



GMT Board Minutes

Date: October 16, 2018
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
Chapin Kaynor, Commissioner, Williston
Katherine Miles, Commissioner, Burlington
Bob Buermann, Commissioner, Grand Isle County
Chapin Spencer, Commissioner, Burlington
John Sharrow, Commissioner, Milton
Catherine Miles, Commissioner, Burlington
Catherine Dimitruk, Commissioner, Franklin County – (via phone)
Robert Moore, Alternate Commissioner, Lamoille County (via phone)
Phil Pouech, Commissioner, Hinesburg - (via phone)
Dan Currier, Commissioner, Washington County – (via phone)
Tasha Wallis, Commissioner, Lamoille County – (Via phone)

Mark A. Sousa, General Manager
Michelle Daley, Director of Finance and Grants
Patricia Redalieu, Director of Human Resources
Jon Moore, Director of Maintenance and Planning
Jordan Posner- ADA coordinator
Jamie Smith, Marketing and Public Affairs Manager
Kimberly Wall, Grants Manager
Matt Kimball, Capital Projects Manager
Matthew Young, Administrative Support Specialist

Members of the Public:

Amy Brewer, Alternate Commissioner, Williston
Ross McDonald, VTrans
Maggie Roddy, Public

Not Present:

Ebony Kirkland, Commissioner Winooski

1. Open Meeting-

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



2. Adjustment to the Agenda-

Past Chair Kaynor asked that "Board Retreat" be changed to "Board Meeting" on Page 2 of the agenda.

Commissioner Spencer entered 7:34 am

3. Public Comment-

Past Chair Kaynor commented that he was glad to see a slight increase in ridership but concerned that ridership on the Jeffersonville Commuter has decreased.

There was discussion on the ridership reports.

Commissioner Brewer entered 7:37 am

Commissioner Wallace 7:38 am (via Phone)

Commissioner Pouech suggested that Commissioners be provided with a list of talking points to use for public meetings to ensure all Commissioners are on the same page.

4. Consent Agenda –

Past Chair Kaynor made a motion to approve the consent agenda excluding the Finance and grants report and the meeting minutes from September. Secretary Barton seconded the motion. All were in favor and the consent agenda was approved excluding Finance and grants report and the meeting minutes from September.

Finance and grants report –

Commissioner Dimitruk requested that the Board defer action on this report until the November 2018 Board meeting. This will allow the Finance Committee to meet and discuss this report on two occasions before the November 2018 Board meeting. The reasoning behind this request will be elaborated on during agenda item six. There was no objection to deferring this to the next meeting, the Finance and grants report was deferred until the November 2018 Board Meeting.

Vice Chair Waninger requested that the September Board Retreat minutes be updated to include a question she asked on agenda item 7 of that meeting. Chair Chittenden requested the minutes be deferred and agenda item seven be updated, to include Vice Chair Waninger's question, for review at the November 2018 Board Meeting. There were no objections from the Board, the September Board Retreat Minutes were deferred until the November 2018 Board Meeting.

5. Mad River Valley Service (MRV)*-

Mr. Moore presented the MRV service change proposal that was included in this month's Board Packet. As suggested in the NextGen plan, Mr. Moore wanted to note that these changes are being made with the support of the Regional Planning Commission and were accepted at the public meetings as well.

There was discussion on the plan.



Mr. Moore stated that route # 17 will be eliminated due to very low ridership or no ridership in this section.

Commissioner Waninger commended GMT staff for their hard work with Sugarbush staff to make these changes as beneficial to both organizations as possible.

Commissioner Moore requested that we make a note in today's minutes that state the public's support of these changes due to this not being stated in the minutes from those meetings.

Commissioner Currier assured the Board that these changes have been well received by the public.

There was discussion on the proposed changes.

Secretary Barton made a motion to approve the Mad River Valley Service changes as proposed after considering the public comments received. Commissioner Buermann seconded the motion, all were in favor and the MRV service changes were approved as presented.

6. FY 18 Year End Financial Discussion-

Mr. Sousa opened the floor to Ms. Daley to present the FY18 Year End Report.

Ms. Daley presented the FY18 Year End Report. Ms. Daley informed the Board that the rural side of GMT is at a deficit of \$441,000, \$79,000 of which can be attributed to our Medicaid service. Ms. Daley stated that the urban side of GMT is in the black due to overdrawing about \$300,000 more from the 5307 grant than we were originally awarded for FY18. Ms. Daley stated that GMT is in an unsustainable position to continue services at current levels. GMT has been using the fund balance to compensate for deficits each year.

Commissioner Wallis requested Ms. Daley to provide more information on the rural deficit.

Treasurer Bohne informed the Board that when CCTA and GMTA merged there was about 1.3 million dollars in combined fund balances. This is how GMT has been able to sustain operating levels at a deficit until now.

Ms. Daley informed the Board that when leadership changed at VTrans in 2012 GMT was required to return \$500,000 from the combined fund balance to VTrans through a reconciliation process.

Mr. Sousa informed the board that since 2014 GMT has had a total of a 1.4% increase in state funding for the existing services in our rural region, however our costs have increased 10.3%.

Commissioner Moore asked if GMT request more funding each year due to inflation.



Ms. Daley replied that GMT requests the necessary funding needed to maintain the existing services, however with the State's budgets they have not been able to keep pace with inflation. The increases requested by staff are not always approved based on the conditions in Montpelier.

Treasurer Bohne informed the Board that the Finance Committee will be meeting on October 30th as well as their regularly scheduled meeting on November 13th 2018 to discuss FY18 as well as FY19 and FY20.

Commissioner Dimitruk expressed concern to the Board as to why our financial reports do not show deficits before the auditors review them. Commissioner Wallis would like to discuss financials more at future Board Retreats.

Mr. Sousa informed the Board that the Finance and grant report will be a stand-alone item on each month's agenda going forward it will not be included in the Consent Agenda.

Chair Chittenden and Commissioner Spencer recalled at a previous meeting being told there would be around a \$362,000 deficit.

Vice Chair Waninger stated that she was of the understanding that we had \$362,000 deficit but it would come in closer to \$100,00 at the end of FY18.

Commissioner Wallis exited the meeting at 8:24 am

7. VTrans Statewide Management Report-

Mr. McDonald gave the Board an overview of the Statewide Management Report that VTrans is required to perform every three years. Mr. McDonald informed the board that VTrans moved \$200,000 from the FY19 Urban budget and moved it to the FY19 Rural budget to try to make up for some of the Rural deficit in FY19.

There was discussion on moving of funds from Urban to Rural.

Secretary Barton asked how GMT finances compare to other agencies in the state.

Mr. McDonald informed the Board that he will organize a presentation for the board that will allow the Board to compare to other agencies.

Mr. McDonald stated that it has been very beneficial meeting with Mr. Sousa and Ms. Daley each month; and that GMT has good managers. Mr. McDonald also informed the Board that he was selected to represent VTrans on a committee that is looking at the opioid crisis.

Commissioner Spenser asked if VTrans could provide Commissioners with a copy of the Management Report.

Mr. McDonald replied that he could provide copies.



Commissioner Dimitruk congratulated Mr. McDonald for receiving a National Rural Mobility Award.

8. Strategic Goals Discussion-

Mr. Sousa informed the Board that Mr. Young had sent a link to LA Metros Strategic Plan prior to the Board Meeting. Mr. Sousa would like to structure GMT's Strategic plan like this with five major goals that are set by the Board and staff will fit our current goals into these five overarching goals. Mr. Sousa asked the Board for input.

Commissioner Brewer exited the meeting at 8:45 am

Secretary Barton expressed concern on how comprehensive Metro's plan was and how much staff time would be taken to adapt it. Secretary Barton asked about GMT's Transit Development Plan (TDP) consideration in this process.

Mr. Sousa informed the Board that he is looking into combining the rural and urban TDP to have one TDP for GMT as a whole.

Commissioner Kaynor stated his appreciation of the work that staff have put into the current Strategic plan. This shows that staff are taking more action and being more management as opposed to board lead.

There was discussion on the plan.

9. Funding Source Discussion –

Mr. Sousa informed the Board that he has been working with Jamie Feehan to create a white paper of questions that he will provide to Commissioners to use as reference in discussions this election season.

Chair Chittenden asked what these conversations should focus on.

Mr. Sousa replied these conversations should focus on the need for funding not the source of funding at this time.

Commissioner Spencer asked if we will have a proposed timeline and scope in November? Who are our supporters? Also, that we should spend time at the November Board Meeting discussing this item.

Mr. Sousa informed the Board that this will be on all committee agendas for the foreseeable future.

10. 1 Industrial Parkway Improvements –

Mr. Kimball presented a slide show on the improvements that have been completed at 1 Industrial including: adding the ramp to connect 1 Industrial and 15 Industrial, paving on the front and back apron of 1 Industrial and lot striping.



There was discussion the project.

General Manager Report

- A. RouteMatch- Mr. Sousa informed the Board that RouteMatch is installing beacons at the DTC to work with the bay signs.
- B. Electric Buses – Mr. Sousa informed the Board that he will be meeting with vendors this week to discuss final price and warranties on the bus batteries. Mr. Sousa should have an award letter for Board approval at the November 2018 Board Meeting.
- C. Cutaway buses – Mr. Sousa informed the Board that they are also working with vendors on purchasing cutaways and minivans for use in the rural area and should have an announcement of the vendor selected and delivery schedule for the November 2018 Board Meeting.
- D. All Earth Renewables – Mr. Sousa informed the Committee that he met with All Earth Renewable President/CEO David Blittersdorf and rode one of their trains.
- E. Board Retreat Recap – Mr. Sousa informed the Committee that Ms. Redalieu will begin the training to become a certified appreciative inquiry instructor for GMT staff.
- F. Mr. Sousa informed the Board that GMT will be having an employee appreciation BBQ on October 18th and invited all Commissions to attend if available.

Finance Committee Report

Commissioner Bohne informed the Board that everything finance committee discussed was already discussed at today's meeting

Leadership Committee Report

Chair Chittenden informed The Board that Leadership had preliminary discussion on updating GMT's advertising policy.

Chair Chittenden also stated that he is looking for a new Commissioner to join the SSTA/GMT joint committee due to Commissioner Dimitruk having to step out due to scheduling conflicts.

Operations Committee Report

Commissioner Barton informed the Board that the ridership reports from RouteMatch are almost ready to be used for information purposes. The Committee also worked on new charts to display trend data from the information from the performance improvement plan.

Strategy Committee Report

Commissioner Buermann informed the Board that the new strategic plan was discussed as well as funding source that was discussed in today's meeting.



12. Adjourn –

Commissioner Kaynor made a motion to adjourn, Commissioner Spencer seconded the motion to adjourn. All were in favor, the meeting adjourned at 9:27 am.

Respectfully Submitted,

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

Denis Barton, Secretary