

Green Mountain Transit Board Minutes

Date: November 21st, 2017

Time: 7:30 am

Place: GMT Board Room

15 Industrial Parkway, Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston

Tom Chittenden, Vice Chair, South Burlington

Denis Barton, Secretary, Shelburne

Catherine Dimitruk, Treasurer, Franklin County

Katherine Miles, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Robert Moore, Commissioner, Lamoille County (via phone)

Bob Buermann, Commissioner, Grand Isle County

Phil Pouech, Commissioner, Hinesburg (via phone)

Paul Bohne, Commissioner, Essex

Dan Currier, Commissioner, Washington

Mark A. Sousa, General Manager

Bob Young, Director of Operations

Jon Moore, Director of Maintenance and Planning

Michelle Daley, Director of Finance

Jamie Smith, Marketing and Public Affairs Manager

Jordan Nelle, Controller

John Robinson, HR Coordinator

Kimberly Wall, Grants Manager

Alma Hebib, Executive Assistant

Members of the Public:

Ross McDonald, VTrans

Not Present:

Raghu Acharya, Commissioner, Winooski

Chapin Spencer, Commissioner, Burlington

Bonnie Waninger, Commissioner, Washington County

1. Open Meeting

Chair Kaynor opened the meeting at 7:32 am. A quorum of the Board was present.

2. Adjustment on the Agenda

The Board requested to add an additional item reviewing the financials before reviewing item 7 on the agenda. This will be added as item 6.5.

3. Public Comment

No public comment.

4. Consent Agenda

Chair Kaynor made a motion to hold the minutes from the Consent Agenda and was seconded by Commissioner Bohne. All were in favor and the minutes were held from the Consent Agenda. The Board discussed errors in the minutes and with those changes, a motion to approve the Consent Agenda was made by Commissioner Bohne and seconded by Commissioner Buermann. All were in favor and the Consent Agenda was approved.

5. NextGen Update

Jon Moore, Director of Maintenance, discussed the NextGen updates and progress with the Nelson Nygaard consultants. Mr. Moore is working with the consultants to finalize service scenarios. The capital district scenarios will be finalized this week or early next week and will be incorporated with the other service scenarios. The recommendations will be presented to the Board in December.

The next step for the NextGen project is stakeholder and public outreach. Staff are working to solicit stakeholder and public feedback. Other next steps include working on cost neutral scenarios, fare analysis and ridership estimates with the Nelson Nygaard consultants. In January, there will be modifications to service scenarios proposed to stakeholders and the public. In February the service scenarios will be brought to the Board for review and approval.

6. Strategic Goals

Secretary Barton discussed the new draft of the Strategic Goals with the Board. He requested feedback from the Board on the goals and objectives and any possible modifications. Chair Kaynor assigned committees to work on specific goals which will be proposed at future committee and board meetings.

Commissioner Dimitruk mentioned that on goal #1, there was a discussion about the Montpelier Transit Center as well as other changes. Mr. Sousa stated they would look at the notes from the Finance Committee meeting and add that in. There was also a discussion about adding more information to goal #9.

6.5 Review of FY17 Audit Report

Michelle Daley, Director of Finance, reviewed the FY17 draft financial statements with the focus of the conversation on Statement B which is the Statement of Activities for the year ending June 30, 2017. The focus of the conversation was the operating loss for the rural system of \$361,288.13. Mrs. Daley explained to the Board that there was a Medicaid overpayment of \$200,000 which took staff by surprise when they were notified of this by the Department of VT Health Access in July 2017. Mrs. Daley went on to explain that the July packet contained the May financials that showed an operating loss of \$103,522. She pointed out that had the overpayment had been known about much earlier in the year the May statements would have stated a deficit of \$357,590. The Medicaid overpayment issue was masking the true operating cost for our rural system. Ms. Daley further explained the complexity of the closing process for the agency. It takes staff 3 months to finalize the financial reports. Mrs. Daley explained that after this incident she has put procedures in place to avoid this happening in the future.

7. FY18 Operating and Capital Adjustment*

Mrs. Daley, reviewed the FY18 Operating and Capital Adjustments for Urban and Rural. Mrs. Daley also briefly discussed outlook of the funding for FY18 and into FY19, grants and Urban and Rural Budgets. The Board wishes to discuss possible options within FY18 to reduce the deficit. Commissioner Buermann made a motion to defer this item until the next meeting and this was seconded by Katherine Miles. All were in favor and we have deferred #7 for the next meeting.

8. FY19 Operating and Capital First Review

Mrs. Daley, reviewed the FY19 Operating and Capital first draft budget which included a brief discussion on the Urban and Rural Capital Plan/Budget. Mrs. Daley was given the go ahead to hold the public meeting on the budget with the board voting to adopt after that process.

9. Board Survey

Chair Kaynor reviewed the survey with the Board. Participation increased from the year before with 15 out of 20 Board members responding to the survey. Chair Kaynor stated that the overall findings of this year's showed improvement from last year's results. Results showed more consistency among the responses this year as well. Members of GMT's staff also participated in the survey and their results tracked in line with the Boards.

10. GM & Committee Reports

Chair Kaynor requested that "Commissioner comments" be changed to "Commissioner comment and announcements" for future Board meetings.

General Manager Update: Mark Sousa, General Manager, discussed RouteMatch with the Board. Route Shout is up and running in both urban and rural locations. There was an issue on the urban side regarding estimated time of arrival, for which they have found a solution.

Mr. Sousa discussed the four new electric buses. They will not be available until after July due to VTrans funding issues.

Mr. Sousa discussed the winter clothing drive stating it was very successful. The Teamsters Union donated \$500 worth of clothing.

Mr. Sousa also discussed that the updates with Medicaid are going well and that GMT is working with SSTA to schedule a time to discuss mutual concerns.

The Finance Committee met and discussed the FY17 actual reports, FY18 Adjusted Capital and Operating budgets, FY19 draft budget, fund balance and Medicaid updates.

The Leadership Committee met and discussed the GM evaluation process. Chair Kaynor stated that this process will start in January and should be finished in the beginning of March. The GM evaluation will use a 360 review method.

The Operations Committee has not met this month. They will be meeting December 4th in Berlin at 9:30 AM. All Board members are encouraged to visit the Berlin facility.

The Strategy Committee met and discussed the capital project timeline, funding model and working on GMT's mission statement. The Strategy Committee expects to meet every month.

11. Adjourn

Commissioner Chittenden made a motion to adjourn, seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 9:43 am.

Respectfully Submitted,

Denis Barton, Secretary