



AGENDA
Green Mountain Transit Board of Commissioners
October 16th 2018, 7:30 a.m.
15 Industrial Pkwy, Burlington, VT 05401

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

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda*
- September 18th, 2018 Board Meeting Minutes (Pages 3-5)
 - Check Register (Pages 6-11)
 - Finance/Grants/Capital Projects Report (Pages 12-19)
 - ADA and Broker Services Report (Page 20-21)
 - Maintenance Report (Page 22)
 - Planning Report (Page 23)
 - Marketing and Public Affairs Report (Pages 25-26)
 - IT Support, Administrative Support, Training and HR Report (Page 27)
- 7:45 a.m. 5. Mad River Valley Service* (Page 28-32)
- 7:50 a.m. 6. FY18 Year End Financial Discussion
- 8:20 a.m. 7. VTrans Statewide Management Report
- 8:25 a.m. 8. Strategic Goals Discussion
- 8:40 a.m. 9. Funding Source Discussion
- 9:00 a.m. 10. 1 Industrial Parkway Improvements

9:10 a.m. 11. GM & Committee reports

- *General Manager Update*
- *Finance Committee: Next scheduled meeting is October 30th @ 9 am.*
- *Strategy Committee: Next schedules meeting is November 12th @ 8:30 am.*
- *Operations Committee: Next scheduled meeting is November 12th, @ 9:30 am.*
- *Leadership Committee: Next scheduled meeting is November 12th @ 10:30 am.*
- *Commissioner Comments and Announcements*

9:25 a.m. 12. Adjourn

Next GMT Board Retreat date: November 20th, 2018 @ 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 Matt Young at 802-540-2536 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: September 18, 2018

Time: 8:30 AM

Place: VT State House Room 10
115 State St
Montpelier, VT 05601

Present:

Tom Chittenden, Chair, South Burlington
Bonnie Waninger, Vice Chair, Washington County
Denis Barton, Secretary, Shelburne
Phil Pouech, Commissioner, Hinesburg
Chapin Kaynor, Commissioner, Williston
Katherine Miles, Commissioner, Burlington
Bob Buermann, Commissioner, Grand Isle County
Chapin Spencer, Commissioner, Burlington
John Sharrow, Commissioner, Milton
Ebony Kirkland, Commissioner Winooski
Ray Coffey, Alternate Commissioner, Winooski
Catherine Dimitruk, Commissioner, Franklin County
Tasha Wallis, Commissioner Lamoille County
Robert Moore, Alternate Commissioner, Lamoille County

Mark A. Sousa, General Manager
Jon Moore, Director of Maintenance and Planning
Michelle Daley, Director of Finance and Grants
Patricia Redalieu, Director of Human Resources
Jamie Smith, Marketing and Public Affairs Manager
Rachel Kennedy, Senior Transit Planner
David Hamblin, IT Manager
Matthew Young, Administrative Support Specialist

Not Present:

Paul Bohne, Treasurer, Essex

Members of the Public:

Ross McDonald, VTrans

1. Open Meeting-

Chair Chittenden opened the meeting at 8:32 AM. A quorum of the Board was present. Commissioner Wallis was welcomed as a Commissioner and Introductions were made.

2. Adjustment to the Agenda-

There were no adjustments to the agenda.

3. Public Comment-

There were no public comments

4. Consent Agenda –

Commissioner Barton made a motion to approve the consent agenda excluding the finance report, and changing June to July in the July 2018 Board meeting minutes. Commissioner Sharrow seconded the motion. All were in favor and the consent agenda was approved with changes, excluding the finance report.

Alternate Commissioner Moore entered 8:40 am.

Mrs. Daley reviewed and discussed the finance report with the Board. Commissioner Barton motioned to approve the finance report as presented. Commissioner Miles seconded the motion. All were in favor and the finance report was approved as presented.

5. Board Priorities/Strategic Goals Update -

Chair Chittenden presented the results of the Board Survey to the Board. Chair Chittenden explained that after reviewing the survey the monthly Board meetings will stay on the third Tuesday on the month at 7:30 am.

Chair Chittenden informed the Board that we will have time at the November Board meeting to discuss/update the Strategic Goals.

6. Implementation of NextGen-

Ms. Kennedy presented the NextGen timeline that was included in the September 2018 Board packet. Ms. Kennedy explained the most cost neutral improvements will be made first. Ms. Kennedy also stated that the NextGen advisory committee will start meeting again soon. There was discussion on the NextGen timeline.

7. Financial Update-

Commissioner Coffey entered 9:15 am.

Mrs. Daley presented the FY19 Financial Update with the fare share equation. Mrs. Daley informed the Board that in the rural areas there has only been a three percent inflation increase in the dues paid to GMT. There was discussion on the fare share equation.

8. GM & Committee Reports –

General Manager Report

- A. Mr. Sousa informed the Board that RouteMatch (RM) has fixed five of the six issues remaining. The last item to be completed is the beacons at the Downtown Transit Center (DTC). RouteMatch is currently looking for a contractor to install the beacons.

- B. Mr. Sousa informed the Board that four businesses submitted bids for the electric bus procurement. Mr. Sousa explained that the bids came in higher than originally expected at \$1,000,000 per bus
- C. Mr. Sousa notified the Board that GTM has received a No-Low grant through VTrans for smaller electric buses in the Montpelier area.

Finance Committee Report

Commissioner Powers explained that a large portion of their committee meeting concerned the presentation Mrs. Daley gave today to the Board on the fare share equation.

Leadership Committee Report

Chair Chittenden informed the Board that Commissioner Barton has requested to invite past Commissioner Fred Schmidt to the October 2018 Board meeting if there are no objections.

Operations Committee Report

Secretary Barton informed the Board that we have created a new chart to show trends with the data from the Performance Improvement Plan. Also, that we are now getting "on time" performance reports using the RouteMatch software.

Strategy Committee Report

Commissioner Buermann informed the Board that the committee worked on some formatting for the strategic goals. Commissioner Buermann also noted that the Marketing plan was presented at the meeting.

Commissioner Comments and Announcements –

Commissioner Pouch asked about the status of the Berlin Facility. Mr. Sousa informed the Board that there will be no construction at the Berlin facility this year.

9. Appreciative Inquiry Exercise Part 1 –

The Board participated in an Appreciative Inquiry training until lunch at 12:15 pm

10. Lunch –

The Board recessed between 12:15 pm and 1:30 pm for lunch. Some commissioners walked to the Montpelier Transit Center for a site visit during lunch.

11. Appreciative Inquiry Exercise Part 2 –

The Board participated in an Appreciative Inquiry training until 3:30 pm

12. Adjourn –

Commissioner Kaynor made a motion to adjourn, Commissioner Sharrow seconded the motion to adjourn. All were in favor, and the meeting adjourned at 3:33 pm.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
43348	V545	Pitney Bowes - Leasing	86101	\$ 126.27	
43350	V727	Addison County Transit Resources	86102	\$ 1,025.02	Commuter Fares
43350	V214	AT&T Mobility	86103	\$ 74.43	
43350	V225	Burlington Electric Department	86104	\$ 6,992.65	Electric Bill
43350	V226	Burlington Public Works-Water	86105	\$ 142.07	
43350	V229	Camerota Truck Parts	86106	\$ 4,392.00	Part Invoice
43350	V220	Class C Solutions Group	86107	\$ 483.12	
43350	V236	Colonial Supplemental Insurance	86108	\$ 34.95	
43350	V928	Conway Office Solutions	86109	\$ 87.12	
43350	V238	Crystal Rock Bottled Water	86110	\$ 209.99	
43350	V239	Cummins Northeast LLC	86111	\$ 52.41	
43350	V163	D & M Petroleum, Inc.	86112	\$ 160.25	
43350	V417	Dion Security, Inc.	86113	\$ 19.90	
43350	V402	Fastenal Company	86114	\$ 8.32	
43350	V403	Firetech Sprinkler Corp.	86115	\$ 105.00	
43350	V250	Fisher Auto Parts	86116	\$ 180.68	
43350	V252	FleetPride, Inc	86117	\$ 491.75	
43350	V1347	Foley Distributing Corp.	86118	\$ 299.60	
43350	V362	Gannett Vermont Publishing Inc	86119	\$ 28.00	
43350	V257	Gillig Corp.	86120	\$ 3,120.93	5 Part Invoices
43350	V258	Gordon Stamp & Engraving	86121	\$ 99.56	
43350	V259	Grainger	86122	\$ 234.34	
43350	V260	Green Mountain Kenworth, Inc.	86123	\$ 8,305.77	3 Part Invoices
43350	V261	Green Mountain Power	86124	\$ 21.84	
43350	V263	Heritage Ford	86125	\$ 193.98	
43350	V695	Home Security & Mgmt Co	86126	\$ 225.00	
43350	V273	MCI	86127	\$ 80.60	
43350	V1068	Midwest Bus Corporation	86128	\$ 184.92	
43350	V280	Mutual of Omaha Insurance Co.	86129	\$ 98.17	
43350	V284	New G.H. Berlin Oil Company	86130	\$ 2,472.13	2 Part Invoices
43350	V1645	Norris, Inc.	86131	\$ 79,606.80	Security System Install
43350	V223	O'Reilly Auto Enterprises, LLC	86132	\$ 306.05	
43350	V1484	Parsons Environment & Infrastructure Group Inc.	86133	\$ 30.94	
43350	V291	Prevost Parts	86134	\$ 600.00	
43350	V1656	Public Affairs Council	86135	\$ 1,395.00	Training
43350	V294	RHR Smith & Company	86136	\$ 2,100.00	Auditor Invoice
43350	V297	Safety-Kleen Systems, Inc.	86137	\$ 900.44	
43350	V299	SB Collins, Inc.	86138	\$ 24,837.51	Fuel
43350	V300	Seven Days	86139	\$ 1,999.00	Marketing
43350	V686	Shearer Chevrolet	86140	\$ 4.41	
43350	V483	Siegel Oil Company	86141	\$ 665.77	
43350	V301	Sovernet	86142	\$ 1,075.43	IT Invoice
43350	V302	Sports & Fitness Edge Inc.	86143	\$ 957.50	
43350	V308	Steadman Hill Consulting, Inc.	86144	\$ 4,223.00	Consulting
43350	V1030	UniFirst Corporation	86145	\$ 340.04	
43350	V315	United Parcel Service	86146	\$ 2.80	
43350	V410	Vermont Gas Systems, Inc.	86147	\$ 67.48	
43350	V336	W.B Mason Co., Inc.	86148	\$ 338.00	
43350	V796	Yipes Auto Accessories	86149	\$ 49.50	
43350	V303	SSTA	EFT000000013558	\$ 42,852.67	ADA
43353	V1467	Charles Schwab	V1467 2018 0910	\$ 16,404.18	Retirement
43353	V265	ICMA	V265 2018 0910	\$ 1,332.53	Retirement
43353	V266	IRS - EFTPS	V266 2018 0910	\$ 91,226.83	Federal Payroll Taxes
43353	V364	Vermont Dept of Taxes	V364 2018 0910	\$ 12,347.36	State Payroll Taxes
43357	V1025	Alter, Charles	86150	\$ 67.60	
43357	V156	Anthony, Peter	86151	\$ 625.75	Volunteer
43357	V1625	Bousquet, Jeanne	86152	\$ 341.22	Volunteer
43357	V1482	Cady, Duane	86153	\$ 33.80	
43357	V471	Constantine, Julia	86154	\$ 467.69	Volunteer
43357	V1450	English, Leslie	86155	\$ 17.44	
43357	V1573	Fairbanks, Dori	86156	\$ 100.32	Volunteer

43357	V1084	Fisher, Allan	86157	\$	61.60	
43357	V1516	Gagnon, Chaz	86158	\$	256.68	Volunteer
43357	V1629	Kirk, Peter	86159	\$	26.16	
43357	V203	Ladd, Joyce	86160	\$	7.09	
43357	V181	Owen, Helen	86161	\$	1,486.89	Volunteer
43357	V1138	Pease, Charles	86162	\$	221.76	Volunteer
43357	V1394	Rolland-Forkey, Erin	86163	\$	408.78	Volunteer
43357	V1611	Russin, Tina	86164	\$	62.28	
43357	V165	Sanborn, Raeline	86165	\$	111.60	Volunteer
43357	V1655	Sciria, Andrew	86166	\$	533.65	Volunteer
43357	V1614	Vermont Ride Network, Inc.	86167	\$	439.00	Volunteer
43357	V881	Wakefield, Richard	86168	\$	197.85	Volunteer
43357	V1595	Waller, Marlys	86169	\$	165.73	Volunteer
43357	V1549	Ware, Michael	86170	\$	82.84	
43357	V962	Williams, Kenneth	86171	\$	112.68	Volunteer
43357	V944	Woodward, Patricia	86172	\$	437.15	Volunteer
43357	V1454	Wooton, Ashlee	86173	\$	187.56	Volunteer
43357	V1487	Chamberlin, Justin	86174	\$	1,292.32	Tool Allowance and DCAP Reimbur
43357	V1657	Kennedy, Rachel	86175	\$	294.30	Mileage reimbursement
43357	V1354	Lavallee, Katie	86176	\$	169.94	FSA Reimbursement
43357	V129	Lawrence, Richard	86177	\$	438.34	FSA Reimbursement
43357	V1285	Loyer, Chris	86178	\$	37.06	
43357	V1337	McDougal, Rick	86179	\$	100.00	Shoe Reimbursement
43357	V1626	Whiting, Jeremy	86180	\$	1,829.75	DCAP and Meal Reimbursement
43357	V906	Wright, Eugene	86181	\$	100.00	Shoe Reimbursement
43357	V217	Airgas USA, LLC	86182	\$	107.35	
43357	V1305	Allegiant Care	86183	\$	199,319.25	Insurance
43357	V1510	Burlington Police Department	86184	\$	60.00	
43357	V226	Burlington Public Works-Water	86185	\$	1,699.99	2 Water Bills
43357	V227	Burlington Telecom	86186	\$	2,080.86	1 IT Bill
43357	V235	Clark's Truck Center	86187	\$	10,711.65	15 Part Invoices
43357	V600	Cody Chevrolet	86188	\$	2,089.78	3 Part Invoices
43357	V241	D & W Diesel, Inc.	86189	\$	1,578.11	3 Part Invoices
43357	V417	Dion Security, Inc.	86190	\$	734.00	
43357	V376	Essex Equipment	86191	\$	81.00	
43357	V402	Fastenal Company	86192	\$	7.68	
43357	V250	Fisher Auto Parts	86193	\$	963.58	
43357	V252	FleetPride, Inc	86194	\$	933.65	
43357	V1347	Foley Distributing Corp.	86195	\$	49.59	
43357	V394	Formula Ford Inc.	86196	\$	195.91	
43357	V799	Gauthier Trucking Company, Inc.	86197	\$	325.20	
43357	V256	Genfare	86198	\$	4,099.35	Farebox Invoice
43357	V257	Gillig Corp.	86199	\$	9,341.94	10 Part Invoices
43357	V1506	Great Eastern Radio	86200	\$	985.50	
43357	V260	Green Mountain Kenworth, Inc.	86201	\$	261.03	
43357	V263	Heritage Ford	86202	\$	221.22	
43357	V1204	Interstate Batteries	86203	\$	172.14	
43357	V1658	J. David White Associates, Inc.	86204	\$	1,499.00	Bus Part
43357	V646	Keystone	86205	\$	537.50	
43357	V1509	Lawson Products, Inc	86206	\$	465.21	
43357	V1659	LTR Leadership	86207	\$	2,000.00	Workshop
43357	V1618	Management Safeguards and Assoc.	86208	\$	300.00	
43357	V273	MCI	86209	\$	284.75	
43357	V275	McNeil Leddy & Sheahan	86210	\$	4,713.84	3 Legal Invoices
43357	V996	New England Air Systems	86211	\$	2,012.04	3 Repair Invoices
43357	V284	New G.H. Berlin Oil Company	86212	\$	4,087.98	2 Part Invoices
43357	V1379	Paw Prints Press Inc.	86213	\$	332.96	
43357	V545	Pitney Bowes - Leasing	86214	\$	253.17	
43357	V291	Prevost Parts	86215	\$	634.90	
43357	V296	Rouse Tire Sales	86216	\$	340.00	
43357	V686	Shearer Chevrolet	86217	\$	2,601.47	3 Part Invoices
43357	V1030	UniFirst Corporation	86218	\$	413.81	

43357	V391	Verizon Wireless	86219	\$	912.44	
43357	V604	Vermont Fire Extinguisher	86220	\$	40.00	
43357	V385	Vermont Offender Work Program	86221	\$	2,500.00	1 Workcrew Invoice
43357	V707	Westward Equipment Service	86222	\$	494.00	
43357	V1661	Yipes of Central VT, Inc./dba Yipes Auto Accessories	86223	\$	1,744.00	Light on Vehicle
43357	V1660	Vermont Council on Rural Development	86224	\$	50.00	
43357	V153	Alburgh Taxi	EFT000000013560	\$	1,833.45	Volunteer
43357	V55	Boudreau, James	EFT000000013561	\$	696.10	Volunteer
43357	V1007	Bova, Wendy	EFT000000013562	\$	584.88	Volunteer
43357	V1150	Bruley SR, Mark	EFT000000013563	\$	1,108.12	Volunteer
43357	V548	Burnor, David	EFT000000013564	\$	539.04	Volunteer
43357	V1291	Callan, Linda	EFT000000013565	\$	112.85	Volunteer
43357	V60	Farr, Delores	EFT000000013566	\$	398.97	Volunteer
43357	V1117	Hall, John	EFT000000013567	\$	383.77	Volunteer
43357	V170	Hertz, Kenneth	EFT000000013568	\$	450.83	Volunteer
43357	V67	Jewett, Sheryl	EFT000000013569	\$	154.81	Volunteer
43357	V174	Langlois, Paulette	EFT000000013570	\$	673.63	Volunteer
43357	V1420	Lawyer, Ronald	EFT000000013571	\$	401.18	Volunteer
43357	V70	LeClair, Raymond	EFT000000013572	\$	314.52	Volunteer
43357	V71	Lightholder, Stephen	EFT000000013573	\$	82.32	
43357	V74	Markham, Laurel	EFT000000013574	\$	346.10	Volunteer
43357	V75	Martin, Ronald	EFT000000013575	\$	656.27	Volunteer
43357	V1635	McCartney, Misty	EFT000000013576	\$	525.45	Volunteer
43357	V1018	Metivier, Shelli	EFT000000013577	\$	719.40	Volunteer
43357	V82	Parah, Donna	EFT000000013578	\$	416.45	Volunteer
43357	V83	Parah, Maurice	EFT000000013579	\$	584.31	Volunteer
43357	V86	Pike, Gail	EFT000000013580	\$	942.58	Volunteer
43357	V771	Sammons, Chandra	EFT000000013581	\$	366.84	Volunteer
43357	V89	Sayers, Gail	EFT000000013582	\$	945.71	Volunteer
43357	V1236	Sayers, James	EFT000000013583	\$	776.19	Volunteer
43357	V741	Steiner, Timothy	EFT000000013584	\$	42.52	
43357	V93	Timm, Marta	EFT000000013585	\$	629.53	Volunteer
43357	V522	Turcotte, S Jeanette	EFT000000013586	\$	158.09	Volunteer
43357	V1654	Vargas, Pearl	EFT000000013587	\$	348.29	Volunteer
43357	V29	Hirsch, Alain	EFT000000013588	\$	351.15	FSA Reimbursement
43357	V49	Lyford, Frank	EFT000000013589	\$	99.50	
43357	V38	Moore, Jon	EFT000000013590	\$	192.31	DCAP Reimbursement
43357	V17	Smith, Jamie L	EFT000000013591	\$	192.30	DCAP Reimbursement
43357	V39	Sweeney, Cecil	EFT000000013592	\$	98.15	
43357	V303	SSTA	EFT000000013593	\$	84,513.97	ADA
43360	V1662	Underwood Catering, Inc.	86225	\$	627.00	
43364	V279	ABC Bus Companies-Muncie	86226	\$	976.38	
43364	V727	Addison County Transit Resources	86227	\$	9,916.50	Local Match
43364	V219	Aubuchon C/O Blue Tarp Financial, Inc.	86228	\$	20.90	
43364	V1334	Background Investigation Bureau, LLC	86229	\$	295.00	
43364	V225	Burlington Electric Department	86230	\$	1,376.58	1 Electric Bill
43364	V228	C.I.D.E.R., Inc.	86231	\$	29,062.40	E AND D
43364	V220	Class C Solutions Group	86232	\$	1,197.65	4 Part Invoices
43364	V1357	CleanPro, Inc	86233	\$	599.46	
43364	V1240	ClearChoiceMD	86234	\$	347.00	
43364	V600	Cody Chevrolet	86235	\$	697.01	
43364	V239	Cummins Northeast LLC	86236	\$	401.10	
43364	V241	D & W Diesel, Inc.	86237	\$	1,601.17	1 Part Invoice
43364	V245	DRIVE	86238	\$	42.00	
43364	V250	Fisher Auto Parts	86239	\$	327.89	
43364	V501	Flag Shop of Vermont	86240	\$	502.10	
43364	V1347	Foley Distributing Corp.	86241	\$	338.94	
43364	V362	Gannett Vermont Publishing Inc	86242	\$	120.00	
43364	V256	Genfare	86243	\$	3,879.31	2 Bus Ticket Invoices
43364	V257	Gillig Corp.	86244	\$	6,064.29	7 Part Invoices
43364	V261	Green Mountain Power	86245	\$	1,673.55	3 Electric Bills
43364	V1509	Lawson Products, Inc	86246	\$	392.92	

43364	V268	Loomis	86247	\$	221.49	
43364	V1191	Lucky's Trailer Sales Inc.	86248	\$	754.89	
43364	V273	MCI	86249	\$	1,181.22	1 Part Invoice
43364	V278	Mohawk Mfg. & Supply Co.	86250	\$	677.04	
43364	V283	Neopart LLC	86251	\$	478.76	
43364	V284	New G.H. Berlin Oil Company	86252	\$	277.61	
43364	V223	O'Reilly Auto Enterprises, LLC	86253	\$	264.77	
43364	V534	Omega Electric	86254	\$	118.50	
43364	V200	Roto-Rooter	86255	\$	195.95	
43364	V297	Safety-Kleen Systems, Inc.	86256	\$	169.45	
43364	V299	SB Collins, Inc.	86257	\$	18,030.00	Fuel
43364	V300	Seven Days	86258	\$	925.00	
43364	V306	Staples Credit Plan	86259	\$	281.22	
43364	V451	Stowe, Town of Electric Department	86260	\$	58.32	
43364	V1176	Summit Ventures (Sugrbush)	86261	\$	1,191.00	Marketing
43364	V311	Teamsters Local 597	86262	\$	8,006.00	Union Dues
43364	V313	Travelers	86263	\$	454,761.50	Insurance
43364	V1030	UniFirst Corporation	86264	\$	328.28	
43364	V315	United Parcel Service	86265	\$	43.72	
43364	V529	Valley Reporter, The	86266	\$	20.97	
43364	V410	Vermont Gas Systems, Inc.	86267	\$	354.65	
43364	V1459	Vermont Information Consortium LLC	86268	\$	1,362.00	Background Checks
43364	V833	Vermont Lake Monsters	86269	\$	13,750.00	Marketing 2 Invoices
43364	V1073	Villanti & Sons, Printers Inc.	86270	\$	7,795.00	Marketing Invoice Guides
43364	V892	VOX AM/FM, LLC	86271	\$	450.00	
43364	V707	Westward Equipment Service	86272	\$	516.00	
43364	V251	Wex Fleet Universal	86273	\$	15,946.36	Fuel
43364	V10	Vermont Office of Child Support	EFT000000013594	\$	1,098.06	Child Support
43364	V303	SSTA	EFT000000013595	\$	94,866.32	ADA
43371	V1423	Alling, Andrew	86274	\$	29.98	
43371	V1025	Alter, Charles	86275	\$	68.68	
43371	V1480	Andrews-Ford, Sheri	86276	\$	264.35	Volunteer
43371	V156	Anthony, Peter	86277	\$	477.51	Volunteer
43371	V1601	Antillon, Jill	86278	\$	90.50	
43371	V1099	Barnett, Wendy	86279	\$	241.92	Volunteer
43371	V1625	Bousquet, Jeanne	86280	\$	80.12	
43371	V1482	Cady, Duane	86281	\$	71.40	
43371	V471	Constantine, Julia	86282	\$	193.52	Volunteer
43371	V1277	Dixon-Boles, Jade	86283	\$	63.22	
43371	V1573	Fairbanks, Dori	86284	\$	375.95	Volunteer
43371	V1084	Fisher, Allan	86285	\$	39.24	
43371	V1665	Gile, Jeffrey	86286	\$	110.66	Volunteer
43371	V203	Ladd, Joyce	86287	\$	13.08	
43371	V181	Owen, Helen	86288	\$	1,435.70	Volunteer
43371	V1655	Sciria, Andrew	86289	\$	372.28	Volunteer
43371	V1592	Stiles, Janet	86290	\$	39.24	
43371	V1614	Vermont Ride Network, Inc.	86291	\$	595.00	Volunteer
43371	V1595	Waller, Marlys	86292	\$	75.77	
43371	V1549	Ware, Michael	86293	\$	94.30	
43371	V944	Woodward, Patricia	86294	\$	532.54	Volunteer
43371	V289	People's United Businesscard Services	86313	\$	9,860.66	5 Credit Cards Hotels, Meals Fees Parking Misc Purchases
43371	V279	ABC Bus Companies-Muncie	86315	\$	632.05	
43371	V415	Amazon	86316	\$	866.19	
43371	V696	BANG	86317	\$	633.06	
43371	V1610	Bolduc Auto Salvage, Inc.	86318	\$	450.00	
43371	V226	Burlington Public Works-Water	86319	\$	188.73	
43371	V481	Capitol Steel & Supply Co., Inc.	86320	\$	1,216.00	Replaced drain Grates in Berlin
43371	V102	Capponi, Andrew	86321	\$	75.93	
43371	V1066	Cassell, Robert Jr.	86322	\$	212.00	FSA Reimbursement
43371	V1487	Chamberlin, Justin	86323	\$	38.24	
43371	V851	Champlain Medical	86324	\$	100.00	
43371	V220	Class C Solutions Group	86325	\$	1,489.26	3 Part Invoices

43371	V236	Colonial Supplemental Insurance	86326	\$	34.95	
43371	V928	Conway Office Solutions	86327	\$	60.00	
43371	V107	Costes, Chris	86328	\$	100.00	Shoe allowance
43371	V239	Cummins Northeast LLC	86329	\$	1,475.04	4 Part Invoices
43371	V246	Duffy Waste & Recycling	86330	\$	57.52	
43371	V1664	Endeavor Business Media, LLC.	86331	\$	150.00	
43371	V1239	Environmental Products & Seviles of VT	86332	\$	3,685.35	Haz mat Clean up
43371	V250	Fisher Auto Parts	86333	\$	8.42	
43371	V252	FleetPride, Inc	86334	\$	826.63	
43371	V1347	Foley Distributing Corp.	86335	\$	250.29	
43371	V394	Formula Ford Inc.	86336	\$	3,809.86	1 Repair Invoice
43371	V362	Gannett Vermont Publishing Inc	86337	\$	28.00	
43371	V799	Gauthier Trucking Company, Inc.	86338	\$	801.62	
43371	V256	Genfare	86339	\$	120.48	
43371	V257	Gillig Corp.	86340	\$	7,068.24	5 Part Invoices
43371	V258	Gordon Stamp & Engraving	86341	\$	13.85	
43371	V1639	Gratton, Yancey	86342	\$	350.00	FSA Reimbursement
43371	V260	Green Mountain Kenworth, Inc.	86343	\$	1,058.19	6 Part Invoices
43371	V1204	Interstate Batteries	86344	\$	602.49	
43371	V326	J&B International Trucks, Inc.	86345	\$	32.11	
43371	V446	Janek Corporation, The	86346	\$	4,060.00	2 Part Invoices
43371	V1283	Kelley Bros of NE, LLC	86347	\$	173.20	
43371	V646	Keystone	86348	\$	557.60	
43371	V1433	Lamm, Dave	86349	\$	99.95	
43371	V1509	Lawson Products, Inc	86350	\$	461.56	
43371	V1314	Leonardo's Pizza Inc.	86351	\$	277.50	
43371	V1191	Lucky's Trailer Sales Inc.	86352	\$	1,936.35	Part and Repair Invoices
43371	V693	MacMan Inc.	86353	\$	8.59	
43371	V272	Magee Office Plus	86354	\$	167.94	
43371	V274	McMaster-Carr	86355	\$	211.67	
43371	V276	Metalworks	86356	\$	17.43	
43371	V1068	Midwest Bus Corporation	86357	\$	471.04	
43371	V1663	Mill Publishing Inc. dba Business People-VT	86358	\$	1,034.00	Marketing
43371	V1599	Miller, Holly & Bob 2017 Charitable Lead Trust	86359	\$	955.09	
43371	V280	Mutual of Omaha Insurance Co.	86360	\$	98.17	
43371	V792	Myers Container Service Corp.	86361	\$	194.45	
43371	V996	New England Air Systems	86362	\$	3,426.75	2 Repair Invoices
43371	V284	New G.H. Berlin Oil Company	86363	\$	1,136.28	2 Part Invoices
43371	V1645	Norris, Inc.	86364	\$	8,777.30	Security System
43371	V1249	Petrosyan, Oleg	86365	\$	100.00	Shoe allowance
43371	V1133	Resort Guides	86366	\$	1,750.00	Marketing
43371	V1579	Richardson, Chaska	86367	\$	1,400.00	English Classes
43371	V299	SB Collins, Inc.	86368	\$	17,762.36	Fuel
43371	V757	Spear, William	86369	\$	100.00	
43371	V312	Stowe, Town of	86370	\$	372.42	
43371	V1030	UniFirst Corporation	86371	\$	323.09	
43371	V315	United Parcel Service	86372	\$	15.55	
43371	V314	Unum Life Insurance	86373	\$	353.88	
43371	V334	Vanasse Hangen Brustlin, Inc.	86374	\$	2,415.00	Professional Services
43371	V351	Vantage Press	86375	\$	576.07	
43371	V535	VAS Tools, LLC	86376	\$	73.99	
43371	V391	Verizon Wireless	86377	\$	4,085.34	5 It Bills
43371	V336	W.B. Mason Co., Inc.	86378	\$	623.77	
43371	V352	Wiemann-Lamphere Architects Inc.	86379	\$	331.63	
43371	V433	Workplace Solutions, Inc.	86380	\$	1,450.00	Employee EAP
43371	V796	Yipes Auto Accessories	86381	\$	880.00	
43371	V656	Zhu, Michael	86382	\$	100.00	Shoe allowance
43371			check s numbered 86295-862	86295-86312		voided because of printing issues
43371	V153	Alburgh Taxi	EFT000000013596	\$	1,604.60	Volunteer
43371	V1628	Andrews, Nancy	EFT000000013597	\$	53.96	
43371	V55	Boudreau, James	EFT000000013598	\$	602.34	Volunteer
43371	V1007	Bova, Wendy	EFT000000013599	\$	432.23	Volunteer

43371	V1150	Bruley SR, Mark	EFT000000013600	\$ 1,080.84	Volunteer
43371	V548	Burnor, David	EFT000000013601	\$ 221.84	Volunteer
43371	V1291	Callan, Linda	EFT000000013602	\$ 288.91	Volunteer
43371	V60	Farr, Delores	EFT000000013603	\$ 593.06	Volunteer
43371	V1117	Hall, John	EFT000000013604	\$ 476.33	Volunteer
43371	V170	Hertz, Kenneth	EFT000000013605	\$ 334.68	Volunteer
43371	V67	Jewett, Sheryl	EFT000000013606	\$ 397.90	Volunteer
43371	V174	Langlois, Paulette	EFT000000013607	\$ 315.56	Volunteer
43371	V1420	Lawyer, Ronald	EFT000000013608	\$ 383.22	Volunteer
43371	V70	LeClair, Raymond	EFT000000013609	\$ 247.51	Volunteer
43371	V71	Lightholder, Stephen	EFT000000013610	\$ 180.43	Volunteer
43371	V74	Markham, Laurel	EFT000000013611	\$ 322.72	Volunteer
43371	V75	Martin, Ronald	EFT000000013612	\$ 421.88	Volunteer
43371	V1635	McCartney, Misty	EFT000000013613	\$ 296.52	Volunteer
43371	V1397	McGinnis, Devan	EFT000000013614	\$ 346.71	Volunteer
43371	V1018	Metivier, Shelli	EFT000000013615	\$ 647.46	Volunteer
43371	V1570	Murphy Sandra	EFT000000013616	\$ 640.46	Volunteer
43371	V82	Parah, Donna	EFT000000013617	\$ 390.83	Volunteer
43371	V83	Parah, Maurice	EFT000000013618	\$ 826.32	Volunteer
43371	V86	Pike, Gail	EFT000000013619	\$ 602.85	Volunteer
43371	V771	Sammons, Chandra	EFT000000013620	\$ 474.22	Volunteer
43371	V89	Sayers, Gail	EFT000000013621	\$ 705.35	Volunteer
43371	V1236	Sayers, James	EFT000000013622	\$ 329.21	Volunteer
43371	V1523	Smith, Erika	EFT000000013623	\$ 289.43	Volunteer
43371	V741	Steiner, Timothy	EFT000000013624	\$ 51.23	
43371	V93	Timm, Marta	EFT000000013625	\$ 748.32	Volunteer
43371	V522	Turcotte, S Jeanette	EFT000000013626	\$ 342.31	Volunteer
43371	V1654	Vargas, Pearl	EFT000000013627	\$ 354.26	Volunteer
43371	V1623	Wells, Roy	EFT000000013628	\$ 219.66	Volunteer
43371	V25	Frechette, Normand	EFT000000013629	\$ 1,428.42	FSA Reimbursement
43371	V61	Gaudette, Timothy	EFT000000013630	\$ 45.43	
43371	V583	Griffith, Tom	EFT000000013631	\$ 141.80	FSA Reimbursement
43371	V38	Moore, Jon	EFT000000013632	\$ 233.62	DCAP And Mileage Reimbursement
43371	V17	Smith, Jamie L	EFT000000013633	\$ 463.60	DCAP, Mileage and FSA Reimbursement
43371	V39	Sweeney, Cecil	EFT000000013634	\$ 100.00	Shoe allowance
43371	V1446	M T Wallets, LLC	EFT000000013635	\$ 2,800.00	Lease

To: GMT Board of Commissioners

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

Date: October 12, 2018

RE: Finance/Grants/Capital Projects

Our auditors, RHR Smith & Company, were on site this week to perform our annual financial and single audit. Staff in the Finance and Grants Departments have worked diligently to prepare for their arrival. Paul Bohne was able to meet with Ron Smith in person here at the GMT on October 9, 2018. The auditors left on Thursday at the end of the day with work left to complete.

With the completion of preparing the documents for the audit work, myself and Debbie will be reviewing our current reporting procedures to see how we can improve upon the work we doing each month. This audit cycle showed us that we still have room for improvement and with new people comes fresh ideas.

The finance committee met this week and we discussed the year end financials as well as reviewing the Transit Asset Management Plan (aka "TAM"). At the next committee meeting it is expected we will receive input from the committee members about the document, which will be a board item in November. Finance Committee is meeting on October 30, 2018 and November 13, 2018 to review the Adjusted FY19 Budget and the Proposed FY20 Budget for both Operating and Capital

Attached are the August 31, 2018 financials for your review. The total reconciled balance of the operating cash balance for the month ended August 31, 2018 is \$2,008,885 (as of Aug2017 it was \$2,523,852). A large portion of this cash balance is directly attributable to several drawdowns and deposits from the State of Vermont for grant funding, as well as payments received from Member Communities Assessments.

GMT's indirect cost rate is calculated annually after the audit report is completed. This rate is submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY19 is 9.15%. For comparison, in FY18 the rate was 9.86% and in FY17 it was 9.55%.

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

We continue to benchmark how well we are following our budget by calculating the percentage of the budget that we'd expect to be earned/spent if all revenues and expenses

were spent/earned equally over twelve months, therefore we would expect to see budgets at 16% for the Fiscal Year to date August 31, 2018.

The aged trade Accounts Receivable aging details are as follows:

	Current Month	As of 6/30/18
Current	\$2,844,850	\$506,407
30-60 Days	12,355	50,230
61-91 Days	28,135	2,125
91 and Over	2,290	10,954
TOTAL	\$2,887,630	\$569,716

Since it is just the first few months of the fiscal year and the budget presented will be adjusted at next month's board meeting, I am holding off making any detailed budget analysis for this report.

The following are areas that should be highlighted. We have incurred some legal fees in the first few months of the fiscal year that have put us over the original budget projection. Maintenance expenses (parts, tires and facility maintenance) are all trending much higher than the benchmark for August. This is especially true for the rural system given that the majority of our fleet is at max life or beyond. Our staff has been working on a statewide RFP for the past several months with the other agencies, and it is very close to final award. Once the award is made, we will be submitting an order to replace 10 vehicles. Those vehicles will not be delivered until April/May. Additionally, our staff is putting together another RFP for non-CDL vehicles which have a shorter build time once the RFP is awarded.

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

☆ **Passenger Shelters:**

- **Urban:** Working 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. Preparing for a meeting with Shelburne Historic Preservation and Design Review Commission later this month regarding the potential installation of a shelter in Shelburne Village.
- **Rural:** Working with planning to identify potential locations for a shelter that is in storage. Also looking into solar lighting possibilities for existing shelters in the rural area.

☆ **Downtown Transit Center:**

- All new heaters have been installed on the DTC platform and have been tested to ensure that they are operating correctly. There is a control issue with one of the heat call buttons on the platform that needs to be resolved with Control Technologies. Will have this resolved before winter.

☆ **Industrial Parkway Driveway Ramp:**

- The connection ramp has been fully constructed and all excavation, subbase, and paving activities have been completed. Subbase has been replaced at a depth of 18" in the 1 Industrial parking lot and front apron, and both areas have been paved and parking spaces have been striped off. The only outstanding item is the installation of overhead lighting, which is expected to occur later this month after the lights are delivered by the manufacturer.
- GMT and VHB prepared a Soil Management Plan (SMP) for 121.5 cubic yards of contaminated soil on the 1 Industrial property. The SMP was reviewed and approved by the Vermont Department of Environmental Conservation. The soil was in the vicinity of a former underground diesel tank. GMT, VHB, and Don Weston Excavating explored alternatives to disposing of the soil, but none would be accepted by the Vermont DEC without necessitating a Corrective Action Plan, which would have caused significant delays to the project as well as added expense. It was determined that the best course of action was to dispose of the soil through Casella.

☆ **GMTA Facility Renovation:**

- Continuing to coordinate with VTTrans on the status of the municipal sewer and water projects and how it will tie into the site. Preparing fire safety permits for both buildings and working on completing IFB and construction documents.

☆ **Facility Security Upgrades:**

- Installation of equipment at the facility is largely complete. Continuing to work with the Contractor on fine tuning installations and configuration of the system to prepare for system launch. Card Readers have been installed on the elevator, but the elevator camera will need to be installed at a later date depending on Bay State Elevator's schedule.

☆ **Electric Bus Buy:**

- Evaluation of the proposals is ongoing and staff expects to have a selection made soon.

☆ **Cutaway Bus Buy:**

- Staff is continuing to work with the evaluation group on the evaluation of proposals. A selection is expected to be made in the near future.

Chittenden County Transportation Authority
Statement of Net Assets
As of 8/31/2018

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	As Of 2018	As Of June 30, 2018	Changes CY over PY
ASSETS			
Current Assets:			
Cash and Investments	2,008,885.23	1,232,473.42	\$776,411.81
Receivables:			
Grant	2,089,180.96	1,624,955.96	464,225.00
Other	6,444,990.58	812,795.94	5,632,194.64
Deferred Cost Pool	(309,806.07)	(267,262.71)	(42,543.36)
Inventories	670,193.03	662,975.56	7,217.47
Prepaid Expenses	140,276.89	428,693.93	(288,417.04)
Total Current Assets	11,043,720.62	4,494,632.10	6,549,088.52
Noncurrent Assets:			
Land, Structures And			
Equipment - net of accumulated depreciation	30,628,967.23	30,628,967.23	
TOTAL ASSETS	41,672,687.85	35,123,599.33	6,549,088.52
LIABILITIES AND FUND EQUITY			
Current Liabilities:			
Accounts Payable	520,491.46	619,168.46	(98,677.00)
Accrued Payroll Expenses	182,826.84	182,826.84	
Other Accrued Expenses	79,228.28	109,975.72	(30,747.44)
Deferred Revenue	6,965,651.54	48,635.00	6,917,016.54
Total Current Liabilities	7,748,198.12	960,606.02	6,787,592.10
Long-Term Liabilities:			
Accrued Compensated Absences	814,858.23	836,688.73	(21,830.50)
Total Long-Term Liabilities	814,858.23	836,688.73	(21,830.50)
Total Liabilities	8,563,056.35	1,797,294.75	6,765,761.60
Fund Equity:			
Invested in capital assets, net of related debt	30,628,967.23	30,628,967.23	
Restricted	957,675.08	957,675.08	
Unrestricted	1,739,609.27	212,656.51	1,526,952.76
Current Year Change in Net Assets	(216,620.08)	1,527,005.76	(1,743,625.84)
Total Fund Equity	33,109,631.50	33,326,304.58	(216,673.08)
TOTAL LIABILITIES AND FUND EQUITY	41,672,687.85	35,123,599.33	6,549,088.52

REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Approved Budget (DEC2017)			Budget Variance		
Municipal Member Assessments	387,376.52		\$387,376.52	2,300,970.00		\$2,300,970.00	16.84%	0.00%	16.84%
Municipal Paratransit Assessments	103,494.50		103,494.50	637,765.00		637,765.00	16.23%	0.00%	16.23%
Local Operating Assistance	10,862.02	37,424.90	48,286.92	96,661.00	421,725.00	518,386.00	11.24%	8.87%	9.31%
Federal Urban Formula Grant	906,053.13		906,053.13	2,678,726.00		2,678,726.00	33.82%	0.00%	33.82%
Federal Rural Operating Grant		153,400.00	153,400.00		1,180,000.00	1,180,000.00	0.00%	13.00%	13.00%
State Regular Subsidy Operating Grant	374,631.00	143,000.00	517,631.00	2,437,612.00	900,000.00	3,337,612.00	15.37%	15.89%	15.51%
E&D Grants and Local Match		189,012.83	189,012.83		1,117,698.00	1,117,698.00	0.00%	16.91%	16.91%
Other State Grants	4,653.39	10,593.77	15,247.16	72,122.00	18,000.00	90,122.00	6.45%	58.85%	16.92%
Other Federal Grants	161,938.84	143,605.99	305,544.83	2,536,427.00	853,118.00	3,389,545.00	6.38%	16.83%	9.01%
Fund Balance Reserves							0.00%	0.00%	0.00%
Capital Reserve Revenue	46,875.00	31,666.67	78,541.67	281,250.00	190,000.00	471,250.00	16.67%	16.67%	16.67%
Total Federal, State and Local Revenues	1,995,884.40	708,704.16	2,704,588.56	11,041,533.00	4,680,541.00	15,722,074.00	18.08%	15.14%	17.20%

OPERATING REVENUE

Passenger Revenue	338,778.71	18,458.03	357,236.74	2,389,600.00	125,200.00	2,514,800.00	14.18%	14.74%	14.21%
Paratransit Passenger Fares	15,782.50		15,782.50	115,000.00		115,000.00	13.72%	0.00%	13.72%
Advertising Revenue	32,090.00	6,600.00	38,690.00	200,000.00	50,000.00	250,000.00	16.05%	13.20%	15.48%
Planning Revenue	48,349.66	184.78	48,534.44	362,106.00	30,000.00	392,106.00	13.35%	0.62%	12.38%
Interest Earnings	126.16	581.07	707.23	3,000.00	4,000.00	7,000.00	4.21%	14.53%	10.10%
Miscellaneous Revenue	1,319.25	8.00	1,327.25	19,000.00		19,000.00	6.94%	0.00%	6.99%
Sales Of Equipment				11,000.00	5,000.00	16,000.00	0.00%	0.00%	0.00%
Medicaid Purchase Of Svc		369,979.57	369,979.57		1,611,771.00	1,611,771.00	0.00%	22.95%	22.95%
Purchase of Service	15,068.40	10,526.89	25,595.29	43,844.00	225,716.00	269,560.00	34.37%	4.66%	9.50%
Warranty Revenue				2,000.00	2,000.00	4,000.00	0.00%	0.00%	0.00%
Operating Revenue	451,514.68	406,338.34	857,853.02	3,145,550.00	2,053,687.00	5,199,237.00	14.35%	19.79%	16.50%

Total Revenue

2,447,399.08	1,115,042.50	3,562,441.58	14,187,083.00	6,734,228.00	20,921,311.00	17.25%	16.56%	17.03%
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EXPENSES

SALARIES AND WAGES

Other Wages	273,088.99	128,749.26	401,838.25	1,718,852.00	980,931.00	2,699,783.00	15.89%	13.13%	14.88%
Driver/Operator Wages	648,381.01	264,779.71	913,160.72	4,242,344.00	1,472,643.00	5,714,987.00	15.28%	17.98%	15.98%
Vehicle Repair Wages	130,000.38	27,648.50	157,648.88	989,794.00	169,445.00	1,159,239.00	13.13%	16.32%	13.60%
Salaries and Wages	1,051,470.38	421,177.47	1,472,647.85	6,950,990.00	2,623,019.00	9,574,009.00	15.13%	16.06%	15.38%

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	81,440.39	32,455.65	113,896.04	531,751.00	200,661.00	732,412.00	15.32%	16.17%	15.55%
Unemployment Tax Exp	6,629.18	620.99	7,250.17	7,000.00	22,000.00	29,000.00	94.70%	2.82%	25.00%
Medical Insurance/HRA	288,745.39	86,949.01	375,694.40	1,571,720.00	570,016.00	2,141,736.00	18.37%	15.25%	17.54%
Pension Plan Expenses	48,608.76	9,866.02	58,474.78	289,161.00	60,329.00	349,490.00	16.81%	16.35%	16.73%
Employee Development	2,507.03	1,855.13	4,362.16	35,500.00	32,500.00	68,000.00	7.06%	5.71%	6.41%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Approved Budget (DEC2017)			Budget Variance		
Other Employee Benefits	41,053.49	12,947.64	54,001.13	255,667.00	94,063.00	349,730.00	16.06%	13.76%	15.44%
Personnel Taxes and Benefits	468,984.24	144,694.44	613,678.68	2,690,799.00	979,569.00	3,670,368.00	17.43%	14.77%	16.72%

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	6,011.55	1,324.14	7,335.69	43,740.00	21,600.00	65,340.00	13.74%	6.13%	11.23%
Recruiting Expenses	1,259.00	899.75	2,158.75	18,400.00	12,000.00	30,400.00	6.84%	7.50%	7.10%
Dues and Subscriptions	18,852.12	1,911.00	20,763.12	27,838.00	10,033.00	37,871.00	67.72%	19.05%	54.83%
Travel and Meetings	279.22	165.03	444.25	3,500.00	3,500.00	7,000.00	7.98%	4.72%	6.35%
Board Development							0.00%	0.00%	0.00%
Communications	6,207.20	6,368.40	12,575.60	58,880.00	28,336.00	87,216.00	10.54%	22.47%	14.42%
Computer Service Exp	4,646.69	1,598.72	6,245.41	124,320.00	57,164.00	181,484.00	3.74%	2.80%	3.44%
Legal Fees	12,189.64		12,189.64	10,000.00	3,000.00	13,000.00	121.90%	0.00%	93.77%
Insurance	204,777.77	88,293.72	293,071.49	769,771.00	317,850.00	1,087,621.00	26.60%	27.78%	26.95%
Audit Fees	1,470.00	630.00	2,100.00	19,425.00	8,325.00	27,750.00	7.57%	7.57%	7.57%
Consulting Fees							0.00%	0.00%	0.00%
General and Admin Expenses	255,693.19	101,190.76	356,883.95	1,075,874.00	461,808.00	1,537,682.00	23.77%	21.91%	23.21%

OPERATIONS EXPENSES

Background Checks	202.00	1,941.00	2,143.00	1,900.00	8,325.00	10,225.00	10.63%	23.32%	20.96%
Drug & Alcohol Testing	31.00	31.00	62.00				0.00%	0.00%	0.00%
DOT Testing	1,080.00	655.00	1,735.00	5,850.00	7,920.00	13,770.00	18.46%	8.27%	12.60%
Employment Recruitment Program				800.00	400.00	1,200.00	0.00%	0.00%	0.00%
Driver's Uniforms	1,434.87	1,161.32	2,596.19	25,746.00	20,170.00	45,916.00	5.57%	5.76%	5.65%
Safety Expense				2,300.00	1,700.00	4,000.00	0.00%	0.00%	0.00%
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	3,070.12	3,788.32	6,858.44	43,696.00	41,190.00	84,886.00	7.03%	9.20%	8.08%

PLANNING EXPENSES

Other Planning Expenses		294.30	294.30		25,000.00	25,000.00	0.00%	1.18%	1.18%
MPO Planning Expenses				100,000.00		100,000.00	0.00%	0.00%	0.00%
Planning Expenses	0.00	294.30	294.30	100,000.00	25,000.00	125,000.00	0.00%	1.18%	0.24%

VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)

Parts Expense - Non-Revenue Vehicles	796.91		796.91	7,000.00	4,500.00	11,500.00	11.38%	0.00%	6.93%
Parts Expense - Revenue Vehicles	140,572.24	57,282.06	197,854.30	408,394.00	166,823.00	575,217.00	34.42%	34.34%	34.40%
Tires	4,470.25	9,162.03	13,632.28	90,000.00	25,000.00	115,000.00	4.97%	36.65%	11.85%
Facility Maintenance	15,194.17	15,174.99	30,369.16	70,000.00	57,200.00	127,200.00	21.71%	26.53%	23.88%
Passenger Facility Expenses	5,649.40		5,649.40	42,988.00		42,988.00	13.14%	0.00%	13.14%
Security Expenses							0.00%	0.00%	0.00%
Cleaning Expense	2,500.00	1,218.92	3,718.92	58,000.00	7,200.00	65,200.00	4.31%	16.93%	5.70%
Repeater Fees	3,348.00	2,736.00	6,084.00	21,600.00	16,200.00	37,800.00	15.50%	16.89%	16.10%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Approved Budget (DEC2017)			Budget Variance		
Light, Heat and Water	19,913.13	2,792.75	22,705.88	153,000.00	55,000.00	208,000.00	13.02%	5.08%	10.92%
Fuel - Vehicles	156,883.27	58,791.25	215,674.52	1,036,308.00	333,235.00	1,369,543.00	15.14%	17.64%	15.75%
Maintenance Tools/Supplies/Uniforms	20,120.13	3,391.27	23,511.40	90,075.00	14,744.00	104,819.00	22.34%	23.00%	22.43%
Misc Maint Expenses and fees	424.98	17.68	442.66	6,000.00	2,000.00	8,000.00	7.08%	0.88%	5.53%
Vehicle/Building Maintenance Exp	369,872.48	150,566.95	520,439.43	1,983,365.00	681,902.00	2,665,267.00	18.65%	22.08%	19.53%

CONTRACTOR EXPENSES

ADA/SSTA Paratransit	205,846.94		205,846.94	1,215,000.00		1,215,000.00	16.94%	0.00%	16.94%
Partner Local Share				19,833.00		19,833.00	0.00%	0.00%	0.00%
Functional Assessment Costs	1,470.45		1,470.45	10,000.00		10,000.00	14.70%	0.00%	14.70%
Volunteer Drivers		86,272.63	86,272.63		600,000.00	600,000.00	0.00%	14.38%	14.38%
Other Transportation (incl Cabs)	1,728.60	73,396.70	75,125.30	17,776.00	700,000.00	717,776.00	9.72%	10.49%	10.47%
Contractor Expenses	209,045.99	159,669.33	368,715.32	1,262,609.00	1,300,000.00	2,562,609.00	16.56%	12.28%	14.39%

MARKETING EXPENSE

Bus Tickets/Fare Media	(934.69)	931.39	(3.30)	20,000.00	2,400.00	22,400.00	-4.67%	38.81%	-0.01%
Marketing Expense	10,725.76	13,966.51	24,692.27	52,000.00	45,840.00	97,840.00	20.63%	30.47%	25.24%
Public Information	9,346.00	277.97	9,623.97	37,000.00	23,000.00	60,000.00	25.26%	1.21%	16.04%
Marketing Expense	19,137.07	15,175.87	34,312.94	109,000.00	71,240.00	180,240.00	17.56%	21.30%	19.04%

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	46,875.00	31,666.67	78,541.67	281,250.00	190,000.00	471,250.00	16.67%	16.67%	16.67%
Other Expenses	93,317.51	31,666.67	124,984.18	331,250.00	190,000.00	521,250.00	28.17%	16.67%	23.98%

TOTAL EXPENSES	2,470,590.98	1,028,224.11	3,498,815.09	14,547,583.00	6,373,728.00	20,921,311.00	16.98%	16.13%	16.72%
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Current Year Deferred Costs	(42,543.36)		(42,543.36)				0.00%	0.00%	0.00%
ALLOCATIONS BETWEEN PROGRAMS	65,735.26	(65,735.26)		360,500.00	(360,500.00)		18.23%	18.23%	0.00%

Balance Of Operating Budget	(0.00)	21,083.13	21,083.13	0.00	0.00		0.00%	0.00%	0.00%
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Capital Revenue

Federal Revenue	(43,855.00)	8,000.00	(35,855.00)				0.00%	0.00%	0.00%
State Revenue	439.20	1,000.00	1,439.20				0.00%	0.00%	0.00%
Paratransit Lease Revenue							0.00%	0.00%	0.00%
Local Match Revenue							0.00%	0.00%	0.00%
Total Capital Revenue	(43,415.80)	9,000.00	(34,415.80)	0.00	0.00		0.00%	0.00%	0.00%

Capital Expenses

Vehicles							0.00%	0.00%	0.00%
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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Approved Budget (DEC2017)			Budget Variance		
Maintenance Parts and Equipment	59,424.76	10,329.95	69,754.71				0.00%	0.00%	0.00%
Passenger Amenities	41,637.00		41,637.00				0.00%	0.00%	0.00%
Facility Repairs and Improvements	11,141.64		11,141.64				0.00%	0.00%	0.00%
Total Capital Expenses	112,203.40	10,329.95	122,533.35	0.00	0.00		0.00%	0.00%	0.00%
Balance of Capital Budget	(155,619.20)	(1,329.95)	(156,949.15)	0.00	0.00		0.00%	0.00%	0.00%
Transfer of Purchases to Fixed Assets							0.00%	0.00%	0.00%
Deferred Costs							0.00%	0.00%	0.00%
Depreciation Expense							0.00%	0.00%	0.00%
Subtotal	0.00	0.00		0.00	0.00		0.00%	0.00%	0.00%
Current Change in Net Assets	(155,619.20)	19,753.18	(135,866.02)	0.00	0.00		0.00%	0.00%	0.00%



To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance
Donna Gallagher, Broker Services Manager
Jordan Posner, ADA Coordinator

Date: October 12, 2018

RE: ADA and Broker Services

The SSTA/GMT group met this week to discuss what a phased approach might look like. We have reached out to Steve Falbel to run through a few scenarios proposed and attach the costs and/or savings for each scenario and organization. The plan is to have these calculations ready for the next joint meeting to facilitate further discussions.

The ADA Advisory committee met this week as well. Jordan spoke about the portal options in Chittenden County for passengers to request rides with SSTA. We have been testing this with SSTA with a handful of our ADA passengers and we plan to role this out in the next few months. We are also working with RouteMatch to open this up in the GMTA RouteMatch Database. When we are able to get this going, we are expecting this will create a positive experience with our partners and passengers.

Jordan attended a public meeting in Berlin this past month with the CVRPC to discuss ADA paratransit and the study that they are leading. We also provided some "Bus Buddy Assistance" with a volunteer. The Tuesday shopping shuttle in south Burlington received another volunteer to assist the passengers with their packages and mobility needs.

The team here at GMT met this week to discuss the timeline for starting the complimentary paratransit services in our Central VT service area. As a result of this meeting we have pushed out the start date to mid-June. The team felt this provided the time necessary for the route improvements to move through the public process and changes to be made the Bus Map and Guide.

Attached is the current year ridership data for the Chittenden County ADA service through August. Ridership is spot on with last year, this means that ridership is stable in total. Williston and Essex are trending higher by 3% of the FYE18 total trips provided in their communities.

ADA Ridership Report (by Town) : FY19

Total Rides

% increase/(decrease) from prior year

Benchmark for comparison is 16%

CITY/TOWN	July	August	Total FY19 YTD	Total FY18 Rides	% of FY19 YTD compared to FY18
BURLINGTON	1,081	1,290	2,371	14,444	16%
	-15.68%	4.96%			
COLCHESTER	106	129	235	1,466	16%
	-8.62%	25.24%			
ESSEX	361	396	757	3,708	20%
	25.35%	37.50%			
OTHER	44	7	51	242	21%
	388.89%	-22.22%			
SHELBURNE	248	298	546	3,137	17%
	-1.59%	7.97%			
SO. BURLINGTON	771	886	1,657	12,597	13%
	-19.94%	-18.86%			
WILLISTON	125	155	280	1,150	24%
	30.21%	53.47%			
WINOOSKI	492	462	954	5,551	17%
	25.51%	1.32%			
TOTAL	3,228	3,623	6,851	42,295	16%
Cost to Members	\$ 83,655.63	\$ 93,074.61	\$ -		
Cost/Trip	\$ 25.92	\$ 25.69	\$ -		

Monthly Maintenance Performance Report

Month: September 2018

Urban Data	Data	Notes
Miles Operated:	148,211	Revenue Vehicles
Major Road Calls:	6	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	4.1	
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:	7.40	
"C" PM's Completed:	22	"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	8.18 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	78,912	Revenue Vehicles
Major Road Calls:	no data	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	no data	
Minor Road Calls:	no data	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	no data	
"C" PM's Completed:	14	"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
Cut-away Active Fleet Avg. Age	5.32 years	Cut-away buses have a 5 year life expectancy

Date: October 11th, 2018
To: GMT Board of Commissioners
From: Rachel Kennedy, Sr. Transit Planner
Jon Moore, Director of Maintenance & Planning
Re: September Planning Report

Transit Service & Operations Planning

NextGen

The planning department is addressing the following implementation tasks:

Ridership on Proposed Eliminations

Staff are reviewing on-board video to get the most accurate ridership data on proposed NextGen eliminations in our urban service area. This project has an estimated end date of mid-October.

Rural Route Development

Staff are finalizing routing and time-points for rural service, based on the NextGen recommendations.

Commuter Time-point Surveys

Staff are developing commuter and LINK time-point surveys for rural service routes, based on June's Jeffersonville Commuter Survey.

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

Route Analysis

Staff created route & stop layers in a Geospatial Information System (GIS) program. As part of the Service Guideline development staff are developing design guidelines that will inform the next step, a route analysis process.

Bus Stop Placement Guidelines

As part of the Service Guideline development staff are 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.

Misc. Planning Activities

Ride Check

The FY19 urban ride check is underway. This ride check represents a snap shot view of stop level ridership, and is used for FTA reporting purposes.

Jeffersonville P&R

Staff will be meeting with the Jeffersonville Village Trustees on Monday 10/15 to discuss possibly leasing commuter parking spaces at a village owned parking lot on Depot Street to replace the Northwoods Joinery P&R which has been sold and commuter parking will no longer be available as of mid-November.

Meetings & Outreach:

- Staff met with Eco-Rep students from the University of Vermont
- Staff presented on NextGen at the Ward 5 NPA
- Staff met with city and RPC stakeholders to discuss the Winooski Ave Corridor Study
- Staff is participating in CVRPC's *Transit Planning 4 All* – Inclusive Planning Grant
- Staff attended the September Sustainable Montpelier Coalition meeting
- Staff presented at the Mad River Valley TAC on plans for this season's Mad River Valley Seasonal Service

To: GMT Board of Commissioners

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

Date: October 8, 2018

Re: Marketing and Public Affairs Report

-
- We recently held a diaper drive to benefit Lund. In total, we collected 22,887 diapers and 16,416 wipes. A huge thank you has been extended to Hannaford supermarkets and Seventh Generation for their gracious donations. We have begun our third and final community campaign of 2018. This campaign will be held in Franklin County. Details to follow.
 - Chris Loyer attended the Public Affairs Council State and Local Government Relations Conference recently. The conference focuses on the best practices, strategies, tactics, and connections for Public Affairs and Government Relations professionals. Session topics that were attended included Government Relations as a Business Development Strategy; Showcasing Value and Demonstrating Return on Investment; Writing Workshops; Where your Organization Should Engage; Impactful Engagement at a Local Level; and Engaging Employees in Government Relations.
 - EcoReps from the University of Vermont and Champlain College, and staff from St. Michael's College have come together with GMT to promote and participate in the Social Media Scavenger hunt. We re-launched the campaign in early October as an InstaGram focused campaign, given that student participation is more likely on InstaGram. This partnership has led to a greater conversation regarding collaboration in the future between the schools and GMT.
 - Marketing and Planning are working together to implement some new seasonal service ideas in Stowe and Mad River Valley. This includes stand-alone maps/guides, interior information, and new marketing pieces. More to follow.

Public Affairs Events:

9/17 Associated General Contractors Training

9/17 Sustainable Montpelier Coalitions Micro Transit, Trains, and Public Transit

9/18 Mad River Valley Route Testing

9/24 – 26 Public Affairs Council State and Local Government Relations Conference

10/1 – Vermont Council on Rural Development Leadership Summit

10/4 – VTEN: Adapting Urban Solutions to the Rural Context



10/9 – Transportation for Vermonters (T4VT) Policy meeting

10/10 – Swanton Energy Initiative Forum: Improving Transportation Options in Swanton Panel



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: October 16, 2018

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

Tom Barnes, a PT Operator in the Capitol District, has accepted the Seasonal Operations Supervisor. This is a full-time permanent position which focuses on the seasonal service operations and supports regular service operation during the off-season.

Recruiting efforts for the seasonal bus operators for the Stowe and Sugarbush ski season are continuing with 17 operators from the previous season committed to returning for the 2018/2019 season. GMT has recruited three new operators and staff attended a job fair at the Sugarbush ski resort as part of our continuing efforts.

Tyler Austin, Master Mechanic, has joined the GMT team in Berlin effective October 1, 2018. Tyler has relocated to Vermont from Portland, Oregon, and has experience as a shop foreman and possesses an AAS in Diesel Service Technology. We welcome Tyler to the GMT team.

The Building on Success training held in July and August was well received and we expanded on the training to include one on one training for key leadership positions in the organization to continue with Jeff Bercuvitz of The Sparks Center.

Chris Loyer, Public Affairs Coordinator, attended the Public Affairs Council's 2018 State and Local Government Relations Conference. Leading thinkers and practitioners in state and local government relations gathered to discuss current and emerging trends, best practices and tricks of the trade.

Staff attended the Tristate Transit Conference in North Conway, New Hampshire. Each year New Hampshire, Maine or Vermont hosts the conference. It provided opportunity to network with regional transit professionals and vendors, while attending learning modules. GMT's Training Supervisors received Wheelchair Securement certification at the Tristate Conference.

GMT Held a farewell lunch for Greg Greenwood who has retired after over 41 years of service. Thank you, Greg, for the contribution you've made to GMT's success. We will miss you!

To: GMT Board of Commissioners
From: Jon Moore
Date: October 16, 2018
RE: Mad River Valley Service Changes

GMT Planning Staff has analyzed the Mad River Valley seasonal service structure and are proposing to make the below changes to simplify the service and to provide more efficient service.

Public & Stakeholder Outreach: Staff presented the proposed service changes at a public meeting held during the September Mad River Valley Planning District (MRVPD) Transportation Advisory Committee (TAC) on September 12th. The minutes from this public meeting are attached. Staff has also had regular communication with the Sugarbush Resort and the CVRPC through the development of the proposed service changes.

Staff presented updated service changes based on public and stakeholder to at the MRVPD TAC meeting on October 10th.

Service Change Proposal Summary:

- The Mount Ellen & Access Road routes would be consolidated and operate on seven day/week 20 minute headways.
 - In 2017/18 the Mount Ellen route operated every 30 minutes and the Access Road operated every 40 minutes on weekdays and every 20 minutes on weekends.
 - Supplemental service to match capacity demands would be provided during peak weekend periods.
- The Valley Floor route would operate bi-directionally between Lincoln Peak and Waitsfield via the Access Road.
 - Service would be eliminated on German Flats Road (provided by the Mt. Ellen route) and on Rt.17 which has very low ridership.
- The Mountain Condos route would be interlined with the Valley Floor route on weekdays and operate as a separate bus on weekends.
 - Weekday service would be provided every 60 minutes opposed to every 40 minutes in 2017/18.

- Weekend service would be provided every 20 minutes and provide on-request service to points south of the Clay Brook Hotel as in years past.
- The Valley Evening Service would operate an additional three service days from last year.
- Afternoon demand-response service would be converted to fixed-route service eliminating the need for an afternoon dispatch shift.

Per the CCTA Fare and Service Changes Public Hearing Policy the Board must approve any service changes that result in a service reduction.

The question before the GMT Board of Commissioners is:

Will the Board approve the Mad River Valley Service changes as proposed after considering the public comments received?

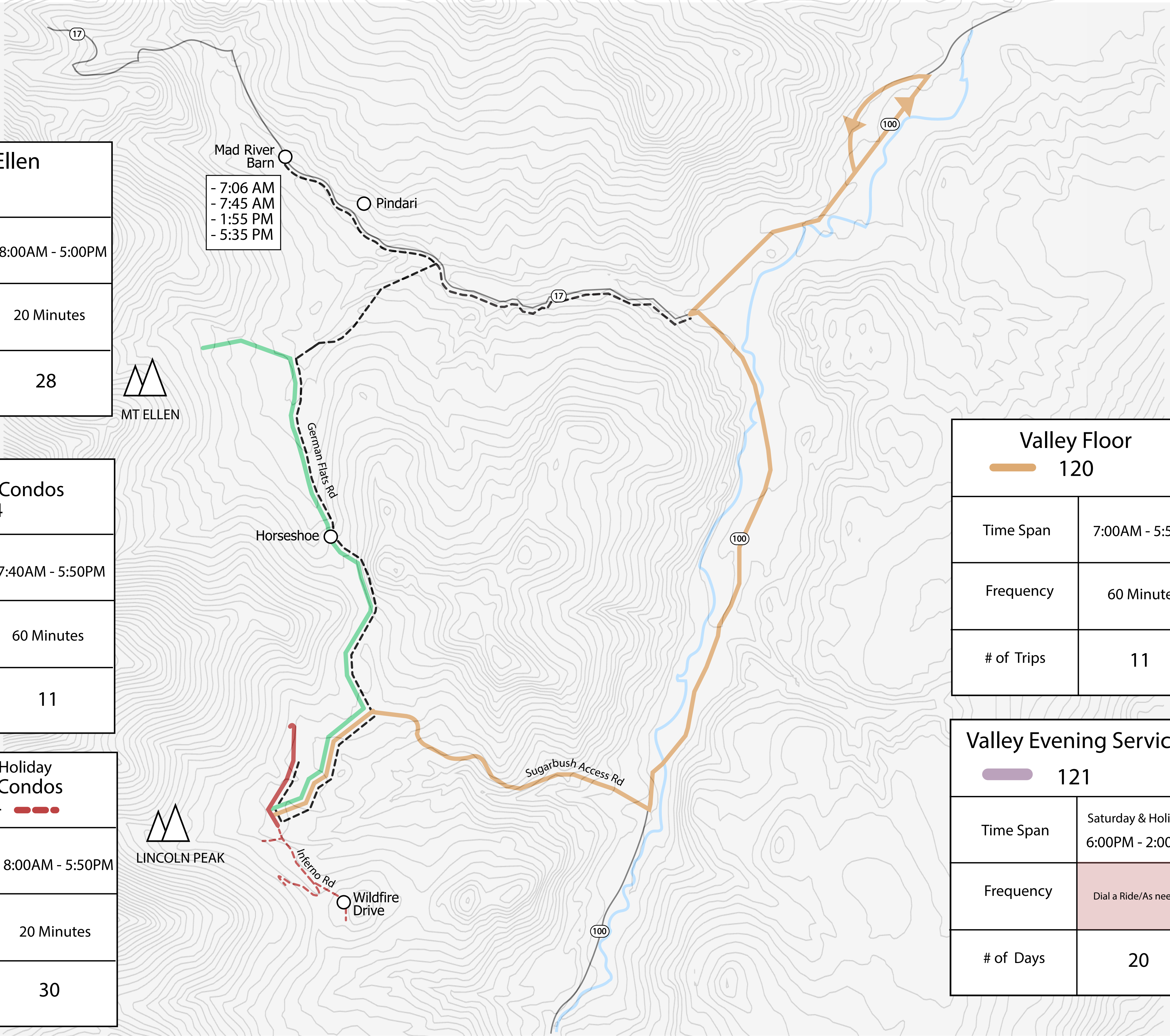
Mount Ellen	
<div><div></div> 122</div>	
Time Span	8:00AM - 5:00PM
Frequency	20 Minutes
# of Trips	28

Mountain Condos	
<div><div></div> 124</div>	
Time Span	7:40AM - 5:50PM
Frequency	60 Minutes
# of Trips	11

Weekend / Holiday Mountain Condos	
<div><div></div> 124 <div></div></div>	
Time Span	8:00AM - 5:50PM
Frequency	20 Minutes
# of Trips	30

Valley Floor	
<div><div></div> 120</div>	
Time Span	7:00AM - 5:52PM
Frequency	60 Minutes
# of Trips	11

Valley Evening Service	
<div><div></div> 121</div>	
Time Span	Saturday & Holidays 6:00PM - 2:00AM
Frequency	Dial a Ride/As needed
# of Days	20



**Mad River Valley Transportation Advisory Committee Public Hearing
September 12, 2018 4:30 PM
General Waite House, Waitsfield VT**

Attendees: Dan Currier, CVRPC; Bruce Bertholon, Rotary/MRV TAC; Gary Holman, Row Houses Resident; Carolyn Heft, Mad River Shops and Resident; Kevin Russel, MRV TAC; Jim Wethelle, Sugarbush; Margo Wade, Sugarbush; Rebecca Baruzzi, Capstone; Johnny Eure, MRV Foodshelf; Deborah Kahn, MRV TAC; Mariah Noth, MRV Planning District
Staff: Jon Moore, Director of Planning & Maintenance; Chris Loyer, Public Affairs Coordinator

4:00 Ms. Noth calls meeting to order

4:06 Mr. Moore begins presentation of Proposed Service Changes for 2018 – 2019 season

4:39 Mr. Moore concludes presentation and describes process for service change approval

4:42 Mr. Moore opens to questions & comments

Feedback:

Gary Holman – Requests extension of Mountain Condos route 300-400 yards to serve Row Houses?

- Row Houses consists of 10 houses
- o Reportedly there are some resident who have been able to access services from the Row Houses.

Rebecca Baruzzi – Community has additional transportation needs especially with an aging population and low -income residents.

- Request for GMT to consider additional services in the Mad River Valley

Bruce Bertholon – Suggested North Lynx and Row houses locations could potentially be serviced

Deb Kahn – Will deviations still be available?

- Mr. Moore: Deviations will still be available

Kevin Russel – eliminating Route 17 service in unfortunate and feels that Mt Ellen could benefit from the service.

Margo Wade – Requested additional details on Mt Ellen and Access Road consolidation

- Mr. Moore: There will be two buses operating the Mt. Ellen service to accomplish the increased frequency proposal on the Mt. Ellen Route
- Could the former Garrison Inn receive service along the route to Mad River Barn?
- o Mr. Loyer: Currently no sign on business, still under construction but GMT could certainly provide service to the Route 17 access point of the old Garrison property.

Dan Currier – Will Valley evening Service remain on Dial-a-Ride service?

- Mr. Moore: Yes, that is the plan for this season. GMT is looking into potential options for modification of Valley Evening Service for the future. This would allow for dispatch hours to be reallocated to additional service.
- Margo Wade – Suggested a service area map needed would be helpful. Proposed the idea of converting VES to fixed route service

Mariah Noth – How many buses in the fleet for the MRV service?

- Mr. Moore: Last year 6 cut-aways and one Gillig
- Mr. Moore: Keep 6 cut-aways and the Gillig will be transported on Fridays or appropriate time frames to accommodate weekend and holiday service dates

Margo Wade – Are any new buses coming up here?

- Mr. Moore: No new buses this year, we will not have them in the fleet.

Dan Currier– What will drivers be using to count ridership?

- Mr. Moore: Drivers will count with one method
 - o Route Match or count sheets
 - o Training at preseason will address ridership recording and emphasize the importance.
 - o

Margo Wade – Requested alighting data to be recorded

- o Mr. Moore: 50/50 shot for happening this year – Dependent on Route Match
- o QR code possibilities to potentially gauge interest in fixed stop locations

Margo Wade – Communication will be critical for the service changes for this year.

Dan Currier – Will there be service on Route 17 with the deadheads? And what will it look like?

- o Mr. Moore: Service can be provided utilizing some of the deadhead trips to Mad River Barn and Pindari Properties.
- o GMT will be route and schedule testing within 1-2 weeks
- More details about Route 17 service will be provided after the completion of Route testing

Mariah Noth – Will Hostel Teverre and Powderhound receive service?

- o Mr. Moore: Schedule adherence will dictate our ability to serve additional properties

Johnnye Eure – Requested additional meetings to address year-round expanded transit options.

FY19 GMT Urban Ridership by Month

Number of Service Days															FY19 YTD	FY18 YTD	FY17 YTD	Difference (FY19-FY17)		
Saturday															14	14	13			
Sunday															13	13	13			
Weekday															65	63	64			
School Days															22	22	22			
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY19 YTD	FY18 YTD	riders	%	FY17 YTD	riders	%
1	Williston-Wal-Mart	32,362	38,140	40,296										110,798	103,954	6,844	6.58%	108,428	2,370	2.19%
1V	Williston Village	907	1,050	1,119										3,076	4,353	-1,277	-29.33%	3,787	-711	-18.77%
10	Williston-Amtrak	1,435	1,783	1,608										4,826	4,739	87	1.84%	4,580	246	5.38%
2	Essex Junction	33,417	38,888	41,589										113,894	113,187	707	0.62%	118,752	-4,858	-4.09%
3	Lakeside Commuter	283	217	149										649	441	208	47.19%	545	104	19.10%
4	Essex Center	1,544	1,801	2,735										6,080	4,208	1,872	44.49%	4,610	1,470	31.89%
5	Pine Street	8,405	9,684	9,300										27,389	26,614	775	2.91%	27,318	71	0.26%
6	Shelburne Rd.	19,094	20,559	19,330										58,983	59,719	-736	-1.23%	59,948	-965	-1.61%
7	North Avenue	18,148	18,961	21,792										58,901	57,324	1,577	2.75%	59,374	-473	-0.80%
8	City Loop	4,202	4,399	5,279										13,880	15,628	-1,748	-11.19%	15,411	-1,531	-9.94%
9	Riverside/Winooski	9,534	9,991	10,113										29,638	29,147	491	1.68%	30,711	-1,073	-3.49%
11	College Street Shuttle	16,073	15,356	12,506										43,935	51,557	-7,622	-14.78%	57,165	-13,230	-23.14%
12	UMall/Airport	5,989	6,632	6,671										19,292	14,294	4,998	34.96%	19,152	140	0.73%
16	Hannaford's	210	157	158										525	446	79	17.71%	612	-87	-14.22%
19	Price Chopper #1	157	248	210										615	736	-121	-16.44%	796	-181	-22.74%
20	Price Chopper #2	103	210	138										451	268	183	68.28%	488	-37	-7.58%
21	School Trippers	37	2,435	19,093										21,565	17,075	4,490	26.30%	22,269	-704	0.00%
18	Sunday Service	735	443	537										1,715	1,203	512	42.54%	1,511	204	13.48%
26	Other	4,286	-	-										4,286	7,856	-3,570	-45.44%	7,674	-3,388	-44.15%
56	Milton Commuter	1,558	1,679	1,403										4,641	3,947	694	17.57%	4,073	568	13.93%
76	Middlebury Link	1,321	1,342	1,312										3,975	3,341	634	18.98%	3,711	264	7.11%
86	Montpelier Link	10,015	10,162	9,357										29,534	28,013	1,521	5.43%	30,361	-827	-2.72%
96	St. Albans Link	1,231	1,570	1,433										4,234	3,758	476	12.67%	3,977	257	6.47%
46	116 Commuter	353	396	384										1,133	973	160	16.48%	1,016	117	11.55%
36	Jeffersonville Commuter	580	730	821										2,130	2,194	-64	-2.90%	2,206	-76	-3.43%
SUBTOTAL		171,979	186,833	207,335	0	0	0	0	0	0	0	0	0	566,147	554,975	11,172	2.01%	588,475	-22,328	-3.79%

FY18 GMT Rural Ridership by Month

Number of Service Days																FY18 YTD	FY18 YTD	FY17 YTD			
Saturday		4	4	5											13	14	13				
Sunday		5	4	5											14	13	13				
Weekday		21	23	20											64	63	64				
School Days		0	3	19											22	22	22				
																Difference (FY19-FY18)			Difference (FY19-FY17)		
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY19 YTD	FY18 YTD	Riders	%	FY17 YTD	Riders	%	
80	City Route Mid-day	2,013	2,319	2,106										6,438	6,720	(282)	-4.2%	6,505	(67)	-1.0%	
81	Barre Hospital Hill	2,824	3,134	2,727										8,685	7,452	1,233	16.5%	7,417	1,268	17.1%	
82	Montpelier Hospital Hill	2,084	2,181	1,815										6,080	5,508	572	10.4%	5,692	388	6.8%	
83	Waterbury Commuter	830	888	923										2,641	2,753	(112)	-4.1%	2,824	(183)	-6.5%	
84	US 2 Commuter	595	633	597										1,825	1,945	(120)	-6.2%	1,808	17	0.9%	
85	Hannaford Shopping Special	193	190	96										479	690	(211)	-30.6%	726	(247)	-34.0%	
87	Northfield Shuttle	48	89	95										232	268	(36)	-13.4%	229	3	1.3%	
88	Capital Shuttle	532	405	347										1,284	150	1,134	0.0%	0	1,284	0.0%	
89	City Commuter	3,170	3,319	2,745										9,234	9,414	(180)	-1.9%	9,788	(554)	-5.7%	
90	Plainfield Shuttle	44	69	53										166	186	(20)	-10.8%	190	(24)	-12.6%	
91	Hospital Hill Demand Response	95	121	86										302	341	(39)	-11.4%	161	141	87.6%	
92	Montpelier Circulator	1,061	1,145	1,237										3,443	3,991	(548)	-13.7%	3,889	(446)	-11.5%	
93	Northfield Commuter	613	692	696										2,001	1,841	160	8.7%	1,550	451	29.1%	
100	Route 100 Commuter	586	647	815										2,048	1,808	240	13.3%	2,188	(140)	-6.4%	
108	Mountain Road Shuttle	0	0	0										0	0	0		0	0		
102	Morrisville Loop	359	409	310										1,078	1,071	7	0.7%	1,172	(94)	-8.0%	
103	Morrisville Shopping Shuttle	257	301	334										892	751	141	18.8%	911	(19)	-2.1%	
109	Tuesday Shopping Shuttle (FGI)	73	64	58										195	176	19	10.8%	198	(3)	-1.5%	
110	St.Albans DT Shuttle	1,940	2,075	1,802										5,817	5,744	73	1.3%	5,142	675	13.1%	
115	Alburg-Georgia Commuter	592	715	528										1,835	1,519	316	20.8%	1,590	245	15.4%	
116	Richford-St.Albans Commuter	574	649	495										1,718	1,872	(154)	-8.2%	1,671	47	2.8%	
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	1,472	0	0										1,472	2,384	(912)	-38.3%	1,367	105	7.7%	
SUBTOTAL		19,955	20,045	17,865	0	0	0	0	0	0	0	0	0	57,865	56,584	1,281	2.3%	55,018	2,847	5.2%	
Total		19,955	20,045	17,865	0	0	0	0	0	0	0	0	0	57,865	38,776	19,089	49.2%	35,860	22,005	61.4%	
Capital District		16,776	16,542	14,982	0	0	0	0	0	0	0	0	0	48,300	32,529	15,771	48.5%	30,322	17,978	59.3%	
Franklin/Grand Isle		3,179	3,503	2,883	0	0	0	0	0	0	0	0	0	9,565	6,247	3,318	53.1%	5,538	4,027	72.7%	