



Green Mountain Transit Board of Commissioners
April 16, 2019 - 4:30 p.m.
6088 VT Route 15, Berlin VT 054

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.

- 4:30 p.m. 1. Open Meeting
- 4:31 p.m. 2. Adjustment of the Agenda
- 4:33 p.m. 3. Public Comment
- 4:35 p.m. 4. Consent Agenda*
- March 19, 2019 Board Meeting Minutes
 - Check Register
 - ADA and Broker Services Report
 - Maintenance Report
 - Operations Report
 - Planning Report
 - Marketing and Public Affairs Report
 - IT Support, Administrative Support, Training and HR Report
 - Ridership Report
- 4:38 p.m. 5. GM Update
- 4:40 p.m. 6. Token Transit Memo*
- 4:45 p.m. 7. Financial Update – Michelle Daley
- 4:55 p.m. 8. FY Capital Budget Amendment* - Michelle Daley
- 5:05 p.m. 9. Continuous Improvement – Ross McDonald VTrans
- 5:35 p.m. 10. NextGen Service Plan & Implementation* - Planning
- 5:50 p.m. 11. Fare Increase* - Planning

6:05 p.m. 12. Commissioner Ebony Kirkland GMT ridership perspective

6:15 p.m. 13. GM & Committee reports

- *Strategy Committee: Next scheduled meeting - TBD*
- *Operations Committee: Next scheduled meeting is May 13th @ 9:30 am.*
- *Leadership Committee: Next scheduled meeting is May 13th @ 10:30 am.*
- *Finance Committee: Next scheduled meeting is May 14th @*
- *Commissioner Comments and Announcements*

6:20 p.m. 14. Executive Session - GM Contract & Personnel Update

6:40 p.m. 15. Adjourn

Next GMT meeting date: May 21st, 2019 @ 7:30 am at GMT.

NOTES:

- * Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Cari Whittemore at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.



GMT Board Minutes

Date: March 19, 2019

Time: 7:30 AM

Place: GMT Board Room
15 Industrial Parkway
Burlington, VT 05401

Present:

Tom Chittenden, Chair, South Burlington
Bonnie Waninger, Vice Chair, Washington County – (via phone)
Denis Barton, Secretary, Shelburne
Paul Bohne, Treasurer, Essex (via phone)
Chapin Kaynor, Commissioner, Williston
Bob Buermann, Commissioner, Grand Isle County
John Sharrow, Commissioner, Milton
Catherine Dimitruk, Commissioner, Franklin County – (via phone)
Phil Pouech, Commissioner, Hinesburg
Ray Coffey, Alternate Commissioner, Winooski – (via phone)
Tasha Wallis, Commissioner, Lamoille County
Ebony Kirkland, Commissioner Winooski
Chapin Spencer, Commissioner, Burlington
Marti Powers (via phone)
Dan Currier, Alt. Commissioner, Washington County

Mark A. Sousa, General Manager
Michelle Daley, Director of Finance and Grants
Patricia Redalieu, Director of Human Resources
Jon Moore, Director of Transportation
Rachel Kennedy, Senior Transit Planner
Jamie Smith, Marketing and Public Affairs Manager
Kimberly Wall, Grants Manager
Cari Whittemore, Executive Assistant

Members of the Public:

Ross McDonald, VTrans

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

Adjustment to the Agenda-Commissioner Kirkland has requested time from today's meeting. She would like to show some video assuming we have time. However, this may require waiting until April's Board meeting. Chair Chittenden stated that if time allowed, the videos could be shown. April will be the annual remote meeting, being held in the Barre area. Possible start time would be between 4:30 or 5 PM. Commissioner Waninger would like an update on the Barre Hospital Hill and Plainfield Health service. This will be discussed at the GM update. Commissioner Wallis would like an update on the VTrans letter. Barre Hill/Plainfield and VTrans letter updates will be heard before the financial update.

Public Comment - There were no public comments

Commissioner Waninger thanked GMT staff for information given re: Congressman Welch's meeting in Washington County regarding opiates and Medicaid. Chair Chittenden also thanked the staff.

Approval of the February 2019 Board Meeting Minutes - Commissioner Kaynor made a motion to approve all meeting minutes with one grammatical adjustment to the 2018 Minutes. Commissioner Sharrow seconded the motion. All were in favor and the minutes were approved with two grammatical adjustments.

Barre Hill Health and Plainfield Hospital service- Mr. Sousa stated that the Plainfield Health has agreed to fund that service. Barre Hill Health will be suspended. Mr. Moore stated that there will be no passenger impact. There was further discussion regarding suspension of the Barre Hospital Hill demand. The last day of service will be Friday, March, 22, 2019.

VTrans letter update- Mr. Sousa and Chair Chittenden state that they personally responded to Michelle Boomhower, VTrans followed up with Ross MacDonald. Chair Chittenden and Mr. Sousa will work together and report back to the Board in April.

7:51- Rachel Kennedy enters

7:52- Jaime Smith enters

Financial Update – Mrs. Daley presented a memo that was also presented to the previous finance committee meeting. December financials are closed. There was discussion regarding the indirect rate. Mrs. Daley will get more information to present to the finance committee.

2018 Audit & Management Letter- Ron Smith discussed the recent audit results. Mr. Smith commented on sustainable funding. Mr. Smith stated he felt comfortable with the future of GMT and that there are many funding options available as a transit authority. There was further discussion regarding the audit including best practices. Mr. Smith commented that he thought it was great that GMT got an excellent Triennial review.

Motion to accept the Audit report and Management Letter made by Commissioner Bohne and seconded by Commissioner Wallis. The Audit Report and Management Letter were accepted.

Employee Recognition-The Board congratulated Michael Slingerland for 30 years of service. Mr. Sousa presented Mr. Slingerland with a gold watch and spoke of Mr. Slingerland's value to GMT.

Dedicated Funding Project Update - Jaime Feehan, Government Relations Director for Primmer, Piper, Eggleston & Cramer. Mr. Feehan reported to the Board that in order to get extra funding GMT needed to create a need to show legislators that it makes sense to fund public transit. Mr. Feehan notified the Board that both he and Mr. Sousa have testified at the State House. He stated that he and Mr. Sousa have been working with Representative McCormick to create some language to add to the TBill that would initiate a transit study. The language has been submitted with the TBill. Mr. Feehan also stated that he and Mr. Sousa are meeting with representatives from both the Senate and House side along with the Speaker of the House. VTrans has agreed to undertake the study and involve human service agencies as well as other stakeholders focusing on first mile-last mile challenges.

There was much further discussion on the first mile-last mile challenge along with other funding issues.

GM and Committee reports- Mr. Sousa discussed the GMT's contact with Token Transit, a mobile ticketing program. Mr. Sousa stated that this app would work together with the Swiftly program, providing the opportunity for riders to purchase tickets through the app. Mr. Sousa also stated that GMT is in the information gathering stage and would like to put together a presentation for the Board. He would also like for GMT to organize a pilot program joining the two apps. Mrs. Smith stated that the riders would not have an extra fee to purchase the tickets. Chair Chittenden stated he agrees that this would be worth the time. There was additional support from Board.



GMT recently received 5 mini vans that will be in service soon.

Strategy Committee- Commissioner Waninger asked for a paratransit update. Mr. Sousa stated that SSTA has a 6 month extension. GMT is working on the possibility of become a “broker” for paratransit. SSTA would only have to drive and GMT would schedule the paratransit needs.

Commissioner Barton stated that the Operations committee have been discussing an energy efficiency plan. Also, in the previous meeting Ms. Redalieu presented the GMT hiring and recruiting process and Commissioner Barton believes this is ready for the Board to review.

Finance Committee- no additional comments

Grant Resolution*- Mrs. Daley state that GMT needs this document approved. A motion to approve the gran resolution was made by Commissioner Pouech and seconded by Alternate Commissioner Currier. The motion passed unanimously.

Other Business - There was no other business.

Adjourn – The Executive Session adjourned at approximately 10:20 AM

Next GMT meeting date: April 16, 2019 TBD

Respectfully Submitted,

Denis Barton, Secretary

Vendor ID	Vendor Name	Document Date	Document	Document Amount
V10	Vermont Office of Child Supp	3/22/2019	EFT000000	401.5
V545	Pitney Bowes - Leasing	3/22/2019	V545 3308:	253.17
V1467	Charles Schwab	3/25/2019	V1467 201!	16,302.39 Retirement
V265	ICMA	3/25/2019	V265 2019	1,245.36 Retirement
V266	IRS - EFTPS	3/25/2019	V266 2019	94,547.14 Federal Payroll Taxes
V364	Vermont Dept of Taxes	3/25/2019	V364 2019	12,646.31 State Payroll Taxes
V1713	Dattco Sales and Service	3/26/2019	87899	201,500.00 New Vans
V1679	Shelbure, Town of	3/27/2019	87925	50
V1025	Alter, Charles	3/29/2019	87901	186.18 Volunteer
V1480	Andrews-Ford, Sheri	3/29/2019	87902	276.66 Volunteer
V1135	Blanchard, Thomas	3/29/2019	87903	10.9
V1625	Bousquet, Jeanne	3/29/2019	87904	62.64
V1712	Brosseau, Valerie	3/29/2019	87905	66.18
V975	Busch, Greta	3/29/2019	87906	37.12
V1482	Cady, Duane	3/29/2019	87907	110.2 Volunteer
V471	Constantine, Julia	3/29/2019	87908	373.52 Volunteer
V1573	Fairbanks, Dori	3/29/2019	87909	110.2 Volunteer
V1687	Houghton, Gregory	3/29/2019	87910	858.98 Volunteer
V203	Ladd, Joyce	3/29/2019	87911	197.2 Volunteer
V205	LeBlanc, Alice	3/29/2019	87912	38.28
V1718	Luke, Norma	3/29/2019	87913	20.88
V605	Murphy, Sidney	3/29/2019	87914	122.38 Volunteer
V181	Owen, Helen	3/29/2019	87915	1,476.10 Volunteer
V1719	Pelletier, Charles	3/29/2019	87916	66.7
V1394	Rolland-Forkey, Erin	3/29/2019	87917	224.46 Volunteer
V1720	Schmitt, Karlyn	3/29/2019	87918	42.92
V1655	Sciria, Andrew	3/29/2019	87919	179.22 Volunteer
V1614	Vermont Ride Network, Inc.	3/29/2019	87920	592.5 Volunteer
V1699	Wade, Judith	3/29/2019	87921	100.92 Volunteer
V1595	Waller, Marlys	3/29/2019	87922	220.4 Volunteer
V1549	Ware, Michael	3/29/2019	87923	73.66
V944	Woodward, Patricia	3/29/2019	87924	606.68 Volunteer
V279	ABC Bus Companies-Muncie	3/29/2019	87926	2,788.13 4 Part Invoices
V1033	Able Air Corp	3/29/2019	87927	2,690.00 Air Compressor
V217	Airgas USA, LLC	3/29/2019	87928	99.7
V1305	Allegiant Care	3/29/2019	87929	202,030.00 Insurance
V399	Axle Tech International	3/29/2019	87930	238.88
V590	Barrett Trucking Co., Inc.	3/29/2019	87931	206.48
V1481	Blue Flame Gas	3/29/2019	87932	2,194.61 3 Propane Invoices
V284	Brenntag Lubricants Northeas	3/29/2019	87933	3,878.28 4 Part Invoices
V224	Burlington Communications	3/29/2019	87934	321
V225	Burlington Electric Departmer	3/29/2019	87935	7,713.39 7 Electric Bills
V226	Burlington Public Works-Wate	3/29/2019	87936	171.62
V229	Camerota Truck Parts	3/29/2019	87937	3,825.00 Transmission
V964	Campbell, Arthur	3/29/2019	87938	192.31 DCAP Reimbursement
V1369	Capitol City Auto Mart Inc db:	3/29/2019	87939	233
V293	Charlebois, R.R Inc.	3/29/2019	87940	1,110.00 2 Towing Invoices
V235	Clark's Truck Center	3/29/2019	87941	28.59

V220	Class C Solutions Group	3/29/2019	87942	1,589.79	2 Part Invoices
V1357	CleanPro, Inc	3/29/2019	87943	599.46	
V374	Clear Choice Auto Glass, A	3/29/2019	87944	380	
V600	Cody Chevrolet	3/29/2019	87945	2,332.04	10 Part Invoices
V238	Crystal Rock Bottled Water	3/29/2019	87946	200.99	
V815	Curved Glass Distributors	3/29/2019	87947	607.25	
V241	D & W Diesel, Inc.	3/29/2019	87948	288.11	
V401	Dell Business Credit	3/29/2019	87949	6,163.83	Computors
V245	DRIVE	3/29/2019	87950	42	
V246	Duffy Waste & Recycling	3/29/2019	87951	57.52	
V250	Fisher Auto Parts	3/29/2019	87952	1,428.75	16 Part Invoices
V252	FleetPride, Inc	3/29/2019	87953	192.25	
V1347	Foley Distributing Corp.	3/29/2019	87954	1,099.25	Maintenance Supplies
V394	Formula Ford Inc.	3/29/2019	87955	54.59	
V257	Gillig Corp.	3/29/2019	87956	8,998.36	8 Part Invoices
V1129	Global Montello Group Corp	3/29/2019	87957	16,586.25	Fuel
V259	Grainger	3/29/2019	87958	530.52	
V260	Green Mountain Kenworth, In	3/29/2019	87959	5,508.20	18 Part Invoices
V261	Green Mountain Power	3/29/2019	87960	1,981.98	3 Electric Invoices
V117	Guyette, Howard	3/29/2019	87961	257.8	Loan Reibursment
V1721	Hap's Service Station, Inc.	3/29/2019	87962	170	
V1204	Interstate Batteries	3/29/2019	87963	1,106.50	2 Part Invoices
V1717	John Lepore	3/29/2019	87964	100	Shoe Reimbursement
V1283	Kelley Bros of NE, LLC	3/29/2019	87965	451.92	
V328	Kirk's Automotive Inc.	3/29/2019	87966	467.24	
V1354	Lavallee, Katie	3/29/2019	87967	25	
V1509	Lawson Products, Inc	3/29/2019	87968	356.98	
V1314	Leonardo's Pizza Inc.	3/29/2019	87969	222	
V473	Limoge & Sons Garage Doors	3/29/2019	87970	12,596.00	Repaired and Replaced Garage D
V268	Loomis	3/29/2019	87971	220.66	
V1191	Lucky's Trailer Sales Inc.	3/29/2019	87972	5,014.46	Part Invoice
V1618	Management Safeguards and	3/29/2019	87973	300	
V1068	Midwest Bus Corporation	3/29/2019	87974	1,242.00	2 Part Invoices
V1599	Miller, Holly & Bob 2017 Char	3/29/2019	87975	955.09	
V278	Mohawk Mfg. & Supply Co.	3/29/2019	87976	386.26	
V670	Mountain Valley Sprinkler Sys	3/29/2019	87977	405	
V792	Myers Container Service Corp	3/29/2019	87978	169.45	
V223	O'Reilly Auto Enterprises, LLC	3/29/2019	87979	1,420.14	4 Part Invoices
V289	People's United Businesscard	3/29/2019	87980	4,776.22	Credit cards Travel Meals
V408	Pitney Bowes - Purchase Powe	3/29/2019	87981	301.5	
V1621	Premier Cloud Helpline	3/29/2019	87982	9,000.00	E Mail Licenses
V291	Prevost Parts	3/29/2019	87983	2,731.87	7 Part Invoices
V1368	Prime Middlebury LLC	3/29/2019	87984	787.5	
V1682	Primmer Piper Eggleston & C	3/29/2019	87985	2,000.00	Consulting
V294	RHR Smith & Company	3/29/2019	87986	4,500.00	Auditor Invoice
V864	Rick's Towing & Repair, Inc.	3/29/2019	87987	600	
V296	Rouse Tire Sales	3/29/2019	87988	3,538.81	3 Tire Invoices
V297	Safety-Kleen Systems, Inc.	3/29/2019	87989	225.51	
V298	Sanel Auto Parts Co.	3/29/2019	87990	198.5	

V299	SB Collins, Inc.	3/29/2019	87991	20,578.70 Fuel
V450	SB Signs, Inc.	3/29/2019	87992	300
V686	Shearer Chevrolet	3/29/2019	87993	943.19
V312	Stowe, Town of	3/29/2019	87994	1,589.19 Oil
V451	Stowe, Town of Electric Depar	3/29/2019	87995	348.98
V311	Teamsters Local 597	3/29/2019	87996	7,642.00 Union Dues
V273	Transit Holding, Inc.	3/29/2019	87997	1,741.91 3 Part Invoices
V1030	UniFirst Corporation	3/29/2019	87998	743.57
V315	United Parcel Service	3/29/2019	87999	151.72
V529	Valley Reporter, The	3/29/2019	88000	348.74
V876	Vehicle Maintenance Program	3/29/2019	88001	109.97
V391	Verizon Wireless	3/29/2019	88002	2,774.50 5 It Invoices
V410	Vermont Gas Systems, Inc.	3/29/2019	88003	8,970.14 6 Gas Bills
V1631	Waterbury, Town of	3/29/2019	88004	25
V496	Weston, Don Excavating, Inc.	3/29/2019	88005	9,450.00 Ramp Invoice
V251	Wex Fleet Universal	3/29/2019	88006	23,454.45 Fuel
V1446	M T Wallets, LLC	3/29/2019	EFT000000	2,800.00 Lease
V303	SSTA	3/29/2019	EFT000000	133,623.18 ADA, E & D
V153	Alburgh Taxi	3/29/2019	EFT000000	2,398.85 Volunteer
V55	Boudreau, James	3/29/2019	EFT000000	1,013.26 Volunteer
V1150	Bruley SR, Mark	3/29/2019	EFT000000	1,124.62 Volunteer
V548	Burnor, David	3/29/2019	EFT000000	143.26 Volunteer
V1291	Callan, Linda	3/29/2019	EFT000000	334.08 Volunteer
V1675	Carkeet, David	3/29/2019	EFT000000	103.24 Volunteer
V1707	Chase, Betty	3/29/2019	EFT000000	448.34 Volunteer
V1676	Croteau, William	3/29/2019	EFT000000	765.6 Volunteer
V60	Farr, Delores	3/29/2019	EFT000000	845.64 Volunteer
V1117	Hall, John	3/29/2019	EFT000000	244.76 Volunteer
V170	Hertz, Kenneth	3/29/2019	EFT000000	638 Volunteer
V67	Jewett, Sheryl	3/29/2019	EFT000000	238.96 Volunteer
V174	Langlois, Paulette	3/29/2019	EFT000000	640.9 Volunteer
V1420	Lawyer, Ronald	3/29/2019	EFT000000	501.7 Volunteer
V70	LeClair, Raymond	3/29/2019	EFT000000	687.88 Volunteer
V71	Lightholder, Stephen	3/29/2019	EFT000000	138.62 Volunteer
V74	Markham, Laurel	3/29/2019	EFT000000	566.66 Volunteer
V75	Martin, Ronald	3/29/2019	EFT000000	948.88 Volunteer
V1635	McCartney, Misty	3/29/2019	EFT000000	96.28
V1018	Metivier, Shelli	3/29/2019	EFT000000	689.04 Volunteer
V1570	Murphy Sandra	3/29/2019	EFT000000	410.06 Volunteer
V82	Parah, Donna	3/29/2019	EFT000000	190.82 Volunteer
V83	Parah, Maurice	3/29/2019	EFT000000	949.46 Volunteer
V86	Pike, Gail	3/29/2019	EFT000000	1,483.06 Volunteer
V771	Sammons, Chandra	3/29/2019	EFT000000	502.86 Volunteer
V89	Sayers, Gail	3/29/2019	EFT000000	900.74 Volunteer
V1236	Sayers, James	3/29/2019	EFT000000	45.24
V741	Steiner, Timothy	3/29/2019	EFT000000	53.36
V93	Timm, Marta	3/29/2019	EFT000000	611.32 Volunteer
V1715	Toulis, Christine	3/29/2019	EFT000000	230.26 Volunteer
V522	Turcotte, S Jeanette	3/29/2019	EFT000000	131.66 Volunteer

V1654	Vargas, Pearl	3/29/2019 EFT000000	78.3
V108	Daley, Michelle	3/29/2019 EFT000000	35.15
V583	Griffith, Tom	3/29/2019 EFT000000	979.4 FSA Reibursement
V29	Hirsch, Alain	3/29/2019 EFT000000	285.6 FSA Reibursement
V35	McDonald, Pam	3/29/2019 EFT000000	31.32
V38	Moore, Jon	3/29/2019 EFT000000	192.31 DCAP Reimbursement
V137	Plante, Karen	3/29/2019 EFT000000	1,970.00 FSA Reibursement
V1626	Whiting, Jeremy	3/29/2019 EFT000000	384.62 DCAP Reimbursement

doors

ADA Ridership Report (by Town) : FY19

Total Rides

% increase/(decrease) from prior year

Benchmark for comparison is 67%

CITY/TOWN	July	August	September	October	November	December	January	February	Total FY19 YTD	Total FY18 Rides	% of FY19 YTD compared to FY18
BURLINGTON	1,081	1,290	1,167	1,411	1,193	1,260	1,181	1,103	9,686	14,444	67%
	-15.68%	4.96%	-0.26%	10.67%	0.59%	11.21%	0.08%	-9.52%			
COLCHESTER	106	129	171	195	159	175	147	151	1,233	1,466	84%
	-8.62%	25.24%	76.29%	82.24%	59.00%	76.77%	-2.00%	51.00%			
ESSEX	361	396	314	343	379	330	366	357	2,846	3,708	77%
	25.35%	37.50%	12.95%	8.20%	26.33%	4.10%	21.19%	12.62%			
OTHER	44	7	2	0	0	1	5	1	60	242	25%
	388.89%	-22.22%	-50.00%	-100.00%	-100.00%	-88.89%	-82.76%	-96.43%			
SHELBURNE	248	298	260	291	231	239	266	217	2,050	3,137	65%
	-1.59%	7.97%	13.54%	11.49%	-7.60%	5.75%	-13.07%	-18.42%			
SO. BURLINGTON	771	886	995	1,132	1,050	989	1,007	1,021	7,851	12,597	62%
	-19.94%	-18.86%	-8.80%	-5.98%	-7.24%	-10.50%	-7.02%	13.19%			
WILLISTON	125	155	127	120	108	112	133	156	1,036	1,150	90%
	30.21%	53.47%	69.33%	93.55%	42.11%	12.00%	12.71%	100.00%			
WINOOSKI	492	462	369	440	416	370	402	431	3,382	5,551	61%
	25.51%	1.32%	-17.82%	0.23%	-7.14%	-16.29%	-12.80%	-8.88%			
TOTAL	3,228	3,623	3,405	3,932	3,536	3,476	3,507	3,437	28,144	42,295	67%
	-5.00%	1.94%	0.35%	7.11%	0.91%	1.31%	-3.36%	1.60%			
Cost to Members	\$ 83,655.63	\$ 93,074.61	\$ 88,349.47	\$ 101,900.93	\$ 91,261.37	\$ 89,573.66	\$ 90,112.57	\$ 87,760.93	\$ 725,689.17		
Cost/Trip	\$ 25.92	\$ 25.69	\$ 25.95	\$ 25.92	\$ 25.81	\$ 25.77	\$ 25.70	\$ 25.53	\$ 25.78		

Month:	March 2019	
Urban Data	Data	Notes
Miles Operated:	160,553	Revenue Vehicles
Major Road Calls:	5	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	3.11	
Minor Road Calls:	7	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	7.45	
"C" PM's Completed:	26	"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 %	96%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	8.66 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	114,497	Revenue Vehicles
Major Road Calls:	6	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	5.26	
Minor Road Calls:	5	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	4.38	
"C" PM's Completed:	16	"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 %	82%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	5.80 years	Cut-away buses have a 5 year life expectancy

Date: April 8th, 2019
To: GMT Board of Commissioners
From: Rachel Kennedy, Sr. Transit Planner
Re: March Planning Report

Transit Service & Operations Planning

NextGen

Public Comment Report – The open Public Comment period will end April 11th. The feedback report will be available April 12th.

Commuter Time-point Surveys – Commuter Surveys have been posted on the NextGen Website for all commuter routes. Surveys will be left open to gather more responses through the public comment period.

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

Non-Rider Survey

See attached report.

Service Guidelines - Ongoing

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

Misc. Planning Activities

SWIFTLY – Ongoing

GMT will be receiving remote training on the SWIFTLY dashboard on April 24th, and will be hosting two training sessions in Burlington for state wide transit organizations on April 29th and 30th.

Bus Stop Placement Guidelines - Ongoing

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

Outreach:

- Staff attended the Lake Chamber Public Policy Meeting
- Staff attended the CCRPC Bikeshare Study Partner Meeting
- Staff attended the MRV TAC
- Staff attended CCRPC's final UPWP meeting
- Staff met with stakeholders from the City of Burlington to discuss proposed service and fare changes
- Staff met with stakeholders from the Town of Essex Junction to discuss proposed service and fare changes
- Staff met with the Essex Selectboard to discuss proposed service and fare changes

Public Meetings:

- Staff presented on NextGen Changes in Waterbury
- Staff presented on NextGen Changes to the LPCP TAC
- Staff presented on NextGen Changes to the CCRPC Board
- Staff presented on NextGen Changes to the CVRPC TAC
- Staff presented on NextGen Changes in Shelburne

To: GMT Board of Commissioners

From: Jamie L. Smith, Marketing and Public Affairs Manager

Date: April 11, 2019

Re: Marketing and Public Affairs Report

- On March 28, 2019, staff met with rural commissioners to discuss our communication and outreach efforts in rural communities. From that robust conversation, we addressed several steps staff can take in the coming months/years to work toward education, forming strong partnerships, and helping establish sustainable funding. We look forward to continuing that conversation in the coming months.
- Communications began with partner organizations regarding the fare increase. We drafted a letter to all employee transit providers, and have called most every agency that purchases fare media. We will continue this process this week and capture any comments before the board meeting.
- Marketing has been working with several new bus advertisers, seeing several big bus advertising contracts coming through in the next several months (including the Do Good Fest, WPTZ, and Northfield Savings Bank).
- Our on-board safety campaign will kick-off in the coming weeks. We are aligning the installation schedule up with bus advertising installations to minimize the number of buses we hold out of service. Please see mock-up below.



(Graphics Example Mocked-up at an Estimated Scale)



(1 - Be a Good Neighbor Box Wrap)
Left Artwork is approx. 20.325" Wide x 33.25" Tall
Left Artwork is approx. 22.5" Wide x 32.875" Tall
Printed Wrap with Gloss Lamine



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: April 16, 2019

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

Colby Johnson has joined GMT as a Journeyman Mechanic in our Burlington location. A warm welcome to Colby!

The Training Department is nearing completion on the new route training for the Barre Link service.

Seasonal bus service in Stowe and Sugarbush has finished and the Berlin location hosted an end of season barbeque for the seasonal operators and the Berlin team. On behalf of GMT, I want to thank each and every employee involved in the seasonal service, with a special shout-out to Tom Barnes for leading the charge on the operations side. It was Tom's first year in this role and He definitely rose to the challenge!

Burlington hosted a job fair on April 6, 2019 at our Burlington office. We received several potential applicants including two people who were interested in working in the mountains next season. HR also attended the annual Franklin Region Career and Job Expo on March 28, 2019. Vermont's unemployment rate for February 2019, is 2.4%, an all-time low. GMT like many organizations across the state and the nation, are continually challenged with recruiting bus operator candidates. We will continue to explore new ideas and strategies to meet the demands of our operations.

IT has been working with Swiftly to set up an FTP for uploading data to the new AVL platform. This would auto update the GPS IDs for the buses with the projected scheduling.

We have conducted the first of many Appreciative Inquiry Introductory Workshop. Attendees were asked to share high point moments at GMT. Comments were captured on oversized sticky notes and included, "Community of Trust, Fun, Team Building, Support, Pursue Self-Excellence, Fruit, Collaborating, Self-empowerment" It was an exciting workshop and the positive energy in the room was unmistakable! Thank you all for your excellent contributions to co-creating a vision for GMT!

'The real voyage of discovery consists not in seeking new landscapes, but in having new eyes'

Marcel Proust

FY19 GMT Urban Ridership by Month

Number of Service Days														FY19 YTD	FY18 YTD			FY17 YTD														
Saturday														39	40			39														
Sunday														40	39			37														
Weekday														190	190			193														
School Days														130	133			130														
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY19 YTD	FY18 YTD	Difference (FY19-FY18)		Difference (FY19-FY17)														
																riders	%	FY17 YTD	riders	%												
1	Williston-Wal-Mart	32,362	38,140	40,296	45,786	41,594	35,614	35,511	36,583	38,923				344,809	321,161	23,648	7.36%	319,084	25,725	8.06%												
1V	Williston Village	907	1,050	1,119	1,379	1,385	1,162	1,190	1,138	1,291				10,622	12,525	-1,903	-15.19%	10,929	-307	-2.81%												
10	Williston-Amtrak	1,435	1,783	1,608	1,828	1,662	1,463	1,241	1,318	1,561				13,898	13,226	672	5.08%	12,236	1,662	13.58%												
2	Essex Junction	33,417	38,888	41,589	46,525	41,130	33,459	36,318	36,235	39,647				347,208	334,992	12,216	3.65%	345,454	1,754	0.51%												
3	Lakeside Commuter	283	217	149	141	110	38	62	313	119				1,432	1,481	-49	-3.29%	1,419	13	0.93%												
4	Essex Center	1,544	1,801	2,735	3,327	2,772	2,003	2,406	2,508	2,592				21,688	14,139	7,549	53.39%	14,115	7,573	53.65%												
5	Pine Street	8,405	9,684	9,300	10,221	8,939	8,455	9,550	9,409	10,330				84,294	82,579	1,715	2.08%	85,624	-1,330	-1.55%												
6	Shelburne Rd.	19,094	20,559	19,330	21,938	20,357	18,681	19,251	18,340	20,136				177,686	169,859	7,827	4.61%	171,660	6,026	3.51%												
7	North Avenue	18,148	18,961	21,792	24,560	20,573	19,358	21,205	18,559	21,233				184,390	182,619	1,771	0.97%	188,459	-4,069	-2.16%												
8	City Loop	4,202	4,399	5,279	6,185	6,101	4,903	5,902	6,343	5,944				49,258	52,093	-2,835	-5.44%	49,394	-136	-0.28%												
9	Riverside/Winooski	9,534	9,991	10,113	10,950	9,985	8,991	10,156	10,106	10,175				90,001	87,954	2,047	2.33%	94,729	-4,728	-4.99%												
11	College Street Shuttle	16,073	15,356	12,506	10,419	6,969	5,440	7,470	7,808	7,437				89,478	105,893	-16,415	-15.50%	109,584	-20,106	-18.35%												
12	UMall/Airport	5,989	6,632	6,671	8,533	7,248	6,270	6,272	6,206	6,865				60,686	49,872	10,814	21.68%	55,281	5,405	9.78%												
16	Hannaford's	210	157	158	175	250	290	206	270	320				2,036	1,464	572	39.07%	1,790	246	13.74%												
19	Price Chopper #1	157	248	210	248	206	208	308	236	230				2,051	2,184	-133	-6.09%	2,284	-233	-10.20%												
20	Price Chopper #2	103	210	138	150	268	266	314	232	236				1,917	1,234	683	55.35%	1,192	725	60.82%												
21	School Trippers	37	2,435	19,093	21,424	17,549	17,815	22,229	15,330	16,745				132,657	115,818	16,839	14.54%	118,898	13,759	0.00%												
18	Sunday Service	735	443	537	440	437	559	396	508	681				4,736	3,768	968	25.70%	4,136	600	14.51%												
26	Other	4,286	-	-	-	-	317	-	-	0				4,603	7,856	-3,253	-41.41%	9,272	-4,669	-50.36%												
56	Milton Commuter	1,558	1,679	1,403	1,692	1,420	1,152	1,318	1,285	1,500				13,008	11,562	1,446	12.50%	11,797	1,211	10.26%												
76	Middlebury Link	1,321	1,342	1,312	1,496	1,362	979	1,144	1,189	1,332				11,477	10,000	1,477	14.77%	10,417	1,060	10.18%												
86	Montpelier Link	10,015	10,162	9,357	11,211	10,598	8,721	12,194	10,858	10,748				93,864	89,810	4,054	4.51%	94,685	-821	-0.87%												
96	St. Albans Link	1,231	1,570	1,433	1,740	1,639	1,282	1,871	1,653	1,469				13,888	11,821	2,067	17.49%	12,297	1,591	12.94%												
46	116 Commuter	353	396	384	421	340	311	432	371	370				3,379	2,776	603	21.71%	2,928	451	15.39%												
36	Jeffersonville Commuter	580	730	821	1,157	971	888	892	819	818				7,675	6,659	1,016	15.26%	6,547	1,128	17.23%												
97	Barre LINK	-	-	-	-	-	-	-	-	63				63	0	63	NA	0	63	NA												
SUBTOTAL														171,979	186,833	207,335	231,947	203,865	178,623	197,840	187,617	200,767	0	0	0	1,766,805	1,693,345	73,460	4.34%	1,734,211	32,594	1.88%
46	116 Commuter(Total)	1044	1104	384																												
	Local	156,921	170,954	192,624	214,230	187,535	165,290	179,989	171,442	184,466	0	0	0	1,623,451	1,560,717	62,734	4.02%	1,595,540	27,911	1.75%												
	Commuter	2,491	2,805	2,608	3,270	2,731	2,351	2,642	2,475	2,688	0	0	0	24,062	20,997	3,065	14.60%	21,272	2,790	13.11%												
	LINK	12,567	13,074	12,102	14,447	13,599	10,982	15,209	13,699	13,549	0	0	0	119,229	111,631	7,598	6.81%	117,399	1,830	1.56%												

To: GMT Board of Commissioners

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

Date: April 11, 2019

RE: Finance/Grants/Capital Projects

Attached are the January 31, 2019 financials for your review. The following explanations will be based on the financials through February 28, 2019. February is still in the close process, expenses have all been recorded, and staff is working on the grant billing which is expected to be done by April 30, 2019.

The mid-year grant amendment was executed with the VT Department of Transportation (VTRANS) on March 14, 2019. The following is a quick summary of the amendment changes.

<i>Line Item description</i>	Urban	Rural
<i>Barre Link Service/US2 Svc</i>	37,030	5,180
<i>Tablets for SSTA</i>	7,500	
<i>E&D additional Funding</i>		40,000
<i>Berlin Facility</i>		13,000

There is a separate agenda item to approve an amended Capital Budget based on the recent amendment.

The January financials currently shows a total deficit of \$55,401 (\$46,554p is the urban and \$8848 is from rural. Timing is everything, and for our systems we have the grant funding to cover the operations for the majority of the year. As I look out to the end of the year, utilizing the SIRs (Service Indicator Reports); I am anticipating we will run of our grant funding for operations in about May for the rural service. I am expecting a deficit spending of \$180K at year end for the services covered by 5311, PM and CMAQ grants. The Medicaid contract is operating in the black currently, however I can't really predict what will happen in the next few months. We had a tough winter which resulted in cancellation of trips therefore cost savings. We are striving for the NEMT services to breakeven this year.

This month the finance committee received a presentation of our "underlying federal grants". This presentation provided a further explanation of how the urban federal dollars are managed and carryover from year to year. In our urban system, we are a direct federal recipient. As a direct federal recipient we have a little more flexibility then we have a sub-recipient of the State of Vermont for our rural system.

Operating Grant balances for FY19 and beyond are as follows:

Grant	FY18 Remaining balance	FY19 Estimated Remaining balance	FY20 Estimated Remaining balance
Federal 5307 Operating	1,530,610	1,040,143	964,247
Preventative Maintenance	724,470	724,470	724,470

In FY19 we budgeted \$3,062,532 and FY20 we budgeted \$2,914,932 for the Federal 5307 operating grant. The Authority has positioned itself so that it uses the previous year's allocation in the current year. For the preventative maintenance grant, we start the year with about three quarters (3/4) of the funds awarded by VTRANS. Once a signed agreement is in place we work with VTRANS to transfer the PM grant funds in addition with several other line items. This transfer process from VTRANS back to FTA takes some time to process, once it is at FTA our grants manager can apply for those funds directly through TrAMs. This process is typically not completed until after the fiscal year.

The expenses for the month ending February 28, 2019 have been posted and closed. For February the benchmark for spending is 67% of budget; the benchmark for January is 58%. The following are explanations for specific areas of interest.

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

- **Federal urban operating grant is at 57%** of the budgeted amount, as a reminder this grant is the last grant we bill since it basically allows us to breakeven. This is the big indicator for the urban system, so long as this percentage is at or below benchmark that is good. If it starts to creep above the benchmark that would indicate we will dip into the balances stated above.
- **Passenger revenues appear to be on target or above in the rural area.**
- The warranty revenue has already exceeded the anticipated budget amount, upon review of the detail this is labor reimbursement we received from insurance proceeds.
- ★ • Advertising revenue is below budget targets at 43% and 31% respectively urban and rural. We have recently raised our advertising rates, and with a few large buys this could turnaround. Marketing met with ATA Transit Advertising and they are going to start working on selling in the rural areas. We expect this revenue will not meet budget expectations.
- Miscellaneous Revenue is down this year. We complete the PM's on the Essex vans, and this is where that revenue is recorded. The records show that Essex has been bringing in the vehicles for regular checks.
- 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.

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

- ★ • Unemployment tax spent is at 61% of the combined budget. The urban system has gone over budget by \$1,048. Since we are a reimbursable employer, this is an expense that is difficult to predict from year to year. On the urban side this is largely due to just 2 past employees.
- Employee development is at 76% of the urban budget, this expense will not be spent evenly throughout the year because of timing in trainings. This is tracked by HR and will not be over spent.
- Recruiting expenses for the rural program are at 86% of the budget. These are the costs to gear up for the seasonal services. Which are ending the first weekend of April.
- Dues and Subscriptions is 76% spent to date of the combined budget, this is directly caused from paying our APTA dues at the beginning of each fiscal year totaling \$18,000.
- Background checks are also over budget for the rural system by \$1,251, this is directly connected with the hiring of the seasonal services and the Medicaid contract requirements of annual background checks for all employees connected with that program.
- ★ • Parts Expenses are 91% and 121% of urban and rural (\$20,388 over on the rural parts line through January) budgets respectively. We had anticipated the arrival of new cutaways much sooner than June this year, which is impacting maintenance of the vehicles and budgets. We have at least one vehicle slated for replacement which needs a new engine sitting; we do not plan to fix.
 - In the rural system we have done 4 transmission replacements, and have 4 cutaways out of commission.
 - An engine was replaced in a cutaway over the summer, \$20K
 - The new mini-vans will help to alleviate the current pressures.
 - The rural fleet is well beyond its useful life in total with 70% of our rural cutaways beyond their useful life.
- Tires expense are 99.81% of the rural budget, this is directly related to the gearing up of winter service and seasonal services.
- Fuel is at 58% and 66% urban and rural respectively of budget. This tends to taper off once the cold months are behind us. We will continue to monitor the fuel expenses.
- Debt Service/Capital Reserve, this is the account where the annual lease payment is recorded, there will not be any more activity in this account for the fiscal year.

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

Project	Details/Status
Passenger Shelters	Continuing to work with Tom Peterson to coordinate the installation of a glass shelter at the Larkin Terrace property currently under construction. Shelter installation time to be determined based on Larkin Terrace construction schedule. Staff will work with the Town of Shelburne to complete permitting and installation of a shelter near Harrington Ave. Currently working with Planning staff to develop a comprehensive bus stop guide including benchmarks for amenities.
Industrial Parkway Driveway Ramp	DEC reviewed the final report regarding the contaminated soil and confirmed that no further investigation or remediation is needed. Staff continue to work with Don Weston Excavating to complete punch list items before project closeout. Staff is looking into using the remaining contingency to plant new trees on the back side of the berm and the adjacent area in the Spring.
GMTA Facility Renovation	Working with Wiemann-Lamphere to design an above-ground fuel storage tank and decommissioning the existing in-ground tank as part of the construction project. Preparing bid documents for release in late Spring. Continuing to coordinate with VTrans on the status of related municipal sewer and water projects.
Facility Security Upgrades	Continuing to work with Norris, Inc. to complete punch list items prior to contract closeout. Training with GMT staff will be scheduled following the production of maintenance and operating manuals for the system.
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 Fall 2019. Working with Wiemann-Lamphere to prepare construction documents for the installation of two chargers for the vehicles as well as electrical infrastructure improvements. Currently looking into installing the chargers at the 1 Industrial building. A new transformer will be needed to support the chargers.
Cutaway Bus Buy	Vehicles are on order and anticipated to begin production at Turtle Top this month, expected delivery is sometime in June.

	Working on procuring a Resident Inspector to oversee final assembly activities.
ADA Conversion Van Buy	Five minivans have been received and have been placed into service. Two in FGI, and Three in Washington County.
Montpelier Transit Center	Working with GMT staff and City of Montpelier to develop and Operating Agreement for GMT's operation of the Transit Center. Reviewing proposal from Aella Consulting for security system design.
15 Industrial Pkwy Roof Replacement	Working with Peterson Consulting to prepare project scope and bid documents for roof replacement project. Awaiting design proposal from Wiemann-Lamphere to produce construction documents. We also met with Encore renewables to talk about the options for the installation of solar panels on the roof.

Chittenden County Transportation Authority
Statement of Net Assets
As of 1/31/2019

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	As Of Jan 2019	As Of June 30, 2018	Changes CY over PY
ASSETS			
Current Assets:			
Cash and Investments	3,891,134.70	3,507,434.91	\$383,699.79
Receivables:			
Grant	95,274.90	1,316,767.98	(1,221,493.08)
Other	3,550,336.63	6,491,764.38	(2,941,427.75)
Deferred Cost Pool	(378,484.28)	(296,662.85)	(81,821.43)
Inventories	663,727.11	640,143.51	23,583.60
Prepaid Expenses	636,903.66	459,668.32	177,235.34
Total Current Assets	<u>8,458,892.72</u>	<u>12,119,116.25</u>	<u>(3,660,223.53)</u>
Noncurrent Assets:			
Land, Structures And			
Equipment - net of accumulated depreciation	<u>29,063,702.94</u>	<u>32,021,062.55</u>	<u>(2,957,359.61)</u>
TOTAL ASSETS	<u>37,522,595.66</u>	<u>44,140,178.80</u>	<u>(6,617,583.14)</u>
LIABILITIES AND FUND EQUITY			
Current Liabilities:			
Accounts Payable	605,573.86	5,857,953.07	(5,252,379.21)
Accrued Payroll Expenses	182,826.84	152,669.57	30,157.27
Other Accrued Expenses	54,848.96	51,623.01	3,225.95
Deferred Revenue	4,114,247.78	3,135,309.90	978,937.88
Total Current Liabilities	<u>4,957,497.44</u>	<u>9,197,555.55</u>	<u>(4,240,058.11)</u>
Long-Term Liabilities:			
Accrued Compensated Absences	<u>805,424.94</u>	<u>768,383.29</u>	<u>37,041.65</u>
Total Long-Term Liabilities	<u>805,424.94</u>	<u>768,383.29</u>	<u>37,041.65</u>
Total Liabilities	<u>5,762,922.38</u>	<u>9,965,938.84</u>	<u>(4,203,016.46)</u>
Fund Equity:			
Invested in capital assets, net of related debt	30,628,967.23	28,031,330.04	2,597,637.19
Restricted	957,675.08	1,547,481.95	(589,806.87)
Unrestricted	1,739,609.27	2,220,486.83	(480,877.56)
Current Year Change in Net Assets	<u>(1,566,578.30)</u>	<u>2,374,941.14</u>	<u>(3,941,519.44)</u>
Total Fund Equity	<u>31,759,673.28</u>	<u>34,174,239.96</u>	<u>(2,414,566.68)</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>37,522,595.66</u>	<u>44,140,178.80</u>	<u>(6,617,583.14)</u>

Green Mountain Transit Authority
Budget v. Actual Report
For the Seven Months Ending January 31, 2019

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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 BUDGET (Approved Dec 2018)			Budget Variance		
REVENUES									
FEDERAL, STATE AND LOCAL REVENUE									
Municipal Member Assessments	1,342,232.57		\$1,342,232.57	2,300,970.00		\$2,300,970.00	58.33%	0.00%	58.33%
Municipal Paratransit Assessments	372,030.75		372,030.75	637,765.00		637,765.00	58.33%	0.00%	58.33%
Local Operating Assistance	53,385.63	231,100.67	284,486.30	96,661.00	421,725.00	518,386.00	55.23%	54.80%	54.88%
Federal Urban Formula Grant	1,737,988.00		1,737,988.00	3,062,532.00		3,062,532.00	56.75%	0.00%	56.75%
Federal Rural Operating Grant		655,683.69	655,683.69		1,180,000.00	1,180,000.00	0.00%	55.57%	55.57%
State Regular Subsidy Operating Grant	1,311,209.00	514,980.99	1,826,189.99	2,247,786.00	1,100,000.00	3,347,786.00	58.33%	46.82%	54.55%
E&D Grants and Local Match		702,725.56	702,725.56		1,117,698.00	1,117,698.00	0.00%	62.87%	62.87%
Other State Grants	14,989.90	28,361.79	43,351.69	78,750.00	74,250.00	153,000.00	19.03%	38.20%	28.33%
Other Federal Grants	1,700,057.82	707,138.75	2,407,196.57	2,730,306.00	878,500.00	3,608,806.00	62.27%	80.49%	66.70%
Fund Balance Reserves							0.00%	0.00%	0.00%
Capital Reserve Revenue							0.00%	0.00%	0.00%
Total Federal, State and Local Revenues	6,531,893.67	2,839,991.45	9,371,885.12	11,154,770.00	4,772,173.00	15,926,943.00	58.56%	59.51%	58.84%
OPERATING REVENUE									
Passenger Revenue	1,272,987.28	78,336.85	1,351,324.13	2,252,500.00	124,954.00	2,377,454.00	56.51%	62.69%	56.84%
Paratransit Passenger Fares	56,762.50		56,762.50	115,000.00		115,000.00	49.36%	0.00%	49.36%
Advertising Revenue	85,850.51	15,500.00	101,350.51	200,000.00	50,000.00	250,000.00	42.93%	31.00%	40.54%
Planning Revenue	211,607.59	2,409.38	214,016.97	362,106.00	25,000.00	387,106.00	58.44%	9.64%	55.29%
Interest Earnings	432.68	8,162.28	8,594.96	1,200.00	4,000.00	5,200.00	36.06%	204.06%	165.29%
Miscellaneous Revenue	4,634.08	76.03	4,710.11	19,000.00		19,000.00	24.39%	0.00%	24.79%
Sales Of Equipment				3,000.00	5,000.00	8,000.00	0.00%	0.00%	0.00%
Medicaid Purchase Of Svc		1,242,752.62	1,242,752.62		2,047,728.00	2,047,728.00	0.00%	60.69%	60.69%
Purchase of Service	26,563.76	38,690.56	65,254.32	43,844.00	140,000.00	183,844.00	60.59%	27.64%	35.49%
Warranty Revenue		3,318.26	3,318.26	2,000.00	2,000.00	4,000.00	0.00%	165.91%	82.96%
Operating Revenue	1,658,838.40	1,389,245.98	3,048,084.38	2,998,650.00	2,398,682.00	5,397,332.00	55.32%	57.92%	56.47%
Total Revenue	8,190,732.07	4,229,237.43	12,419,969.50	14,153,420.00	7,170,855.00	21,324,275.00	57.87%	58.98%	58.24%
EXPENSES									
SALARIES AND WAGES									
Other Wages	968,135.85	482,611.97	1,450,747.82	1,611,945.00	973,620.00	2,585,565.00	60.06%	49.57%	56.11%
Driver/Operator Wages	2,428,803.66	1,116,625.05	3,545,428.71	4,232,344.00	1,932,897.00	6,165,241.00	57.39%	57.77%	57.51%
Vehicle Repair Wages	504,708.69	87,158.20	591,866.89	934,095.00	186,324.00	1,120,419.00	54.03%	46.78%	52.83%
Salaries and Wages	3,901,648.20	1,686,395.22	5,588,043.42	6,778,384.00	3,092,841.00	9,871,225.00	57.56%	54.53%	56.61%
PERSONNEL TAXES AND BENEFITS									
Payroll Taxes (FICA/MC)	303,391.17	123,517.15	426,908.32	518,546.00	216,602.00	735,148.00	58.51%	57.02%	58.07%
Unemployment Tax Exp	21,047.93	4,367.33	25,415.26	20,000.00	22,000.00	42,000.00	105.24%	19.85%	60.51%
Medical Insurance/HRA	1,012,540.40	285,386.00	1,297,926.40	1,745,723.00	426,165.00	2,171,888.00	58.00%	66.97%	59.76%
Pension Plan Expenses	169,842.99	39,082.50	208,925.49	281,981.00	71,135.00	353,116.00	60.23%	54.94%	59.17%
Employee Development	23,617.12	8,596.99	32,214.11	31,000.00	28,000.00	59,000.00	76.18%	30.70%	54.60%
Other Employee Benefits	146,029.13	43,912.50	189,941.63	245,894.00	75,074.00	320,968.00	59.39%	58.49%	59.18%

Green Mountain Transit Authority
Budget v. Actual Report
For the Seven Months Ending January 31, 2019

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							Benchmark = 58%		
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 BUDGET (Approved Dec 2018)			Budget Variance		
Personnel Taxes and Benefits	1,676,468.74	504,862.47	2,181,331.21	2,843,144.00	838,976.00	3,682,120.00	58.97%	60.18%	59.24%
<u>GENERAL AND ADMIN EXPENSES</u>									
Admin Supplies and Expenses	23,668.12	9,405.16	33,073.28	43,740.00	21,600.00	65,340.00	54.11%	43.54%	50.62%
Recruiting Expenses	4,515.18	9,998.05	14,513.23	18,400.00	12,000.00	30,400.00	24.54%	83.32%	47.74%
Dues and Subscriptions	23,519.62	5,354.50	28,874.12	27,838.00	10,033.00	37,871.00	84.49%	53.37%	76.24%
Travel and Meetings	1,280.21	484.15	1,764.36	3,500.00	3,500.00	7,000.00	36.58%	13.83%	25.21%
Board Development							0.00%	0.00%	0.00%
Communications	20,577.19	24,072.97	44,650.16	59,360.00	28,816.00	88,176.00	34.67%	83.54%	50.64%
Computer Service Exp	76,896.70	32,515.60	109,412.30	124,320.00	57,164.00	181,484.00	61.85%	56.88%	60.29%
Legal Fees	21,098.00		21,098.00	25,000.00	3,000.00	28,000.00	84.39%	0.00%	75.35%
Insurance	546,071.12	237,341.42	783,412.54	906,451.00	402,456.00	1,308,907.00	60.24%	58.97%	59.85%
Audit Fees	7,280.00	3,120.00	10,400.00	19,425.00	8,325.00	27,750.00	37.48%	37.48%	37.48%
Consulting Fees	2,529.00	1,681.00	4,210.00	6,000.00	6,000.00	12,000.00	42.15%	28.02%	35.08%
General and Admin Expenses	727,435.14	323,972.85	1,051,407.99	1,234,034.00	552,894.00	1,786,928.00	58.95%	58.60%	58.84%
<u>OPERATIONS EXPENSES</u>									
Background Checks	767.00	9,576.00	10,343.00	1,900.00	8,325.00	10,225.00	40.37%	115.03%	101.15%
Drug & Alcohol Testing	316.00	93.00	409.00				0.00%	0.00%	0.00%
DOT Testing	3,288.00	4,975.26	8,263.26	5,850.00	7,920.00	13,770.00	56.21%	62.82%	60.01%
Employment Recruitment Program				800.00	400.00	1,200.00	0.00%	0.00%	0.00%
Driver's Uniforms	13,441.65	6,609.97	20,051.62	22,546.00	20,170.00	42,716.00	59.62%	32.77%	46.94%
Safety Expense	277.50		277.50	2,300.00	1,700.00	4,000.00	12.07%	0.00%	6.94%
Bus Rodeo							0.00%	0.00%	0.00%
Misc. Operating Exp	322.25		322.25	7,100.00	2,675.00	9,775.00	4.54%	0.00%	3.30%
Operations Expenses	18,412.40	21,254.23	39,666.63	40,496.00	41,190.00	81,686.00	45.47%	51.60%	48.56%
<u>PLANNING EXPENSES</u>									
Other Planning Expenses		3,053.03	3,053.03		25,000.00	25,000.00	0.00%	12.21%	12.21%
MPO Planning Expenses	50,455.18		50,455.18	100,000.00		100,000.00	50.46%	0.00%	50.46%
Planning Expenses	50,455.18	3,053.03	53,508.21	100,000.00	25,000.00	125,000.00	50.46%	12.21%	42.81%
<u>VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)</u>									
Parts Expense - Non-Revenue Vehicles	4,880.41	695.25	5,575.66	7,000.00	4,500.00	11,500.00	69.72%	15.45%	48.48%
Parts Expense - Revenue Vehicles	311,704.86	210,387.97	522,092.83	408,394.00	190,000.00	598,394.00	76.32%	110.73%	87.25%
Tires	26,185.79	24,952.85	51,138.64	90,000.00	25,000.00	115,000.00	29.10%	99.81%	44.47%
Facility Maintenance	46,822.99	36,332.84	83,155.83	70,000.00	57,200.00	127,200.00	66.89%	63.52%	65.37%
Passenger Facility Expenses	15,789.85		15,789.85	34,452.00		34,452.00	45.83%	0.00%	45.83%
Security Expenses							0.00%	0.00%	0.00%
Cleaning Expense	10,382.42	6,816.76	17,199.18	58,000.00	7,200.00	65,200.00	17.90%	94.68%	26.38%
Repeater Fees	9,936.25	8,514.00	18,450.25	21,600.00	16,200.00	37,800.00	46.00%	52.56%	48.81%
Light, Heat and Water	86,893.52	29,060.16	115,953.68	153,000.00	55,000.00	208,000.00	56.79%	52.84%	55.75%
Fuel - Vehicles	536,174.07	198,070.38	734,244.45	1,036,308.00	333,235.00	1,369,543.00	51.74%	59.44%	53.61%
Maintenance Tools/Supplies/Uniforms	50,113.99	10,021.61	60,135.60	88,975.00	15,944.00	104,919.00	56.32%	62.86%	57.32%

Green Mountain Transit Authority
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							Benchmark = 58%		
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 BUDGET (Approved Dec 2018)			Budget Variance		
Misc Maint Expenses and fees	2,485.20	81.77	2,566.97	6,000.00	2,000.00	8,000.00	41.42%	4.09%	32.09%
Vehicle/Building Maintenance Exp	1,101,369.35	524,933.59	1,626,302.94	1,973,729.00	706,279.00	2,680,008.00	55.80%	74.32%	60.68%
CONTRACTOR EXPENSES									
ADA/SSTA Paratransit	707,924.94		707,924.94	1,215,055.00		1,215,055.00	58.26%	0.00%	58.26%
Partner Local Share				19,833.00		19,833.00	0.00%	0.00%	0.00%
Functional Assessment Costs	4,859.30		4,859.30	8,500.00		8,500.00	57.17%	0.00%	57.17%
Volunteer Drivers		289,823.36	289,823.36		520,000.00	520,000.00	0.00%	55.74%	55.74%
Other Transportation (incl Cabs)	5,908.20	527,822.38	533,730.58	14,021.00	800,000.00	814,021.00	42.14%	65.98%	65.57%
Contractor Expenses	718,692.44	817,645.74	1,536,338.18	1,257,409.00	1,320,000.00	2,577,409.00	57.16%	61.94%	59.61%
MARKETING EXPENSE									
Bus Tickets/Fare Media	10,428.84	860.15	11,288.99	20,000.00	2,400.00	22,400.00	52.14%	35.84%	50.40%
Marketing Expense	14,678.33	21,037.96	35,716.29	52,000.00	42,340.00	94,340.00	28.23%	49.69%	37.86%
Public Information	12,592.00	3,793.21	16,385.21	29,000.00	19,500.00	48,500.00	43.42%	19.45%	33.78%
Marketing Expense	37,699.17	25,691.32	63,390.49	101,000.00	64,240.00	165,240.00	37.33%	39.99%	38.36%
OTHER EXPENSES									
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%
Debt Service/Capital Reserve	46,442.51		46,442.51	50,000.00		50,000.00	92.89%	0.00%	92.89%
Bond Interest							0.00%	0.00%	0.00%
Capital Match	54,964.00	122,753.75	177,717.75	94,224.00	210,435.00	304,659.00	58.33%	58.33%	58.33%
Other Expenses	101,406.51	122,753.75	224,160.26	144,224.00	210,435.00	354,659.00	70.31%	58.33%	63.20%
TOTAL EXPENSES	8,333,587.13	4,030,562.20	12,364,149.33	14,472,420.00	6,851,855.00	21,324,275.00	57.58%	58.82%	57.98%
Current Year Deferred Costs	(111,221.57)		(111,221.57)				0.00%	0.00%	0.00%
ALLOCATIONS BETWEEN PROGRAMS	207,523.05	(207,523.05)		319,000.00	(319,000.00)		65.05%	65.05%	0.00%
Balance Of Operating Budget	(46,553.58)	(8,847.82)	(55,401.40)	0.00	0.00		0.00%	0.00%	0.00%
Capital Revenue									
Federal Revenue	617,835.33	12,440.93	630,276.26				0.00%	0.00%	0.00%
State Revenue	73,393.21	1,555.11	74,948.32				0.00%	0.00%	0.00%
Paratransit Lease Revenue							0.00%	0.00%	0.00%
Local Match Revenue	54,964.00	122,753.75	177,717.75				0.00%	0.00%	0.00%
Total Capital Revenue	746,192.54	136,749.79	882,942.33	0.00	0.00		0.00%	0.00%	0.00%
Capital Expenses									
Vehicles	38.16		38.16				0.00%	0.00%	0.00%
Maintenance Parts and Equipment	231,929.45	35,000.00	266,929.45				0.00%	0.00%	0.00%
Passenger Amenities	42,871.50		42,871.50				0.00%	0.00%	0.00%
Facility Repairs and Improvements	421,006.71	13,791.99	434,798.70				0.00%	0.00%	0.00%
Total Capital Expenses	695,845.82	48,791.99	744,637.81	0.00	0.00		0.00%	0.00%	0.00%

Green Mountain Transit Authority
Budget v. Actual Report
For the Seven Months Ending January 31, 2019

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							<i>Benchmark = 58%</i>		
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 BUDGET (Approved Dec 2018)			Budget Variance		
Balance of Capital Budget	50,346.72	87,957.80	138,304.52	0.00	0.00		0.00%	0.00%	0.00%
Transfer of Purchases to Fixed Assets	454,665.30	331.62	454,996.92				0.00%	0.00%	0.00%
Deferred Costs							0.00%	0.00%	0.00%
Depreciation Expense	(1,687,129.48)	(333,131.73)	(2,020,261.21)				0.00%	0.00%	0.00%
Subtotal	(1,232,464.18)	(332,800.11)	(1,565,264.29)	0.00	0.00		0.00%	0.00%	0.00%
Current Change in Net Assets	(1,228,671.04)	(253,690.13)	(1,482,361.17)	0.00	0.00		0.00%	0.00%	0.00%

To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance

Date: April 11, 2019

RE: Capital Budget Amendment FY19

Attached is an amended Capital Budget for board approval. We received additional funds in the mid-year amendment for capital items. As per the Capital Budget policy and additions or deletions from the budget require full board approval. This amended budget was presented in the finance committee on April 11, 2019.

Following is the detail regarding the changes in this amendment.

The urban capital budget has decreased by \$2,064. The following explains the changes to the urban capital budget approved in December 2018.

Line item description	Inc/(Dec)
Electric Vehicle Infrastructure Work to design the charging stations for the electric buses coming in the fall.	30,000
One Industrial Parkway Renovations Reduction of project to fund the electric bus infrastructure at 1 Industrial, and complete the security project.	-45,000
Security Project Additional funds needed to complete the project	15,000
Ramp and Site Improvements Reduction of budget based on actual project costs.	-10,020
DTC Heater Upgrade Additional funds necessary to complete the project	456
Tablet Replacement Added to the amendment for SSTA, no local match implications	7,500
Change in budget 100% totals	-2,064

The local capital match for FY19 has remained the same, the amount expected to come from the local capital match fund has decreased by \$2,560.

The rural capital budget has increased by \$13,750. The following explains the changes to the rural capital budget approved in December 2018.

Line item description	Inc/(Dec)
Replacement vehicles The grant amendment added \$750 to the line item.	750
Berlin Facility Project The grant amendment added \$13,000 to prepare the bid documents & complete designs for an above ground dual fueling station.	13,000
Change in budget 100% totals	13,750

The local capital match for FY19 has remained the same, the amount expected to come from local capital match fund has increased by \$75. The funds provided for the facility project are matched fully with state dollars.

FY19 Capital Budget Adjustment (April 2019)

Run date: 4/1/2019

Awarded Urban Capital

Prio rity	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Local Capital Match Fund	From Non- GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	A	3 - Replacement Big Buses	\$ 1,501,196	\$1,200,957	\$150,120	\$ 150,120	\$ -	150,120		\$1,200,957	
1	B	Electric Vehicle infrastructure	\$ 30,000	\$24,000	\$3,000	\$ 3,000	\$ 1,014.00	1,986			
1	C	One Industrial Renovations/Equipment/Design	\$ 670,000	\$536,000	\$54,104	\$ 79,896	\$ -	79,896			\$536,000
1	D	9 - Replacement SSTA Vehicles	\$ 788,700	\$670,395	\$39,435	\$ 78,870	\$ -	-	\$78,870	\$670,395	
1	E	Replace Roof and HVAC @ 15 Industrial	\$ 900,000	\$720,000	\$52,896	\$ 127,104	\$ 52,104.00	75,000		\$360,000	\$360,000
2	F	Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	\$ 20,000	\$16,000	\$2,000	\$ 2,000	\$ 2,000.00	-		\$16,000	
2	G	Spare parts, miscellaneous support equipment	\$ 340,000	\$272,000	\$34,000	\$ 34,000	\$ 34,000.00	-		\$272,000	
CF	H	Security Project (remaining project balance)	\$ 145,000	\$116,000	\$14,500	\$ 14,500	\$ -	14,500			\$116,000
CF	I	Routematch AVL and paratransit software	\$ 140,981	\$112,785	\$28,196	\$ -	\$ -	-		\$112,785	
CF	J	Ramp and Site Improvements	\$ 464,980	\$371,984	\$46,498	\$ 46,498	\$ -	45,954			\$371,984
CF	K	DTC Heater Upgrade (remaining project balance)	\$ 11,056	\$8,845	\$1,106	\$ 1,106	\$ 1,105.60	-			
CF	L	Bus Passenger Shelters and Amenities	\$ 20,000	\$16,000	\$0	\$ 4,000	\$ 4,000.00	-			\$16,000
2	M	Tablet Replacement	\$ 7,500	\$6,000	\$1,500	\$ -	\$ -	-			
Total			\$ 5,039,413	\$ 4,070,966	\$ 427,354	\$ 541,093	\$ 94,224	367,456		\$ 2,632,137	\$ 1,399,984

Total Local Match

Balance of LCMF 6/30/18

617,356

\$ 464,239.60

Remaining after 6/30/2019

249,900

\$ 461,679.20 \$ 2,560.40

** 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	10 Expansion cutaways	\$ 1,000,000	\$800,000	\$0	\$ 200,000	\$ 100,000	100,000		\$800,000	
1	AB	11 Replacement Vehicles	\$ 1,055,100	\$896,798	\$52,792	\$ 105,510	\$ 105,435	75			
1	AC	Spare Parts, Misc. Suppoort Equipt, 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	Berlin Facility Expansion	\$ 13,000	\$10,400	\$2,600	\$ -	\$ -	-			
Total			\$ 2,118,100	\$ 1,747,198	\$ 60,392	\$ 310,510	\$ 210,435	100,075		\$ 840,000	

Total Local Match

Balance of LCMF 6/30/18

273,699

Remaining after 6/30/2019

173,624

* 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.

FY19 Capital Budget Approved DEC2018

Run date: 11/27/2018

Awarded Urban Capital

Prio rity	Item	Description	GL Acct	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Local Capital Match Fund	From Non- GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	A	3 - Replacement Big Buses	9700-0900-10	\$ 1,501,196	\$1,200,957	\$150,120	\$ 150,120	\$ (0.00)	150,120		\$1,200,957	
1	C	One Industrial Renovations/Equipment/Design	9750-0900-10	\$ 715,000	\$572,000	\$58,604	\$ 84,396	\$ -	84,396			\$572,000
1	D	9 - Replacement SSTA Vehicles	9700-0900-10	\$ 788,700	\$670,395	\$39,435	\$ 78,870	\$ -	-	\$78,870	\$670,395	
1	E	Replace Roof and HVAC @ 15 Industrial	9750-0900-10	\$ 900,000	\$720,000	\$52,896	\$ 127,104	\$ 52,104.00	75,000		\$360,000	\$360,000
2	F	Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	9750-0900-10	\$ 20,000	\$16,000	\$2,000	\$ 2,000	\$ 2,000.00	-		\$16,000	
2	G	Spare parts, miscellaneous support equipment	9715-0900-10	\$ 340,000	\$272,000	\$34,000	\$ 34,000	\$ 34,000.00	-		\$272,000	
CF	H	Security Project (remaining project balance)	9740-0900-10	\$ 130,000	\$104,000	\$13,000	\$ 13,000	\$ -	13,000			\$104,000
CF	I	Routematch AVL and paratransit software	9765-0900-10	\$ 140,981	\$112,785	\$28,196	\$ -	\$ -	-		\$112,785	
CF	J	Ramp and Site Improvements	9740-0900-10	\$ 475,000	\$380,000	\$47,500	\$ 47,500	\$ -	47,500			\$380,000
CF	K	DTC Heater Upgrade (remaining project balance)	9750-0900-10	\$ 10,600	\$8,480	\$0	\$ 2,120	\$ 2,120.00	-			
CF	L	Bus Passenger Shelters and Amenities	9720-0900-10	\$ 20,000	\$16,000	\$0	\$ 4,000	\$ 4,000.00	-			\$16,000
Total				\$ 5,041,477	\$ 4,072,617	\$ 425,751	\$ 543,110	\$ 94,224	370,016		\$ 2,632,137	\$ 1,432,000
								Total Local Match	\$ 464,240			
								Balance of LCMF 6/30/18	617,356			
								Remaining after 6/30/2019	247,340			
											\$ 464,240	

** Special Services Transportation Agency

*** Elders and Persons With Disabilities Program.

Rural Capital

Prio rity	Item	Description	TDP Link	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	10 Expansion cutaways	9700-0900-30	\$ 1,000,000	\$800,000	\$0	\$ 200,000	\$ 100,000	100,000		\$800,000	
1	AB	11 Replacement Vehicles	9700-0900-30	\$ 1,054,350	\$896,198	\$52,717	\$ 105,435	\$ 105,435	-			
1	AC	Spare Parts, Misc. Suppoort Equip, etc	9715-0900-30	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500	-		\$20,000	
2	AD	Facility PM - rural facilities	9750-0900-30	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500	-		\$20,000	
Total				\$ 2,104,350	\$ 1,736,198	\$ 57,717	\$ 310,435	\$ 210,435	100,000		\$ 840,000	
								Total Local Match	\$ 310,435			
								Balance of LCMF 6/30/18	273,699			
								Remaining after 6/30/2019	173,699			

* 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.