

Green Mountain Transit Board Minutes

Date: April 18, 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 (Via Phone)

Rob Moore, Commissioner, Lamoille County (Via Phone)

Bob Buermann, Commissioner, Grand Isle County

Katherine Miles, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Raghu Acharya, Commissioner, Winooski

Phil Pouech, Commissioner, Hinesburg

Harold Garabedian, Commissioner, Washington County (Via Phone)

Mark Sousa, General Manager

Jon Moore, Director of Operations and Planning

Michelle Daley, Director of Finance

Trish Redalieu, Director of Administrative & Support Services

Steve Carlson, Project Development Manager

David Armstrong, Planning Manager

Bob Young, Urban Operations Manager

Jamie Smith, Public Affairs and Marketing Manager

Matt Kimball, Procurement and Capital Projects Manager

John Robinson, Human Resources Coordinator

Members of the Public:

Amy Brewer, Alternate, Williston

Bonnie Waninger, Alternate, Washington County

Karla Munson, Alternate, Hinesburg

Not Present:

Marti Powers, Treasurer, Essex

1. Open Meeting

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

2. Adjustment of the Agenda

There were no adjustments to the agenda.

3. Public Comment

Commissioner Pouch started by introducing Karla Munson as the new Alternate from Hinesburg. Alternate Munson expressed that today marked the five-year anniversary for the Hinesburg route. The town will be holding a potluck on April 28th in honor of the service.

Jon Moore, Director of Operations and Planning, introduced the newest member of the operations team, Bob Young, Operations Manager. Mr. Young explained he was looking forward to working as part of the team.

4. Consent Agenda

Vice Chair Chittenden asked to hold the Ridership Report for questions. Commissioner Dimitruk moved to approve the consent agenda with the removal of the ridership report and was seconded by Commissioner Buermann. All were in favor and the Consent Agenda was approved with the removal of the Ridership Report.

Vice Chair Chittenden asked the Board if the ridership drop should be a concern and be monitored going forward. Through Board discussion they all agreed it does swing based on fuel costs and weather. Across the nation there is a ridership reduction and GMT seems to be right in line with the decrease. The Board does hope to see an increase in ridership through suggestions from the NextGen Study and increased marketing. The Board is open to ideas, such as community focused marketing and employment based marketing. Those areas have the largest growth and stability moving ahead.

Vice Chair Chittenden made a motion to adopt the Ridership Report and was seconded by Commissioner Dimitruk. All were in favor and the Ridership Report was adopted.

5. CSA/NextGen Update

Mr. Moore reviewed a handout on the current progress of the NextGen study. He wanted to inform the Board of the internal responsibilities which have changed since the start. Mr. Moore will oversee the project management. David Armstrong, Planning Manager, will be head of all planning. Mr. Sousa, Mr. Moore and Mr. Armstrong will all be members of the Advisory Group.

Mr. Moore spoke on the one-on-one stakeholder interviews being conducted by Nelson Nygaard. Members of the Board would like to see a larger pool of interviewees for the one-on-one meetings. There are many stakeholders not represented in the current list. Mr. Armstrong assured the Board this was the initial list and it will lead to gathering more information and better input of whom else will need to be interviewed. Currently, this list was narrowed down to twelve to begin communication. The Board wants to keep in mind increased time this would cause the study, so they're open to setting up a group meeting to gather more input or conduct an electronic survey. The Board does not want to leave out any stakeholders willing to participate and GMT needs public support to make any long term changes. The Board also feels that an increased Advisory Committee can help in having input across the service area. Mr. Moore is working on increasing the bi-monthly Advisory Committee to monthly, with increased membership by stakeholders.

6. Jeffersonville Commuter Update

Mr. Moore and Mr. Armstrong gave the Jeffersonville update. Mr. Moore attended the Cambridge meeting and the \$14,000 was approved to continue the service until June 2018. This came with a large push from the Cambridge Conservation Commissioner and the surveys they conducted. This now leaves the route short by \$9,000. Mr. Moore spoke to the Board about proposed changes that could better the route due to the low ridership. Mr. Moore will be speaking with the town clerk to address and propose the changes. Board discussion members felt that this may not be the correct time to reduce trips after getting the full funding amount from the town. They would prefer to keep it running until the end of the NextGen study and see what findings come of it. Chair Kaynor does wish for a sit down with the Underhill Select Board to address the remaining deficit. This would need to come before any funding through GMT could be considered or approved.

7. Medicaid Update

Mr. Sousa gave an update on the VPTA contract standings. It seems now that the contract was short by half a million dollars to run under current conditions. With rates ranging from \$40.32 to \$21.85 per member per month, the cost to run the program for certain organizations may be too high. With revenue sharing not an option, some organizations may lose money under the current contract. VPTA is meeting Thursday the 20th to discuss more. Mr. Sousa will come to the Board in May with a better understanding of what to expect. The Board asked for a presentation from VPTA or DIHVA to better understand their reasoning by the choices made.

8. Volunteer Policy

Trish Redalieu, Administrative and Support Services, and Mr. Sousa explained how they compiled the Volunteer policy. There were many conversations with other agencies on volunteer policies and how they administered them. Currently, there is a staff member volunteering, who is very active in his personal life, who wishes to oversee the program. The policy was reviewed by the Operations Committee and a name change was requested to better show employee involvement. The Board had discussions on the approval process and what are appropriate and inappropriate uses of volunteer time. Also, a list of approved volunteer programs would be beneficial for the staff to choose from. The Board was in strong support of the policy and Chair Kaynor would like it to come back to the Board for approval with those changes.

9. Staff Evaluations

Mr. Sousa started by explaining that employee evaluations have not been completed in the past two years. He wants to bring it back but with a new approach. After creating the foundation of the job, each manager will meet quarterly with their employee's one-on-one for a review. This allows for conversational sit downs with the employees on a more regular basis. It is more of a positive approach to the traditional yearly review. Each employee completes a few questions to engage their interest before the sit down. Secretary Barton asked if it will be written up in the employee handbook. Ms. Redalieu explained, currently, only a summary of the review process is in the handbook. Ms. Redalieu will be sending over the format to the lawyer for review and ask for advice on entering it into the handbook.

10. Electric Bus Update

Mr. Sousa spoke on the electric bus currently being tested in the fleet. It is the second week of drivers using it in rotation with the diesel buses. The drivers have been very supportive of the bus and all seem to adapt quickly to the different driving conditions. Once the demo is complete the data from the three test agencies will be combined for review. Later this afternoon, a press conference will be held with Burlington's Mayor Weinberger and Burlington's Electric Department General Manager Neale Lunderville. Besides the cost difference between diesel and electric, the current concerns for GMT are facility up-fitting and mechanic training. With the technology ever-changing GMT will keep an eye on the near future to find the right fit for the company.

11. DTC Update

Jamie Smith, Public Affairs and Marketing Manager, and Michelle Daley, Director of Finance, ran a slide show of photos from the start to finish of the construction of the DTC.

Mr. Sousa informed the Board that the sewer line problem has been corrected and confirmed that there was a five-year warranty. He also informed the Board that they received confirmation that the stock pile of dirt stored at 1 Industrial can be used. He is just waiting for a formal letter from the State before anything is done.

12. GM & Committee Reports

Mr. Sousa informed the Board that he has begun speaking with Bill Kelly, the Union Agent, for the upcoming negotiations for the Maintenance contract.

Route Match has begun correcting the recent issues with Route Shout. One by one they are reentering the stops to ensure accuracy. Once this is done the Rural software will begin to go live.

The search for the Director of Maintenance has been narrowed down to three finalists with second interviews taking place this week.

The Bridge project has been placed on hold under the new administration with the state no longer interested in funding the project.

Leadership Committee was very alarmed by the amount of issues Route Match has gone through since the rollout when reviewing the GM report and feels they may need to be leaned on to get it corrected.

Strategy Committee did not meet this month. They will be moving to a bi-monthly meeting schedule unless otherwise needed.

Operations Committee has been reviewing different ideas on how to gather information on users and non-users of the service. Members of the Board would find it beneficial to break it down into Urban and Rural findings along with researching who has been lost as riders. The rebrand process is on track and moving ahead. Next month Operations hopes to bring the new Absentee Policy to the Board. They have also been working on new formats to display the performance reports to the Board.

13. Adjourn

Commissioner Dimitruk made a motion to adjourn and was seconded by Vice Chair Chittenden. All were in favor and the meeting adjourned at 9:38 AM.

Respectfully Submitted,



Denis Barton, Secretary