

## GMT Board Minutes

Date: April 17, 2018  
Time: 7:30 AM  
Place: GMT Board Room  
15 Industrial Parkway  
Burlington, VT 05401

### **Present:**

Chapin Kaynor, Chair, Williston  
Tom Chittenden, Vice Chair, South Burlington  
Denis Barton, Secretary, Shelburne  
Paul Bohne, Treasurer, Essex  
Katherine Miles, Commissioner, Burlington  
John Sharrow, Commissioner, Milton  
Bob Buermann, Commissioner, Grand Isle County  
Chapin Spencer, Commissioner, Burlington  
Bonnie Waninger, Commissioner, Washington County  
Phil Pouech, Commissioner, Hinesburg (phone)  
Catherine Dimitruk, Commissioner, Franklin County (phone)  
Robert Moore, Commissioner, Lamoille County (phone)  
Robert Millar, Alternate Commissioner, Winooski

Mark A. Sousa, General Manager  
Bob Young, Director of Operations  
Jon Moore, Director of Maintenance and Planning  
Trish Redalieu, Director of Human Resources  
Michelle Daley, Director of Finance and Grants  
Jamie Smith, Marketing and Public Affairs Manager  
Kimberly Wall, Grants Manager  
Matt Kimball, Capital Projects Manager  
Rachel Kennedy, Senior Transit Planner  
Katie Lavallee, Marketing Coordinator  
Devin Mason, Transit Planner

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

Amanda Holland, Alternate Commissioner, Franklin County and Grand Isle County (Phone)  
Ross MacDonald, Vermont Agency of Transportation (VTrans)

#### **1. Open Meeting**

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

#### **2. Adjustment to the Agenda**

There were no adjustments to the agenda.

Previous Alternate Commissioner Millar attended on Winooski's behalf as the newly appointed Commissioner Ebony Nyoni and Alternate Ray Coffey were not able to attend.

*Commissioner Spencer entered at 7:34 AM.*

#### **3. Public Comment**

No public comment.

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

Chair Kaynor entertained a motion to accept the Consent Agenda with the holding of the March 2018 Board Minutes and Finance/Grants/Project Report, moved by Secretary Barton and seconded by Commissioner Miles and all were in favor.

In the March 2018 Board Minutes under "12. GM Evaluation\*", move the second and third paragraphs to "11. GM & Committee Reports", under "Commissioner Comments and Announcements".

Commissioner Spencer asked about the decrease in the indirect cost rate noting it decreased by 10% and asked if this would impact our ability to drawdown funds. Ms. Daley, Director of Finance and Grants, stated the indirect cost rate will decrease as the direct costs increase. Commissioner Spencer asked if this would create a financial concern and Ms. Daley stated she wasn't concerned at this time that the indirect cost rate fluctuates from year to year but has been fairly stable in the last few years. Chair Kaynor asked about the budget projections through the remainder of FY18 and Ms. Daley stated we are on pace with what was projected.

Commissioner Waninger asked about the plan regarding Jordan Nellé, Controller's, vacated position. Ms. Daley stated they are actively working to fill the position.

Commissioner Spencer made motion to approve the Finance Report and minutes as amended, seconded by Commissioner Miles and all were in favor.

#### **5. Board Business**

##### Strategic Plan

Ms. Kennedy, Senior Transit Planner, will be formatting the Strategic Plan and Mr. Sousa, General Manager, will present it to the Committees. Mr. Sousa asked that at Chair Kaynor's request, each committee please report back to the Board quarterly on their progress with the Strategic Goals.

##### Board Elections

Chair Kaynor provided a reminder that Officers of the Board are up for election, effective July 1, 2018. Please communicate interest to Chair Kaynor. Voting will take place at the June 2018 Board Meeting.

#### **6. NextGen Update**

Mr. Moore, Director of Maintenance and Planning, and Ms. Kennedy's recommendations, structured in a three-phased approach, were well received by the NextGen Advisory Committee. Changes that came from the NextGen Advisory Committee meeting will be incorporated; the only service change is to recommend keeping the Hannaford Shopping Special.

The Board of Commissioners will be provided the updated recommendations and given one month to ask questions and provide feedback. An overview presentation will be given at the May 2018 Board Meeting and further feedback will be incorporated. Mr. Moore stated they are still on track to seek Board of Commissioner approval at the June 2018 Board Meeting.

A second round of public meetings is being planned to seek more targeted feedback.

Chair Kaynor asked if Jeffersonville Commuter (#46) changes could be implemented sooner. Mr. Sousa said the Jeffersonville Commuter (#46) outreach/marketing campaign laid out in the Marketing and Public Affairs Report, would be implemented by the end of FY18.

#### **7. Customer Service Survey Update**

Ms. Kennedy explained the origin-destination pairs for trips to the seven core communities in the Customer Service Survey. Planning will be utilizing the variables from the report to track progress and integrate the metrics with the Strategic Goals.

Mr. Moore stated that AM data was flipped and utilized as PM data and vice versa. Commissioner Moore feels that is an overbroad assumption being made. Vice Chair Chittenden asked for the logic behind this methodology to be explained in greater detail please.

Mr. Moore and Ms. Kennedy stated that a representative sample was taken and increased to match daily ridership. Commissioner Moore does not feel this data can accurately be projected to rural areas like Morrisville.

Secretary Barton expressed concern with measuring progress, specifically on frequency/reliability, scheduling, and technology/interface, and addressing unhappy passengers concerns, if we only conduct the survey every two years. Mr. Sousa explained the budget constraints but offered proactive ways to address Secretary Barton's concerns including tabling events. Jamie Smith, Marketing and Public Affairs Manager, said we can work with Burlington Telecom to feed surveys to riders utilizing the DTC wifi.

#### **8. Medicaid Discussion**

Leadership from the Vermont Public Transportation Association (VPTA), Department of Vermont Health Access (DVHA) and Deputy Commissioner Michael Costa and his staff met recently. An agreed upon rate was negotiated with DVHA: the rate was adjusted from \$28.85 to \$34.00 PMPW.

Chair Kaynor expressed concern with the payment structure: some individuals take 35 trips per month. Ms. Daley agreed: we are seeing 5-8 new clinic riders per week. Mr. Sousa said this would be looked at again at the end of the year. Chair Kaynor thanked Mr. Sousa and staff for providing stabilization.

#### **9. RouteMatch / RouteShout Update**

Mr. Sousa provided RouteMatch a 30-day notice to cure all issues presented with the fixed-route software/applications. The hope is that RouteMatch corrects the issues in that timeframe. Commissioner Bohne asked Mr. Sousa what is Plan B. After making a specific finding that premature general knowledge would clearly place GMT at a substantial disadvantage, the Board of Commissioners sought to table the discussion and enter Executive Session later in the Board Meeting.

#### **10. Audit RFP Update**

Mr. Sousa updated the Board that staff conducted four reference checks on RHR Smith & Company, all producing positive results. GMT awarded the audit contract to RHR Smith & Company.

#### **11. GM & Committee Reports**

##### General Manager Update

Mr. Sousa and staff met with VTrans and the City of Montpelier to form an operations and maintenance agreement for the Montpelier Downtown Transit Center. GMT will operate the facility, VTrans will get a Congestion Mitigation and Air Quality Improvement (CMAQ) grant to cover expenses for three-years and the City of Montpelier agreed to the local match. Ground breaking will be in June 2018, with an anticipated operational date of Autumn 2019.

Mr. Sousa said GMT recently got word from VTrans that there is full funding to update Berlin's facility.

##### Finance Committee

Treasurer Bohne stated the Finance Committee discussed Medicaid and Ms. Wall, Grants Manager, went over the grants closed out for FY17. They talked about audit services and Treasurer Bohne asked the Board of Commissioners to please be mindful that there are only a small number of qualified firms to conduct our audit. The Board of Commissioners needs to rely on GMT staff to ensure there is adequate auditor rotation by RHR Smith & Company.

#### Leadership Committee

Paratransit recommendations will be made by the next Board Meeting. Vice Chair Chittenden requested the recommendations please be sent out more than four days prior to allow the Board to thoroughly review.

#### Operations Committee

Mr. Sousa introduced GMT's new Transit Planner, Mr. Mason, to the Board of Commissioners. The Board of Commissioners welcomed Mr. Mason.

Operations Committee discussed the Performance Improvement Plan (PIP) and GMT's aging fleet, particularly in the rural areas.

#### Strategy Committee

Strategy Committee discussed Dedicated Funding Sources. They will defer to Ms. Kennedy and Mr. Mason next month.

#### Commissioner Comments and Announcements

Alternate Commissioner Millar made a request to change the time of the Board Meeting. This will be taken up by the new board officers after the June elections.

### **12. Rural Operations Negotiations and RouteMatch**

Mr. Sousa has sent dates to the Union; negotiations will begin in May 2018.

Commissioner Waninger made a motion to enter Executive Session at 9:18 AM, inviting Mr. Sousa, Ms. Daley and Ms. Redalieu, , to discuss rural operations negotiations after making a specific finding that premature general public knowledge would clearly place GMT at a substantial disadvantage, seconded by Commissioner Buermann and all were in favor. Commissioner Bohne made a motion to exit Executive Session at 9:55 AM, seconded by Vice Chair Chittenden and all were in favor.

Commissioner Waninger made a motion to enter Executive Session at 10:00 AM, inviting Mr. Sousa, to discuss RouteMatch after making a specific finding that premature general public knowledge would clearly place GMT at a substantial disadvantage, seconded by Vice Chair Chittenden and all were in favor. Commissioner Bohne made a motion to exit Executive Session at 10:14 AM, seconded by Commissioner Waninger and all were in favor.

### **13. Adjourn**

Vice Chair Chittenden made a motion to adjourn and was seconded by Commissioner Waninger. All were in favor of the meeting adjourned at 10:15 am.

Respectfully Submitted,



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Denis Barton, Secretary