	
V1347	Foley Distributing Corp.	8/23/19	89336	397.54	
V256	Genfare	8/23/19	89337	33,001.82	Fare Boxes for Electric Buses
V259	Grainger	8/23/19	89338	40.2	
V260	Green Mountain Kenworth, Inc.	8/23/19	89339	2,019.91	3 Part Invoices
V328	Kirk's Automotive Inc.	8/23/19	89340	1,456.55	2 Part Invoices
V1191	Lucky's Trailer Sales Inc.	8/23/19	89341	8,396.30	4 Part Invoices
V1618	Management Safeguards and Assoc.	8/23/19	89342	300	
V1068	Midwest Bus Corporation	8/23/19	89343	1,079.90	2 Part Invoices
V278	Mohawk Mfg. & Supply Co.	8/23/19	89344	81.47	
V223	O'Reilly Auto Enterprises, LLC	8/23/19	89345	6.06	
V232	Petty Cash	8/23/19	89346	48.51	
V408	Pitney Bowes - Purchase Power	8/23/19	89347	126.27	
V291	Prevost Parts	8/23/19	89348	549.09	
V296	Rouse Tire Sales	8/23/19	89349	4,881.61	3 Tire Invoices
V299	SB Collins, Inc.	8/23/19	89350	4,838.51	Fuel
V686	Shearer Chevrolet	8/23/19	89351	2,206.79	Part Invoice
V306	Staples Credit Plan	8/23/19	89352	669.33	
V451	Stowe, Town of Electric Department	8/23/19	89353	206.93	
V793	SYN-TECH Systems	8/23/19	89354	89.1	
V734	Thermo King Northeast/Dattco	8/23/19	89355	3,882.94	2 Part Invoices
V273	Transit Holding, Inc.	8/23/19	89356	1,058.69	4 Part Invoices
V1030	UniFirst Corporation	8/23/19	89357	662.83	
V315	United Parcel Service	8/23/19	89358	100.24	
V876	Vehicle Maintenance Program, Inc.	8/23/19	89359	130.74	
V257	Gillig Corp.	8/23/19	89360	4,382.42	6 Part Invoices

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1467	Charles Schwab	8/26/19	V1467 2019 0826	17,163.74	Retirement
V265	ICMA	8/26/19	V265 2019 0826	1,282.70	Retirement
V266	IRS - EFTPS	8/26/19	V266 2019 0826	90,831.18	Federal Payroll Taxes
V364	Vermont Dept of Taxes	8/26/19	V364 2019 0826	12,207.98	State Payroll Taxes
V257	Gillig Corp.	8/28/19	89362	1,427,226.00	3 Buses
V68	Vermont Agency of Transportation	8/28/19	89363	2,738.65	Refund of over payment
V1666	Tick Tock Shop	8/29/19	89427	954	Three 25 Yr Anniversary Watches
V279	ABC Bus Companies-Muncie	8/30/19	89364	257.49	
V727	Addison County Transit Resources	8/30/19	89365	19,833.00	Community Match
V415	Amazon	8/30/19	89366	1,890.26	19 IT and Office Supply Invoices
V224	Burlington Communications	8/30/19	89367	366.5	
V225	Burlington Electric Department	8/30/19	89368	8,108.89	5 Electric Bills
V226	Burlington Public Works-Water	8/30/19	89369	231.26	
V235	Clark's Truck Center	8/30/19	89370	6,399.99	AC Machine
V220	Class C Solutions Group	8/30/19	89371	591.75	
V240	D & M Fire and Safety Equipment	8/30/19	89372	2,215.00	Annual Fire extinguisher Maintenance
V245	DRIVE	8/30/19	89373	38	
V321	Empire Janitorial Supply Company	8/30/19	89374	106.69	
V250	Fisher Auto Parts	8/30/19	89375	154.65	
V1347	Foley Distributing Corp.	8/30/19	89376	1,639.55	4 Maintenance Supply Invoices
V256	Genfare	8/30/19	89377	242.79	
V257	Gillig Corp.	8/30/19	89378	5,138.05	11 Part Invoices
V328	Kirk's Automotive Inc.	8/30/19	89379	57.78	
V1509	Lawson Products, Inc	8/30/19	89380	42.75	
V702	Lincoln National Life Insurance Company, The	8/30/19	89381	12,256.59	Insurance
V1191	Lucky's Trailer Sales Inc.	8/30/19	89382	509.88	
V274	McMaster-Carr	8/30/19	89383	125.92	
V1599	Miller, Holly & Bob 2017 Charitable Lead Trust	8/30/19	89384	974.2	
V278	Mohawk Mfg. & Supply Co.	8/30/19	89385	44.63	
V792	Myers Container Service Corp.	8/30/19	89386	9.42	
V223	O'Reilly Auto Enterprises, LLC	8/30/19	89387	151.92	
V289	People's United Businesscard Services	8/30/19	89388	5,825.09	3 Credit Cards Travel Meals parts
V294	RHR Smith & Company	8/30/19	89389	3,000.00	Auditor Invoice
V871	Shred-Ex	8/30/19	89390	1,260.00	2 Shredding Invoices
V734	Thermo King Northeast/Dattco	8/30/19	89391	2,718.55	2 Part Invoices
V1030	UniFirst Corporation	8/30/19	89392	351.46	
V315	United Parcel Service	8/30/19	89393	103	
V876	Vehicle Maintenance Program, Inc.	8/30/19	89394	84.05	
V410	Vermont Gas Systems, Inc.	8/30/19	89395	740.32	
V1423	Alling, Andrew	8/30/19	89397	56.84	
V1025	Alter, Charles	8/30/19	89398	115.42	Volunteer
V1480	Andrews-Ford, Sheri	8/30/19	89399	373.52	Volunteer
V156	Anthony, Peter	8/30/19	89400	586.96	Volunteer
V1625	Bousquet, Jeanne	8/30/19	89401	52.78	
V1482	Cady, Duane	8/30/19	89402	66.7	
V471	Constantine, Julia	8/30/19	89403	353.22	Volunteer
V1573	Fairbanks, Dori	8/30/19	89404	89.9	
V1084	Fisher, Allan	8/30/19	89405	38.28	
V1516	Gagnon, Chaz	8/30/19	89406	231.84	Volunteer
V1687	Houghton, Gregory	8/30/19	89407	801.56	Volunteer
V1756	Houle Richard	8/30/19	89408	45.24	
V203	Ladd, Joyce	8/30/19	89409	285.94	Volunteer
V585	Nunes, Johenry	8/30/19	89410	54.52	
V1138	Pease, Charles	8/30/19	89411	221.76	Volunteer
V1719	Pelletier, Charles	8/30/19	89412	183.28	Volunteer
V1394	Rolland-Forkey, Erin	8/30/19	89413	175.16	Volunteer
V1720	Schmitt, Karlyn	8/30/19	89414	200.1	Volunteer
V1655	Sciria, Andrew	8/30/19	89415	457.62	Volunteer
V1733	Slack, Robert	8/30/19	89416	84.68	
V1747	Stetson, Nicole	8/30/19	89417	97.44	
V1614	Vermont Ride Network, Inc.	8/30/19	89418	194	Volunteer
V881	Wakefield, Richard	8/30/19	89419	99.76	
V1595	Waller, Marlys	8/30/19	89420	335.24	Volunteer
V1549	Ware, Michael	8/30/19	89421	85.84	
V964	Campbell, Arthur	8/30/19	89422	192.31	DCAP Reimbursement
V1487	Chamberlin, Justin	8/30/19	89423	192.31	DCAP Reimbursement
V1639	Gratton, Yancey	8/30/19	89424	45.87	
V1684	McNally, Mike	8/30/19	89425	1,100.00	Tool Allowance
V1296	Young, Matthew	8/30/19	89426	46.98	
V1182	Charissakis, John	8/30/19	EFT000000014563	40	
V35	McDonald, Pam	8/30/19	EFT000000014564	40	

V38	Moore, Jon	8/30/19	EFT000000014565	245.09	DCAP And Mileage Reimbursement
V17	Smith, Jamie L	8/30/19	EFT000000014566	192.3	DCAP Reimbursement
V1626	Whiting, Jeremy	8/30/19	EFT000000014567	481.27	DCAP Reimbursement
V1446	M T Wallets, LLC	8/30/19	EFT000000014568	2,800.00	Lease
V303	SSTA	8/30/19	EFT000000014569	130,242.15	E & D and ADA
V1723	Abare, Ronald	8/30/19	EFT000000014570	747.62	Volunteer
V153	Alburgh Taxi	8/30/19	EFT000000014571	2,257.55	Volunteer
V55	Boudreau, James	8/30/19	EFT000000014572	1,107.80	Volunteer
V1007	Bova, Wendy	8/30/19	EFT000000014573	134.56	Volunteer
V1150	Bruley SR, Mark	8/30/19	EFT000000014574	1,469.14	Volunteer
V548	Burnor, David	8/30/19	EFT000000014575	286.52	Volunteer
V1291	Callan, Linda	8/30/19	EFT000000014576	558.54	Volunteer
V1675	Carkeet, David	8/30/19	EFT000000014577	205.32	Volunteer
V1707	Chase, Betty	8/30/19	EFT000000014578	717.46	Volunteer
V1676	Croteau, William	8/30/19	EFT000000014579	1,116.50	Volunteer
V1117	Hall, John	8/30/19	EFT000000014580	631.04	Volunteer
V170	Hertz, Kenneth	8/30/19	EFT000000014581	518.52	Volunteer
V67	Jewett, Sheryl	8/30/19	EFT000000014582	145	Volunteer
V174	Langlois, Paulette	8/30/19	EFT000000014583	649.02	Volunteer
V1420	Lawyer, Ronald	8/30/19	EFT000000014584	545.2	Volunteer
V70	LeClair, Raymond	8/30/19	EFT000000014585	723.26	Volunteer
V71	Lightholder, Stephen	8/30/19	EFT000000014586	106.14	Volunteer
V74	Markham, Laurel	8/30/19	EFT000000014587	356.12	Volunteer
V75	Martin, Ronald	8/30/19	EFT000000014588	927.42	Volunteer
V1018	Metivier, Shelli	8/30/19	EFT000000014589	765.6	Volunteer
V1570	Murphy Sandra	8/30/19	EFT000000014590	478.5	Volunteer
V82	Parah, Donna	8/30/19	EFT000000014591	356.12	Volunteer
V83	Parah, Maurice	8/30/19	EFT000000014592	920.46	Volunteer
V86	Pike, Gail	8/30/19	EFT000000014593	1,619.36	Volunteer
V771	Sammons, Chandra	8/30/19	EFT000000014594	654.82	Volunteer
V89	Sayers, Gail	8/30/19	EFT000000014595	736.02	Volunteer
V93	Timm, Marta	8/30/19	EFT000000014596	1,074.74	Volunteer
V1725	Utton, Debra	8/30/19	EFT000000014597	756.9	Volunteer
V1623	Wells, Roy	8/30/19	EFT000000014598	309.72	Volunteer



Month: <i>August 2019</i>		
Urban Data	Data	Notes
Miles Operated:	174,061	Revenue Vehicles
Major Road Calls:	7	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	4.02	
Minor Road Calls:	12	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	10.9	
"C" PM's Completed:	31	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	7.76 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	82,443	Revenue Vehicles
Major Road Calls:	0	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	0	
Minor Road Calls:	2	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	2.43	
"C" PM's Completed:	20	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	90%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	2.69 years	Cut-away buses have a 5 year life expectancy



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

- **Marketing Updates:**

- **Passenger newsletter:** The Marketing team has created a new passenger newsletter in an effort to address some of the communication challenges with passengers. The first newsletter was delivered August 19. It was a success overall with a 78.8% open rate.
- **Passenger Appreciation Day:** August 26, 2019 was GMT's first ever Passenger Appreciation Day. Overall it was successful, additionally we added many passengers to our newsletter.
- **Bus Advertising:** Advertising revenue is trending on track this FY, and we have sold out inventory through the fall. The Marketing Department is working on a proposal for seasonal service bus wraps in Stowe and Mad River Valley.

- **Planning Updates:**

- **Barre Service Extension:** Staff recently met with CVMC regarding service to the property located at 255 Main Street, Barre. Currently the Barre Hospital Hill route operates a 60-minute roundtrip. After riding the route to analyze whether there was room in the schedule to extend to the 255 Main Street location, it looks as if it's not feasible. We have reached out to CVMC to discuss potential options to accommodate their request.
- **NextGen Update:** Due to some on-time performance issues on the Blue Line in June, July, and August, we added a 20-minute layover at the DTC every time it came inbound Shelburne before it went out to Essex junction, which has significantly improved the performance and the reliability, but it's also increased cost more initially planned. We will continue to monitor that until the next bid and continue to update the board. It is possible that staff will need to bring some recommendations on service restructuring to save money; such as midday adjustments back to 30-minute headways.
- **Mad River Valley:** The 2019 | 20 service schedule for Mad River Valley Service is almost complete. Sugarbush has requested that we have schedules printed prior to October 14th for an event they have in the Valley. This should leave Marketing plenty of time to outreach the changes.



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: September 17, 2019

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

Gary Benjamin, PT Bus Driver in St Albans, Munaga Byamungu, Custodian, Burlington, Sarah Lee, and Blake Steber (both Customer Service Representatives in Burlington), have joined the GMT team. A warm welcome to all!

Management Safeguards has provided our Driver trainees with de-escalation training. The purpose of this training to provide drivers the ability to assess and identify potential risk, tools to de-escalate and manage potentially elevated situations, and the appropriate actions to take based on different scenarios.

With the assistance of the Marketing Department GMT has increased its recruiting campaign for seasonal drivers. Strategies include Facebook, Instagram, Front Porch Forum, local newspapers, new video content, and postings on Handshake, the job posting site for UVM, St Michael's and Champlain College.

FY20 GMT Urban Ridership by Month

Number of Service Days

Day	4	5	4	4	4	4	4	4	5	4	4	4	4	5	4	4	4	5	4	9
Saturday	4	5	4	4	4	4	4	4	5	4	4	4	4	5	4	4	4	5	4	9
Sunday	4	4	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	9
Weekday	22	22	20	23	20	21	22	20	20	22	22	22	20	20	22	22	20	20	22	43
School Days	0	3	20	22	16	15	20	20	16	15	19	17	20	20	17	20	20	22	43	2

#	Route Name	FY20 YTD												FY19 YTD		FY18 YTD		Difference (FY20-FY19)		Difference (FY19-FY17)	
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY20 YTD	FY19 YTD	FY18 YTD	riders	%	riders	%	
1 & 7	RED LINE	53,632	56,015											109,568	103,981	5,666	5.43%	5,666	5.43%		
2 & 6	BLUE LINE	56,798	57,948											111,958	112,436	-112,436	-100.00%	-112,436	-100.00%		
10	ORANGE LINE	2,247	2,182											3,218	3,352	1,077	32.13%	1,077	32.13%		
5 & 9	GREEN LINE	19,118	18,684											37,614	36,512	-36,512	-100.00%	-36,512	-100.00%		
4	SILVER LOOP	994	1,065											3,345	2,671	-612	-22.91%	-612	-22.91%		
8	GOLD LOOP	3,470	3,708											8,601	9,787	-2,609	-26.66%	-2,609	-26.66%		
11 & 12	PURPLE LINE	15,399	13,762											44,050	44,254	-44,254	-100.00%	-44,254	-100.00%		
3	Lakeside Commuter	72	54											500	277	-151	-54.51%	-151	-54.51%		
16	Hannaford's	200	160											367	366	-6	-1.64%	-6	-1.64%		
19	Price Chopper #1	310	248											405	488	70	14.34%	70	14.34%		
20	Price Chopper #2	256	272											313	178	350	196.63%	350	196.63%		
21	School Trippers	-	2,036											2,472	1,111	925	0.00%	925	0.00%		
18	Sunday Service	-	-											1,178	827	-827	-100.00%	-827	-100.00%		
26	Other	2,700	-											4,286	7,856	-5,156	-65.63%	-5,156	-65.63%		
56	Milton Commuter	1,534	1,396											3,237	2,586	344	13.30%	344	13.30%		
76	Middlebury Link	967	1,028											2,663	2,193	-198	-9.03%	-198	-9.03%		
86	Montpelier Link	9,784	9,901											20,177	18,569	1,116	6.01%	1,116	6.01%		
96	St. Albans Link	1,408	1,465											2,801	2,474	399	16.13%	399	16.13%		
46	116 Commuter	346	374											749	614	106	17.26%	106	17.26%		
36	Jeffersonville Commuter	966	909											1,310	1,486	389	26.18%	389	26.18%		
97	Barre LINK	419	564											0	0	983	NA	983	NA		
SUBTOTAL		170,620	171,771	0	0	0	0	0	0	0	0	0	0	358,812	342,391	-16,420	-4.58%	-16,420	-4.58%		
Local		155,196	156,134	0	0	0	0	0	0	0	0	0	0	327,875	324,096	-12,766	-3.94%	-12,766	-3.94%		
Commuter/LINK		15,424	15,637	0	0	0	0	0	0	0	0	0	0	30,937	4,686	26,375	562.85%	26,375	562.85%		
Total		170,620	171,771	0	0	0	0	0	0	0	0	0	0	342,391	342,391	0	0.00%	0	0.00%		
Local - Rural		17,127	16,136	0	0	0	0	0	0	0	0	0	0	33,263	33,263	0	0.00%	0	0.00%		
Commuter - Rural		3,778	3,857	0	0	0	0	0	0	0	0	0	0	7,655	7,655	0	0.00%	0	0.00%		
Total		20,905	19,993	0	0	0	0	0	0	0	0	0	0	40,898	40,898	0	0.00%	0	0.00%		

FY 20 GMT Rural Ridership by Month

#	Route Name	FY 20 YTD												FY 19 YTD												FY 18 YTD	
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY 19 YTD	Difference (FY 20-FY 19)	%	FY 18 YTD	Difference (FY 20-FY 18)	%								
	Number of Service Days	4	5	4	4	4	4	4	4	4	4	4	4	5	4	4	4	4	4	9	9	9	9				
	Saturday	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	9	9	9	9				
	Sunday	23	22	21	23	21	22	22	22	22	21	22	20	22	22	22	22	21	22	43	43	43	43				
	School Days	0	3	20	22	16	15	20	15	19	17	20	3	3	3	3	3	3	3	2	2	2	2				

#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY 20 YTD	Difference (FY 20-FY 19)	%	FY 19 YTD	Difference (FY 20-FY 18)	%
80	City Route Mid-day	2,237	2,325											4,562	4,332	5.3%	230	2,177	91.3%
81	Barre Hospital Hill	3,044	3,561											6,605	5,958	10.9%	647	4,916	34.4%
82	Montpelier Hospital Hill	2,307	2,410											4,717	4,265	10.6%	452	1,062	29.1%
83	Waterbury Commuter	877	781											1,658	1,718	-3.5%	(60)	1,869	(21.1)
84	US 2 Commuter	689	677											1,366	1,228	11.2%	138	1,329	37
85	Hannaford Shopping Special	119	50											169	383	(214)	462	(293)	-63.4%
87	Northfield Shuttle	42	70											112	137	(25)	203	(91)	-44.8%
88	Capital Shuttle	0	0											0	937	(937)	0	0	0.0%
89	City Commuter	3,472	3,430											6,902	6,489	6.4%	413	6,325	577
90	Plainfield Shuttle	28	56											84	113	(29)	139	(55)	-39.6%
91	Hospital Hill Demand Response	0	0											0	216	(216)	252	(252)	-100.0%
92	Montpelier Circulator	1,238	1,246											2,484	2,206	278	2,712	(228)	-8.4%
93	Northfield Commuter	540	441											981	1,305	(324)	1,120	(139)	-12.4%
100	Route 100 Commuter	460	521											981	1,233	(252)	1,158	(177)	-15.3%
108	Mountain Road Shuttle	0	0											0	0	0	0	0	0
102	Morrisville Loop	279	259											538	768	(230)	732	(194)	-26.5%
103	Morrisville Shopping Shuttle	215	177											392	558	(166)	427	(35)	-8.2%
109	Tuesday Shopping Shuttle (FGF)	90	37											127	137	(10)	117	10	8.5%
110	St Albans DT Shuttle	2,222	2,515											4,737	4,015	722	3,827	910	23.8%
115	Albany-Georgia Commuter	529	669											1,198	1,307	(109)	1,073	125	11.6%
116	Richford-St Albans Commuter	683	768											1,451	1,223	228	1,230	221	18.0%
120	Valley Floor	0	0											0	0	0	0	0	0
121	Valley Evening Service	0	0											0	0	0	0	0	0
122	Mount Ellen	0	0											0	0	0	0	0	0
124	Mountain Condos	0	0											0	0	0	0	0	0
125	Access Road	0	0											0	0	0	0	0	0
99	SPECIAL SERVICES	1,834	0											1,834	4,472	362	2,384	(550)	-23.1%
	SUBTOTAL	20,905	19,993	0	0	0	0	0	0	0	0	0	0	40,898	40,800	898	36,315	4,583	12.6%

Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY 20 YTD	Difference (FY 20-FY 19)	%	FY 20 YTD	Difference (FY 20-FY 18)	%
Capital District	15,547	16,004	0	0	0	0	0	0	0	0	0	0	31,551	31,846	(295)	27,684	3,867	14.0%
Franklin/Grand Isle	3,524	3,989	0	0	0	0	0	0	0	0	0	0	7,513	6,682	831	6,247	1,266	20.3%
Seasonal Service	0	0	0	0	0	0	0	0	0	0	0	0	0	1,472	(1,472)	2,384	(2,384)	-100.0%
Local	17,127	16,136	0	0	0	0	0	0	0	0	0	0	33,263	0	0	0	0	0
Commuter	3,778	3,857	0	0	0	0	0	0	0	0	0	0	7,635	0	0	0	0	0
Total	20,905	19,993	0	0	0	0	0	0	0	0	0	0	40,898	0	0	0	0	0
Local - Urban	155,196	156,134	0	0	0	0	0	0	0	0	0	0	311,330	0	0	0	0	0
Commuter - Urban	15,024	15,637	0	0	0	0	0	0	0	0	0	0	31,061	0	0	0	0	0
Total	170,620	171,771	0	0	0	0	0	0	0	0	0	0	342,391	0	0	0	0	0



To: GMT Board of Commissioners
From: Jon Moore, Interim General Manager
Date: September 17, 2019
RE: General Manager Report

Fleet Electrification: The two Proterra buses are scheduled for delivery on October 17th. Request for Quotes for the charger installations were sent to local electrical contractors on 9/6 with quotes due back on 9/26. GMT is hoping to award an installation contract quickly after the quote submission deadline and will have a better understanding of the installation timeline at this time.

GMT was deemed qualified to submit a Request for Proposal (RFP) in response to the grant opportunity being administered by VEIC, funded through the Volkswagen settlement, that would provide the difference of funding between a diesel bus and an electric bus for up to two replacement vehicles. Responses are due on 10/2.

Montpelier Transit Center: The Berlin Driver bid and passenger schedule is now scheduled to take effect in November and the operating start date at the MTC would coincide with this date. There is an opening celebration for the new facility scheduled on 10/9 that GMT will participate in prior to operating at the facility.

Vtrans has committed \$31,000 towards funding Customer Service Reps at the MTC and GMT has advertised the positions. At a minimum to start, based on funding and hiring ability, GMT is planning on staffing the MTC during morning and afternoon rush hours.

Burlington School District: GMT continues to work with the BSD to develop protocols for dealing with onboard behavior issues and improving service to city schools. I met with the principal of BHS, Noel Green, on 9/9 to discuss service challenges to BHS and will be attending a school assembly at Edmunds on 9/18 to present on-board behavior expectations.

Maintenance Trainings: Maintenance staff will be participating in MCI HVAC training in Louisville, KY, Genfare Farebox training in Chicago, IL and Twinvision headsign training on-site in Burlington over the next month. All trainings less travel expenses are free to GMT. GMT will also be scheduling on-site Proterra electric bus training in October.



Berlin Underground Storage Tank (UST): At the request of Vtrans the diesel UST at the Berlin facility was removed in August. While GMT is transitioning its cutaway fleet to gas engines we still base two MCI's and one Gillig in Berlin to operate the Montpelier LINK service. With the removal of the UST these buses now must be driven off-site to be filled by maintenance staff. We are also now paying pump price less applicable tax exemptions. GMT is working with Vtrans to expedite the replacement off on-site fueling at the Berlin facility but the actual timeline will be based on multiple factors and staff are assuming we will need to fuel off-site at least through the winter.

MEMORANDUM

Date: September 12, 2019
To: GMT Board of Commissioners
From: Bonnie Waninger, Vice Chair, Board of Commissioners
Re: General Manager Search Update

☒ **ACTION REQUESTED:** Increase the spending authorization limit for search firm engagement to \$24,000.

The General Manager Search Committee reviewed search firm proposals and recommended hiring a firm pending a positive outcome on reference checks. GMT received three proposals ranging in cost from \$20-28,000. This exceeds the Board-authorized limit of \$8,000, which was based on an estimate obtained by the Board Treasurer. The firm that provided that estimate did not submit a proposal. GMT's HR Director confirmed the firm was sent the Request for Bids.

GMT's HR Director researched search firm costs and confirmed that the costs proposals are appropriate for the services GMT requested. In addition to assisting with the search process, the search firm will vet candidates extensively. The firm will provide the Search Committee and Board with a portfolio of information about the candidates and how their experience, knowledge, and skills match with GMT's stated needs.

The Search Committee discussed the cost differential between the proposals and the estimates. Members were in consensus that using a search firm remains the Committee's recommendation.

VTrans has agreed to fund 80% of the search firm cost (\$19,200) as part of GMT's administrative grant. GMT will need to fund the 20% local match cost (\$4,800). Staff has confirmed that GMT could pay that cost.

The Search Committee requests the Board increase the spending authorization limit for search firm engagement to \$24,000.

#	City	Name	Title	Immediate Past Board Chair & Secretary	Email	Committee #1	Committee #2
1	Williston	Chapin Kaynor	Commissioner, Immediate Past Board Chair & Secretary		ckaynor@ridegmt.com	Leadership Committee Member	Committee #2
2	Washington County	Bonnie Waininger	Commissioner & Vice Chair		bwaininger@ridegmt.com	Operations Committee Member	Leadership Committee Member
3	Essex	Paul Bohne	Commissioner & Treasurer		pbohne@ridegmt.com	Finance Committee Member	Leadership Committee Member
4	Franklin County	Catherine Dimitruk	Commissioner & Past Treasurer		cdimitruk@ridegmt.com	Finance Committee Member	
5	South Burlington	Tom Chittenden	Commissioner & Board Chair		tchittenden@ridegmt.com	Operations Committee Member	Leadership Committee Member
6	Winooski	Austin Davis	Commissioner		adavis@ridegmt.com	Finance Committee Member	
7	Lamoille County	Tasha Wallis	Commissioner		twallis@ridegmt.com	Operations Committee Member	
8	Burlington	Katherine Miles	Commissioner		kmiles@ridegmt.com		
9	Shelburne	Lee Krohn	Commissioner		lkrohn@shelburnevt.org	Operations Committee Member	
10	Milton	John Sharrow	Commissioner		jsarrows@ridegmt.com	Operations Committee Member	Leadership Committee Member
11	Burlington	Chapin Spencer	Commissioner		cspencer@ridegmt.com	Strategy Committee Member	
12	Hinesburg	Phil Pouech	Commissioner		ppouech@ridegmt.com	Strategy Committee Member	
13	Grand Isle County	Bob Buermann	Commissioner		bbuermann@ridegmt.com	Strategy Committee Member	
14	Burlington	Megan Polyte	Alt. Commissioner		mpolyte@ridegmt.com		
15	Williston	Amy Brewer	Alt. Commissioner		abrewer@ridegmt.com	Finance Committee Member	
16	Essex	Marti Powers	Alt. Commissioner		mpowers@ridegmt.com	Finance Committee Member	
17	Franklin County	Amanda Holland	Alt. Commissioner		aholland@ridegmt.com	Strategy Committee Member	
18	Grand Isle County	Amanda Holland	Alt. Commissioner		aholland@ridegmt.com	Strategy Committee Member	
19	Washington County	Dan Currier	Alt. Commissioner		dcurrier@ridegmt.com		
20	South Burlington	Tim Barritt	Alt. Commissioner		tbarritt@sburl.com		
21	Winooski	Ray Coffey	Alt. Commissioner		rcoffey@ridegmt.com		
22	Milton	Karen Trombley	Alt. Commissioner		ktrombley@ridegmt.com		
23	Hinesburg	Karla Munson	Alt. Commissioner		kmunson@ridegmt.com		
24	Lamoille County	Robert Moore	Alt. Commissioner		rmoore@ridegmt.com		



To: GMT Board of Commissioners
From: Cheryl Whitaker, Grants and Procurement Coordinator
Date: July 12, 2019
cc: Jon Moore, Interim General Manager; Nicholas Foss, Director of Finance
Re: FY20 – FY24 Transit Planning Assistance RFP

Background: In May 2019, GMT staff developed a Request for Proposals (RFP) for FY20 – FY24 Transit Planning Assistance. An independent cost estimate was prepared and sent to VTrans along with a copy of the RFP for their review. Once reviewed by VTrans, the RFP was advertised in the Burlington Free Press, on the GMT website, and the Vermont Bid Registry April 1, 2019.

Thirteen (13) firms requested the scope of work including Cambridge Systematics, Inc.; GPI; Nelson/Nygaard; Weston & Sampson; VHB; Stantec; Deltek; Tindale Oliver; RSG; EDR Group; LSC Transportation Consultants, Inc.; Steadman Hill Consulting, Inc.; and KFH Group.

Four (4) firms responded and submitted proposals: Nelson/Nygaard; Tindale Oliver; LSC Transportation Consultants, Inc.; and Steadman Hill Consulting, Inc.

Evaluation: In accordance with GMT's Transit Planning Assistance RFP evaluation criteria, section VI of the RFP states the requirements for the evaluation as experience and expertise of primary contact, references of firm/team, documented specialized expertise in transit-related issues, pricing of services, and relevant overall experience and expertise of the firm/team as it relates to the Scope of Services. These criteria were used as the basis for evaluation.

The evaluation committee included Jon Moore, Director of Transportation; Jamie Smith, Director of Marketing and Planning; and Cheryl Whitaker, Grants and Procurement Coordinator. Evaluations were made using a 5 point scale (1 – 5 points awarded) with 5 = Strongly Agree, 4 = Agree, 3 = Neutral, 2 = Disagree, and 1 = Strongly Disagree.

The following criteria were used to evaluate the proposals:

Experience and expertise of primary contact (20 percent)

References of firm/team (15 percent)

Documented specialized expertise in transit-related issues (20 percent)

Pricing of services (25 percent) (Scored Separately)

Relevant overall experience and expertise of the firm/team as it relates to the Scope of Services (20 percent)



Tindale Oliver has proposed Joel Rey as their primary contact. Mr. Rey has been involved in transportation planning and research for more than 30 years, with a particular emphasis on public transportation operations and planning. He has vast experience in transit development planning, operational analysis, ride checks and surveys, transit facility/infrastructure planning and accessibility, performance assessment, transit financial planning, transit market assessment, and bus rapid transit. Mr. Rey has been with Tindale Oliver for 16 years and is licensed as a Certified Planner with the American Planning Association.

The references contacted on behalf of Tindale Oliver were agreeable in that the primary point of contact was available and responsive. They agreed they were a great firm to work with, and very flexible, willing to answer public questions that created an abundance of public buy-in after the project(s) was completed. They all felt Tindale Oliver met or exceeded their expectations and were very knowledgeable in regards to the industry standards.

Although a key element of Tindale Oliver's core business is serving as an extension of public agency staff through on-call and general planning and engineering consultant contracts, Tindale Oliver has demonstrated specific team expertise and experience in new transit systems/services, enhanced/expanded transit services, new transit funding, cost savings, and increased ridership and efficiency related to transit planning and operations support over the past two decades.

Tindale Oliver, along with its subcontractors, have several decades of experience and expertise in the many sub categories that encompass transit. As prime for the team, Tindale Oliver will lead the overall Transit Planning Assistance contract, guide the development of task orders, ensure sufficient staffing and appropriate expertise for each task, and provide guidance to team member subs in the completion of their respective efforts.

Nelson/Nygaard has suggested Geoff Slater as the Principal-In-Charge and Bethany Whitaker as the Project Manager. Mr. Slater has extensive experience throughout the United States and internationally that he brings to all of his projects, many of which have transformed transit services from very basic operations to mature, dependable transit systems. He is nationally recognized as an effective and innovative service planner. Ms. Whitaker has 25 years of transportation planning experience as both a consultant and employee of a public transit system. She specializes in transit planning and funding as well as transit agency governance. Ms. Whitaker has led numerous highly complex projects for states, regions, and transit agencies around the country.

Most references concur Nelson/Nygaard was very responsive, completed projects within the timeline and under budget. One reference stated they felt their scope was only met on average by Nelson/Nygaard and that the firm's knowledge and experience of the federal regulations pertaining to the transportation agency are only moderately known by the firm.

To ensure their management approach is executed properly and meets the needs of the Transit Planning Assistance RFP, they assembled a team with relevant experience in the scope elements



outlined in the RFP. Each section of the scope is represented by a team member of either Nelson/Nygaard or one of their carefully selected sub-contractors, VHB, KFH Group, IBI Group, ASG Planning, or Monahan Mobility. All team members and subs have been chosen for their expertise in their specific areas such as fixed-route transit and paratransit service design and development, operations and capital planning, performance management, and funding/financial analysis.

Nelson/Nygaard offers an in-house GIS and graphic design team and also assembled a team of experienced planners, engineers, GIS specialists, designers, data analysts, and experts in transportation technology in order to assist GMT with a full range of services. Nelson/Nygaard and its team of sub-contractors have decades of experience and knowledge between them in the field of transportation as it pertains to the scope of services in GMT's Transit Planning Assistance request for proposals, and have tailored their team to assist GMT with their Transit Planning needs.

Steadman Hill Consulting, Inc., established in 2009, suggests Stephen Falbel, President, as the project manager. Mr. Falbel has 30 years of experience in transportation planning with a specialization in public transportation. Steadman Hill Consulting is a small consulting firm devoted to public transportation planning that includes bus route design, ridership forecasting, data collection, database development, policy analysis, statistical analysis, fare policy development, National Transit Database information collection and analysis, DBE reporting and shortfall analysis assistance, and bus rapid transit conceptual design. Mr. Falbel is joined by sub-contractors RSG, Inc., Thatcher Consulting, LLC, and Schweiger Consulting, LLC.

It is the consensus of the references that Steadman Hill Consulting, LLC is an excellent Transit Planning consulting firm to work with. The primary contact, Steve Falbel, has always been responsive, readily available when needed, easy to work with and always quick to respond when leaving a message was necessary. Projects with specifically defined scopes were closely adhered to and monitored, and they felt the firm did an excellent job meeting their needs. References also felt Steadman Hill Consulting was very knowledgeable when they had concerns pertaining to the transportation industry's federal regulations.

The firm, along with the indicated sub-contractors, has extensive experience in many areas of transit assistance. Some examples are assisting Rural Community Transportation in the development of long term Transit Development Plans, conducting studies on new transit service areas, authoring databases for the tracking of various transit data, assisting in reporting for various federal requirements, and custom programming of software for improved functionality. These are only a few examples of the wide range of services that Steadman Hill Consulting is able to offer, and their proposal displays that the firm is fully able to provide the assistance outlined in GMT's scope of services.



LSC Transportation Consultants, Inc. assigns Jason Miller to serve as the Project Manager and to be responsible for managing and delivering all aspects of the study. Mr. Miller has over 15 years' experience with transit service development, route planning, coordination, and innovative service delivery. He has served on several state and national panels for advanced transit technology and has expertise in planning, creating, and expanding transit service to increase ridership. Mr. Miller has written and executed several strategic business and operating development plans that incorporated transit demand estimation, regional partnership cultivation, and new local and federal funding development.

References for LSC Transportation Consultants all spoke highly of the primary contact as all had the same contact. The primary contact was extremely responsive and available. One reference thought there would be a geographic barrier due to being out-of-state but there was never an issue. It was felt they did a great job sticking to a well-defined scope. Another reference gave LSC Transportation Consultants general guidelines and had the consultant draft the scope of services for the task order; the customer was very pleased with the outcome.

LSC Transportation Consultants have completed projects such as route and schedule analysis, developed new routes, prepared short-range transit plans to improve efficiency of service delivery and effectively meet transit needs of the community, operations/route/schedule analysis, collection and analysis of boarding and alighting data, and much more.

The three-person team that LSC Transportation Consultants, Inc. has assembled for their proposal have an accumulation of sixty (60) years experience in the transit industry. Their team has a collective amount of experience and industry knowledge in a diverse array of transit planning disciplines that meets GMT's needs.

Conclusion and Recommendation: After careful review of the four proposals, Green Mountain Transit feels that, although they are all very comparable firms, Steadman Hill Consulting has presented Green Mountain Transit with a proposal that most addresses the needs outlined in the Scope of Services. The proposed rates are fair and reasonable based on the ICE and industry standards. Mr. Stephen Falbel has extensive experience with GMT's operations and transit planning in general and plays an important role in GMT's ability to expand and improve service across Northern Vermont. Therefore, it is GMT staff's recommendation that the GMT Board of Commissioners award the Transit Planning Assistance RFP to Steadman Hill Consulting, LLC.



To: GMT Finance Committee

From: Nick Foss, Director of Finance
Kim Wall, Grants Manager
Debbie Coppola, Senior Accountant
Matt Kimball, Capital Projects Manager

Date: September 9, 2019

RE: Finance/Grants/Capital Projects

The Finance and Grants Department continues to prepare for the FY19 audit with RHR Smith. Ron Smith has made several visits to the office to assist with any questions I may have on what will be my first financial review here at GMT; this has been greatly appreciated.

During the month I became aware of our reporting responsibilities to the National Transit Database (NTD). This is certainly no small task and the workload will be elevated for FY19, as it is now required that both urban and rural data be provided directly to the FTA; previously rural data was provided to VTRANS. Combining reports will require additional rural data that was not needed in prior years. Despite this change, we will deliver this important data to the NTD in a timely manner.

In other exciting news, after submitting a Request for Qualifications (RFQ), GMT has been selected to submit a proposal for VEIC's *Electric School and Transit Bus Pilot Program*. If all goes well, this would grow GMT's upcoming electric vehicle fleet to four, as well as allow the company to grow our charging capacity beyond what is already planned.

Also on the renewable energy front, GMT has been approached by several vendors to lease out its roof-top space for solar capacity. This opportunity is in its early planning stage, but one idea would be to use the upfront lease payment as a capital match for our own solar infrastructure. Again, this idea is in its infancy but could serve as a solid first step towards reducing GMT's costly and growing utility expenses.

Lastly, I continue to work through the FY20 Operating Budget Amendment which will be presented in October to the Finance Committee and Board of Commissioners. As promised the first draft of the FY21 Budget will follow in November. As a guide, I have provided the Budget Development Timeline document for review and approval in this month's materials.

Financial Summary

Attached are the preliminary June 30, 2019 financials for your review. The June Financials are not fully closed. As previously mentioned, staff is working on the final grant billing, which is expected to be completed shortly.

The June financials currently show a total loss of \$95.8K, with a loss of \$100.2K for Rural and a surplus of \$4.3K for Urban. The year-to-date Rural transit rate came in at \$72.19, which as previously provided was over the break-even rate of \$70.



The expenses for the month ending June 30, 2019 have been posted and closed. For June, the benchmark for spending is 100% of budget. The following are explanations for specific areas of interest.

Revenues were reviewed based on the activity through June 30th.....

- Federal Urban operating grant finished at 110.9%** of the budgeted amount. Due to GMT overspending the budget, the organization used an even larger amount of its carryover balances than projected. I have included below figures to reflect the change in our legacy grants/operating reserves during the year for both systems.

Urban

	<u>FY19</u>
Legacy 5307 Grant Funds	\$ 1,530,610
Reserves Budgeted	\$ 490,467
Reserves Spent (Actual)	<u>\$ 824,406</u>
Remaining Balance	<u>\$ 706,204</u>

Rural

	<u>FY19</u>
Unrestricted Operating Reserve	\$ 215,815
Operating Loss	<u>\$ 100,209</u>
Remaining Balance	<u>\$ 115,606</u>

I cannot understate how concerning these financial results are on both the urban and rural side. As a result, I look forward to working with both the Finance Committee and Board of Commissioners to break this cycle of balancing the budget with the organizations reserves.

- Other State Grants are at 55.7%** of the budgeted amount. This category is all other state grants; the largest in this section is the mobility management grant which is billed based on expenses. For the Rural system, we had anticipated launching the complementary paratransit program in January, but that implementation has been delayed.
- Both Passenger Revenues and Paratransit Passenger Fares are under budget for the Urban system; however Rural Passenger Revenues came in over the targeted benchmark at 108%.** Staff attributes this increase for Rural Passenger Revenues to moving away from the GFI fare boxes to manual fare boxes. In contrast, on the Urban side, a majority of the fare boxes are old and often break down for periods of time causing a loss in fares. This could be one of the reasons for the variance in budget-to-actual. On the Urban Paratransit Passenger Fares side, I must be honest, I am unsure as to what went into the rationale for a 27% increase over the prior year



actual. Urban paratransit ended the year at 87% while Urban Passenger fares came in at 96%.

- The **warranty revenue** has exceeded the anticipated budget amount. Upon review of the detail this is labor reimbursement we received from insurance proceeds.
- ★ **Advertising revenue** came in at 79.9% for Urban and 58.2% for rural.
- **Miscellaneous Revenue** is down this year. After looking into this variance I discovered that starting in FY18, we no longer received rental income from tenants at the 1 Industrial location. Clearly, this was not removed from budgeting in both FY18 and FY19.
- **Purchase of services** for our Rural services revenues are down this year. It is not likely that the category of “special trips” will meet the estimated revenue projections. Without an in depth review, it is likely this decrease is related to the Medicaid increase of trips.

Expenses were reviewed based on the activity through June 30, 2019. The benchmark of 100% was used for review and analysis.....

- ★ **Unemployment tax** ended the year at 76.4% of the budget. The Urban system has gone over budget by 20% (\$4,026), while the Rural system ended the year significantly under budget. Since we are a reimbursable employer, this is an expense that is difficult to predict from year to year. On the Urban side this is largely due to just two past employees.
- **Rural Health Insurance** is over budget by 16% (\$68,442). After analyzing the budget and general ledger, it was found that the assumptions used in deriving the budget proved incorrect in the mix of coverage types (*i.e. single, 2-Person, and Family*).
- **Rural Communications** is over budget by 23% (\$6,689) and Urban Communications is under budget by 24% (\$14,409). The Urban side benefited from earlier cancellation of tablets, which resulted from the RouteMatch fixed-route contract termination. In addition, the Rural side saw an increase in the number of buses and volunteers who use tablets for the On Demand Service.
- **Legal fees** ended up 62.96% (\$15,739.50) over budget due to unforeseen circumstances.
- **Insurance** ended the year 8.5% (\$110,829) over budget, combined for both Urban and Rural. This is the result of wages being underestimated for workers comp insurance during the FY19 budget build.
- **Consulting Fees** are over budget by 18.4% (\$2,410) for both Rural and Urban for the year due to services at the State House.
- **Background Checks** came in over budget on the Rural side by 30.6% (\$2,548). This directly correlates to hiring and is hard to predict year to year.



- **Uniforms** are showing under budget on the Rural side and this should result in some much needed savings for FY19.

Vehicle/Building Maintenance – The condition of our fleet resulted in higher maintenance costs throughout FY19. In total the Urban system ended the year under budget, however the Rural system ended the year 22.9% (\$161,785) over budget.



- **Parts Expense** for both systems exceeded budgeted figures. The Urban and Rural system ended the year \$149.6K and \$96.7K over budget respectively. Some commentary as to what is driving these budget variances are:
 - We had anticipated the arrival of new cutaways much sooner than June of this year, which impacted maintenance of the vehicles and budgets.
 - In the Rural system we did 4 transmission replacements and 4 cutaways were out of commission.
 - An engine was replaced in a cutaway over the summer; each replacement is approximately \$20K.
 - The new mini-vans received and now in service should help to alleviate the current pressures.
- **Tires expense** for the Rural system closed-out the year 27% (\$6,685) over budget. The Urban system ended the year 52% (\$47,167) under benchmark, which we believe resulted from an additional set of tires included in each of our new bus purchases.
- **Cleaning expense** for the Rural system finished the year over budget by 57% (\$4,113). This is due to the VT Offender Program which does landscaping and shelter snow removal being left out of the budget during development. This appears to be an oversight and will be captured in FY20.
- **Fuel costs** finished under budget by 13.4% (\$138,873) and 11.7% (\$38,938) over budget for Urban and Rural respectively. Unfortunately, a large percentage of the Rural fleet must fill at the pump in Berlin, and the entire fleet in St. Albans, which is cost prohibitive.
- **Debt Service/Capital Reserve**, this is the account where the annual lease payment is recorded; there will not be any more activity in this account for the fiscal year.

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

☆ **Passenger Shelters:**

- Completed the relocation of a post and beam shelter from the Williston Central School Working to a location near Harrington Ave in Shelburne. Continuing to work with Enseicom to schedule installation of a glass shelter at the Larkin Terrace property. Will work with Planning over the summer to identify bus stops that are in need of upgraded amenities.

☆ **GMTA Facility Renovation:**



- Continuing to work with VTrans to secure all of the required permits along Route 12 for the sewer project. Working with VTrans and Wiemann-Lamphere to update the budget estimate for the sewer project.
- Preparing bid documents for release.
- Working with Wiemann-Lamphere to advance construction of an above-ground fuel tank.
- ☆ **Electric Bus Buy/Charging Station Installation:**
 - Continuing to work with Proterra on key build items as they come up during production. The buses are on schedule for delivery in October 2019.
 - Construction documents have been completed for the scope of work to install the charging stations and a pad-mounted transformer to support additional chargers for future expansion of electric fleet. Working to have electricians lined up by the end of the month for the installation of the charging stations.
- ☆ **31 Queen City Park Road (Formerly 1 Industrial Parkway)**
 - Working with Wiemann-Lamphere on the scope of renovations to the building at 31 Queen City Park Road. Design is nearly complete for the up-fitting of the Southern garage section to create a new body shop work area and maintenance storage area. Project will also include improvements to the building envelope to improve energy efficiency. Staff is also looking into renovating the office area of the building if it is established that there is sufficient funding in the grant to support it.
- ☆ **Cutaway Bus Buy:**
 - All cutaway buses have been delivered and accepted.
- ☆ **Montpelier Transit Center:**
 - Working with GMT staff and City of Montpelier to develop the Operating Agreement for GMT's operation of the Transit Center.
 - An RFQ has been released for the installation of the security system and an award is expected to be made before the end of the month.
 - Working with staff on the purchase of IT and furniture for the transit center.
- ☆ **15 Industrial Pkwy Roof Replacement:**
 - Contractor has started work removing the old ballast and moving materials on site for installation. Removal and replacement of existing membrane and insulation is expected to take place on September 9th. Roof replacement is anticipated to be completed by mid-October.

REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	Current Fiscal Year To Date			FY19#2 BUDGET (Approved Dec 2018)			Budget Variance		
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
Municipal Member Assessments	2,300,970.12		\$2,300,970.12	2,300,970.00		\$2,300,970.00	100.00%	0.00%	100.00%
Municipal Paratransit Assessments	637,767.00		637,767.00	637,765.00		637,765.00	100.00%	0.00%	100.00%
Local Operating Assistance	93,661.12	424,522.75	518,183.87	96,661.00	421,725.00	518,386.00	96.90%	100.66%	99.96%
Federal Urban Formula Grant	3,396,472.00		3,396,472.00	3,062,532.00		3,062,532.00	110.90%	0.00%	110.90%
Federal Rural Operating Grant		1,148,220.61	1,148,220.61	2,247,786.00	1,180,000.00	1,180,000.00	0.00%	97.31%	97.31%
State Regular Subsidy Operating Grant	2,247,786.00	1,100,000.00	3,347,786.00	2,247,786.00	1,100,000.00	3,347,786.00	100.00%	100.00%	100.00%
E&D Grants and Local Match		1,197,197.14	1,197,197.14		1,117,698.00	1,117,698.00	0.00%	107.11%	107.11%
Other State Grants	44,850.73	40,490.25	85,340.98	78,750.00		153,000.00	56.95%	54.53%	55.78%
Other Federal Grants	2,746,031.42	888,871.76	3,634,903.18	2,730,306.00	878,500.00	3,608,806.00	100.58%	101.18%	100.72%
Fund Balance Reserves							0.00%	0.00%	0.00%
Capital Reserve Revenue							0.00%	0.00%	0.00%
Total Federal, State and Local Revenues	11,467,538.39	4,799,302.51	16,266,840.90	11,154,770.00	4,772,173.00	15,926,943.00	102.80%	100.57%	102.13%

OPERATING REVENUE

Passenger Revenue	2,169,992.71	135,265.95	2,305,258.66	2,252,500.00	124,954.00	2,377,454.00	96.34%	108.25%	96.96%
Paratransit Passenger Fares	100,135.00		100,135.00	115,000.00		115,000.00	87.07%	0.00%	87.07%
Advertising Revenue	159,723.01	29,100.00	188,823.01	200,000.00	50,000.00	250,000.00	79.86%	58.20%	75.53%
Planning Revenue	362,106.00	8,183.10	370,289.10	362,106.00	25,000.00	387,106.00	100.00%	32.73%	95.66%
Interest Earnings	729.36	19,683.93	20,413.29	1,200.00	4,000.00	5,200.00	60.78%	492.10%	392.56%
Miscellaneous Revenue	7,096.97	132.03	7,229.00	19,000.00		19,000.00	37.35%	0.00%	38.05%
Sales Of Equipment		504.99	504.99	3,000.00	5,000.00	8,000.00	0.00%	10.10%	6.31%
Medicaid Purchase Of Svc		2,131,732.26	2,131,732.26		2,047,728.00	2,047,728.00	0.00%	104.10%	104.10%
Purchase of Service	38,078.39	71,345.71	109,424.10	43,844.00	140,000.00	183,844.00	86.85%	50.96%	59.52%
Warranty Revenue		3,318.26	3,318.26	2,000.00	2,000.00	4,000.00	0.00%	165.91%	82.96%
Operating Revenue	2,837,861.44	2,399,266.23	5,237,127.67	2,998,650.00	2,398,682.00	5,397,332.00	94.64%	100.02%	97.03%
Total Revenue	14,305,399.83	7,198,568.74	21,503,968.57	14,153,420.00	7,170,855.00	21,324,275.00	101.07%	100.39%	100.84%

EXPENSES

SALARIES AND WAGES

Other Wages	1,672,579.47	832,703.63	2,505,283.10	1,611,945.00	973,620.00	2,585,565.00	103.76%	85.53%	96.89%
Driver/Operator Wages	4,330,337.96	1,981,815.75	6,312,153.71	4,232,344.00	1,932,897.00	6,165,241.00	102.32%	102.53%	102.38%
Vehicle Repair Wages	878,521.51	156,750.52	1,035,272.03	934,095.00	186,324.00	1,120,419.00	94.05%	84.13%	92.40%
Salaries and Wages	6,881,438.94	2,971,269.90	9,852,708.84	6,778,384.00	3,092,841.00	9,871,225.00	101.52%	96.07%	99.81%

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	529,465.74	215,751.20	745,216.94	518,546.00	216,602.00	735,148.00	102.11%	99.61%	101.37%
Unemployment Tax Exp	24,025.86	8,072.75	32,098.61	20,000.00	22,000.00	42,000.00	120.13%	36.69%	76.43%
Medical Insurance/HRA	1,746,113.09	494,606.96	2,240,720.05	1,745,723.00	426,165.00	2,171,888.00	100.02%	116.06%	103.17%
Pension Plan Expenses	294,092.92	65,466.33	359,559.25	281,981.00	71,135.00	353,116.00	104.30%	92.03%	101.82%
Employee Development	30,374.84	19,888.14	50,262.98	31,000.00	28,000.00	59,000.00	97.98%	71.03%	85.19%
Other Employee Benefits	246,809.30	77,732.62	324,541.92	245,894.00	75,074.00	320,968.00	100.37%	103.54%	101.11%
Personnel Taxes and Benefits	2,870,881.75	881,518.00	3,752,399.75	2,843,144.00	838,976.00	3,682,120.00	100.98%	105.07%	101.91%

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	41,302.72	17,932.86	59,235.58	43,740.00	21,600.00	65,340.00	94.43%	83.02%	90.66%
Recruiting Expenses	12,500.68	11,534.14	24,034.82	18,400.00	12,000.00	30,400.00	67.94%	96.12%	79.06%
Dues and Subscriptions	24,668.30	5,626.20	30,294.50	27,838.00	10,033.00	37,871.00	88.61%	56.08%	79.99%
Travel and Meetings	2,295.19	1,031.51	3,326.70	3,500.00	3,500.00	7,000.00	65.58%	29.47%	47.52%
Board Development							0.00%	0.00%	0.00%

	Rural		Urban		Combined		Rural		Urban		Combined	
	Current Fiscal Year To Date	Combined	Urban	Urban	Rural	Combined	FY19#2 BUDGET (Approved Dec 2018)	Budget Variance	Urban	Urban	Budget Variance	Combined
Communications	44,951.36	80,457.09	59,360.00	28,816.00	88,176.00	88,176.00	75.73%	123.22%	75.73%	123.22%	91.25%	
Computer Service Exp	46,032.56	64,851.05	124,320.00	57,164.00	181,484.00	181,484.00	37.03%	32.92%	37.03%	32.92%	35.73%	
Legal Fees	40,739.50	40,739.50	25,000.00	3,000.00	28,000.00	28,000.00	162.96%	0.00%	162.96%	0.00%	145.50%	
Insurance	990,756.25	1,419,736.16	906,451.00	402,456.00	1,308,907.00	1,308,907.00	109.30%	106.59%	109.30%	106.59%	108.47%	
Audit Fees	21,420.00	30,600.00	19,425.00	8,325.00	27,750.00	27,750.00	110.27%	110.27%	110.27%	110.27%	110.27%	
Consulting Fees	7,529.00	6,681.00	6,000.00	6,000.00	12,000.00	12,000.00	125.48%	111.35%	125.48%	111.35%	118.42%	
General and Admin Expenses	1,232,195.56	1,767,485.40	1,234,034.00	552,894.00	1,786,928.00	1,786,928.00	99.85%	96.82%	99.85%	96.82%	98.91%	

OPERATIONS EXPENSES

Background Checks	1,846.00	12,719.00	1,900.00	8,325.00	10,225.00	10,225.00	97.16%	130.61%	97.16%	130.61%	124.39%
Drug & Alcohol Testing	316.00	409.00					0.00%	0.00%	0.00%	0.00%	0.00%
DOT Testing	6,523.00	12,741.26	5,850.00	7,920.00	13,770.00	13,770.00	111.50%	78.51%	111.50%	78.51%	92.53%
Employment Recruitment Program	400.00	400.00	800.00	400.00	1,200.00	1,200.00	50.00%	0.00%	50.00%	0.00%	33.33%
Driver's Uniforms	23,980.91	35,198.23	22,546.00	20,170.00	42,716.00	42,716.00	106.36%	55.61%	106.36%	55.61%	82.40%
Safety Expense	566.08	566.08	2,300.00	1,700.00	4,000.00	4,000.00	24.61%	0.00%	24.61%	0.00%	14.15%
Bus Rodeo							0.00%	0.00%	0.00%	0.00%	0.00%
Misc. Operating Exp	2,693.22	2,693.22	7,100.00	2,675.00	9,775.00	9,775.00	37.93%	0.00%	37.93%	0.00%	27.55%
Operations Expenses	36,325.21	64,726.79	40,496.00	41,190.00	81,686.00	81,686.00	89.70%	68.95%	89.70%	68.95%	79.24%

PLANNING EXPENSES

Other Planning Expenses	10,270.19	10,270.19	100,000.00	25,000.00	25,000.00	25,000.00	0.00%	41.08%	0.00%	41.08%	41.08%
MPO Planning Expenses	82,009.82	82,009.82	100,000.00		100,000.00	100,000.00	82.01%	0.00%	82.01%	0.00%	82.01%
Planning Expenses	82,009.82	92,280.01	100,000.00	25,000.00	125,000.00	125,000.00	82.01%	41.08%	82.01%	41.08%	73.82%

VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)

Parts Expense - Non-Revenue Vehicles	6,927.35	7,740.86	7,000.00	4,500.00	11,500.00	11,500.00	98.96%	18.08%	98.96%	18.08%	67.31%
Parts Expense - Revenue Vehicles	557,994.77	844,704.77	408,394.00	190,000.00	598,394.00	598,394.00	136.63%	150.90%	136.63%	150.90%	141.16%
Tires	42,833.48	74,518.94	90,000.00	25,000.00	115,000.00	115,000.00	47.59%	126.74%	47.59%	126.74%	64.80%
Facility Maintenance	71,312.72	74,786.50	146,099.22	57,200.00	127,200.00	127,200.00	101.88%	130.75%	101.88%	130.75%	114.86%
Passenger Facility Expenses	27,088.69	27,088.69	34,452.00		34,452.00	34,452.00	78.63%	0.00%	78.63%	0.00%	78.63%
Security Expenses							0.00%	0.00%	0.00%	0.00%	0.00%
Cleaning Expense	23,619.30	34,932.82	58,000.00	7,200.00	65,200.00	65,200.00	40.72%	157.13%	40.72%	157.13%	53.58%
Repeater Fees	19,980.25	36,702.25	21,600.00	16,200.00	37,800.00	37,800.00	92.50%	103.22%	92.50%	103.22%	97.10%
Light, Heat and Water	170,650.32	229,261.45	153,000.00	55,000.00	208,000.00	208,000.00	111.54%	106.57%	111.54%	106.57%	110.22%
Fuel - Vehicles	897,435.43	372,173.24	1,269,608.67	333,235.00	1,369,543.00	1,369,543.00	86.60%	111.68%	86.60%	111.68%	92.70%
Maintenance Tools/Supplies/Uniforms	80,199.58	14,320.04	88,975.00	15,944.00	104,919.00	104,919.00	90.14%	89.81%	90.14%	89.81%	90.09%
Misc Maint Expenses and fees	4,694.52	929.02	5,623.54	2,000.00	8,000.00	8,000.00	78.24%	46.45%	78.24%	46.45%	70.29%
Vehicle/Building Maintenance Exp	1,902,736.41	868,064.42	1,973,729.00	706,279.00	2,680,008.00	2,680,008.00	96.40%	122.91%	96.40%	122.91%	103.39%

CONTRACTOR EXPENSES

ADA/SSTA Paratransit	1,227,554.05	1,227,554.05	1,215,055.00		1,215,055.00	1,215,055.00	101.03%	0.00%	101.03%	0.00%	101.03%
Partner Local Share	19,833.00	19,833.00	19,833.00		19,833.00	19,833.00	100.00%	0.00%	100.00%	0.00%	100.00%
Functional Assessment Costs	7,958.39	7,958.39	8,500.00		8,500.00	8,500.00	93.63%	0.00%	93.63%	0.00%	93.63%
Volunteer Drivers	542,807.42	542,807.42	520,000.00		520,000.00	520,000.00	0.00%	104.39%	0.00%	104.39%	104.39%
Other Transportation (incl Cabs)	10,449.00	882,398.29	892,847.29	14,021.00	814,021.00	814,021.00	74.52%	110.30%	74.52%	110.30%	109.68%
Contractor Expenses	1,265,794.44	1,425,205.71	1,257,409.00	1,320,000.00	2,577,409.00	2,577,409.00	100.67%	107.97%	100.67%	107.97%	104.41%

MARKETING EXPENSE

Bus Tickets/Fare Media	14,902.75	1,390.46	20,000.00	2,400.00	22,400.00	22,400.00	74.51%	57.94%	74.51%	57.94%	72.74%
Marketing Expense	25,870.40	30,114.63	55,985.03	42,340.00	94,340.00	94,340.00	49.75%	71.13%	49.75%	71.13%	59.34%
Public Information	22,272.15	10,697.81	32,969.96	19,500.00	48,500.00	48,500.00	76.80%	54.86%	76.80%	54.86%	67.98%
Marketing Expense	63,045.30	42,202.90	101,000.00	64,240.00	165,240.00	165,240.00	62.42%	65.70%	62.42%	65.70%	63.69%

	Current Fiscal Year To Date			FY19#2 BUDGET (Approved Dec 2018)			Rural Budget Variance
	Urban	Rural	Combined	Urban	Rural	Combined	
OTHER EXPENSES							
Allowance for Doubtful Accounts							
Debt Service/Capital Reserve	46,442.51		46,442.51	50,000.00		50,000.00	0.00%
Bond Interest							92.89%
Capital Match	94,224.00	210,435.00	304,659.00	94,224.00	210,435.00	304,659.00	0.00%
Other Expenses	140,666.51	210,435.00	351,101.51	144,224.00	210,435.00	354,659.00	100.00%
TOTAL EXPENSES	14,475,093.94	6,972,657.54	21,447,751.48	14,472,420.00	6,851,855.00	21,324,275.00	101.76%
Current Year-Deferred Costs	(152,068.25)		(152,068.25)				0.00%
ALLOCATIONS BETWEEN PROGRAMS	326,120.49	(326,120.49)		319,000.00	(319,000.00)		102.23%
Balance Of Operating Budget	4,358.13	(100,209.29)	(95,851.16)	0.00	0.00	0.00	0.00%
Capital Revenue							
Federal Revenue	2,366,041.56	490,493.31	2,856,534.87				0.00%
State Revenue	285,658.09	61,461.36	347,119.45				0.00%
Paratransit Lease Revenue	38,998.50	38,998.50	77,997.00				0.00%
Local Match Revenue	94,224.00	210,435.00	304,659.00				0.00%
Total Capital Revenue	2,784,922.15	762,389.67	3,547,311.82	0.00	0.00	0.00	0.00%
Capital Expenses							
Vehicles	1,825,221.85	561,210.00	2,386,431.85				0.00%
Maintenance Parts and Equipment	344,058.33	25,951.34	370,009.67				0.00%
Passenger Amenities	42,931.50	42,931.50	85,863.00				0.00%
Facility Repairs and Improvements	721,233.98	25,955.56	747,189.54				0.00%
Total Capital Expenses	2,933,445.66	613,116.90	3,546,562.56	0.00	0.00	0.00	0.00%
Balance of Capital Budget	(148,523.51)	149,272.77	749.26	0.00	0.00	0.00	0.00%
Transfer of Purchases to Fixed Assets							
Deferred Costs	2,381,586.69	560,851.62	2,942,438.31				0.00%
Depreciation Expense	(2,893,998.36)	(563,955.40)	(3,457,953.76)				0.00%
Subtotal	(512,411.67)	(3,103.78)	(515,515.45)	0.00	0.00	0.00	0.00%
Current Change in Net Assets	(656,577.05)	45,959.70	(610,617.35)	0.00	0.00	0.00	0.00%

Budget Development Timeline
FY 2021 Operating and Capital Budgets

1. Start development of the FY 2021 Operating & Capital Budgets	Aug/Sep	Staff
2. Board Review/Discuss Budget Preparation Issues <ul style="list-style-type: none"> Fuel Pricing Debt Obligations Member Assessments Formula/Rural Local Funding State & Federal Grant Expectations Labor Contract Obligations Fares 	October	Staff/Board
3. Finance Committee Reviews DRAFT Operating & Capital Budgets	November	Staff/Committee
4. Board Reviews First DRAFT Operating & Capital Budgets <i>This meeting can be as late as 11/27 and still comply with warning for public meeting</i>	November	Staff/Board
5. Finance Committee Reviews Final Draft Operating & Capital Budgets	December	Staff/Committee
6. Board Reviews Final Draft Operating & Capital Budget <ul style="list-style-type: none"> Notify Members of DRAFT Operating & Capital Budget assumptions 	December	Staff/Board
7. Notify Members of Public Budget Meeting Disclose Assumptions: Revenue/Expenses Assessments/Local Contributions	December (warn at least 15 days prior)	Staff
8. Public Budget Meeting Per Charter	January	Staff
9. Board Adopts Budget & Sets Member Assessments	January	Staff/Board
10. Notify Members of FY 2021 Assessments via mail	January	Staff
<u>ITEMS 12 thru 14 only occur if Passenger Fares are adjusted*</u>		
11. Board Considers Passenger Fares	March	Staff/Board
12. Public Hearings on Passenger Fare adjustments	April	Staff
13. Board Sets FY 2021 Passenger Fares	May	Staff/Board
14. Board Adjusts FY 2021 Operating & Capital Budgets	September/October	Staff/Board
15. Board Adjusts FY 2021 Operating & Capital Budgets (if necessary)	January	Staff/Board

**Due to March town meetings and the timing of the release of the FY 2021 state budget details on transit, there is too much uncertainty to hold public hearings on fares prior to budget adoption. It serves us to wait until March, in order to ensure full information on revenues prior to considering adjustments to passenger fares.*



To: GMT Board of Commissioners

From: Nicholas Foss, Director of Finance
 Matt Kimball, Capital Projects Manager
 Kim Wall, Grants Manager

Date: September 11, 2019

RE: FY20 Capital Budget Adjustment

Attached is an amended Capital Budget for approval by the Board of Commissioners. The FY20 state grant agreement has been executed, and this amendment to the capital budget is to adjust the line items to match the grant. This amended budget was presented to the finance committee on September 10, 2019.

Following is the detail regarding the changes in this amendment.

The urban capital budget has increased by \$925,911. The following explains the changes to the urban capital budget approved in July 2019.

Line item description	Inc./ (Dec.)
Increased Line Item A "2 - Replacement Big Buses" to \$1,026,000	\$24,000
Reduced Line Item B "2 - Electric Vehicles (expansion)" from \$2,833,332 to \$2,248,019	(\$585,313)
Added Line Item C "1 - Replacement Essex Vehicle" for \$84,000	\$84,000
Reduced Line Item D "5 - Replacement SSTA Vehicles" from \$788,700 to \$413,210	(\$375,490)
Reduced Line Item E "2 Non-Revenue Replacement Vehicles" from \$75,000 to \$50,000	(\$25,000)
Reduced Line Item G "Spare Parts, miscellaneous support equipment" from \$340,000 to \$253,000	(\$87,000)
Added Line Item J "Engine and Transmission PM" for \$87,000	\$87,000
Added Line Item K "One Industrial Renovations/Equipment/Design" for \$655,904, carried over from FY19 capital budget	\$655,904
Added Line Item L "9 - Replacement SSTA Vehicles" for \$392,810, carried over from FY19 capital budget	\$392,810
Added Line Item M "Replace Roof and HVAC @ 15 Industrial" for \$755,000	\$755,000
Change in budget 100% totals	\$925,911

The increase in Line A "2 Replacement Big Buses" reflects anticipated PPI escalation that will increase the cost of the buses.

The decrease in Line B "Electric Vehicles" reflects a reduction to the state grant. The new grant award is insufficient to cover the charging infrastructure. VTrans is going to provide a commitment letter to add the additional funding needed to the grant in January.



Line Item C was added for a replacement Essex vehicle for \$84,000. One of the cutaways that is leased to the Town of Essex is over 7 years old and in need of replacement.

Line Item D for "5 - Replacement SSTA Vehicles" was reduced from \$788,700 to \$413,210. This is due to a reduction in the number of replacements from 10 cutaways to 4.

Line Item E for "2 Non-Revenue Replacement Vehicles" was reduced from \$75,000 to \$50,000. GMT has federal grant funding in place for two replacement vehicles, but did not receive the requested additional federal funds for a third replacement.

Line Item G for "Spare Parts, miscellaneous support equipment" was reduced from \$340,000 to \$253,000. This is to break out 5339 eligible capital repairs such as engine rebuilds to another line item. These have been moved to Line Item J "Engine and Transmission PM."

Three line items were added for carryforward item from the FY19 capital budget. Line Item K was added for "One Industrial Renovations/Equipment/Design" for \$655,904. Line Item L was added for "9 - Replacement SSTA Vehicles" for \$392,810. Line Item M was added for "Replace Roof and HVAC @ 15 Industrial" for \$755,000.

The balance of the local capital match fund was updated to reflect the reconciled FY19 balance.

The rural capital budget has decreased by \$1,735,000. The following explains the changes to the rural capital budget approved in July 2019.

Line item description	Inc./ (Dec.)
Added Line Item AB "2 Replacement CIDER Vehicles" for \$165,000	\$165,000
Reduced Line Item AF "Renovations/upgrades to the Berlin Facility including maintenance" from \$2,100,000 to \$200,000	(\$1,900,000)
Change in budget 100% totals	(\$1,735,000)

Line Item AB for "2 Replacement CIDER Vehicles" was added for \$165,000. Two cutaways that are leased to CIDER are 6 and 7 years old and are in need of replacement.

Line Item AF for "Renovations/upgrades to the Berlin Facility including maintenance" was reduced from \$2,100,000 to \$200,000. The project is currently on hold due to uncertainty with ability to tie into the city sewer. We are retaining \$200,000 to cover additional design, project coordination, and potential installation of above ground fuel tank and new fueling station.

The balance of the local capital match fund was updated to reflect the reconciled FY19 balance.

FY20 Capital Budget Adjustment

Proposed to Finance Committee on September 10, 2019

Awarded Urban Capital											
Priority	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non-GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	A	2 - Replacement Big Buses	\$ 1,026,000	\$820,800	\$102,600	\$ 102,600	\$ 102,600.00	\$ -		\$820,800	
1	B	2 - Electric Vehicles (expansion)	\$ 2,248,019	\$1,905,312	\$15,738	\$ 326,969		\$ 21,969	\$ 305,000	\$1,905,312	
1	C	1 - Replacement Essex Vehicle	\$ 84,000	\$67,200	\$8,400	\$ 8,400			\$ 8,400	\$67,200	
1	D	5 - Replacement SSTA** Vehicles	\$ 413,210	\$330,000	\$41,605	\$ 41,605		\$ -	\$ 41,605	\$330,000	
2	E	2 Non-Revenue Replacements (driver relief etc)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ 5,000.00	\$ -			\$40,000
2	F	Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ 5,000.00	\$ -		\$40,000	
2	G	Spare parts, miscellaneous support equipment	\$ 253,000	\$202,400	\$25,300	\$ 25,300	\$ 25,300.00	\$ -		\$202,400	
3	H	Passenger Amenities (shelters, benches and bike racks)	\$ 89,000	\$71,200	\$8,900	\$ 8,900	\$ 8,900.00	\$ -			\$71,200
3	I	Equipment replacement and upgrades (phone/tablets/computers/downstairs copier)	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500.00	\$ -		\$20,000	
2	J	Engine and Transmission PM	\$ 87,000	\$69,600	\$8,700	\$ 8,700	\$ 8,700.00	\$ -		\$69,600	
CF	K	One Industrial Renovations/Equipment/Design	\$ 655,904	\$524,723	\$65,590	\$ 65,590		\$ 65,590			\$524,723
CF	L	9 - Replacement SSTA Vehicles	\$ 392,810	\$314,248	\$39,281	\$ 39,281			\$ 39,281	\$314,248	
CF	M	Replace Roof and HVAC @ 15 Industrial	\$ 755,000	\$604,000	\$45,000	\$ 106,000		\$ 106,000			\$604,000
Total			\$ 6,128,943	\$ 5,009,483	\$ 373,614	\$ 745,845	\$ 158,000	\$ 193,559	\$ 394,286	\$ 3,769,560	\$ 1,239,923
							Total Local Match				
							Estimated Balance of LCMF 6/30/19		\$ 207,153		
							Estimated Balance of LCMF 6/30/20		\$ 207,153		

** Special Services Transportation Agency

Changes:

- Increased Line Item A "2 - Replacement Big Buses " to \$1,026,000 to reflect amount requested and awarded in FY20 grant. Increased request amount due to differences in anticipated PPI escalation
- Reduced Line Item B "2 - Electric Vehicles (expansion)" from \$2,833,332 to \$2,248,019. Grant award has been reduced to \$2,137,949 which is insufficient to cover charging infrastructure.
- VTrans is going to provide a commitment letter to add the additional funding needed to the grant in January.
- Added Line Item C "1 - Replacement Essex Vehicle" for \$84,000. One of the cutaways that is leased to the Town of Essex is over 7 years old and in need of replacement.
- Reduced Line Item D "5 - Replacement SSTA Vehicles" from \$788,700 to \$413,210. This is due to a reduction in the number of replacements from 10 cutaways to 4.
- Reduced Line Item E "2 Non-Revenue Replacement Vehicles" from \$75,000 to \$50,000. GMT has federal grant funding in place for two replacement vehicles, but did not receive additional federal funds for a third replacement.
- Reduced Line Item G "Spare Parts, miscellaneous support equipment" from \$340,000 to \$253,000. This is to break out 5339 eligible capital repairs such as engine rebuilds to another line item. These have been moved to Line Item J.
- Added Line Item J "Engine and Transmission PM" for \$87,000. Funding has been shifted from Line Item G to this line item to pay for major vehicle capital items that can be billed to the 5339 grant program such as engine rebuilds.
- Added Line Item K "One Industrial Renovations/Equipment/Design" for \$655,904, carried over from FY19 capital budget
- Added Line Item L "9 - Replacement SSTA Vehicles" for \$392,810, carried over from FY19 capital budget
- Added Line Item M "Replace Roof and HVAC @ 15 Industrial" for \$755,000, carried over from FY19 capital budget
- Updated the balances of the local capital match fund with final the final FY19 amount. The balance does not change between the end of FY19 and the end of FY20 because all of the prior year local capital match obligations are carryforward capital items that were obligated in FY18.

Rural Capital											
Priority	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	AA	8 Replacement Vehicles	\$ 760,000	\$608,000	\$76,000	\$ 76,000	\$ 76,000	\$ -		\$608,000	
1	AB	2 Replacement CIDER** Vehicles	\$ 165,000	\$140,250	\$8,250	\$ 16,500			\$ 16,500	\$140,250	
1	AC	Spare Parts, Misc. Support Equip, etc	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2	AD	Facility PM - rural facilities	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2	AE	Shelter/Passenger Amenities	\$ 20,000	\$16,000	\$2,000	\$ 2,000	\$ 2,000			\$16,000	
2	AF	Renovations/upgrades to the Berlin Facility including maintenance	\$ 200,000	\$160,000	\$20,000	\$ 20,000		20,000		\$160,000	
2	AG	Montpelier Transit Center Equipment (security system, computers, furniture, video displays, etc.)	\$ 136,000	\$108,800	\$13,600	\$ 13,600	\$ 13,600			\$108,800	
Total			\$ 1,331,000	\$ 1,073,050	\$ 124,850	\$ 133,100	\$ 96,600	\$ 20,000	\$ 16,500	\$ 1,073,050	\$ -
			Total Local Match		\$ 116,600						
			<i>Estimated Balance of LCMF 6/30/19</i>		\$ 181,128						
			<i>Estimated Balance of LCMF 6/30/20</i>		\$ 181,128						

* 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.

Changes:

- Added Line Item AB "2 Replacement CIDER Vehicles" for \$165,000. Two cutaways that are leased to CIDER are 6 and 7 years old and are in need of replacement.
- Reduced Line Item AF "Renovations/upgrades to the Berlin Facility including maintenance" from \$2,100,000 to \$200,000. The project is currently on hold due to uncertainty with ability to tie into city sewer. Retaining \$200,000 to cover additional design, project coordination, and potential installation of above ground fuel tank and new fueling station.

FY20 Capital Budget

7/16/19 Board Approved Capital Budget

Awarded Urban Capital

Prio rity Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non- GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1 A	2 - Replacement Big Buses	\$ 1,002,000	\$801,600	\$100,200	\$ 100,200	\$ 100,200.00	\$ -		\$1,603,200	
1 B	2 - Electric Vehicles (expansion)	\$ 2,833,332	\$2,550,000	\$141,666	\$ 141,666	\$ -	\$ 141,666	\$ 170,000	\$2,550,000	
1 D	10 - Replacement SSTA Vehicles	\$ 788,700	\$630,960	\$78,870	\$ 78,870	\$ -	\$ -	\$78,870	\$630,960	
2 E	3 Non-Revenue Replacements (driver relief etc)	\$ 75,000	\$60,000	\$7,500	\$ 7,500	\$ 7,500.00	\$ -			
2 F	Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ 5,000.00	\$ -		\$40,000	
2 G	Spare parts, miscellaneous support equipment	\$ 340,000	\$272,000	\$34,000	\$ 34,000	\$ 34,000.00	\$ -		\$272,000	
3 H	Passenger Amenities (shelters, benches and bike racks)	\$ 89,000	\$71,200	\$8,900	\$ 8,900	\$ 8,900.00	\$ -			
3 I	Equipment replacement and upgrades (phone/tablets/computers/downstairs copier)	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500.00	\$ -		\$20,000	
	Total	\$ 5,203,032	\$ 4,445,760	\$ 378,636	\$ 378,636	\$ 158,100	\$ 141,666		\$ 5,116,160	\$ -
						Total Local Match	\$ 299,766			
						Estimated Balance of LCMF 6/30/19	247,340			
						Estimated Balance of LCMF 6/30/20	105,674			

** Special Services Transportation Agency

*** Elders and Persons With Disabilities Program.

Rural Capital

Prio rity Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1 AA	8 Replacement Vehicles	\$ 760,000	\$608,000	\$76,000	\$ 76,000	\$ 76,000	\$ -		\$608,000	
1 AC	Spare Parts, Misc. Support Equip, etc	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2 AD	Facility PM - rural facilities	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2 AE	Shelter/Passenger Amenities	\$ 20,000	\$16,000	\$2,000	\$ 2,000	\$ 2,000				
2 AE	Renovations/upgrades to the Berlin Facility including maintenance	\$ 2,100,000	\$1,680,000	\$210,000	\$ 210,000	\$ 80,000	\$ 130,000		\$1,680,000	
2 AF	Montpelier Transit Center Equipment (security system, computers, furniture, video displays, etc.)	\$ 136,000	\$108,800	\$13,600	\$ 13,600	\$ 13,600			\$108,800	
	Total	\$ 3,066,000	\$ 2,452,800	\$ 306,600	\$ 306,600	\$ 176,600	\$ 130,000		\$ 2,436,800	\$ -
						Total Local Match	\$ 306,600			
						Estimated Balance of LCMF 6/30/19	173,699			
						Estimated Balance of LCMF 6/30/20	43,699			

* Cut Away Bus = Truck/Van Front/Bus Body

** Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet our the local match obligation.

Changes:

- Reduced Line Item AA from \$1,000,000 to \$760,000. Purchasing ADA conversion vans in FY19 reduced the number of vehicles that are needed in FY20. Vtrans has included these vehicles in the proposed grant agreement for FY20. This change results in savings of \$24,000 in local capital match.

- Increased Line Item AF from \$90,000 to \$136,000. The initial budget for the MTC security system did not include design fees, project contingency, and some necessary equipment. This will also cover office furniture, computers, video displays, and LED clo on the outdoor platform. Vtrans has included these items in the proposed grant agreement for FY20. This change results in an increase of \$4,600 in local capital match, which is covered by the reduction in vehicle replacements outlined above.