

Green Mountain Transit Board Minutes

Date: February 21, 2017

Time: 7:30 AM

Place: GMT

15 Industrial Parkway
Burlington, VT 05401

Present:

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

Mark Sousa, Interim General Manager
Jon Moore, Director of Urban Operations
Michelle Daley, Director of Finance
Trish Redalieu, Director of Administrative & Support Services
Bill McCarty, Director of Maintenance
Donna Rae Decatur, Director of Rural Operations
David Armstrong, Planning Manager
Alain Hirsch, Transit Planner
John Robinson, Human Resources Coordinator
Jordan Posner, ADA Mobility Manager
Jamie Smith, Marketing Coordinator
Katie Mischke, Marketing Coordinator
Matt Kimball, Procurement and Capital Projects Manager
Patty Chadwick, Office Manager
Sheryl Asper, Customer Service Representative
Christine Lamore, Customer Service Representative Supervisor
Rob Slingerland, Driver and Union Steward
Bob Chagnon, Mechanic
Mike Slingerland, Mechanic
Ron Fleming, Mechanic
Rodney Devarney, Body Technician
Toney Driver, Custodian

Members of the Public:

Bonnie Waninger, Alt. Washington County
Amy Brewer, Alt. Williston
Ross McDonald, VTrans
Geoff Slater, Nelson Nygaard
Eryn Rosenblum, Nelson Nygaard
Sam Wright, Nelson Nygaard

Nadine Barnicle, Nelson Nygaard
Peter Keathing, CCRPC
Eleni Chruchill, CCRPC
Marian Wolz, CVRPC

Not Present:

1. Open Meeting

Chair Kaynor opened the meeting at 7:33 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

There were no adjustments to the agenda.

3. Public Comment

Chair Kaynor introduced Amy Brewer, the new Alternate for Williston. During public comment several GMT employees spoke on behalf of Mark Sousa for the position of General Manager. They all relayed the same message pertaining to Mark's relationship with the company and the employees. He communicates with all levels within the organization and goes out of his way to address issues brought to his attention. He always keeps the employee's best interests in mind. Chair Kaynor informed the Board that at the Leadership Committee meeting a petition was submitted with 83 employee signatures in support of Mark Sousa as General Manager.

Secretary Barton entered at 7:36 AM.

4. Consent Agenda

A motion to approve the Consent Agenda was made by Commissioner Dimitruk and seconded by Vice Chair Chittenden. Commissioner Pouech spoke on the check register and the column with explanations. He said that each item either have an explanation or remove the explanation column. Vice Chair Chittenden offered an idea of a spread sheet format that would allow for the information to be easily sorted. Chair Kaynor noted that on pages 36 and 37 the header was the incorrect date. All were in favor and the Consent Agenda was approved.

5. GM Job Description

Chair Kaynor informed the Board that the Leadership Committee had reviewed the job description and made minor adjustments to include the input from the previous Board meeting discussion. Secretary Barton also informed the Board that the Operations Committee reviewed the description as well. Commissioner Garabedian spoke on his concern that there was no requirement for pervious transit experience. After discussion the Board agreed that "transit experience preferred" should be added under qualifications.

A motion to amend the job description to include "transit experience preferred" was made by Commissioner Garabedian and seconded by Commissioner Sharrow. All were in favor and the amendment was approved.

A motion to accept the job description as amended was made by Secretary Barton. The motion was seconded by Vice Chair Chittenden. All were in favor and the amended job description was accepted.

6. GM Transition (possible executive session)

Commissioner Dimitruk made a motion: "Given that Mark Sousa was runner-up when GMT performed a national General Manager search two years ago; and given that he has since served GMT well as Assistant General Manager and Interim General Manager; and in consideration of his Board interview and in-depth reference checks, she moved to authorize the GMT Board Chair to enter negotiations with Mark Sousa to be appointed to the vacant position of General Manager of GMT. Commissioner Sharrow seconded the motion. All were in favor and the motion was accepted.

Secretary Barton made a motion to enter executive session to discuss personal matters with the inclusion of Mark Sousa and was seconded by Commissioner Miles. The motion was amended to invite the Alternate Commissioners present and

Trish Redalieu, Director of Administrative and Support Services. All were in favor and the motion was approved and the Board entered executive session at 7:52 AM.

Commissioner Dimitruk made a motion to exit executive session and was seconded by Commissioner Spencer. The motion was approved and the Board exited executive session at 8:19 AM.

7. Jeffersonville Update

David Armstrong, Planning Manager, gave an update on the current status of the Jeffersonville Commuter. The service will continue as planned until the end of June 2017, when the current funding ends through federal, state and local match. The upcoming year will require the three towns of Jericho, Underhill and Cambridge to match the service cost. At the start of the service each town was asked to set aside good faith escrow to continue the service at the end of the funding. As of now only Jericho has shown full interest in continuing the service. They have set aside \$14,000 in their general budget for the service in the upcoming year. Work continues with both Underhill and Cambridge in securing the funds to move ahead with the route. A better idea of funding will come after local town meetings are held. Mr. Armstrong will return to the Board with the possible scenarios after town meeting days' end.

8. Marketing Update

Jamie Smith, Marketing Coordinator, gave an update on the marketing across the company. She spoke on the recent success of projects like the Canal Street Veterans Housing fundraiser with COTS that just wrapped up. Dealer.com and GMT have continued their relationship and Dealer.com is now fully funding employee passes within their organization. It has been such a hit that GMT interviewed 8 riders from Dealer.com and Ms. Smith showed a clip of one interview. Seasonal service has been a big focus as well, working with Mad River Valley they helped execute a punch pass program. GMT promoted an unlimited pass for \$20.00. GMT also paired up with Froggy 100.9 in a giveaway of Jack Johnson tickets and on the 20th they interviewed riders at seasonal bus stops. GMT also has produced all new bus map and guides for each location. As the weather improves they will continue the vinyl change over from CCTA and GMTA signs to GMT. Some buses have begun the transformation already.

9. Nelson Nygaard Presentation

Geoff Slater, Nelson Nygaard Principal, did a project overview of what the Board should expect throughout the CSA study over the next year. Mr. Slater explained the end goal of this study is to form a system that works better together and stronger than before, while better serving existing riders and attracting new riders. Mr. Slater explained there are six key steps in the successful execution of the process: public engagement, analyzing existing service, conducting market analysis, developing visions with goals and objectives, developing scenarios, and developing the recommended plan. The timeline projects a finish date in December, however, Commissioner Spencer did ask if that date could be moved up. In December the Board is finishing up the upcoming year's budget and would like the opportunity to work in any required financial recommendations that the study suggests for fiscal year '18. Commissioner Garabedian asked how the study will help combat the dropping ridership numbers due to low gas prices. Mr. Slater explained that the study will focus on areas to increase convenience for riders while competing against other forms of transit including driving. The first Advisory Ad Hoc Committee meeting was scheduled to start at the end of Board meeting.

10. Gm & Committee reports (Including Quarterly Strategic Goals update)

Chair Kaynor started by explaining that this meeting he had requested that each Committee give their quarterly strategic goal updates. The Strategic Goals were developed back in December with the idea that the document would be a living document with updates to be added along the way. Chair Kaynor would like to compare the original document at the end of the year to the adjusted one. Leadership Committee has added the UITP conference under Goal Seven: Improve Board Development. In addition, Leadership added under Goal Five, Objective B; engage in external stakeholders, *partners* and organization with similar objectives.

Strategy Committee did not meet this month. At this time Strategy has had minimal discussion on Goal Two. Currently Goal Five is underway with the CSA study. Talks with UVM regarding Goal Four have fallen short but the committee plans on readdressing it.

Operations spoke on the SSEPP. It has been completed and approved. Vermont Gas has completed an audit and now Operations is waiting the completion of the electric audit. Currently Goal Six, increase ridership by 3% annually, is not being met. Operations will continue to work on ridership through marketing and feedback from the CSA study. Operations met on the 20th and reviewed the employee surveys, along with the PIP.

Finance Committee met on February 14th, and begun talks on reviewing and adjusting the purchasing policy. At this time, it will be delayed, as they are waiting on the new changes to come down from the FTA in April. They will hold off any adjustments until the new policies are issued. They are currently waiting on software to be purchased to begin work on the capital project plan. Mr. Sousa said there will be more news on the progress of the software by the end of this week. Treasure Powers spoke on the need to readdress the Finance Committee membership. At this time they are seeking commissioners to join the committee. Chair Kaynor asked anyone interested in joining to please speak with him.

Commissioner Sharrow asked that the staff supply each committee member with their town ridership reports to help communicate any information requested during town meeting days.

13. Adjourn

Vice Chair Chittenden made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 9:50 AM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Denis Barton', written over a horizontal line.

Denis Barton, Secretary