

## GMT Board Minutes

Date: October 18, 2016

Time: 7:30 AM

Place: GMT

15 Industrial Parkway

Burlington, VT 05401

### **Present:**

Chapin Kaynor, Chair, Williston

Rob Moore, Vice Chair, Lamoille County (Via Phone)

Marti Powers, Treasurer, Essex (Via Phone)

Chapin Spencer, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Tom Chittenden, Commissioner, South Burlington

Bob Buermann, Commissioner, Grand Isle County

Harold Garabedian, Commissioner, Washington County (Via Phone)

Katherine Miles, Commissioner, Burlington

Karen Walton, General Manager

Mark Sousa, Assistant General Manager

Donna Rae Decatur, Director of Rural Operations

Michelle Daley, Director of Finance

Trish Redalieu, Director of Administration and Support Services

Bill McCarty, Director of Maintenance

David Armstrong, Planning Manager

John Robinson, Human Resources Coordinator

Jordan Posner, ADA Management Coordinator

### **Members of the Public:**

Daryl Straw, Future Planning

Antoine Williams, Plan Investment Advisor

Thomas Murray, Vermont Gas

### **Not Present:**

Denis Barton, Secretary, Shelburne

Catherine Dimitruk, Commissioner, Franklin County

Raghu Acharya, Commissioner, Winooski

Kim Parker, Commissioner, Hinesburg

### **1. Open Meeting**

Chair Kaynor opened the meeting at 7:35 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 took a moment to introduce the newly appointed commissioner for Burlington, Katherine Miles. Chair Kaynor also took a moment to thank General Manager, Karen Walton and the GMT staff for their efforts and participation in the grand opening of the DTC.

#### **4. Consent Agenda**

A motion to approve the Consent Agenda with the removal of the Minutes was made by Commissioner Buermann and seconded by Commissioner Chittenden. All were in favor and the Consent Agenda was approved with the removal of the Minutes.

Commissioner Buermann asked to adjust the Strategy committee report to better reflect the staff's efforts in the continued improvement of user friendliness.

Commissioner Chittenden noted two grammatical errors on page five, under item nine.

Commissioner Buermann made a motion to accept the meeting Minutes with the noted corrections. Commissioner Chittenden seconded. Commissioner Miles abstained and all others were in favor. The Minutes were approved with the noted corrections.

#### **5. GMT Retirement Plan Proposed Changes**

Michelle Daley, Director of Finance, Daryl Straw, Future Planning and Antoine Williams, Plan Investment Advisor all spoke on the presented pension plan changes. In order to add additional investments, the plan platform needed to be updated. Daryl Straw recommended the Charles Schwab platform. The proposed plan was reviewed by the Finance Committee and they too recommend the current plan be changed to the Charles Schwab plan. It will save on money and increase efficiencies for staff on current areas of oversight, such as, tax filings, distributions and loan processing.

Commissioner Chittenden made a motion to accept the pension plan changes as presented. Commissioner Sharrow seconded. All were in favor and the motion to approve the pension plan was approved.

#### **6. CNG Fuel Recommendation (Goal 4)**

Mark Sousa, Assistant General Manager, presented the CNG fuel recommendation. Financial considerations played a significant role in the recommendation presented. The CNG Ad Hoc Committee reviewed the bids and after all the consideration they have recommended the next bus purchase be diesel. With the recommendation of a five year contract it does allow the Board to revisit alternative fuel options if the situation changes.

Thomas Murray of Vermont Gas spoke of his views on the use of natural gas. He understands the committee's decision but wanted to stress the fact that a window is closing for help in the conversion to a natural gas fleet. Vermont Gas has money set aside to help build a refueling station but it may not be there the next time GMT is ready to consider the option of natural gas.

The Board discussed further into what was reviewed and how the recommendation was decided. Mr. Sousa did explain that with the purchase of diesel it would allow for them to secure more buses in the purchase.

A motion to accept the report as presented was made by Commissioner Sharrow and seconded by Commissioner Buermann. All were in favor and the report was accepted as presented.

#### **7. Bus Purchase Recommendation & Approval**

Mr. Sousa spoke on the recent RFP for the new bus purchases. GMT partnered with VPTA and the State of New Hampshire for the RFP to help buying power for 125 vehicles over five years. It came down to Gillig and Eldorado for the best and final prices. After reviewing the approved equals, it was found that Gillig was able to offer the better pricing and options. Through the negotiation process they also agreed to waive the PPI for the first two years. With Gillig buses in the current fleet, it allows for the inventory of parts on hand to be used, thus adding to the savings. Gillig has agreed to produce the first twelve buses within twelve months of ordering.

Commissioner Spencer made a motion to approve the bus purchase through Gillig. The motion was seconded by Commissioner Chittenden. All were in favor and the motion to approve the bus purchase through Gillig was approved.

### **8. Marketing Plan Discussion & Approval (Goal 6)**

Trish Redalieu, Director of Administration and Support Services, presented the Fiscal year 2017 Marketing Plan. Ms. Redalieu spoke on the target demographics and their importance to the growth of the agency. A discussion on how the marketing plan could better address the year-over-year ridership loss took place. Ms. Redalieu explained surveys will be added as part of the DTC's Wi-Fi allowing GMT to better understand the riders and their needs. Ms. Walton also explained more information will be gathered with the system analysis study.

Commissioner Buermann made a motion to approve the Marketing Plan and was seconded by Commissioner Sharrow. All were in favor and the Marketing Plan was approved.

### **9. Medicaid Update (Goal 1)**

Ms. Walton informed the Board that VPTA was selected as the provider for Medicaid in the State of Vermont. Mr. Sousa will attend a VPTA meeting tomorrow to see what this means for GMT. By next month they should be able to present more information on the current status.

### **10. System Analysis Vendor Update (Goal 3)**

Mr. Sousa spoke on the current state of the RFP for the system analysis. Four vendors responded with bids and staff have narrowed it down two. Staff will start negotiations with the preferred vendor and a contract may be available for review at the next Board meeting. The analysis will cover all five counties of service.

### **11. MTicketing Update (Goal 2)**

Mr. Sousa explained that all bids are in. A comparison of the bids prices was completed. Currently they are reviewing two options. The first option is a fixed cost and the second option is a variable cost. Now they have begun reviewing the contracts. There is still work to be done on the process but staff hopes to have more information to bring to the Board at the next meeting.

### **12. Assistance Dog Policy Change Discussion (Goal 6)**

Ms. Walton reviewed the current policy for service animals with the Board. The ADA has stated only two types of animals may be used as service animals; dogs or small horses. The FTA has stated it may be any type of animal. There are only two questions one may ask regarding a service animal, "Is this a service animal" and "What is it trained to do". Ms. Walton would like to change the policy to better serve the passengers who may have communication issues. Ms. Walton would like to just ask "Is this a service animal". This will minimize the interaction and avoids the potential of drivers engaging in conversations that may infringe on protected rights. Ms. Walton will provide the Board with more information at the next Board meeting.

Commissioner Spencer exited at 8:53 AM.

### **13. GM & Committee Reports**

Ms. Walton gave the GM update and informed the Board that they're working on a RFP Scope for the LEED Platinum campus. There are many unique ideas out there and she is excited to see what may come in the bids.

RouteShout has been launched and seems to be working with few if any bugs.

The DTC is now running under Operations and we have received positive feedback. Jordan Posner, A.D.A Coordinator met with his ADA committee at the DTC. They were able to point out some items that can be addressed to better accommodate and comply with ADA regulations.

Leadership Committee will work on their strategic goals for next month. Chair Kaynor also informed the Board that they will begin the Board evaluations in the coming month.

Strategy Committee was previously covered during the meeting.

Operations Committee has blended in recommendations from the last Board retreat for the strategic goals. They continue to update the PIP and also have begun to review the Safety, Security and Emergency Preparedness Plan (SSEP) provided to them by Mr. Sousa.

Finance Committee informed the Board that the auditors were on site for four days. This year they seemed to focus on the process and polices due to the recent changes to the Super Circular. The audit is not complete yet. They are now working off site.

Commissioner Chittenden exited at 8:55 AM.

**14. Adjourn**

Commissioner Buermann made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 9:12 AM.

Respectfully Submitted,



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Denis Barton, Secretary