

GMT Board Minutes

Date: September 20, 2016

Time: 8:15 AM

Place: Williston Town Hall
7900 Williston Road
Williston, VT 05495

Present:

Chapin Kaynor, Vice Chair, Williston
Rob Moore, Vice Chair, Lamoille County
Denis Barton, Secretary, Shelburne
Marti Powers, Treasurer, Essex
Catherine Dimitruk, Commissioner, Franklin County
John Sharrow, Commissioner, Milton
Tom Chittenden, Commissioner, South Burlington
Bob Buermann, Commissioner, Grand Isle County
Paul Bohne, Alternate, Essex
Raghu Acharya, Commissioner, Winooski
Kim Parker, Commissioner, Hinesburg
Bonnie Waninger, Alternate, Washington County
Chapin Spencer, Commissioner, Burlington

Karen Walton, General Manager
Mark Sousa, Assistant General Manager
Jon Moore, Director of Urban Operations
Donna Rae Decatur, Director of Rural Operations
Trish Redalieu, Director of Administrative and Support Services
Michelle Daley, Director of Finance
David Armstrong, Planning Manager
Bill McCarty, Director of Maintenance
David Hamblin, IT Support Specialist
Jamie Smith, Marketing & Outreach Manager
John Robinson, Human Resources Coordinator

Members of the Public:

Mike Noel
Infinite Culcleasvne
Amy Rast, VTrans
Ross MacDonald, VTrans
Barbara Donovan, VTrans

Not Present:

Harold Garabedian, Commissioner, Washington County

1. Open Meeting

Chair Kaynor opened the meeting at 9:00 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

There were no adjustments to the agenda.

Commissioner Spencer entered at 9:02 AM.

3. Public Comment

There was no public comment.

4. Welcome to Williston

Chair Kaynor gave thanks to the Select Board of Williston for allowing GMT to hold their annual Board retreat within the town hall. Terry McCaig, Williston Select Board, welcomed both GMT Board members and staff to the town of Williston. Mr. McCaig gave a brief background on the history of the current town hall. He also expressed his appreciation of the newest routes within the town of Williston and talked about his use of the service.

5. Board Training by Mike Noel (Strategic Goal 7)

Mike Noel, Trainer, gave a presentation on "Boards That Perform". He spoke on the many responsibilities that fall on board members and the fine balance that must be found through a business model but with a charity's mindset. Mr. Noel explained best practices that lead to a successful board and was very happy with the current practices that GMT has been following. Mr. Noel praised the current Board for their accomplishments. He explained he has done many trainings across the country and only a few transit companies have shown such strong growth and financial stability.

Commissioner Dimitruk entered at 9:45 AM.

Chair Kaynor and Karen Walton, General Manager, recognized Commissioner Dimitruk on her two years of service as the Board Chair. Chair Kaynor presented a plaque to Commissioner Dimitruk thanking her for her service. All in attendance gave Commissioner Dimitruk a round of applause.

During the Board training Barbara Donovan of VTrans also spoke on some of the recent success of GMT. Ms. Donovan touched on the recent grant that was awarded for 3.9 million dollars to help secure the purchase of ten new buses for the Burlington location. Ms. Donovan reviewed Vermont transit services and the important role GMT plays for the state of Vermont. She explained that GMT serves just over fifty percent of the state. Service is very strong and the organization does a great job tracking and modifying routes to ensure the best service possible.

Commissioner Dimitruk exited at 12:22 PM.

6. Consent Agenda

Commissioner Chittenden requested to pull the Maintenance report from the Consent Agenda, Commissioner Sharrow requested to pull the previous month's Minutes from the Consent Agenda and Chair Kaynor requested to pull the Performance report from the Consent Agenda. Secretary Barton made a motion to approve the Consent Agenda with the removal of the Maintenance report, Minutes and the Performance report. The motion was seconded by Commissioner Chittenden. All were in favor and the Consent Agenda was approved with the removals.

Commissioner Chittenden asked the Board if they felt it was necessary to review preventable and non-preventable accidents in the monthly Consent Agenda. The Board agreed that it was information they wished to see. Commissioner Chittenden made a motion to accept the Maintenance report as presented and was seconded by Vice Chair Moore. All were in favor and the Maintenance report was approved.

Commissioner Parker entered at 12:35 PM.

Commissioner Sharrow had a question regarding the opening date for the DTC stated in the previous month's Minutes of September 23rd. At the time of the last meeting the DTC was estimated to open on September 23rd, however, the opening date has been pushed back to meet Senator Leahy's schedule. Commissioner Sharrow made a motion to accept the minutes as presented and was seconded by Commissioner Chittenden. All were in favor and the minutes were approved.

Ms. Walton spoke on the new format of the Ridership reports that better expresses the Performance report. Ms. Walton worked with David Armstrong, Planning Manager, to better format the information presented to the board for Ridership

report. There has been a decline in ridership, Ms. Walton explained, but it seems to be in line with other transit companies across the country. The mild winter and warmer summer also has contributed to the decline of service.

Chair Kaynor made a motion to accept the Performance report and Commissioner Chittenden seconded. All were in favor and the Performance report was accepted.

7. FY17 adjusted Capital and Operating Budget approval

Michelle Daley, Director of Finance, reviewed recent adjustments to both the Capital and Operating budgets for both Urban and Rural. Ms. Daley was seeking approval for the proposed adjusted Capital budget of \$5,680,200 for Urban and \$318,818 for Rural. She also was seeking approval for the proposed adjusted Operating budget of \$14,261,359 for Urban and \$6,561,467 for Rural. Treasurer Powers made a motion to approve the budgets as presented and Commissioner Chittenden seconded the motion. All were in favor and the adjusted budgets for both Operations and Capital were approved.

8. IT Update

David Hamblin, IT Support Specialist, reviewed the current email address change. All email addresses are in the process of changing to @ridegmt.com. All staff members of GMT have updated their email addresses and the Board has begun their updates as well.

Mark Sousa, Assistant General Manager, and Jamie Smith, Marketing Coordinator, gave a presentation on the software Route Shout. This software allows passengers to locate their bus in real time from a mobile device or desktop. The software is not currently live for the public but plans to roll it out with the opening of the DTC are still on track. This is just one more feature of Route Match that GMT plans to use to enhance user friendliness.

Ms. Smith also presented the new GMT website. The new website RideGMT.com went live this week. Both CCTAride.org and GMTAride.org will now forward users to the new website. Ms. Smith walked the Board through some of the new features along with the navigation of the new website.

9. GM & CNG Ad Hoc monthly update

Ms. Walton gave her GM report and started with the Carbon Footprint study. Both Ms. Walton and Mr. Armstrong presented at the University of Vermont to recruit a class to conduct the study. Although the class did not select their presentation, UVM is still interested in the possibility helping with the study.

Ms. Walton updated the Board on the RFP status for bus purchases and believes they could be ordering buses by October.

The System Analyses Study produced four bids and GMT has been able to reduce it down to two bids. The two firms were interviewed last week and additional information has been requested. Staff hopes to have a vendor to present at the October Board Meeting.

The MTicketing bids have also been received and staff are compiling comparative data for the next Board meeting.

Chair Kaynor gave the update on the CNG Ad Hoc committee. They met twice in the month of September. They plan to present their report at the next Strategy meeting, and to bring it to the next month's Board meeting.

10. Annual Committee Reports on FY16 Strategic Goals

Each Board committee reviewed their completed goals for the year.

Finance had a great financial audit along with great progress on the capital planning for the next ten years.

Operations has continued to grow and the committee will continue to modify the Performance Improvement Plan as changes occur. Operations also acknowledges the inception of the ADA Advisory Board.

Strategy reviewed the progress of GMT staff's continued improvement of user friendliness with the roll out of the new website and the soon to be open Downtown Transit Center.

Leadership reviewed the success of the whole organization highlighting items such as, the start to finish of the DTC, the 1 Industrial purchase and planning, relocation of the FGI call center, the five year contract agreement with the Urban Drivers and the roll out of Route Match and soon to follow Route Shout.

11. FY17 Strategic Goals Discussion

The Board reviewed a draft of the proposed goals and objectives for fiscal year 2017. This year the Board has elected to combine two goals to bring the total of goals to 8 for the year. The proposed goals for the year are; Enhance Financial Security, Enhance User Friendliness, Use Sustainable Energy to Minimize Environmental Footprint, Become a Leader for Integrated Transportation Systems, Increase Ridership by 3%, Improve Board Development; and have GMT be Viewed as an Important Asset in the Community. The Board brainstormed each goal, and created new objectives and strategies for each goal.

Secretary Barton exited at 2:20 PM

Commissioner Chittenden exited at 2:35 PM

12. Adjourn

Commissioner Beurmann made a motion to adjourn and was seconded by Treasure Powers. All were in favor and the meeting adjourned at 3:30 PM.

Respectfully Submitted,



Denis Barton, Secretary