



**Green Mountain Transit Board of Commissioners Meeting  
April 20, 2021 - 7:30 a.m.  
101 Queen City Road, Burlington VT 05401**

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*The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit oriented development, and enhance the quality of life for all.*

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**Due to current social distancing measures, this meeting will be held entirely virtually.**

**To join the meeting via Zoom:**

Video Conferencing: <https://us02web.zoom.us/j/89305968523>

Audio Only: (646)-558-8656

Meeting ID: 893 0596 8523

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:35 a.m. 4. Consent Agenda (Action Item)
  - a. March 16, 2021 Board Meeting Minutes **Pages 3-10**
  - b. Check Register **Pages 11-17**
  - c. Finance Report **Pages 18-32**
  - d. Planning, Marketing and Public Affairs Report **Page 33**
  - e. IT Support, Administrative Support, Training and HR Report **Pages 34-37**
  - f. Ridership Reports **Pages 38-39**
- 7:40 a.m. 5. VTrans Update & FY20 Route Performance Report Presentation
- 8:00 a.m. 6. General Manager Report – Updates and Opportunity for Questions on the Report **Pages 40-41**



- 8:10 a.m. 7. Board Committee Reports
- 8:20 a.m. 8. Fund Balance Policy Update Presentation (Action Item) **Pages 42-45**
- 8:35 a.m. 9. FY22 Zero-fare Policy Discussion (Action Item) **Pages 46-48**
- 8:50 a.m. 10. June 2021 Service Changes Discussion (Action Item) **Pages 49-54**
- 9:15 a.m. 11. Executive Session: 1 VSA 313(a) (1) (b), labor relations agreements with employees.
- Is there a motion to find that premature public knowledge regarding Collective Bargaining negotiations would place GMT at a substantial disadvantage?*
- Is there a motion to enter executive session pursuant to 1 VSA 313(a) (1) (b) to discuss labor relations agreements with employees?*
- 9:25 a.m. 12. General Commissioner Comments
- 9:30 a.m. 13. Adjourn

Next GMT Board of Commissioners Meeting Date: May 18, 2021

## NOTES

- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Jamie Smith at 802-540-1098 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.

1 **Green Mountain Transit Board of Commissioners**  
2 **Meeting March 16, 2021 - 7:30 a.m.**  
3 **101 Queen City Road, Burlington VT 05401**  
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5 *The mission of GMT is to promote and operate safe, convenient,*  
6 *accessible, innovative, and sustainable public transportation services in*  
7 *northwest and central Vermont that reduce congestion and pollution,*  
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9 *for all.*  
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12 **Attendees**

13 **Board of Commissioners**

14 Commissioner Waninger, Chair  
15 Commissioner Davis, Vice-Chair  
16 Commissioner Baker  
17 Commissioner Bohne  
18 Commissioner Brewer  
19 Commissioner Buermann  
20 Commissioner Derenthal  
21 Commissioner Dimitruk  
22 Commissioner Gallagher  
23 Commissioner Kaynor  
24 Commissioner Polyte  
25 Commissioner Pouech  
26 Commissioner Sharrow  
27 Commissioner Spencer

28 **GMT Staff**

29 Jon Moore – General Manager  
30 Chris Damiani – Transit Planner  
31 Devin Mason – Transit Planner  
32 Pam McDonald – Accounting Coordinator  
33 Trish Redalieu – Director of Human Resources  
34 Jamie Smith – Director of Planning and Marketing  
35 Kimberly Wall – Grant Manager

36 **Members of the Public**

37 Ross MacDonald – VTrans  
38 Spencer Smith  
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41 **Open Meeting**

42 Commissioner Waninger opened the meeting at 7:30 AM.

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44 **Adjustment of the Agenda**

45 No adjustments

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47 **Public Comment**

- 48 • Would like to see some of VTrans bus funding used for cutaway buses, not just Gilligs
- 49 and other larger buses.
- 50 • Would like to see a robust PR campaign to regain ridership after vaccine rollout is more
- 51 advanced, reassuring passengers that the buses are safe to ride.
- 52

53 **Consent Agenda (Action Item)**

- 54 • Commissioner Bohne requested correction to spelling of last name (misspelled as
  - 55 “Bohn”) in February minutes.
  - 56 • Commissioner Bohne motioned to approve consent agenda with aforementioned
  - 57 correction.
  - 58 • Commissioner Davis and Commissioner Pouech seconded.
  - 59 • Passed without opposition, abstention, or further discussion.
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82 **VTrans Update**

- 83 • Received \$6.3 million in American Recovery funding.
- 84 • Triennial management review is in session.
- 85 • VTrans is studying fare-free revenue scenarios.
- 86 • VTrans soon plans to launch a “Return to Ride” campaign to attract passengers to mass transit post-pandemic.
- 87
- 88 • **Commissioner Waninger:** Is the revenue study focused on the replacement sources for revenue? **Ross MacDonald:** this would be at least a component of the study.
- 89
- 90 • **Commissioner Davis:** Is there any interest in re-evaluating how fare-free subsidies are used (e.g. investing in increased frequency over elimination of fare)? **Ross MacDonald:**
- 91 This is considered annually. But with the current state of travel (likely to extend after
- 92 containment of the pandemic, as some may continue working from home), new
- 93 commuter routes are less likely.
- 94
- 95 • **Commissioner Davis** expressed concern that, with GMT’s current provision of service,
- 96 many who cannot use the service would still be subsidizing it. Is there a way that fare-
- 97 free service could be targeted towards those who most need it? **Ross MacDonald:** What
- 98 may be feasible is targeting service tiers for fare elimination. Perhaps local routes would
- 99 go fare-free while LINK Express routes continue to charge a fare. Additionally, fare-free
- 100 service may also assist in attracting pre-pandemic passengers, as well as new ones,
- 101 after the pandemic is contained.
- 102
- 103 • **Commissioner Gallagher:** Fare-free status on LINK routes may be just as important as
- 104 on local routes, if not more so, as many LINK passengers are choice riders who may see
- 105 extra incentive to use the bus if it is free. It may be a good way to attract drivers to mass
- 106 transit. **Ross MacDonald:** An additional advantage of fare-free service is that
- 107 passengers do not need to worry about remembering the fares for specific routes, and
- 108 eliminating the step of fare-payment is likely to accelerate boarding, thereby aiding with
- 109 schedule adherence.
- 110
- 111 • **Commissioner Davis** concurred with Commissioner Gallagher but also indicated that,
- 112 for many, the schedule and/or frequency are a barrier to entry, one on which cost has
- 113 little to no bearing. Reiterated suggestion that fare-free service be targeted to individuals
- 114 who need it the most, so as to strike a balance between service-expansion and fare-free
- 115 service.
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**General Manager Report – Updates and Opportunity for Questions on the Report**

- General Manager, Jon Moore, discussed various new and existing measures surrounding safety during the pandemic.
- Collective bargaining negotiations begin this week and will continue for three weeks.
- GMT will receive roughly \$7.7 million in American Rescue funding.
- **Commissioner Derenthal:** What are the restrictions for this funding? Would it be restricted to operational expenses, or could it be used for capital expenses as well (such as electric buses)? **Jon Moore:** The funding is first intended for operational costs, especially reinstating any furloughed during the pandemic. If money remains after such expenses, GMT may be able to use it for capital expenses.
- **Commissioner Waninger** thanked Jon Moore for work on obtaining reimbursement from Proterra, due to a programming issue resulting in surcharges from the Burlington Electric Department.
- **Jon Moore:** Proterra has identified a third-party vendor to program GMT’s charges such that a plugged-in bus will charge only during off-peak times, even if the bus is plugged in during peak times. GMT is withholding 10 percent of the payment on this system until fully satisfied that the contractual requirements have been met.

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165 **Board Committee Reports**

- 166 • Strategy – Commissioner Buermann  
167 ○ Committee discussed transit strategy plan review with consultant Stephen Falbel.  
168 • Operations – Commissioner Sharrow.  
169 ○ Working on finalizing performance dashboard.  
170 ○ Discussed potential areas of concern with regards to the transportation of school  
171 students within GMT’s microtransit area.  
172 • Finance – Commissioner Bohne  
173 ○ Was unable to attend last Finance Committee meeting. Commissioner Dimitruk  
174 provided updates.  
175 ○ Reviewed current budget and discussed changes to paid-time-off agreement.  
176 • Justice, Equity, Diversity, and Inclusion (JEDI) – Commissioner Polyte  
177 ○ Hoping to have a consulting firm to introduce at the April board meeting.  
178 ○ **Commissioner Waninger:** Is the Committee waiting for the consultant to be hired  
179 before adding members to the advisory committee? **Commissioner Polyte:** No,  
180 Jamie Smith is currently working on advertising material to recruit members for the  
181 Advisory Committee.  
182 • Retirement – Nick Foss  
183 ○ Committee did not meet in February. Nick Foss met with legacy retirement provider  
184 ICMARC and was informed that there are currently eight participants in the  
185 program, but that the overall liability is high..  
186

187 **FY21 Quarter Two Financials Presentation**

- 188 • Nick Foss provided an update on quarter two finances.  
189 • **Commissioner Bohne:** For buses that are parked pending engine overhauls, can those  
190 buses simply be disposed of without overhauls if new buses will soon arrive to take their  
191 place? **Jon Moore:** Yes. With service reductions and the upcoming arrival of new buses,  
192 GMT has no plans to overhaul these buses.  
193

194 **General Manager Authority during COVID-19 (possible action item)**

- 195 • Jon Moore provided an update on where General Manager COVID-19 authority has been  
196 used in the past year.  
197 • Commissioner Kaynor motioned to extend General Manager authority, pertaining to  
198 service suspensions and capacity limits, for the duration of Governor’s state of  
199 emergency.  
200 • Commissioner Baker and Commissioner Polyte seconded.  
201 • Motion passed without opposition, abstention, or further discussion.  
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204 **June 2021 Proposed Service Changes - Presentation & Discussion (p.1/2)**

- 205 • Jamie Smith and Chris Damiani provided an update on proposed service changes.
- 206 • **Commissioner Buermann:** Would this eliminate the stop by CCV? **Commissioner**
- 207 **Brewer:** CCV moved to Congress Street and Main Street, currently served by the
- 208 Downtown Shuttle.
- 209 • **Commissioner Dimitruk:** Concerned that lower-income neighborhoods may see a
- 210 reduction in service while wealthier neighborhoods see an increase. Concerned about
- 211 equity issues. **Jon Moore:** The Downtown Shuttle will still serve this location.
- 212 **Commissioner Dimitruk:** Acknowledged, but this is still a degradation of service.
- 213 • **Commissioner Brewer:** Concerned that, for employees working at the industrial park,
- 214 using the LINK requires a longer walk.
- 215 • **Commissioner Kaynor:** For proposed Red Line service to WhiteCap Industrial Park
- 216 (Williston), beware that construction near the intersection of Industrial Avenue and
- 217 Williston Road will begin soon and last for a year, potentially complicating buses'
- 218 negotiating the inbound right turn onto Industrial Avenue.
- 219 • **Commissioner Waninger:** As part of the NextGen Transit Plan, GMT sought to eliminate
- 220 instances in which routes deviated from their main alignment; why, then, are we
- 221 proposing the addition of such a deviation in this case? Also, relating to St. Albans, why
- 222 increase walking distance for some passengers while decreasing it for others? **Jamie**
- 223 **Smith:** The trip to WhiteCap already happens; this is essentially a schedule shift. For St.
- 224 Albans, evidence suggests that passengers are not using the LINK to reach the areas
- 225 that would lose LINK service. **Jon Moore:** Ridership demand is also likely sufficient, and
- 226 there is no sidewalk. **Commissioner Kaynor:** For Williston, this area is not considered
- 227 high-income; it is low-income for Williston.
- 228 • **Commissioner Kaynor:** Concerned that GMT did not remove numbers from the urban
- 229 locals and believes that this may have been the cause for some of the confusion,
- 230 especially since the route numbers do not match the numbering of the roadways on
- 231 which they operate (e.g. GMT Route 1 operates on U.S. Route 2). Would like to see
- 232 color-coding remain while de-emphasizing interlining. **Jamie Smith:** The color-coded
- 233 routes are often more difficult for people to understand than numbers, if they have
- 234 reading issues or their first language is not English. Additionally, some are accustomed to
- 235 the previous numbered system.
- 236 • **Commissioner Derenthal:** Outreach process after changes have been decided? **Jamie**
- 237 **Smith:** Surveys, whose results will be presented to the board.
- 238 • **Commissioner Derenthal:** Do we have subscriber lists? **Jamie Smith:** Yes.
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243 **June 2021 Proposed Service Changes - Presentation & Discussion (p.2/2)**

- 244 • **Commissioner Waninger:** What is the outreach process for people whose first language  
245 is not English? **Jamie Smith:** GMT will likely be working with a translation service.
- 246 • **Commissioner Pouech:** Would lines still be color-coded on the service maps and  
247 schedules? **Jamie Smith:** Yes.
- 248 • **Commissioner Kaynor:** Will previously interlined routes keep their color-coding on the  
249 map (e.g. Routes 1 and 7 being red)? **Jamie Smith:** No.
- 250 • **Commissioner Sharrow:** Curious to know what transfer of Middlebury LINK to  
251 TVT/ACTR would mean for the MCI buses currently used on this route. **Jon Moore:**  
252 Some coaches may go to ACTR, but they may not be interested. Regardless, GMT's fleet  
253 size would be reduced.
- 254 • **Commissioner Buermann:** Would like to see an update on what NextGen efficiencies  
255 GMT implemented, which have been reverted, and what has been learned. **Jamie Smith:**  
256 NextGen changes exist in a previous board retreat document; Planning can indicate, in  
257 that document, which changes have been reversed.

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260 **FY22 Zero-fare Policy Discussion**

- 261 • Jon Moore provided an update regarding zero-fare policy.
- 262 • **Commissioner Kaynor** expressed support for fare-free service over expanding service,  
263 due to the cost of maintaining the fareboxes and the inconvenience to passengers.  
264 Equivocated GMT to a public service, like education, and argued that it should be fare-  
265 free. Also stated that stores should not provide free parking.
- 266 • **Commissioner Sharrow** indicated suspicion that fare likely is not the greatest barrier to  
267 passengers using GMT's system. Not in favor of fare-free service until a good alternative  
268 funding source is identified.
- 269 • **Commissioner Davis:** Opinion sits between that of Commissioners Sharrow and  
270 Kaynor. Would like to see a balance of fare-free for those who need it, as well as  
271 expanded service to attract new riders.
- 272 • **Commissioner Pouech** expressed support for fare-free service for increase ridership but  
273 stated that GMT should also continue to look at the big picture, of which fare-free service  
274 is one part.
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**Executive Session: 1 VSA 313(a) (1) (e), pending or probable civil litigation or prosecution, to which the public body is or may be a party.**

*Is there a motion to find that premature public knowledge of a pending civil litigation to which GMT is a party would place GMT at a substantial disadvantage?*

- Commissioner Baker motioned.
- Commissioner Spencer seconded.
- Motion passed without opposition, abstention, or further discussion.

*Is there a motion to enter executive session pursuant to 1 VSA 313(a) (1) (e) to discuss a pending civil litigation?*

- Jon Moore, General Manager, was invited to executive session.
- Commissioner Baker motioned.
- Commissioner Sharrow Seconded.
- Motion passed without opposition, abstention, or further discussion. Executive session began at 9:32 AM.
- Commissioner Baker motioned to exit executive session with no action taken.
- Commissioner Polyte seconded.
- Motion passed without opposition, abstention, or further discussion.

**General Commissioner Comments**

Tabled for schedule adherence.

**Adjourn**

Commissioner Waninger adjourned the meeting at 9:40 AM. Next GMT Board of Commissioners Meeting Date: April 20, 2021.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1446	M T Wallets, LLC	3/1/21	EFT000000015790	3,000.00	Lease
V1825	Ride Your Bike LLC	3/1/21	EFT000000015791	955.09	
V545	Pitney Bowes - Leasing	3/3/21	93500	126.27	
V1305	Allegiant Care	3/5/21	93574	221,123.00	Insurance
V311	Teamsters Local 597	3/5/21	93501	7,266.00	Union Dues
V279	ABC Bus Companies-Muncie	3/5/21	93502	2,557.89	4 Part Invoices
V1804	Absolute Spill Response LLC	3/5/21	93503	400.00	
V1481	Amerigas	3/5/21	93504	939.73	
V1334	Background Investigation Bureau, LLC	3/5/21	93505	743.00	
V590	Barrett Trucking Co., Inc.	3/5/21	93506	451.24	
V284	Brenntag Lubricants Northeast	3/5/21	93507	1,211.25	2 Part Invoices
V224	Burlington Communications	3/5/21	93508	305.00	
V225	Burlington Electric Department	3/5/21	93509	8,675.90	6 Electric Bills
V1227	Burlington Public Works-NON Water!!!	3/5/21	93510	80.00	
V226	Burlington Public Works-Water	3/5/21	93511	2,666.21	4 Water and Sewer Bills
V1813	CBM US INC	3/5/21	93512	57.16	
V1873	CCR Sales & Service LLC	3/5/21	93513	136.70	
V1876	Central Vermont Medical Center Inc	3/5/21	93514	525.00	
V851	Champlain Medical	3/5/21	93515	300.00	
V220	Class C Solutions Group	3/5/21	93516	646.40	
V1357	CleanPro, Inc	3/5/21	93517	599.46	
V374	Clear Choice Auto Glass, A	3/5/21	93518	390.00	
V1240	ClearChoiceMD	3/5/21	93519	190.00	
V1882	Commercial Door Company LLC	3/5/21	93520	133.87	
V1346	Craig Bushey Enterprises, LLC dba Abba Fuels	3/5/21	93521	1,589.00	2 Furnace Cleaning Invoices
V242	Danform Shoes	3/5/21	93522	504.00	
V401	Dell Business Credit	3/5/21	93523	68.00	
V321	Empire Janitorial Supply Company	3/5/21	93524	60.22	
V250	Fisher Auto Parts	3/5/21	93525	3,085.03	28 Part Invoices
V253	FleetWave Partners, LLP	3/5/21	93526	3,084.00	2 Radio Repeater Invoices
V1347	Foley Distributing Corp.	3/5/21	93527	1,122.50	3 Maintenance Supply Invoices
V394	Formula Ford Inc.	3/5/21	93528	341.85	
V1809	Fraser Tool & Gauge LLC	3/5/21	93529	871.78	
V1814	Fred's Plumbing & Heating Inc.	3/5/21	93530	530.59	
V257	Gillig Corp.	3/5/21	93531	4,586.10	14 Part Invoices
V1129	Global Montello Group Corp	3/5/21	93532	26,697.24	Fuel Urban 2 Invoices
V259	Grainger	3/5/21	93533	744.92	
V715	Green Mountain Electric Supply	3/5/21	93534	75.53	
V260	Green Mountain Kenworth, Inc.	3/5/21	93535	2,236.84	7 Part Invoices
V261	Green Mountain Power	3/5/21	93536	51.80	
V1204	Interstate Batteries	3/5/21	93537	949.84	
V1341	Iroquois Manufacturing Company	3/5/21	93538	5,961.00	Salter and Sander for Berlin
V446	Janek Corporation, The	3/5/21	93539	400.00	
V1859	Jeremy J Becker	3/5/21	93540	1,260.00	Snow Plowing Invoice
V328	Kirk's Automotive Inc.	3/5/21	93541	940.12	
V1880	Kyle Bellavance	3/5/21	93542	850.00	
V620	Lamson's Property Services	3/5/21	93543	1,080.00	Sanding and Snow Plowing Dec-Feb
V1509	Lawson Products, Inc	3/5/21	93544	121.34	
V702	Lincoln National Life Insurance Company, The	3/5/21	93545	11,672.34	Insurance
V274	McMaster-Carr	3/5/21	93546	276.78	
V276	Metalworks	3/5/21	93547	90.75	
V329	Minuteman Press	3/5/21	93548	125.22	
V280	Mutual of Omaha Insurance Co.	3/5/21	93549	14.03	
V792	Myers Container Service Corp.	3/5/21	93550	210.51	
V283	Neopart LLC	3/5/21	93551	1,351.84	3 Part Invoices
V950	Northern ToyotaLift	3/5/21	93552	2,960.18	Repair Invoice
V611	Northwestern Occupational Health	3/5/21	93553	115.00	

V223	O'Reilly Auto Enterprises, LLC	3/5/21	93554	14.71	
V291	Prevost Parts	3/5/21	93555	733.84	
V296	Rouse Tire Sales	3/5/21	93556	5,580.71	4 Tire Invoices
V297	Safety-Kleen Systems, Inc.	3/5/21	93557	133.15	
V299	SB Collins, Inc.	3/5/21	93558	1,063.06	Fuel
V301	Sovernet	3/5/21	93559	1,140.52	IT Invoice
V302	Sports & Fitness Edge Inc.	3/5/21	93560	458.00	
V306	Staples Credit Plan	3/5/21	93561	43.98	
V1883	TDI Repair Facility LLC	3/5/21	93562	265.00	
V186	Tech Group, The	3/5/21	93563	490.00	
V158	Thomas Stacy	3/5/21	93564	150.00	
V273	Transit Holding, Inc.	3/5/21	93565	2,977.78	8 Part Invoices
V1030	UniFirst Corporation	3/5/21	93566	925.30	
V315	United Parcel Service	3/5/21	93567	41.83	
V351	Vantage Press	3/5/21	93568	292.99	
V876	Vehicle Maintenance Program, Inc.	3/5/21	93569	492.42	
V1614	Vt Transportation Brokerage & Logistics	3/5/21	93570	150.75	
V336	W.B Mason Co., Inc.	3/5/21	93571	170.93	
V338	Westaff	3/5/21	93572	597.35	
V251	Wex Fleet Universal	3/5/21	93573	26,056.78	Fuel

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1025	Alter, Charles	3/12/21	93575	94.08	
V1785	Davis Alan	3/12/21	93576	289.52	Volunteer
V1887	Frei Jdi	3/12/21	93577	336.3	Volunteer
V203	Ladd, Joyce	3/12/21	93578	138.88	Volunteer
V585	Nunes, Johenry	3/12/21	93579	44.8	
V181	Owen, Helen	3/12/21	93580	994.56	Volunteer
V1733	Slack, Robert	3/12/21	93581	158.48	Volunteer
V1888	Tri-Valley Transit Inc	3/12/21	93582	294.33	Volunteer
V1865	Young Brittany	3/12/21	93583	86.72	
V279	ABC Bus Companies-Muncie	3/12/21	93584	377.97	
V742	AHC Corp	3/12/21	93585	1,237.00	Lift Repair Invoice
V415	Amazon	3/12/21	93586	3,662.78	21 Office Supply, IT and misc Invoices
V1481	Amerigas	3/12/21	93587	1,415.67	2 Propane Invoices
V214	AT&T Mobility	3/12/21	93588	40.71	
V219	Aubuchon C/O Blue Tarp Financial, Inc.	3/12/21	93589	50.97	
V1334	Background Investigation Bureau, LLC	3/12/21	93590	276	
V1062	Bailey Spring & Chassis	3/12/21	93591	145	
V1685	Barnes, Thomas	3/12/21	93592	153.81	FSA Reimbursement
V284	Brenntag Lubricants Northeast	3/12/21	93593	4,312.41	5 Part Invoices
V224	Burlington Communications	3/12/21	93594	137	
V227	Burlington Telecom	3/12/21	93595	2,116.37	IT Invoice
V228	C.I.D.E.R., Inc.	3/12/21	93596	14,924.08	Medicaid and E & D
V229	Camerota Truck Parts	3/12/21	93597	4,569.44	Transmission Invoice
V1813	CBM US INC	3/12/21	93598	142	
V851	Champlain Medical	3/12/21	93599	200	
V220	Class C Solutions Group	3/12/21	93600	1,908.97	4 Part Invoices
V1240	ClearChoiceMD	3/12/21	93601	95	
V1886	Collier Joseph	3/12/21	93602	109.89	Replacement Paycheck
V928	Conway Office Solutions	3/12/21	93603	182.41	
V242	Danform Shoes	3/12/21	93604	166.5	
V402	Fastenal Company	3/12/21	93605	32.62	
V250	Fisher Auto Parts	3/12/21	93606	278.56	
V1347	Foley Distributing Corp.	3/12/21	93607	476.49	
V394	Formula Ford Inc.	3/12/21	93608	66.88	
V799	Gauthier Trucking Company, Inc.	3/12/21	93609	451.4	
V256	Genfare	3/12/21	93610	354.91	
V257	Gillig Corp.	3/12/21	93611	34.72	
V1129	Global Montello Group Corp	3/12/21	93612	14,111.13	Fuel
V259	Grainger	3/12/21	93613	344.58	
V1639	Gratton, Yancey	3/12/21	93614	103.26	FSA Reimbursement
V260	Green Mountain Kenworth, Inc.	3/12/21	93615	1,716.55	Part Invoice
V261	Green Mountain Power	3/12/21	93616	1,174.43	Electric Bill
V328	Kirk's Automotive Inc.	3/12/21	93617	145	
V1509	Lawson Products, Inc	3/12/21	93618	124.99	
V34	Maple, Walter	3/12/21	93619	265	Boot Allowance
V276	Metalworks	3/12/21	93620	52	
V1709	Monaghan Safar Ducham PLLC	3/12/21	93621	1,872.50	Legal
V670	Mountain Valley Sprinkler Systems Inc.	3/12/21	93622	2,230.93	Sprinkler System Maintenance
V1484	Parsons Environment & Infrastructure Group Inc.	3/12/21	93623	39.78	
V290	Peterson Consulting, Inc.	3/12/21	93624	206.25	
V545	Pitney Bowes - Leasing	3/12/21	93625	179.85	
V291	Prevost Parts	3/12/21	93626	193.74	
V296	Rouse Tire Sales	3/12/21	93627	5,100.59	5 Tire Invoices
V299	SB Collins, Inc.	3/12/21	93628	4,238.23	Fuel
V300	Seven Days	3/12/21	93629	2,907.00	2 Recruitment Invoices
V301	Sovernet	3/12/21	93630	391.73	
V1875	Sunwealth Project Pool 14 LLC	3/12/21	93631	25.3	
V1637	Tractor Supply Credit Plan	3/12/21	93632	39.98	
V1030	UniFirst Corporation	3/12/21	93633	289.97	
V315	United Parcel Service	3/12/21	93634	74.75	
V391	Verizon Wireless	3/12/21	93635	1,822.84	IT Invoice
V410	Vermont Gas Systems, Inc.	3/12/21	93636	541.43	
V336	W.B Mason Co., Inc.	3/12/21	93637	539.6	
V338	Westaff	3/12/21	93638	606.54	
V1723	Abare, Ronald	3/12/21	EFT000000015792	537.6	Volunteer
V1775	Bertram Marjorie	3/12/21	EFT000000015793	173.6	Volunteer
V55	Boudreau, James	3/12/21	EFT000000015794	832.16	Volunteer
V1007	Bova, Wendy	3/12/21	EFT000000015795	210.56	Volunteer
V1150	Bruley SR, Mark	3/12/21	EFT000000015796	1,262.24	Volunteer
V1707	Chase, Betty	3/12/21	EFT000000015797	647.92	Volunteer
V1676	Croteau, William	3/12/21	EFT000000015798	791.28	Volunteer

V1820	Franklin County Transportation	3/12/21	EFT000000015799	290	Cab Service
V67	Jewett, Sheryl	3/12/21	EFT000000015800	105.28	Volunteer
V70	LeClair, Raymond	3/12/21	EFT000000015801	771.12	Volunteer
V75	Martin, Ronald	3/12/21	EFT000000015802	494.48	Volunteer
V86	Pike, Gail	3/12/21	EFT000000015803	1,229.20	Volunteer
V771	Sammons, Chandra	3/12/21	EFT000000015804	495.04	Volunteer
V89	Sayers, Gail	3/12/21	EFT000000015805	515.76	Volunteer
V1655	Sciria, Andrew	3/12/21	EFT000000015806	568.4	Volunteer
V1523	Smith, Erika	3/12/21	EFT000000015807	195.14	Volunteer
V93	Timm, Marta	3/12/21	EFT000000015808	762.16	Volunteer
V522	Turcotte, S Jeanette	3/12/21	EFT000000015809	183.12	Volunteer
V1725	Utton, Debra	3/12/21	EFT000000015810	765.52	Volunteer
V1623	Wells, Roy	3/12/21	EFT000000015811	165.76	Volunteer
V1182	Charissakis, John	3/12/21	EFT000000015812	5	
V61	Gaudette, Timothy	3/12/21	EFT000000015813	25	
V38	Moore, Jon	3/12/21	EFT000000015814	192.31	DCAP Reimbursement
V39	Sweeney, Cecil	3/12/21	EFT000000015815	145	FSA Reimbursement
V1626	Whiting, Jeremy	3/12/21	EFT000000015816	192.31	DCAP Reimbursement

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V303	SSTA	3/17/21	EFT000000015817	104,107.08	E &D, ADA, and Tilley Drive
V279	ABC Bus Companies-Muncie	3/19/21	93640	105.64	
V225	Burlington Electric Department	3/19/21	93641	2,045.22	Electric Bill
V1813	CBM US INC	3/19/21	93642	39.04	
V293	Charlebois, RR Inc.	3/19/21	93643	18.6	
V220	Class C Solutions Group	3/19/21	93644	991.5	
V239	Cummins Northeast LLC	3/19/21	93645	2,475.10	3 Part Invoices
V321	Empire Janitorial Supply Company	3/19/21	93646	41.95	
V402	Fastenal Company	3/19/21	93647	215	
V250	Fisher Auto Parts	3/19/21	93648	174.64	
V1889	Five-Town health Alliance, Inc	3/19/21	93649	135	
V252	FleetPride, Inc	3/19/21	93650	32.77	
V257	Gillig Corp.	3/19/21	93651	1,477.56	5 Part Invoices
V259	Grainger	3/19/21	93652	815.06	
V260	Green Mountain Kenworth, Inc.	3/19/21	93653	1,111.80	2 Part Invoice
V261	Green Mountain Power	3/19/21	93654	245.54	
V270	Lowe's	3/19/21	93655	13.64	
V1191	Lucky's Trailer Sales Inc.	3/19/21	93656	27.1	
V223	O'Reilly Auto Enterprises, LLC	3/19/21	93657	1,885.02	4 Part Invoices
V296	Rouse Tire Sales	3/19/21	93658	901.36	
V299	SB Collins, Inc.	3/19/21	93659	14,726.46	Fuel
V451	Stowe, Town of Electric Department	3/19/21	93660	296.9	
V311	Teamsters Local 597	3/19/21	93661	7,560.00	Union Dues
V1030	UniFirst Corporation	3/19/21	93662	310.43	
V315	United Parcel Service	3/19/21	93663	51.43	
V1683	VHV Company	3/19/21	93664	1,247.86	2 Repair Invoices
V336	W.B Mason Co., Inc.	3/19/21	93665	19.99	
V338	Weststaff	3/19/21	93666	368.52	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V309	Stride Creative Group	3/22/21	93667	224	
V1856	Via Transportation Inc.	3/22/21	EFT000000015818	2,300.00	Software for My ride
V1856	Via Transportation Inc.	3/22/21	EFT000000015819	5,577.42	Software for My ride
V1668	Tambon, Nicholas	3/24/21	93668	256.01	Manual Paycheck
V1423	Alling, Andrew	3/26/21	93669	53.76	
V1025	Alter, Charles	3/26/21	93670	278.32	Volunteer
V1099	Barnett, Wendy	3/26/21	93671	752.64	Volunteer
V1763	Couture Linda	3/26/21	93672	29.12	
V1785	Davis Alan	3/26/21	93673	381.36	Volunteer
V1884	Donaghy Peardon	3/26/21	93674	55.44	
V1868	KIng Brenda	3/26/21	93675	14.56	
V203	Ladd, Joyce	3/26/21	93676	113.12	Volunteer
V181	Owen, Helen	3/26/21	93677	1,064.00	Volunteer
V1733	Slack, Robert	3/26/21	93678	109.76	Volunteer
V279	ABC Bus Companies-Muncie	3/26/21	93679	1,079.52	2 Part Invoices
V217	Airgas USA, LLC	3/26/21	93680	261.35	
V1305	Allegiant Care	3/26/21	93681	220,326.00	Insurance
V415	Amazon	3/26/21	93682	88.75	
V1481	Amerigas	3/26/21	93683	778.84	
V1685	Barnes, Thomas	3/26/21	93684	193.82	FSA Reimbursement
V284	Brenntag Lubricants Northeast	3/26/21	93685	3,006.26	5 Part Invoices
V224	Burlington Communications	3/26/21	93686	47.5	
V225	Burlington Electric Department	3/26/21	93687	4,090.20	5 Electric Bills
V226	Burlington Public Works-Water	3/26/21	93688	180.26	
V1890	Chagnon Daniel P	3/26/21	93689	250	FSA Reimbursement
V220	Class C Solutions Group	3/26/21	93690	832.54	
V1357	CleanPro, Inc	3/26/21	93691	599.46	
V524	CPL Electrical Contracting	3/26/21	93692	865	
V239	Cummins Northeast LLC	3/26/21	93693	633.7	
V242	Danform Shoes	3/26/21	93694	216	
V1713	Dattco Sales and Service	3/26/21	93695	619.79	
V417	Dion Security, Inc.	3/26/21	93696	17.18	
V250	Fisher Auto Parts	3/26/21	93697	1,279.73	18 Part Invoices
V252	FleetPride, Inc	3/26/21	93698	10.77	
V394	Formula Ford Inc.	3/26/21	93699	338.94	
V1814	Fred's Plumbing & Heating Inc.	3/26/21	93700	858.5	
V257	Gillig Corp.	3/26/21	93701	1,822.37	7 Part Invoices
V259	Grainger	3/26/21	93702	235.16	
V260	Green Mountain Kenworth, Inc.	3/26/21	93703	1,613.61	6 Part Invoices
V1859	Jeremy J Becker	3/26/21	93704	315	
V328	Kirk's Automotive Inc.	3/26/21	93705	36.68	
V702	Lincoln National Life Insurance Company, The	3/26/21	93706	14,092.02	Insurance
V1191	Lucky's Trailer Sales Inc.	3/26/21	93707	126.66	
V274	McMaster-Carr	3/26/21	93708	38.3	
V276	Metalworks	3/26/21	93709	74	
V280	Mutual of Omaha Insurance Co.	3/26/21	93710	14.03	
V792	Myers Container Service Corp.	3/26/21	93711	243.51	
V283	Neopart LLC	3/26/21	93712	1,105.93	5 Part Invoices
V996	New England Air Systems	3/26/21	93713	525.21	
V1576	New England Auto Glass LLC	3/26/21	93714	250	
V223	O'Reilly Auto Enterprises, LLC	3/26/21	93715	29.98	
V1878	Otis Elevator Company	3/26/21	93716	496.56	
V289	People's United Businesscard Services	3/26/21	93717	2,119.51	Credit Card Marketing and Misc Supplies
V545	Pitney Bowes - Leasing	3/26/21	93718	19.53	
V291	Prevost Parts	3/26/21	93719	30.17	
V465	Queen City Printers, Ins.	3/26/21	93720	5,988.00	Urban Bus Maps
V1449	Robinson, Alec	3/26/21	93721	5.48	
V589	Ronald McDonald House-All	3/26/21	93722	50	
V299	SB Collins, Inc.	3/26/21	93723	14,035.81	Fuel
V302	Sports & Fitness Edge Inc.	3/26/21	93724	458	
V1560	State Industrial Products Corporation	3/26/21	93725	710.48	
V308	Steadman Hill Consulting, Inc.	3/26/21	93726	1,958.00	Planning
V1678	Tera Consulting Inc.	3/26/21	93727	125.26	
V734	Thermo King Northeast/Dattco	3/26/21	93728	634.4	
V273	Transit Holding, Inc.	3/26/21	93729	1,289.15	5 Part Invoices
V1833	Trillium Solutions, Inc	3/26/21	93730	3,250.00	Map Software
V1030	UniFirst Corporation	3/26/21	93731	260.56	
V410	Vermont Gas Systems, Inc.	3/26/21	93732	8,535.00	6 Natural Gas Bills
V1683	VHV Company	3/26/21	93733	434.04	



V336	W.B Mason Co., Inc.	3/26/21	93734	477.69	
V338	Westaff	3/26/21	93735	468.69	
V1723	Abare, Ronald	3/26/21	EFT000000015820	452.48	Volunteer
V55	Boudreau, James	3/26/21	EFT000000015821	974.4	Volunteer
V1007	Bova, Wendy	3/26/21	EFT000000015822	168	Volunteer
V1150	Bruley SR, Mark	3/26/21	EFT000000015823	1,630.16	Volunteer
V1707	Chase, Betty	3/26/21	EFT000000015824	610.4	Volunteer
V1676	Croteau, William	3/26/21	EFT000000015825	973.84	Volunteer
V1121	Fitzgerald, Terry	3/26/21	EFT000000015826	183.68	Volunteer
V67	Jewett, Sheryl	3/26/21	EFT000000015827	529.76	Volunteer
V70	LeClair, Raymond	3/26/21	EFT000000015828	920.08	Volunteer
V75	Martin, Ronald	3/26/21	EFT000000015829	295.12	Volunteer
V86	Pike, Gail	3/26/21	EFT000000015830	1,182.16	Volunteer
V771	Sammons, Chandra	3/26/21	EFT000000015831	715.12	Volunteer
V89	Sayers, Gail	3/26/21	EFT000000015832	529.2	Volunteer
V1655	Sciria, Andrew	3/26/21	EFT000000015833	685.44	Volunteer
V93	Timm, Marta	3/26/21	EFT000000015834	933.52	Volunteer
V522	Turcotte, S Jeanette	3/26/21	EFT000000015835	156.24	Volunteer
V1725	Utton, Debra	3/26/21	EFT000000015836	869.68	Volunteer
V1182	Charissakis, John	3/26/21	EFT000000015837	15	
V61	Gaudette, Timothy	3/26/21	EFT000000015838	74.22	
V38	Moore, Jon	3/26/21	EFT000000015839	192.31	Dcap Reimbursement
V1626	Whiting, Jeremy	3/26/21	EFT000000015840	192.31	Dcap Reimbursement

To: Finance Committee

From: Nick Foss, Director of Finance  
Kim Wall, Grants Manager  
Debbie Coppola, Senior Accountant  
Matt Kimball, Capital Projects Manager

Date: April 5, 2021

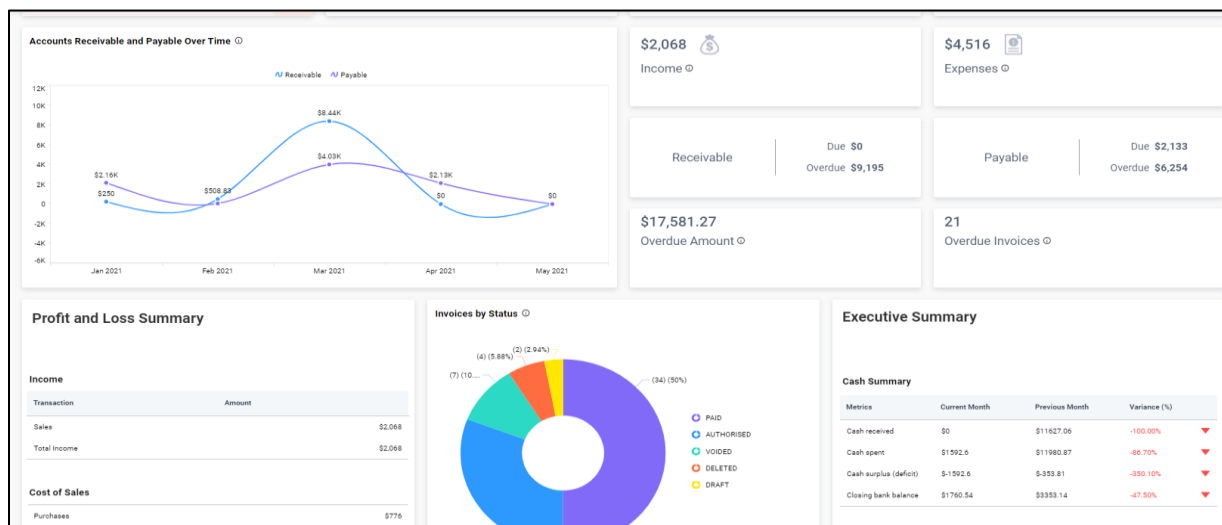
RE: Finance/Grants/Capital Projects

### Monthly Review:

The Finance & Grants Department (F&G) continues its primary objective of providing accurate, useful, and timely financial reporting, as well as financial management and stewardship of assets to GMT, its management, and stakeholders.

The following are some highlights of projects the department continues to focus on:

F&G has begun the process of developing a financial dashboard, which will be used to highlight important financial information to the Finance Committee each month. The dashboard will include certain items, such as overtime/double-time rates by department, yr./yr. wage growth by department, headcount by department, accounts receivable/payable turnover, and cash flow/liquidity ratios. An example dashboard from the private sector has been included below, so GMT's will be slightly different, but with the same goal in the end – to provide a detailed picture of the authority's current financial performance and positioning. This is a large project, so the hope is to have something developed to share with the Finance Committee within the next few months.



This month we will be reviewing the updated Fund Balance Policy, so I thought it would be helpful to cue up that conversation with some background on the update. First, the updated policy in general is largely only changing in two sections. The first change is to Section B. with the addition of Unrestricted, Undesignated net position, which was the management-imposed designation introduced on pg. 25 of the FY20 audit (*included below*). As seen below Unrestricted, Undesignated net position eliminates what is referred to as “non-spendable” assets from the unrestricted net position calculation. The second update is to the fund balance minimum thresholds the authority aims to achieve, which is in Section 1.c. The updated thresholds were developed in consultation with our auditor, as well as through the review of other public organizations fund balance policies.

**The Authority has recognized management-imposed designations on unrestricted net position as of June 30, 2020, separated between Rural and Urban programs:**

	<u>Urban</u>	<u>Rural</u>	<u>Total</u>
Unrestricted net position	\$ 1,641,982	\$ 923,606	\$ 2,565,588
Less: management designated net position:			
Inventories	615,179	37,859	653,038
Prepaid items	351,759	43,670	395,429
Total management designated net position	<u>966,938</u>	<u>81,529</u>	<u>1,048,467</u>
<b>Unrestricted, undesignated net position</b>	<b>\$ 675,044</b>	<b>\$ 842,077</b>	<b>\$ 1,517,121</b>

The Authority currently has approximately one month of operating expenses in unrestricted, undesignated net position.

As part of the FY22 State Grant Application process, which F&G will be submitting toward the end of this month, another component was added to the request this year. VTRANS requested a 3-5 year capital plan be provided, which included such items as the new Washington County facility, updates to the 1 Industrial facility in Burlington, vehicle purchases, and software upgrades to name a few. I would like to express my gratitude to Matt Kimball, GMT's Capital Projects Manager for his hard work in compiling this work product; it will be an integral part of determining GMT's future capital funding/planning.

Last week GMT received communication from Congressman Welch's office notifying us that the U.S. House Transportation & Infrastructure Committee (T&I) will be allowing member-directed funding for highway and transit projects under the multiyear surface transportation authorization bill. As a result, GMT will be submitting the improvements needed at the 1 Industrial facility as a proposed project. As the communication stated, this will be a competitive process, so there are no guarantees the authority's proposal will be nominated and receive funding, however we remain hopeful.

The COVID-19 pandemic has impacted GMT in a variety of ways, one of which has been the recruitment and retainment of volunteer drivers. Volunteer drivers are a crucial component of GMT's demand response programs (E&D, Medicaid) by allowing federal, state, and local dollars to be stretched further so more service can be provided. Currently, GMT has roughly 9 total volunteers (5 full-time/4 part-time) in St. Albans (FGI), and only 8 volunteers in Berlin. These figures are far off from our historical levels – 25 volunteers in Berlin and 24 in St. Albans (FGI) witnessed back in 2019. In an effort to return to these levels both F&G and the Marketing Department will be working closely together over the coming month to determine an optimal volunteer recruitment strategy.

Lastly, over the coming month's F&G will be working on developing a Mission and Vision statement. I will be asking F&G staff to contribute their thoughts and recommendations in the hope of developing draft statements to bring to the Finance Committee for feedback and then final adoption.

**Medicaid Update:**

GMT's Medicaid Non-Emergency Medical Transportation (NEMT) program is currently operating at a roughly \$277K surplus through January. However, as can be seen in the Medicaid Profitability Analysis below the monthly surpluses have been falling, although still positive.

I would like to quickly review a few items that should be considered when looking at the below FY21 Medicaid Profitability Analysis. The first is that GMT's current year-to-date transit rate is \$90.26 per hour as of January, which is considerably higher than the \$82 rate we currently bill van specials operating in the program at and are therefore reflected in the trip cost figures below. As a recap, a van special is a trip conducted by a GMT paid driver, which is utilized when a volunteer is unavailable. The other consideration is that GMT has an FTA approved indirect rate, currently 6.07%, which fluctuates based upon how close the rate comes to covering our actual general and administrative costs. We use the 6.07% to cover the overhead associated with operating the program, but that does not mean that the overhead costs truly are 6.07% of expenses. In short, both expense line items are understated and therefore our surplus of roughly \$277K is closer to \$232K when considering the transit rate issue.

**FY21 Medicaid Profitability Analysis**

	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>	<u>Oct-20</u>	<u>Nov-20</u>	<u>Dec-20</u>	<u>Jan-21</u>	Totals
<b>Revenue</b>								
PMPW Revenue	\$ 185,436.90	\$ 145,254.71	\$ 142,443.42	\$ 143,607.00	\$ 113,612.00	\$ 111,814.00	\$ 137,825.00	
	\$ 185,436.90	\$ 145,254.71	\$ 142,443.42	\$ 143,607.00	\$ 113,612.00	\$ 111,814.00	\$ 137,825.00	\$ 979,993.03
<b>Expenses</b>								
Trip Cost Vans minus Cider Contracted	\$ 33,150.53	\$ 32,981.15	\$ 36,232.36	\$ 45,227.69	\$ 38,903.30	42,406.72	\$ 44,478.97	\$ 273,380.72
Trip Cost Other	\$ 20,971.10	\$ 20,078.12	\$ 19,573.60	\$ 21,168.03	\$ 17,070.82	18,963.67	\$ 19,242.55	\$ 137,067.89
Cider Contracted	\$ 5,282.97	\$ 5,266.16	\$ 6,113.45	\$ 3,257.86	\$ 2,624.36	3,144.81	\$ 2,406.42	\$ 28,096.03
Salaries	\$ 21,254.87	\$ 21,751.47	\$ 19,167.40	\$ 30,549.80	\$ 21,220.60	22,682.37	\$ 22,754.43	\$ 159,380.94
Benefits	\$ 5,446.33	\$ 5,383.35	\$ 5,293.95	\$ 5,471.52	\$ 6,628.62	8,544.44	\$ 7,730.99	\$ 44,499.20
Direct Costs-(Dues, Computer,Background checks,	\$ 2,848.10	\$ 2,951.25	\$ 3,439.53	\$ 14,980.45	\$ 3,110.09	3,219.49	\$ 4,863.95	\$ 35,412.86
O/H Rate 6.07%	\$ 3,387.26	\$ 3,364.62	\$ 3,252.79	\$ 4,578.46	\$ 3,074.73	\$ 3,432.88	\$ 3,459.80	\$ 24,550.53
	\$ 92,341.16	\$ 91,776.12	\$ 93,073.08	\$ 125,233.81	\$ 92,632.52	\$ 102,394.38	\$ 104,937.10	\$ 702,388.17
Profit/(Loss)	\$ 93,095.74	\$ 53,478.59	\$ 49,370.34	\$ 18,373.19	\$ 20,979.48	\$ 9,419.62	\$ 32,887.90	\$ 277,604.86
Profit as % of Total Revenue	50.20%	36.82%	34.66%	12.79%	18.47%	8.42%	23.86%	28.33%

**Retirement Update:**

The next Retirement Committee will be held at 12p.m. on April 28<sup>th</sup>. This will be the first committee meeting since the hiring of our new financial advisor and will focus on any recommended updates to the retirement plan, as well as a full evaluation of the current fund line-up. You can find the agenda for the upcoming meeting [HERE](#).

**Financial Summary:**

Attached are the January financials for your review along with the February expenses. As we review the expenses through February 28, 2021, we use a benchmark to determine how well we followed our budget. We calculate the benchmark as the percentage of the budget that would be expected to be earned/spent if all revenues and expenses were spent/earned equally over twelve months. Therefore, we would expect to see budgets at 58.3% for January and 66.7% for February.

The January financials currently show a **total surplus** of roughly **\$235K**. With a surplus of roughly **\$5K** on the **urban** side and roughly **\$230K surplus** (Adj. figure = \$462,034) on the **rural** side. Please note that I have provided an adjusted figure on the rural side due to the non-cash charge resulting from the transfer of equipment to RCT.

**Please find the following explanations for specific areas of interest:**

**Revenues were reviewed based on the activity through January 31st...**

- **Federal Urban Formula Grant** - This is impacted by the overall urban spending. Total expenses are trending lower year-over-year and operating revenue is currently above benchmark, both of which reduce our 5307 billing. We also expect this line item to be lower because of the utilization of our Preventative Maintenance (PM) grant funding, which will run out before the end of the year. Once our PM funding is exhausted all maintenance expenses will be billed against our 5307 grant funds. Therefore 5307 trends lower during the start of a new fiscal year and then sharply increases once the PM grant runs out.
- **Federal Rural Operating Grant** – This is trending higher than benchmark due to the CARES funding provided by VTrans. This funding is 100% federal funding with no match requirement, so we are earning the federal revenue at a higher rate and the State revenue at a lower rate. In addition, GMT received roughly \$370K in the mid-year amendment process, therefore the current budget variance is overstated.
- **Local Operating Assistance** – Revenue is at benchmark on the urban side and under benchmark on the rural side. The variance on the rural side is the result of contributions for seasonal service arriving later in the year. In addition, F&G has been notified that the Stowe Area Association is unable to pay their full contribution this year which will impact how close this line item tracks the budget.
- **State Regular Subsidy Operating Grant** – Revenue is at benchmark on the urban side. The rural side is coming up under benchmark because of the 5311 CARES Funds being provided by VTRANS. As explained above, these funds are at 100% federal and require no match.
- **E&D Grants and Local Match** – E&D revenue is below benchmark due to COVID related service reductions.
- **Other State Grants** – The rural side of this revenue is above benchmark. It is primarily driven by mobility management. We received an additional \$6,759 of funding in the midyear amendment that is not reflected in the budget so we would expect this line item to be above benchmark.

- **Other Federal Grants** – The Preventative Maintenance (PM) grant is the primary reason the urban revenue is trending high. The PM grant will run out before the end of the year, so we do not expect it to be on benchmark. The grant reduction also means this will be spent down faster than normal. CMAQ is also running slightly higher than expected, however this is hard to predict due to COVID service changes. In addition, it is expected that CMAQ will run higher than normal due to fare free service.
- **Interest Earnings** – Interest earnings are below benchmark for urban and rural. The interest rate paid on GMT's sweep account is a direct result of the Federal Funds Target rate, which is set by the Federal Reserve. As a reminder, the Fed Funds rate is the rate banks buy and sell funds to and from the Federal Reserve. Over the last year, and because of the economic effects of the pandemic, the Fed Funds rate has gone from 1.75% at the beginning of 2020 to the current rate of .25% which was effective in the middle of March. GMT's rate has therefore gone from .80% as of January of last year to the current rate of .15%, which is the standard rate for the investment sweep account GMT has.
- **Miscellaneous Revenue** – This line item is over benchmark on the urban side due to the timing of a large payment from Encore Renewables. Encore leased GMT's roof at its Burlington location for a solar array. The contract terms included a one-time payment of \$55.5K, as well as \$1K/yr. for the remainder of the contract.

**Sale of Equipment** – The rural loss of \$222.5K is largely due to the transfer of busses and shelters to RCT. The transfer consisted of 4 busses and 3 shelters. RCT took over several rural service routes in July. Urban is above benchmark due to the sale of vehicles that have been replaced. This line item can be hard to predict since we do not know the revenue we will receive from the sale of the retired vehicles.

- **Medicaid Purchase of Service** – This line item is of the most consequence to the rural operating revenue segment. It currently is almost at benchmark, which I am happy to see. However, the revenue has been trending downward as seen in the exhibit below, because of lower ridership and fixed route remaining fare free. As a reminder, fare free service impacts our PMPW counts because if fares are not being charged, GMT cannot request PMPW reimbursement for a rider being scheduled on the fixed route.

Weekly Unduplicated PMPW Counts and Payments		
Dates	PMPW COUNTS	Payment Amount
03/06/20	1,262	\$ 39,892.06
04/03/20	1,281	\$ 40,507.71
05/01/20	1,285	\$ 40,645.09
06/05/20	1,242	\$ 39,261.59
07/03/20	1,215	\$ 37,566.40
08/07/20	1,186	\$ 36,577.33
09/04/20	1,165	\$ 35,928.43
10/02/20	1,139	\$ 28,673.00
11/06/20	1,115	\$ 28,563.00
12/04/20	1,098	\$ 28,195.00
01/01/21	1,085	\$ 27,621.00
02/05/21	1,036	\$ 27,413.00
03/05/21	911	\$ 24,945.00
04/02/21	794	\$ 21,666.00

- **Purchase of Service** – This line item is currently over benchmark on the urban side and under benchmark on the rural side. This variance on the urban side is due to timing of payments, whereas on the rural side it is due to the discontinuation of service due to COVID-19.

**Expenses were reviewed based on the activity through February 28th...**

- **Wages** - Overall wages came in under benchmark on both the urban and rural side. Rural driver wages remain under budget, mainly due to the suspension of some seasonal routes and the transfer of service to RCT.
- **Unemployment** is under benchmark on both systems due to credits we have received from the state.
- **Pension plan expense** on the rural side is over benchmark. This is a result of hazard pay pushing overall wages higher, as well as higher participation in GMT's retirement plan.
- **Other employee benefits** are over benchmark due to timing of invoices from Workplace Solutions.
- **Recruiting Expenses** are over benchmark on the rural side due to seasonal hiring which results in the line item not being spent equally during the fiscal year, as well as additional recruitment efforts that were required.



- **Dues and Subscriptions** are over benchmark on the rural side due to a change in allocation for the VPTA dues. Historically the dues have been split between urban and rural equally, however the costs are now being fully allocated to the rural side. This change was made because of the new Medicaid reimbursement methodology, which reimburses for all expenses related to the Medicaid program.
- **Communications** is under benchmark due to timing of invoices.
- **Computer Services** is over benchmark due to timing of invoices.
- **Background Checks** is over benchmark because of seasonal hiring on the rural side.
- **DOT Testing**- Is over benchmark due to required physicals.
- **Safety Expense** is over benchmark due to a driver safety lunch in July.
- **Other Planning** is over benchmark on the rural side due to the timing of Steadman Hill Consulting invoices. Which included NTD processing, Microtransit prelaunch and fare free analysis.
- **Passenger Facility expenses** is over benchmark due to payment of past due invoices to the Town of Jeffersonville for parking access.
- **Cleaning** is over benchmark on the urban side due to the hiring of temporary labor during the summer. This program ended in August.
- **Maintenance tools** is high due to timing of invoices.
- **Misc. maintenance expenses** are high due to vehicle registrations.

The following is an update of the ongoing capital projects staff continue to work on:

☆ **Passenger Shelters:**

- Preparing permit application to remove shelter pad at former Williston Village stop. Evaluating potential sites for bus stop bench project. Obtaining quotes for the installation of glass windows in the rural shelter currently in storage at GMT's facility.

☆ **Montpelier Transit Center:**

- Scheduling staff training with Norris for operation and troubleshooting of the security system. Coordinating with the City of Montpelier on the completion of punch list items for the General Contractor, including the main door ADA Opener, door sweeps at exterior doors,

Vacant/Occupied indicators at bathroom doors, and “One-Way” signage for the travel lanes inside the center.

☆ **Electric Small Bus Procurement**

- The evaluation committee has completed their evaluation of the proposals and are evaluating next steps for a potential award and/or best and final offer requests.
- An initial site assessment with GMT's electrical engineering contractor indicates that minimal service upgrades would be needed to install charging stations inside the garage. Reviewing a task order for A&E services to complete design work for the installation of chargers. Working with Advance Transit on the development of a statewide procurement for charging equipment. The goal is to have chargers installed at the Berlin facility by the end of the fiscal year.

☆ **DTC Air Conditioning Improvements**

- Designs have been finalized to add an air conditioning head unit to the ticket booth. Preparing bid package to try to have this work started in late spring.

☆ **Washington County Facility Site Selection Study**

- The consulting team has narrowed the list of sites to three options. Continuing to work with consulting team to develop evaluation criteria for the remaining locations as well as methods for estimating acquisition and long-term costs associated with each site.

☆ **Proterra Charging Stations**

- Working with ViriCiti to test the programmed schedules to ensure their effectiveness. Once this is confirmed, GMT will have the programming functionality needed for the chargers to meet the contract requirements.

☆ **31 Queen City Park Rd Facility Renovations**

- Working with design consulting team on the preparation of a master capital plan for the facility to prepare design criteria for long-scale renovations to the entire facility. Awaiting a design task order to advance this project. Master capital plan would include items such as building envelope improvements, roof replacement, office area renovation, building ventilation improvements, site drainage and access from 101 QCP property, and additional floor space for EV charging infrastructure.

☆ **101 Queen City Park Rd Facility Projects**

- Working with maintenance on a project to replace the front steps. Inquiring with the City zoning department on the zoning permit requirements for a project of this type.
- Evaluating the feasibility to construct a dividing wall between the paint booth and the bus storage garage to create an enclosed space for body shop prep work. This would free up additional space in the 31 QCP building for indoor bus storage.

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**Benchmark = 58.3%**

	Urban		Rural		Combined		FY21 BUDGET ADJ BUDGET (Approved Dec 2018)		Urban		Rural		Combined		Urban		Rural			
	Current Fiscal Year To Date																		PYTD 2020	
<b>REVENUES</b>																				
<b>FEDERAL, STATE AND LOCAL REVENUE</b>																				
Municipal Member Assessments	1,432,613		1,432,613	2,476,163		2,476,163		2,476,163	57.9%			0.0%				1,404,867				
Municipal Paratransit Assessments	401,783		401,783	668,516		668,516		668,516	60.1%			0.0%				394,072				
Local Operating Assistance	31,378	230,986	262,365	53,791	443,623	497,414		497,414	58.3%			52.1%				55,065			234,735	
Federal Urban Formula Grant	2,930,186		2,930,186	6,919,178		6,919,178		6,919,178	42.3%			0.0%				1,525,288				
Federal Rural Operating Grant		1,312,895	1,312,895	1,893,100		1,893,100		1,893,100	0.0%			69.4%				830,955				
State Regular Subsidy Operating Grant	1,019,988		1,135,396	1,734,144		1,734,144		2,521,644	58.8%			14.7%				1,319,612				
E&D Grants and Local Match		541,402	541,402	364,867		1,351,950		1,351,950	0.0%			40.0%				797,329				
Other State Grants	214,004		42,018	3,020,422		863,805		428,712	58.7%			65.8%				58,527				
Other Federal Grants	1,968,404		2,509,337			3,884,227		3,884,227	65.2%			62.6%				2,085,267				
Fund Balance Reserves									0.0%			0.0%								
Capital Reserve Revenue									0.0%			0.0%								
<b>Total Federal, State and Local Revenues</b>	<b>7,998,355</b>		<b>10,781,997</b>	<b>15,237,081</b>		<b>5,403,823</b>		<b>20,640,904</b>	<b>52.5%</b>			<b>51.5%</b>				<b>6,842,698</b>			<b>3,069,224</b>	

<b>OPERATING REVENUE</b>																				
Passenger Revenue	267	10	277						0.0%			0.0%				1,348,266			80,036	
Paratransit Passenger Fares									0.0%			0.0%				59,914				
Advertising Revenue	117,483	49,854	167,336	150,000	30,000	180,000		180,000	78.3%			166.2%				96,297			22,500	
Interest Earnings	228	3,247	3,474	700	9,000	9,700		9,700	32.5%			36.1%				435			12,149	
Miscellaneous Revenue	54,803	2	54,805	56,750	2,000	58,750		56,750	96.6%			0.0%				20,869			58	
Sales Of Equipment	12,960	(222,457)	(209,497)	1,000	2,000	3,000		3,000	1296.0%			-11122.9%				3,947			3,707	
Medicaid Purchase Of Svc	980,439		980,439		1,690,975	1,690,975		1,690,975	0.0%			58.0%				1,240,322				
Purchase of Service	27,515	31,205	58,720	43,012	71,253	114,265		114,265	64.0%			43.8%				25,297			54,895	
Warranty Revenue									0.0%			0.0%								
<b>Operating Revenue</b>	<b>213,254</b>	<b>842,299</b>	<b>1,055,553</b>	<b>251,462</b>	<b>1,803,228</b>	<b>2,054,690</b>		<b>2,054,690</b>	<b>84.8%</b>			<b>46.7%</b>				<b>1,555,023</b>			<b>1,413,667</b>	

<b>Total Revenue</b>	<b>8,211,609</b>	<b>3,625,941</b>	<b>11,837,550</b>	<b>15,488,543</b>	<b>7,207,051</b>	<b>22,695,594</b>		<b>22,695,594</b>	<b>53.0%</b>			<b>50.3%</b>				<b>8,397,721</b>			<b>4,482,891</b>
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**EXPENSES**

**SALARIES AND WAGES**

Other Wages	818,094	516,580	1,334,674	1,431,868	955,955	2,387,823		2,387,823	57.1%			54.0%				841,071			525,132
Driver/Operator Wages	2,414,610	970,133	3,384,743	4,253,033	2,088,548	6,341,580		6,341,580	56.8%			46.5%				2,646,730			1,050,195
Vehicle Repair Wages	533,185	95,350	628,535	1,017,556	175,059	1,192,615		1,192,615	52.4%			54.5%				525,437			97,609
<b>Salaries and Wages</b>	<b>3,765,889</b>	<b>1,582,063</b>	<b>5,347,952</b>	<b>6,702,457</b>	<b>3,219,562</b>	<b>9,922,019</b>		<b>9,922,019</b>	<b>56.2%</b>			<b>49.1%</b>				<b>4,013,238</b>			<b>1,672,936</b>

**PERSONNEL TAXES AND BENEFITS**

Payroll Taxes (FICA/MC)	289,130	121,964	411,094	512,738	246,296	759,034		759,034	56.4%			49.5%				313,370			127,381
Unemployment Tax Exp	9,049	3,476	12,525	25,000	22,000	47,000		47,000	36.2%			15.8%				(189)			6,438
Medical Insurance/HRA	1,101,299	307,025	1,408,324	1,889,099	542,891	2,431,990		2,431,990	58.3%			56.6%				1,094,925			306,071
Pension Plan Expenses	164,764	54,958	219,723	294,908	80,489	375,397		375,397	55.9%			68.3%				180,035			39,721
Employee Development	884	1,537	2,421	13,000	12,000	25,000		25,000	6.8%			12.8%				8,402			3,723
Other Employee Benefits	78,908	41,157	120,065	116,372	49,725	166,097		166,097	67.8%			82.8%				81,414			33,315
<b>Personnel Taxes and Benefits</b>	<b>1,644,034</b>	<b>530,118</b>	<b>2,174,152</b>	<b>2,851,116</b>	<b>953,401</b>	<b>3,804,518</b>		<b>3,804,518</b>	<b>57.7%</b>			<b>55.6%</b>				<b>1,677,956</b>			<b>516,648</b>

**GENERAL AND ADMIN EXPENSES**

Admin Supplies and Expenses	19,711	8,760	28,470	44,703	21,899	66,602		66,602	44.1%			40.0%				26,882			10,173
Recruiting Expenses	4,158	6,935	11,093	12,400	7,000	19,400		19,400	33.5%			99.1%				4,272			3,210
Dues and Subscriptions	5,858	7,748	13,606	10,305	4,992	15,297		15,297	56.8%			155.2%				4,067			3,252
Travel and Meetings				2,500	1,256	3,756		3,756	0.0%			0.0%				747			2,286
Board Development									0.0%			0.0%							
Communications	17,918	15,428	33,346	38,464	36,463	74,927		74,927	46.6%			42.3%				19,063			15,380

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	Current Fiscal Year To Date	FY21 BUDGET ADJ BUDGET (Approved Dec 2018)	Budget Variance	PYTD 2020	Budget Variance	PYTD 2020	Budget Variance	PYTD 2020	Budget Variance	PYTD 2020	Budget Variance	PYTD 2020	Budget Variance	PYTD 2020
Computer Service Exp	41,773	69,857	111,630	49,067	129,329	86.3%	25,415	142.4%	58,783	86.3%	25,415	142.4%	58,783	
Legal Fees	40,506	1,790	42,297	58,800	161,100	39.6%	5,881	3.0%	22,307	26.3%	5,881	3.0%	22,307	
Insurance	580,098	255,247	835,345	995,018	1,440,222	58.3%	242,866	57.3%	554,860	58.0%	242,866	57.3%	554,860	
Audit Fees	9,485	4,065	13,550	7,050	23,500	57.7%	8,055	57.7%	18,795	57.7%	8,055	57.7%	18,795	
Consulting Fees						0.0%	4,042	0.0%	4,042	0.0%	4,042	0.0%	4,042	
<b>General and Admin Expenses</b>	<b>719,506</b>	<b>369,831</b>	<b>1,089,337</b>	<b>1,302,403</b>	<b>1,934,134</b>	<b>55.2%</b>	<b>320,560</b>	<b>58.5%</b>	<b>713,819</b>	<b>56.3%</b>	<b>320,560</b>	<b>58.5%</b>	<b>713,819</b>	

**OPERATIONS EXPENSES**

Background Checks	464	7,028	7,492	11,500	13,900	19.3%	11,317	61.1%	925	53.9%	11,317	61.1%	925
Drug & Alcohol Testing						0.0%		0.0%		0.0%		0.0%	
DOT Testing	3,516	3,651	7,167	6,270	12,770	54.1%	4,116	58.2%	3,855	56.1%	4,116	58.2%	3,855
Employment Recruitment Program				400	1,200	0.0%		0.0%	800	0.0%		0.0%	800
Driver's Uniforms	10,531	4,301	14,832	10,000	30,000	52.7%	4,941	43.0%	9,830	49.4%	4,941	43.0%	9,830
Safety Expense	741		741	500	900	185.2%		0.0%	328	82.3%		0.0%	328
Misc. Operating Exp	1,292	362	1,654	1,100	7,225	21.1%	131	32.9%	987	22.9%	131	32.9%	987
<b>Operations Expenses</b>	<b>16,544</b>	<b>15,343</b>	<b>31,886</b>	<b>29,770</b>	<b>65,995</b>	<b>45.7%</b>	<b>20,505</b>	<b>51.5%</b>	<b>16,726</b>	<b>48.3%</b>	<b>20,505</b>	<b>51.5%</b>	<b>16,726</b>

**PLANNING EXPENSES**

Other Planning Expenses	24,854	21,833	21,833	25,000	25,000	0.0%	7,789	87.3%		87.3%	7,789	87.3%	
MPO Planning Expenses			24,854	100,000	100,000	24.9%		0.0%	26,549	24.9%		0.0%	26,549
<b>Planning Expenses</b>	<b>24,854</b>	<b>21,833</b>	<b>46,686</b>	<b>100,000</b>	<b>125,000</b>	<b>24.9%</b>	<b>7,789</b>	<b>87.3%</b>	<b>26,549</b>	<b>37.3%</b>	<b>7,789</b>	<b>87.3%</b>	<b>26,549</b>

**VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)**

Parts Expense - Non-Revenue Vehicles	2,645	1,192	3,836	2,000	7,000	52.9%	299	59.6%	2,578	54.8%	299	59.6%	2,578
Parts Expense - Revenue Vehicles	305,316	56,386	361,702	720,500	846,500	42.4%	65,186	44.8%	372,883	42.7%	65,186	44.8%	372,883
Tires	49,017	10,387	59,404	23,000	108,000	57.7%	16,020	45.2%	51,283	55.0%	16,020	45.2%	51,283
Facility Maintenance	26,341	29,621	55,962	54,900	108,900	48.8%	31,689	54.0%	37,520	51.4%	31,689	54.0%	37,520
Passenger Facility Expenses	22,982		22,982	29,187	29,187	78.7%		0.0%	20,576	78.7%		0.0%	20,576
Security Expenses	27		27			0.0%		0.0%		0.0%		0.0%	
Cleaning Expense	5,382	3,897	9,278	10,000	17,800	69.0%	6,497	39.0%	5,940	52.1%	6,497	39.0%	5,940
Repeater Fees	12,012	8,208	20,220	15,552	35,856	59.2%	9,576	52.8%	11,718	56.4%	9,576	52.8%	11,718
Light, Heat and Water	92,430	19,655	112,086	69,400	246,900	52.1%	25,885	28.3%	85,144	45.4%	25,885	28.3%	85,144
Fuel - Vehicles	263,494	142,952	406,446	861,000	1,286,000	30.6%	228,313	33.6%	519,491	31.6%	228,313	33.6%	519,491
Maintenance Tools/Supplies/Uniforms	71,137	17,311	88,448	19,020	94,135	94.7%	12,585	91.0%	47,052	94.0%	12,585	91.0%	47,052
Misc Maint Expenses and fees	1,530	1,577	3,107	1,948	4,060	72.4%	2,869	80.9%	1,626	76.5%	2,869	80.9%	1,626
<b>Vehicle/Building Maintenance Exp</b>	<b>852,313</b>	<b>291,186</b>	<b>1,143,499</b>	<b>2,037,518</b>	<b>2,784,338</b>	<b>41.8%</b>	<b>398,920</b>	<b>39.0%</b>	<b>1,155,809</b>	<b>41.1%</b>	<b>398,920</b>	<b>39.0%</b>	<b>1,155,809</b>

**CONTRACTOR EXPENSES**

ADA/SSTA Paratransit	635,833		635,833	1,343,544	1,343,544	47.3%		0.0%	719,909	47.3%		0.0%	719,909
Partner Local Share		45,872	45,872	19,833	65,705	0.0%		100.0%	9,917	69.8%		100.0%	9,917
Functional Assessment Costs				2,500	2,500	0.0%		0.0%	3,733	0.0%		0.0%	3,733
Volunteer Drivers		204,964	204,964	583,867	583,867	0.0%	384,458	35.1%		35.1%	384,458	35.1%	
Other Transportation (incl Cabs)	1,342	317,385	318,726	7,033	830,551	19.1%	483,620	38.5%	3,612	38.4%	483,620	38.5%	3,612
<b>Contractor Expenses</b>	<b>637,174</b>	<b>568,220</b>	<b>1,205,395</b>	<b>1,372,910</b>	<b>2,826,167</b>	<b>46.4%</b>	<b>868,078</b>	<b>39.1%</b>	<b>737,170</b>	<b>42.7%</b>	<b>868,078</b>	<b>39.1%</b>	<b>737,170</b>

**MARKETING EXPENSE**

Bus Tickets/Fare Media				2,400	22,400	0.0%	1,014	0.0%	9,357	0.0%	1,014	0.0%	9,357
Marketing Expense	2,693	1,236	3,928	12,000	38,320	10.2%	8,607	10.3%	9,717	10.3%	8,607	10.3%	9,717
Public Information	11,411	5,473	16,884	11,000	33,000	51.9%	4,887	49.8%	11,276	51.2%	4,887	49.8%	11,276
<b>Marketing Expense</b>	<b>14,104</b>	<b>6,709</b>	<b>20,812</b>	<b>25,400</b>	<b>93,720</b>	<b>20.6%</b>	<b>14,508</b>	<b>26.4%</b>	<b>30,350</b>	<b>22.2%</b>	<b>14,508</b>	<b>26.4%</b>	<b>30,350</b>

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	Current Fiscal Year To Date	FY21 BUDGET	ADJ BUDGET	(Approved Dec 2018)	Budget Variance	Combined	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Urban	Rural
<b>OTHER EXPENSES</b>																
Allowance for Doubtful Accounts																
Debt Service/Capital Reserve	6,953					6,953	8,214			0.0%	0.0%					
Bond Interest																
Capital Match	583,333	76,703	660,036	1,000,000	131,490	1,131,490	1,131,490			58.3%	58.3%			62,242	45,267	
<b>Other Expenses</b>	<b>590,287</b>	<b>76,703</b>	<b>666,989</b>	<b>1,008,214</b>	<b>131,490</b>	<b>1,139,704</b>	<b>1,139,704</b>			<b>58.5%</b>	<b>58.5%</b>			<b>108,684</b>	<b>45,267</b>	
<b>TOTAL EXPENSES</b>	<b>8,264,705</b>	<b>3,462,004</b>	<b>11,726,709</b>	<b>15,479,163</b>	<b>7,216,431</b>	<b>22,695,594</b>	<b>22,695,594</b>			<b>48.0%</b>	<b>51.7%</b>			<b>8,480,300</b>	<b>3,865,213</b>	
Current Year Deferred Costs	124,228		124,228							0.0%	0.0%			57,362		
OH Admin Allocation	73,812	(73,812)		196,077	(196,077)					37.6%	37.6%			139,161	(139,161)	
Urban Shop Allocation	43,279	(43,279)		84,913	(84,913)					51.0%	51.0%			55,329	(55,329)	
Rural Link Cost Allocation	(183,159)	183,159		(290,370)	290,370					63.1%	63.1%			(169,095)	169,095	
ALLOCATIONS BETWEEN PROGRAMS	(66,068)	66,068		(9,380)	9,380					704.3%	704.3%			25,395	(25,395)	
<b>Balance Of Operating Budget</b>	<b>5,065</b>	<b>230,005</b>	<b>235,070</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>							<b>178</b>	<b>592,283</b>	
<b>Capital Revenue</b>																
Federal Revenue	886,371	661,862	1,548,233							0.0%	0.0%			1,237,984	1,332,738	
State Revenue	110,815	52,396	163,211							0.0%	0.0%			110,388	53,710	
Paratransit Lease Revenue	81,090	81,090								0.0%	0.0%			214,166		
Local Match Revenue	583,333	76,703	660,036							0.0%	0.0%			62,242	45,267	
<b>Total Capital Revenue</b>	<b>1,661,609</b>	<b>790,960</b>	<b>2,452,570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	<b>0.0%</b>			<b>1,624,779</b>	<b>1,431,715</b>	
<b>Capital Expenses</b>																
Vehicles	722,119	751,860	1,473,979							0.0%	0.0%			481,501	1,260,020	
Maintenance Parts and Equipment	330,901	15,461	346,362							0.0%	0.0%			288,362	6,510	
Passenger Amenities	7,725	1,299	9,023							0.0%	0.0%			2,316		
Facility Repairs and Improvements	113,058	25,000	138,058							0.0%	0.0%			664,894	97,937	
<b>Total Capital Expenses</b>	<b>1,173,803</b>	<b>793,620</b>	<b>1,967,423</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	<b>0.0%</b>			<b>1,437,072</b>	<b>1,364,467</b>	
Balance of Capital Budget	487,807	(2,660)	485,147							0.0%	0.0%			187,707	67,247	
Transfer of Purchases to Fixed Assets	790,791	690,724	1,481,514							0.0%	0.0%			1,128,398	1,337,017	
Deferred Costs										0.0%	0.0%					
Depreciation Expense	(1,762,933)	(400,473)	(2,163,406)							0.0%	0.0%			(1,701,869)	(477,954)	
Subtotal	(972,143)	290,250	(681,892)							0.0%	0.0%			(573,472)	859,064	
<b>Current Change in Net Assets</b>	<b>(479,271)</b>	<b>517,595</b>	<b>38,325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>							<b>(385,587)</b>	<b>1,518,594</b>	

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**Benchmark = 66.7%**

	Urban			Rural			Combined			Urban			Rural		
	Current Fiscal Year To Date	Combined	Urban	FY21 BUDGET ADJ BUDGET (Approved Dec 2018)	Urban	Rural	Combined	Urban	Budget Variance	Combined	Urban	PYTD 2020	Urban	Rural	
<b>REVENUES</b>															
<b>FEDERAL, STATE AND LOCAL REVENUE</b>															
Municipal Member Assessments	1,637,271	1,637,271	2,476,163	2,476,163	2,476,163	2,476,163	2,476,163	66.1%	0.0%	66.1%	1,604,880	1,604,880	66.1%	0.0%	
Municipal Paratransit Assessments	459,181	459,181	668,516	668,516	668,516	668,516	66.7%	0.0%	68.7%	451,051	451,051	68.7%	0.0%		
Local Operating Assistance	35,861	320,776	53,791	443,623	497,414	497,414	66.7%	64.2%	64.5%	62,931	62,931	64.5%	287,835		
Federal Urban Formula Grant	2,930,186	2,930,186	6,919,178	6,919,178	6,919,178	6,919,178	42.3%	0.0%	42.3%	1,728,608	1,728,608	42.3%	1,123,226		
Federal Rural Operating Grant	1,312,895	1,312,895	1,893,100	1,893,100	1,893,100	1,893,100	0.0%	69.4%	69.4%	1,508,128	1,508,128	69.4%	589,809		
State Regular Subsidy Operating Grant	115,409	1,279,908	1,734,144	787,500	2,521,644	2,521,644	67.2%	14.7%	50.8%	1,508,128	1,508,128	50.8%	589,809		
E&D Grants and Local Match	541,621	541,621	1,351,950	1,351,950	1,351,950	1,351,950	0.0%	40.1%	40.1%	905,703	905,703	40.1%	33,167		
Other State Grants	214,004	42,018	364,867	63,845	428,712	428,712	58.7%	65.8%	59.7%	66,929	66,929	59.7%	33,167		
Other Federal Grants	1,993,203	540,933	3,020,422	863,805	3,884,227	3,884,227	66.0%	62.6%	65.2%	2,370,032	2,370,032	65.2%	752,523		
Fund Balance Reserves							0.0%	0.0%	0.0%				0.0%		
Capital Reserve Revenue							0.0%	0.0%	0.0%				0.0%		
<b>Total Federal, State and Local Revenues</b>	<b>8,434,206</b>	<b>2,837,790</b>	<b>11,271,996</b>	<b>15,237,081</b>	<b>5,403,823</b>	<b>20,640,904</b>	<b>55.4%</b>	<b>52.5%</b>	<b>54.6%</b>	<b>7,792,558</b>	<b>3,692,263</b>	<b>7,792,558</b>	<b>54.6%</b>	<b>3,692,263</b>	

<b>OPERATING REVENUE</b>														
Passenger Revenue	289	10	299					0.0%	0.0%	0.0%	1,567,981	92,155	0.0%	0.0%
Paratransit Passenger Fares								0.0%	0.0%	0.0%	68,266	22,500	0.0%	0.0%
Advertising Revenue	119,156	60,051	179,206	150,000	30,000	180,000	79.4%	200.2%	99.6%	105,194	13,877	105,194	99.6%	13,877
Interest Earnings	258	3,716	3,974	700	9,000	9,700	36.8%	41.3%	41.0%	491	70	491	41.0%	70
Miscellaneous Revenue	54,805	2	54,807	56,750	2,000	3,000	96.6%	0.0%	96.6%	3,947	3,707	3,947	96.6%	3,707
Sales Of Equipment	12,960	(222,457)	(209,497)	1,000	1,690,975	1,690,975	1296.0%	-11122.9%	-6983.2%	27,945	62,426	27,945	64.4%	62,426
Medicaid Purchase Of Svc	1,089,409	1,089,409	1,089,409	1,089,409	1,089,409	1,089,409	0.0%	64.4%	64.4%	1,398,372	1,398,372	1,398,372	64.4%	1,398,372
Purchase of Service	29,935	35,177	65,112	43,012	71,253	114,265	69.6%	49.4%	57.0%	27,945	62,426	27,945	57.0%	62,426
Warranty Revenue							0.0%	0.0%	0.0%				0.0%	
<b>Operating Revenue</b>	<b>217,402</b>	<b>965,907</b>	<b>1,183,309</b>	<b>251,462</b>	<b>1,803,228</b>	<b>2,054,690</b>	<b>86.5%</b>	<b>53.6%</b>	<b>57.6%</b>	<b>1,804,240</b>	<b>1,593,108</b>	<b>1,804,240</b>	<b>57.6%</b>	<b>1,593,108</b>

<b>Total Revenue</b>	<b>8,651,608</b>	<b>3,803,697</b>	<b>12,455,305</b>	<b>15,488,543</b>	<b>7,207,051</b>	<b>22,695,594</b>	<b>55.9%</b>	<b>52.8%</b>	<b>54.9%</b>	<b>9,596,798</b>	<b>5,285,372</b>	<b>9,596,798</b>	<b>54.9%</b>	<b>5,285,372</b>
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<b>EXPENSES</b>														
<b>SALARIES AND WAGES</b>														
Other Wages	933,919	590,627	1,524,545	1,431,868	955,955	2,387,823	65.2%	61.8%	63.8%	944,123	600,977	944,123	63.8%	600,977
Driver/Operator Wages	2,723,876	1,125,592	3,849,469	4,253,033	2,088,548	6,341,580	64.0%	53.9%	60.7%	3,006,469	1,245,368	3,006,469	60.7%	1,245,368
Vehicle Repair Wages	604,909	105,865	710,774	1,017,556	175,059	1,192,615	59.4%	60.5%	59.6%	611,468	111,653	611,468	59.6%	111,653
<b>Salaries and Wages</b>	<b>4,262,704</b>	<b>1,822,084</b>	<b>6,084,788</b>	<b>6,702,457</b>	<b>3,219,562</b>	<b>9,922,019</b>	<b>63.6%</b>	<b>56.6%</b>	<b>61.3%</b>	<b>4,562,059</b>	<b>1,957,998</b>	<b>4,562,059</b>	<b>61.3%</b>	<b>1,957,998</b>

<b>PERSONNEL TAXES AND BENEFITS</b>														
Payroll Taxes (FICA/MC)	325,490	139,093	464,584	512,738	246,296	759,034	63.5%	56.5%	61.2%	352,504	148,282	352,504	61.2%	148,282
Unemployment Tax Exp	12,857	4,427	17,284	25,000	22,000	47,000	51.4%	20.1%	36.8%	(213)	6,926	(213)	36.8%	6,926
Medical Insurance/HRA	1,266,875	351,622	1,618,497	1,889,099	542,891	2,431,990	67.1%	64.8%	66.6%	1,258,093	352,227	1,258,093	66.6%	352,227
Pension Plan Expenses	185,822	61,836	247,658	294,908	80,489	375,397	63.0%	76.8%	66.0%	202,609	46,823	202,609	66.0%	46,823
Employee Development	4,542	4,534	9,075	13,000	12,000	25,000	34.9%	37.8%	36.3%	8,588	3,909	8,588	36.3%	3,909
Other Employee Benefits	87,601	44,678	132,279	116,372	49,725	166,097	75.3%	89.9%	79.6%	90,723	37,271	90,723	79.6%	37,271
<b>Personnel Taxes and Benefits</b>	<b>1,883,186</b>	<b>606,191</b>	<b>2,489,377</b>	<b>2,851,116</b>	<b>953,401</b>	<b>3,804,518</b>	<b>66.1%</b>	<b>63.6%</b>	<b>65.4%</b>	<b>1,912,304</b>	<b>595,437</b>	<b>1,912,304</b>	<b>65.4%</b>	<b>595,437</b>

<b>GENERAL AND ADMIN EXPENSES</b>														
Admin Supplies and Expenses	20,979	9,864	30,844	44,703	21,899	66,602	46.9%	45.0%	46.3%	31,325	12,061	31,325	46.3%	12,061
Recruiting Expenses	4,522	8,219	12,741	12,400	7,000	19,400	36.5%	117.4%	65.7%	4,272	3,360	4,272	65.7%	3,360
Dues and Subscriptions	5,933	7,748	13,681	10,305	4,992	15,297	57.6%	155.2%	89.4%	4,156	3,252	4,156	89.4%	3,252
Travel and Meetings				2,500	1,256	3,756	0.0%	0.0%	0.0%	774	2,286	774	0.0%	2,286
Board Development							0.0%	0.0%	0.0%				0.0%	
Communications	23,052	17,511	40,563	38,464	36,463	74,927	59.9%	48.0%	54.1%	21,785	16,613	21,785	54.1%	16,613

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	Current Fiscal Year To Date		FY21 BUDGET	ADJ BUDGET (Approved Dec 2018)	Budget Variance	PYTD 2020										
Computer Service Exp	41,798	68,851	110,648	49,067	129,329	52.1%	140.3%	85.6%	59,972	26,821						
Legal Fees	42,064	2,105	44,169	58,800	161,100	41.1%	3.6%	27.4%	21,292	7,819						
Insurance	663,364	291,999	955,363	445,204	1,440,222	66.7%	65.6%	66.3%	634,005	277,653						
Audit Fees	9,485	4,065	13,550	7,050	23,500	57.7%	57.7%	57.7%	18,865	8,085						
Consulting Fees						0.0%	0.0%	0.0%	8,893	8,893						
<b>General and Admin Expenses</b>	<b>811,197</b>	<b>410,362</b>	<b>1,221,559</b>	<b>631,731</b>	<b>1,934,134</b>	<b>62.3%</b>	<b>65.0%</b>	<b>63.2%</b>	<b>805,339</b>	<b>366,843</b>						

**OPERATIONS EXPENSES**

Background Checks	655	7,856	8,511	11,500	13,900	27.3%	68.3%	61.2%	1,032	12,613						
Drug & Alcohol Testing						0.0%	0.0%	0.0%								
DOT Testing	4,301	4,426	8,727	6,270	12,770	66.2%	70.6%	68.3%	4,740	4,841						
Employment Recruitment Program				400	1,200	0.0%	0.0%	0.0%	800							
Driver's Uniforms	10,631	4,301	14,932	10,000	30,000	53.2%	43.0%	49.8%	10,892	5,285						
Safety Expense	1,377	1,377	500	900	900	344.3%	0.0%	153.0%	328							
Misc. Operating Exp	1,292	362	1,654	1,100	7,225	21.1%	32.9%	22.9%	1,557	131						
<b>Operations Expenses</b>	<b>18,256</b>	<b>16,946</b>	<b>35,201</b>	<b>29,770</b>	<b>65,995</b>	<b>50.4%</b>	<b>56.9%</b>	<b>53.3%</b>	<b>19,350</b>	<b>22,870</b>						

**PLANNING EXPENSES**

Other Planning Expenses		30,555	30,555	25,000	25,000	0.0%	122.2%	122.2%		7,789						
MPO Planning Expenses	25,966		25,966	100,000	100,000	26.0%	0.0%	26.0%	26,549							
<b>Planning Expenses</b>	<b>25,966</b>	<b>30,555</b>	<b>56,521</b>	<b>100,000</b>	<b>125,000</b>	<b>26.0%</b>	<b>122.2%</b>	<b>45.2%</b>	<b>26,549</b>	<b>7,789</b>						

**VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)**

Parts Expense - Non-Revenue Vehicles	2,195	1,311	3,506	2,000	7,000	43.9%	65.5%	50.1%	2,709	299						
Parts Expense - Revenue Vehicles	321,481	55,123	376,604	720,500	846,500	44.6%	43.7%	44.5%	440,643	77,589						
Tires	56,453	11,315	67,768	23,000	108,000	66.4%	49.2%	62.7%	60,335	16,220						
Facility Maintenance	31,566	32,596	64,162	54,900	108,900	58.5%	59.4%	58.9%	42,623	37,639						
Passenger Facility Expenses	25,198	950	26,148	29,187	29,187	86.3%	0.0%	89.6%	22,675							
Security Expenses	27		27			0.0%	0.0%	0.0%								
Cleaning Expense	5,382	4,496	9,878	10,000	17,800	69.0%	45.0%	55.5%	11,272	8,496						
Repeater Fees	13,728	9,576	23,304	15,552	35,856	67.6%	61.6%	65.0%	13,434	10,944						
Light, Heat and Water	96,407	27,502	123,909	69,400	246,900	54.3%	39.6%	50.2%	104,955	33,729						
Fuel - Vehicles	300,986	175,009	475,995	861,000	1,286,000	35.0%	41.2%	37.0%	596,754	274,569						
Maintenance Tools/Supplies/Uniforms	76,405	18,408	94,813	19,020	94,135	101.7%	96.8%	100.7%	54,096	12,846						
Misc Maint Expenses and fees	1,550	1,807	3,356	1,948	4,060	73.4%	92.7%	82.7%	1,755	3,055						
<b>Vehicle/Building Maintenance Exp</b>	<b>931,378</b>	<b>338,092</b>	<b>1,269,470</b>	<b>2,037,518</b>	<b>2,784,338</b>	<b>45.7%</b>	<b>45.3%</b>	<b>45.6%</b>	<b>1,351,251</b>	<b>475,387</b>						

**CONTRACTOR EXPENSES**

ADA/SSTA Paratransit	713,061		713,061	1,343,544	1,343,544	53.1%	0.0%	53.1%	820,885							
Partner Local Share		45,872	45,872	19,833	65,705	0.0%	100.0%	69.8%	9,917							
Functional Assessment Costs				2,500	2,500	0.0%	0.0%	0.0%	4,264							
Volunteer Drivers		230,205	230,205	583,867	583,867	0.0%	39.4%	39.4%		435,521						
Other Transportation (incl Cabs)	1,651	333,429	335,080	7,033	830,551	23.5%	40.5%	40.3%	4,076	549,737						
<b>Contractor Expenses</b>	<b>714,712</b>	<b>609,506</b>	<b>1,324,218</b>	<b>1,372,910</b>	<b>2,826,167</b>	<b>52.1%</b>	<b>41.9%</b>	<b>46.9%</b>	<b>839,142</b>	<b>985,258</b>						

**MARKETING EXPENSE**

Bus Tickets/Fare Media				2,400	22,400	0.0%	0.0%	0.0%	10,278	860						
Marketing Expense	2,728	1,271	3,998	12,000	38,320	10.4%	10.6%	10.4%	10,269	12,900						
Public Information	17,414	5,623	23,037	11,000	33,000	79.2%	51.1%	69.8%	10,448	10,172						
<b>Marketing Expense</b>	<b>20,142</b>	<b>6,893</b>	<b>27,035</b>	<b>25,400</b>	<b>93,720</b>	<b>29.5%</b>	<b>27.1%</b>	<b>28.8%</b>	<b>30,995</b>	<b>23,933</b>						

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	Urban		Rural		Combined		Urban		Rural		Combined		Urban		Rural	
	Current Fiscal Year To Date	FY21 BUDGET	ADJ BUDGET (Approved Dec 2018)	Budget Variance	Current Fiscal Year To Date	FY21 BUDGET	ADJ BUDGET (Approved Dec 2018)	Budget Variance	Current Fiscal Year To Date	FY21 BUDGET	ADJ BUDGET (Approved Dec 2018)	Budget Variance	Current Fiscal Year To Date	FY21 BUDGET	ADJ BUDGET (Approved Dec 2018)	Budget Variance
<b>OTHER EXPENSES</b>																
Allowance for Doubtful Accounts																
Debt Service/Capital Reserve	6,953	6,953	8,214	0.0%	8,214	8,214	0.0%	84.7%	84.7%	8,214	8,214	0.0%	84.7%	84.7%	46,443	0.0%
Bond Interest																
Capital Match	666,667	754,327	1,000,000	66.7%	1,131,490	1,131,490	66.7%	66.7%	66.7%	1,131,490	1,131,490	66.7%	66.7%	66.7%	71,133	51,733
<b>Other Expenses</b>	<b>673,620</b>	<b>761,280</b>	<b>1,008,214</b>	<b>66.8%</b>	<b>1,139,704</b>	<b>1,139,704</b>	<b>66.8%</b>	<b>66.8%</b>	<b>66.8%</b>	<b>1,139,704</b>	<b>1,139,704</b>	<b>66.8%</b>	<b>66.8%</b>	<b>66.8%</b>	<b>117,576</b>	<b>51,733</b>
<b>TOTAL EXPENSES</b>	<b>9,341,160</b>	<b>3,928,290</b>	<b>13,269,450</b>	<b>54.4%</b>	<b>22,695,594</b>	<b>22,695,594</b>	<b>54.4%</b>	<b>60.3%</b>	<b>58.5%</b>	<b>9,664,565</b>	<b>9,664,565</b>	<b>58.5%</b>	<b>58.5%</b>	<b>58.5%</b>	<b>4,487,249</b>	<b>4,487,249</b>
Current Year Deferred Costs	129,770	129,770		0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	30,988	
OH Admin Allocation	94,980	(94,980)	196,077	48.4%	(196,077)		48.4%	48.4%	48.4%			48.4%	48.4%	48.4%	168,786	(168,786)
Urban Shop Allocation	56,600	(56,600)	84,913	66.7%	(84,913)		66.7%	66.7%	66.7%			66.7%	66.7%	66.7%	61,703	(61,703)
Rural Link Cost Allocation	(208,579)	208,579	(290,370)	71.8%	290,370		71.8%	71.8%	71.8%			71.8%	71.8%	71.8%	(194,783)	194,783
ALLOCATIONS BETWEEN PROGRAMS	(56,999)	56,999	(9,380)	607.7%	9,380		607.7%	607.7%	607.7%			607.7%	607.7%	607.7%	35,705	(35,705)
<b>Balance Of Operating Budget</b>	<b>(616,780)</b>	<b>(67,594)</b>	<b>(684,374)</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>(1,074)</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>(1,074)</b>	<b>0.0%</b>	<b>0.0%</b>	<b>762,417</b>	<b>762,417</b>
<b>Capital Revenue</b>																
Federal Revenue	886,371	661,862	1,548,233	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	2,850,342	1,360,549
State Revenue	110,815	52,396	163,211	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	121,656	60,890
Paratransit Lease Revenue	81,090	81,090		0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	345,166	
Local Match Revenue	666,667	87,660	754,327	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	71,133	51,733
<b>Total Capital Revenue</b>	<b>1,744,943</b>	<b>801,918</b>	<b>2,546,861</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3,388,298</b>	<b>1,473,173</b>
<b>Capital Expenses</b>																
Vehicles	723,184	751,860	1,475,045	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	2,395,658	1,349,775
Maintenance Parts and Equipment	352,167	21,684	373,851	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	330,229	8,635
Passenger Amenities	7,725	1,299	9,023	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	2,316	
Facility Repairs and Improvements	121,473	25,206	146,679	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	799,187	134,053
<b>Total Capital Expenses</b>	<b>1,204,549</b>	<b>800,050</b>	<b>2,004,598</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3,527,389</b>	<b>1,492,463</b>	<b>1,492,463</b>
Balance of Capital Budget	540,394	1,868	542,262	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	(139,092)	(19,291)
Transfer of Purchases to Fixed Assets	790,791	690,724	1,481,514	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	3,205,505	1,460,460
Deferred Costs																
Depreciation Expense	(2,010,947)	(459,126)	(2,470,073)	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	(1,952,627)	(545,479)
Subtotal	(1,220,157)	231,598	(988,559)	0.0%			0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	1,252,878	914,981
<b>Current Change in Net Assets</b>	<b>(1,296,543)</b>	<b>165,872</b>	<b>(1,130,671)</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>1,112,712</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>1,112,712</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1,658,107</b>	<b>1,658,107</b>

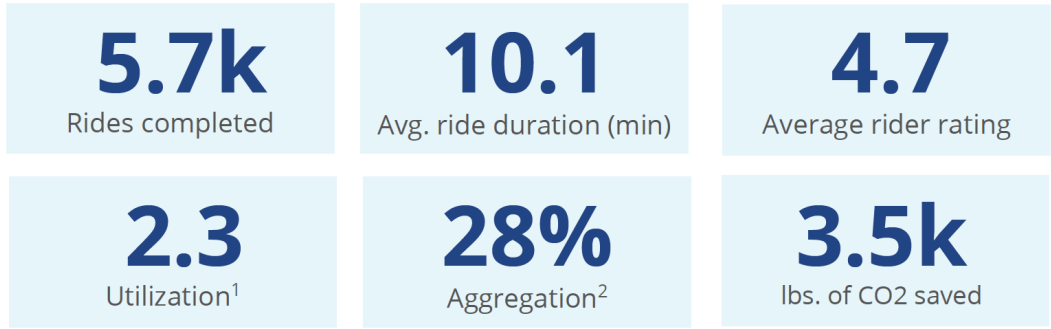




To: GMT Board of Commissioners  
 From: Jamie Smith, Director of Marketing and Planning  
 Date: April 15, 2021  
 Re: Marketing and Planning Update

- GMT met with Via for our quarterly management review for MyRide service. It was exciting to see the first few months of statistics and work on goals for the future of the service; including the co-development of an education campaign for MyRide.

**High early engagement and consistent ridership has created an efficient service for riders and operators.**



\* Note: Analysis period from 1/4/21 - 5/4/21; (1) Utilisation = # rides / vehicle hours; (2) Aggregation = % of time rides are shared

Via. Proprietary & Confidential



- The Planning staff continued work on both the Transit Strategic Plan and the Strategic Goals. We presented an updated Strategic Plan draft to the Strategy Committee and will work to have a finalized version for the full board to review in May.
- The Marketing staff has begun some exciting equity work with the JEDI Committee and through a grant funded project with the Old Spokes Home. Improving the accessibility and access to GMT services is a Marketing goal for FY21 and beyond, and we are thrilled to begin these exciting new projects.
- The bus advertising program has begun to rebound, which is exciting! We look forward to some new advertising clients on-board this Spring.



To: GMT Board of Commissioners  
From: Trish Redalieu, Director of Human Resources  
Date: April 20, 2021  
RE: IT Support, Administrative Support, Training, and HR

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HR conducted a Benefits Satisfaction Survey and received 24 responses. With a response rate of 16%, the data is essentially anecdotal, and provided considerable feedback when asked to comment on specifics of GMT's benefits. Below is a summary of the comments received from the survey, Town Hall Meeting held on April 2, 2021, and feedback received after the Town Hall.

*Q8 - Do you have any suggestions for additional benefits, either voluntary or employer paid?*

Comments:

- Make our benefits the same as the unions
- Change Davis vision for a more widely covered plan, only one provider in Montpelier area.
- Additional voluntary life insurance

*Q9 - Did you know how much the accrued liability (current cost) of the PTO plan was before today? How satisfied are you with the Combined Time Off (CTO) Cash Out system?*

- 58% - aware; 88% extremely satisfied/very satisfied

*Q9- The charts above shows GMT's maximum carryover compared to other organizations. Based on this, we need additional controls on how much PTO is carried over year-to-year.*

- 42% strongly agree/agree, 38% disagree/strongly disagree; the remainder neither agreed or disagreed

*How could you be encouraged to use more of your Paid Time Off?*

Comments:

- Offer more backup with staff. Not all admin have no day to day duties.
- Higher minimum requirement so that less rolls over but keep combined CTO
- To have a better choice on the date, senior drivers always choose first and for the junior drivers, no possibility to get summer vacations or during the holidays...
- Set usage requirements
- Better coverage for when I'm out
- Guaranteed time off requested would help.
- Be told to use it and enjoy it. A lot of times I feel like taking time off is a bad thing and held against you.



Q13 -*Would you be interested in separate sick and vacation accrual buckets/categories?*

- 74% not so interested/not at all interested

Q14 -*In your opinion, does Green Mountain Transit offer too much, too little, or about the right amount of paid time off?*

- 88% about the right amount

*How would you improve the current Paid Time Off policy?*

- Use it or lose it and only allow 40 hours to carry over
- I like the current policy
- Going forward, only allow a certain amount of time to carry over, cash out a certain amount, lose the rest if any remains, cash out at termination.
- I would leave as is, but if a change is mandated, a change should effect all employees, not one group at a time.
- Again, the current benefit provision is fine the way it is. Has been fine for the last five years.
- STOP TRYING TO CHANGE IT.
- I would keep the CTO but change the amount employees are required to take each year and cap the carryover.
- I'm really not sure. I have been happy with the way it has worked for me.
- Sick time and personal time Union sick bucket that can be donated and withdrawn from with permission of the stewards (maybe for admin staff too?) Limit maximum carryover to half of annual accruals Ability to convert vacation to sick time
- I have no improvements to offer. I do think, however, that providing dedicated sick leave, possessing no cash value and being unusable for vacation, might be a stronger incentive for employees to stay home from work if they are sick
- Leave it the way it is all in one bucket of time but make it so going forward December 1 you only can cash out up to 2 weeks of CTO from the previous year's CTO balance and the rest of the previous year's CTO will be lost if you don't use it.
- Eliminate the amount of carryover so you can use the time. Would love to be able to actually take the time off. Much rather have days away from this place then cash the time out.



**On the whole respondents were satisfied with the benefits:**

Q16- *Overall, how satisfied are you with the total benefits package that Green Mountain Transit offers?*

- 85% very satisfied/satisfied

Q17 - *Which of these optional plans would you be interested in?*

- Respondents were interested in additional voluntary life insurance, voluntary accident insurance, voluntary critical illness insurance, voluntary financial education & counseling, voluntary long term disability insurance.

Q18 - *Alongside existing benefits, what other benefits would you like to see Green Mountain Transit offer in the future?*

- benefits equal for all employees
- Union employee pension plan
- Once the pandemic is over, more activities and events bringing employees together, maybe even volunteering opportunities.
- GMT should pay for gas for the gas we used of our personal vehicle, especially when you work split shift.
- Yearly salary increases more in line with the cost of living in Vermont.
- free gym membership
- Aflac insurance.
- More paid holidays
- Not so much a benefit, but once pandemic capacities are lifted, I wonder about the potential of providing additional financial incentive for employees to use the bus, such as maintaining fare free access for employees while instating a parking-permit system for which there is some type of fee.
- Incentive based raises

**Town Hall and subsequent comments received via email:**

- Keep the CTO time but have “use it or lose it” provisions; this would provide incentive for employees to take time off.
- Concern was expressed about the amount of sick and vacation time that will be available at the onset of the policy.

While the response rate was low, the candid responses indicate a willingness to engage in dialogue and is a promising step in fostering open and honest dialogue.



## **Employee News**

GMT welcomes Theresa Johnson as a part-time MTC Customer Service Representative. I also want to send best wishes on behalf to GMT to both Justin Town and Tom Barnes. Justin Town, after over eight years of service, has decided to take a job closer to his home in Barre. Justin began his career in the Parts Department, accepting greater responsibility throughout his tenure with his final role as Maintenance Supervisor. Tom Barnes, Operations and Seasonal Supervisor, began his career as a Seasonal Bus Operator and quickly moved to a supervisory role, has decided to retire.

## **Internship Grant**

GMT applied for and was awarded \$25,000.00 for an Internship Grant through the Vermont Department of Labor. GMT plans to hire 5 interns over the next five quarters to support work in Marketing, Planning, IT, and Maintenance. The fifth will be market dependent; GMT's priority will be to hire an additional Automotive Diesel Technology Intern, however this may be modified based on external factors such as community interest in available opportunities and availability of prospective interns.

FY21 GMT Rural Ridership by Month

#	Route Name	FY21 YTD												FY20 YTD		FY19 YTD			
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY21 YTD	%	FY20 YTD	%	FY19 YTD	%
Number of Service Days		3	5	4	4	5	4	4	4	4	5	4	4	30		39		39	
Saturday		4	5	4	4	4	5	4	4	4	5	4	4	31		39		40	
Sunday		23	21	21	22	20	22	20	20	23	22	20	22	149		193		190	
School Days		0	0	0	16	18	18	15	20	15	21			123		130			
SUBTOTAL		9,909	10,016	10,513	10,994	9,701	12,625	15,309	12,514	14,533	0	0	0	101,135		304,748	-66.8%	290,591	-65.2%

#	Route Name	FY21 YTD												FY20 YTD		FY19 YTD				
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY21 YTD	%	FY20 YTD	%	FY19 YTD	%	
80	City Route Mid-Day	1,585	1,522	1,440	1,485	1,234	1,249	1,128	473	1,289				11,405		20,274	-43.7%	18,455	-38.2%	
81	Barre Hospital Hill	1,993	2,215	2,062	2,385	2,007	1,979	1,712	696	1,994				17,043		26,088	-34.7%	9,019	-34.6%	
82	Montpelier Hospital Hill	1,188	1,267	1,346	1,297	1,342	1,396	48		Microtransit.				7,884		19,061	-58.6%	17,316	-54.5%	
83	Waterbury Commuter	173	142	174	163	137	143	121	39	115				1,207		6,924	-82.6%	7,945	-84.8%	
84	US 2 Commuter	84	50	81	88	85	58	65	19	48				578		6,433	-91.0%	6,042	-90.4%	
85	Hannaford Shopping Special	124	135	176	145	152	126	124	38	214				1,234		1,086	13.6%	1,224	0.8%	
87	Northfield Shuttle	17	25	48	29	30	38	46	22	54				309		552	-44.0%	627	-50.7%	
88	Capital Shuttle	0	0	0	0	0	0	0		Microtransit				0		3,442	-100.0%	7,926	-100.0%	
89	City Commuter	1,885	1,960	2,094	2,159	1,747	1,722	1,471	546	1,646				15,230		29,939	-49.1%	26,040	-41.5%	
90	Plainfield Shuttle	33	55	58	57	33	47	35	39	40				397		497	-20.1%	430	-7.7%	
91	Hospital Hill Demand Response	Discontinued in FY19.												0		0		820	-100.0%	
92	Montpelier Circulator	445	393	485	513	440	514			Microtransit				2,790		11,790	-76.3%	12,280	-77.3%	
93	Northfield Commuter	256	320	241	298	278	243	222	83	270				2,211		4,507	-50.9%	5,748	-61.5%	
100	Route 100 Commuter	14	Transferred to Rural Community Transportation on Monday, July 6, 2020.												14		5,457	-99.7%	6,951	-99.8%
108	Mountain Road Shuttle	0	0	0	0	125	1,915	3,071	2,178	1,936	0	0	0	9,225		80,618	-88.6%	67,564	-86.3%	
102	Morrisville Loop	15	Transferred to Rural Community Transportation on Monday, July 6, 2020.												15		2,598	-99.4%	2,844	-99.5%
103	Morrisville Shopping Shuttle	25	Transferred to Rural Community Transportation on Monday, July 6, 2020.												25		3,195	-99.2%	3,442	-99.3%
109	Tuesday Shopping Shuttle (FGI)	46	52	60	50	64	52	44	32	54				454		684	-33.6%	617	-26.4%	
110	St. Albans DT Shuttle	1,487	1,316	1,613	1,725	1,509	1,571	1,323	557	1,680				12,781		20,476	-37.6%	16,777	-23.8%	
115	Alburt-Georgia Commuter	402	354	338	352	325	319	319	130	313				2,852		5,203	-45.2%	5,645	-49.5%	
116	Richford-St. Albans Commuter	137	210	297	248	193	176	196	87	225				1,769		5,949	-70.3%	5,086	-65.2%	
120	Valley Floor	0	0	0	0	0	79	208	350	154				791		6,935	-88.6%	6,481	-87.8%	
121	Valley Evening Service	Discontinued for FY21												0		1,270	-100.0%	1,837	-100.0%	
122	Mount Ellen	0	0	0	0	0	323	1,973	3,148	1,169				6,613		19,856	-66.7%	31,896	-79.3%	
124	Mountain Condos	0	0	0	0	0	375	1,063	1,116	618				3,172		9,329	-66.0%	9,064	-65.0%	
125	Access Road	0	0	0	0	0	300	834	1,273	729				3,136		10,756	-70.8%	0	-100.0%	
99	Special Services	0	0	0	0	0	0	0	0	0				0		1,834	-100.0%	1,472	-100.0%	
SUBTOTAL		9,909	10,016	10,513	10,994	9,701	12,625	15,309	12,514	14,533	0	0	0	101,135		304,748	-66.8%	290,591	-65.2%	

Route Name	FY21 YTD												FY20 YTD		FY19 YTD			
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY21 YTD	%	FY20 YTD	%	FY19 YTD	%
Capital District	7,837	8,084	8,205	8,619	7,485	7,515	4,972	1,955	5,670	0	0	0	60,342		141,838	-57.5%	144,152	-58.1%
Franklin/Grand Isle	2,072	1,932	2,308	2,375	2,091	2,118	1,882	806	2,272	0	0	0	17,856		32,312	-44.7%	28,125	-36.5%
Seasonal Service	0	0	0	0	125	2,992	7,149	8,065	4,606	0	0	0	22,937		130,598	-82.4%	118,314	-80.6%

Urban Ridership by Month

Number of Service Days		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY21 YTD
Saturday	4	5	4	4	4	4	4	5	4	4	4	5	4	39
Sunday	4	5	4	4	4	4	4	4	4	4	3	5	4	38
Weekday	23	21	21	22	20	20	22	20	20	23	22	20	22	192
School Days	0	12	20	18	18	18	15	20	15	21	23	20	22	139

FY19 YTD		FY20 YTD		FY21 YTD	
39	39	39	39	39	39
40	40	40	40	40	40
190	190	190	190	190	190
130	130	130	130	130	130

#	Route Name	Difference (FY21-FY20)												Difference (FY21-FY19)			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY21 YTD	%	FY19 YTD	%
1	Williston-Wal-Mart	19,286	21,147	29,150	31,641	24,033	19,492	18,688	23,305	28,116	25,116	28,116	25,116	215,478	-35.21%	344,809	-37.51%
7	North Avenue	11,383	11,692	15,174	14,756	11,914	11,246	10,746	11,239	15,317	15,317	15,317	15,317	113,467	-46.29%	184,390	-38.46%
1 & 7	RED LINE	30,669	32,839	44,324	46,397	36,567	30,738	29,434	34,544	43,433	43,433	43,433	43,433	328,945	-39.51%	539,821	-39.06%
2	Essex Junction	18,300	19,632	22,915	24,281	19,582	16,219	15,297	18,115	21,676	21,676	21,676	21,676	176,017	-45.96%	347,208	-49.31%
6	Shelburne Rd.	14,548	15,036	16,261	17,437	14,659	16,124	14,317	14,204	17,637	17,637	17,637	17,637	140,223	-25.94%	177,686	-21.08%
2 & 6	BLUE LINE	32,848	34,668	39,176	41,718	34,241	32,343	29,614	32,319	39,313	39,313	39,313	39,313	316,240	-38.00%	524,894	-39.75%
10	ORANGE LINE	1,410	1,452	2,243	2,217	1,680	1,642	1,563	1,170	1,525	1,525	1,525	1,525	14,702	-12.40%	13,898	5.79%
5	Pine Street	4,210	4,295	4,779	4,598	4,073	3,914	3,849	3,365	4,604	4,604	4,604	4,604	37,687	-43.32%	84,294	-55.29%
9	Riverside/Winooski	8,710	9,139	9,281	9,775	8,330	8,714	8,070	8,008	9,977	9,977	9,977	9,977	80,004	-24.63%	90,001	-11.11%
5 & 9	GREEN LINE	12,920	13,434	14,060	14,373	12,403	12,628	11,919	11,373	14,581	14,581	14,581	14,581	117,691	-31.83%	174,295	-32.48%
4	SILVER LOOP													0	-100.00%	21,688	-100.00%
8	GOLD LOOP	1,965	2,129	2,697	2,762	2,244	2,057	1,848	2,081	2,710	2,710	2,710	2,710	20,493	-44.75%	49,258	-58.40%
11	College Street Shuttle	3,401	3,561	4,389	3,981	3,065	2,162	2,211	2,575	3,726	3,726	3,726	3,726	29,071	-64.81%	89,478	-67.51%
12	UMall/Airport	825	1,226	1,869	2,046	1,120	888	827	970	1,383	1,383	1,383	1,383	11,154	-65.00%	60,686	-81.62%
11 & 12	PURPLE LINE	4,226	4,787	6,258	6,027	4,185	3,050	3,038	3,545	5,109	5,109	5,109	5,109	40,225	-64.87%	150,164	-73.21%
3	Lakeside Commuter	6	4	14	29	7	20	8	33	47	47	47	47	168	-16.00%	1,432	-88.27%
16	Hannaford's	62	132	190	160	168	194	142	120	91	91	91	91	1,259	-4.06%	2,036	-38.16%
19	Price Chopper #1	314	230	206	220	180	164	92	144	111	111	111	1,661	-34.55%	2,051	-19.02%	
20	Price Chopper #2	144	190	298	196	94	168	110	144	92	92	92	1,436	10.72%	1,917	-25.09%	
21	School Trippers			1,604	2,713	2,691	2,132	2,696	1,712	2,687	2,687	2,687	16,235	-84.77%	132,657	-87.76%	
18	Sunday Service												0	N/A	4,736	-100.00%	
26	Other												0	N/A	4,603	-100.00%	
56	Milton Commuter	769	866	883	1,039	743	820	815	662	736	736	736	7,333	-39.27%	13,008	-43.63%	
76	Middlebury Link	159	145	272	201	222	157	169	255	173	173	173	1,753	-78.12%	11,477	-84.73%	
86	Montpelier Link	1,277	1,239	1,644	1,894	1,579	1,245	1,259	1,171	1,432	1,432	1,432	12,740	-84.92%	93,864	-86.43%	
96	St. Albans Link	285	362	493	528	518	356	387	530	726	726	726	4,165	-65.87%	13,888	-70.01%	
46	116 Commuter												0	-100.00%	3,379	-100.00%	
36	Jeffersonville Commuter	282	336	330	293	300	264	289	362	429	429	429	2,885	-65.80%	7,675	-62.41%	
97	Barre LINK												0	-100.00%	63	-100.00%	
SUBTOTAL		87,336	92,813	114,692	120,767	97,822	87,988	83,183	90,165	113,195	113,195	113,195	113,195	887,931	-46.09%	1,766,805	-49.74%
ADA Paratransit		2,293	2,247	2,470	2,694	2,228	2,414	1,650	1,650	2,414	2,414	2,414	2,414	15,996	109.78%	3,228	395.54%
TOTAL		89,629	95,060	117,162	123,461	100,050	90,372	84,833	90,165	113,195	113,195	113,195	113,195	903,927	-45.97%	1,766,805	-48.84%

FY20 YTD		FY21 YTD	
39	39	39	39
40	40	40	40
190	190	190	190
130	130	130	130

Legend	
No Service	Discontinued where noted.
Suspended	Current data practices result in one-month delay for ADA Paratransit ridership.
Site	



To: GMT Board of Commissioners  
From: Jon Moore, General Manager  
Date: April 20, 2021  
RE: General Manager Report

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**Employee Town hall Meeting:** GMT held an employee Town hall meeting (virtually) on April 2<sup>nd</sup>. The results from a recent employee benefit survey and the proposed paid-time off policy were presented and discussed. I expect that staff will be presenting modifications to the proposed paid time-off policy endorsed by the Board in February based on staff comments.

The draft Strategic Goals and the outline for the Transit Strategic Plan were presented in addition to an update on the Washington County Site Selection study.

**Member Designated Projects:** Representative Welch's office has sent GMT information on Member Designated (capital) Projects that the Committee on Transportation and Infrastructure will accept requests from House Members for inclusion in this year's surface transportation authorization legislation.

Project requests are due on April 16, 2021. GMT Staff has sent a project request, and completed the required project questions, to Representative Welch's office for capital funding (80% federal) to make improvements to the 31 Queen City Park Road facility. VTrans has made a request on GMT's behalf for funding for a new Washington County operations and maintenance facility. House members are not limited to how many requests that they can make but must prioritize their requests.

**Maintenance Department Restructuring:** After eight years with GMT, Maintenance Supervisor, Justin Town's last day with the organization was on April 8. Justin was someone who I relied heavily on for the day to day operations of the Maintenance Department and while I am excited for him to pursue a new opportunity he will be missed by GMT.

Instead of recruiting for a Maintenance Supervisor we will be backfilling this position with a Maintenance Coordinator and GMT has posted a job advertising for a Maintenance Manager. The Maintenance Manager will assume all of the responsibilities of the Maintenance Supervisor with additional emphasis on labor management, bid specifications and budgetary oversight.

The addition of a Maintenance Manager position is budgetary feasible due to Tom Barnes retiring at the end of April. Tom has been based in Berlin as an Operations Supervisor and was the Supervisor in charge of seasonal services for the past three winters. Tom will be missed, especially during the winter months but we wish him a well-deserved retirement after a long career in the hospitality industry. I am looking





at staffing options that will provide the needed Berlin and Seasonal Service supervisor coverage with existing staffing.

**Transit Revenue Study:** GMT met with the Chittenden County Regional Planning Commission (CCRPC) and VTrans to discuss the scope of work for a study being conducted by the CCRPC on regional and/or state revenue options for transit operating costs and an assessment on zero fare service. The study is being funded by the CCRPC with local match provided by VTrans.

While these topics have been studied in the past GMT is excited to participate in the study and to start the strategic planning for the identification of new non-federal funds to be used for transit and an analysis of zero-fare service including possible revenue replacement sources and a cost-benefit analysis of operating zero-fare service.

**General Manager Contact:** Please contact me at any time with questions related to the GM report or any other general GMT questions. I am always happy to answer questions and provide facility tours to new Board members when safe to do so. I can be reached at 540-2527 or by email at [jmoore@ridegmt.com](mailto:jmoore@ridegmt.com).

# Green Mountain Transit Authority Fund Balance Policy

## A. Policy Statement

GMT will establish and maintain an adequate fund balance to mitigate the Authority's financial risk occurring from unforeseen revenue fluctuations, unanticipated required expenditures, and to take advantage of federal and state funding requiring a local match. *This policy primarily addresses how the authority will spend, monitor, and report the status of its unrestricted, undesignated net position/fund balance.*

## B. Definitions

1. **Fund Net Position (Equity)/Balance** – Within governmental funds, proprietary fund equity is reported as net position. Fund balance/net position is the difference between fund assets plus deferred outflows of resources and liabilities plus deferred inflows of resources reflected on the balance sheet or statement of net position.

An accounting distinction is made between the portions of net position/fund balance that are restricted or unrestricted. Within the unrestricted category there are different distinctions of what is spendable and non-spendable. The following is a brief explanation of the authority's fund categories:

- a. **Net investment in capital assets** – includes the cost of capitalized assets less depreciation and related debt on those assets.
- b. **Restricted**– includes resources with constraints placed on their use which are either a) externally imposed by creditors (such as through debt covenants), grantors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation. An example would be grant obligations that extend into future years and local capital match funds for future capital acquisitions.
- c. **Unrestricted**– for purposes of internal classification can be divided up into the following types of unrestricted net position/fund balance.
  1. **Committed**– includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
  2. **Unassigned**– is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.
- d. **Unrestricted, Undesignated** – is a management-imposed designation that eliminates "non-spendable" assets from the unrestricted net position/fund balance calculation.

## C. Policy Elaboration

### 1. Establishing the Unrestricted, Undesignated Net Position/Fund Balance Goal

- a. It shall be the goal of the Authority to achieve and maintain an unrestricted, undesignated net position/fund balance equal to 16.7% (2 months) of its annual operating expenses for each of the Authority's urban and rural programs.
- b. In pursuing the Authority's stated unrestricted, undesignated net position/fund balance goal, no Federal or State funds can be accumulated so only unencumbered local funds will be used, except for Medicaid funds according to the current Medicaid contract.

- c. Additionally, since the Authority's Urban and Rural program are funded differently, the fund balance minimum thresholds will be based on the following additional guidance:

Urban

The Urban system receives a large percentage of its federal funds directly from the Federal Transit Administration (FTA) and has an ongoing practice of spending the prior federal fiscal year authorization in the current GMT fiscal year. Based on these factors, the Authority should be concerned when the **unrestricted, undesignated fund balance reaches 1 month** or less of annual operating expenses.

Rural

The Rural system receives the majority of its funding directly through the state and routinely does not receive funds for the fiscal year beginning in July until the end of August. Based on these factors, the Authority should be concerned when the **unrestricted, undesignated fund balance** reaches **1 month** or less of annual operating expenses.

*2. Spending the Unassigned Fund Balance*

- d. A Board of Commissioners resolution is required to establish, modify, or rescind any expenditure of the Committed Unrestricted Fund Balance. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.
- e. The Finance Committee will review and recommend any fund balance assignments to the Board of Commissioners for approval.
- f. When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the Authority Commissioners, and unassigned fund balance), the Authority will start with the most restricted category and spend those funds first before moving down to the next category with available funds, unless this practice violates regulatory requirements.

*3. Monitoring and Reporting the Unassigned Fund Balance*

- a. The Director of Finance will review the breakdown of the fund balance by category with the Authority's Finance Committee twice a year (once with unaudited balances and the other with year-end audited financials) and once a year, with the board of Commissioners.
- b. If the unassigned fund balance falls below the minimum threshold set in paragraph C.1.c. above or has a deficiency, the Director of Finance will first notify the Treasurer of the Board of Commissioners and review the total fund balance allocations and decide the best course of action based on the specific situation at that time. At a minimum, the Treasurer will inform the members of the Finance Committee of the unassigned balance shortfall and discuss the matter at the next scheduled Finance Committee meeting.

Adopted by the **GMT** Board of Commissioners on **April 20, 2021**.

By: \_\_\_\_\_  
**Megan Polyte, Secretary of the Board**

# Chittenden County Transportation Authority Fund Balance Policy

## A. *Policy Statement*

The CCTA will establish and maintain an adequate fund balance to mitigate the Authority's financial risk occurring from unforeseen revenue fluctuations, unanticipated required expenditures, and to take advantage of federal and state funding requiring a local match. *This policy primarily addresses how the authority will spend, monitor and report the status of its unrestricted fund balance.*

## B. *Definitions*

1. *Fund Equity* – A fund's equity is generally the difference between its assets and its liabilities.
2. *Fund Balance* – An accounting distinction is made between the portions of fund equity that are restricted or unrestricted. Within the unrestricted category there are different distinctions of what is spendable and non-spendable. The following is a brief explanation of the authority's fund categories:
  - a. **Invested in capital assets, net of related debt** – includes the cost of capitalized assets less depreciation and related debt on those assets.
  - b. **Restricted fund balance** – includes resources with constraints placed on their use which are either a) externally imposed by creditors (such as through debt covenants), grantors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation. An example would be grant obligations that extend into future years and local capital match funds for future capital acquisitions.
  - c. **Unrestricted fund balance** – for purposes of internal classification can be divided up into the following types of unrestricted fund balance.
    1. **Committed fund balance** – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
    2. **Unassigned fund balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

## C. *Policy Elaboration*

### 1. *Establishing the Unassigned Fund Balance Goal*

- a. It shall be the goal of the Authority to achieve and maintain an unassigned fund balance equal to 17% (2 months) of its annual operating expenses for each of the Authority's urban and rural programs.
- b. In pursuing the Authority's stated unassigned fund balance goal, no Federal or State funds can be accumulated so only unencumbered local funds will be used, with the exception of Medicaid funds according to the current Medicaid contract.

- c. Additionally, since the Authority's Urban and Rural program are funded differently, the fund balance minimum thresholds will be based on the following additional guidance:

Urban

The Urban system receives a large percentage of its federal funds directly from the Federal Transit Administration (FTA) and has an ongoing practice of spending the prior federal fiscal year authorization in the current CCTA fiscal year. Based on these factors, the Authority should be concerned when the unassigned fund balance reaches 6% or less of annual operating expenses.

Rural

The Rural system receives all of its funding directly through the state and routinely does not receive funds for the fiscal year beginning in July until the end of August. Based on these factors, the Authority should be concerned when the unassigned fund balance reaches 10% or less of annual operating expenses.

2. *Spending the Unassigned Fund Balance*

- d. A Board of Commissioners resolution is required to establish, modify, or rescind any expenditure of the Committed Unrestricted Fund Balance. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.
- e. The Finance Committee will review and recommend any fund balance assignments to the Board of Commissioners for approval.
- f. When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the Authority Commissioners, and unassigned fund balance), the Authority will start with the most restricted category and spend those funds first before moving down to the next category with available funds, unless this practice violates regulatory requirements.

3. *Monitoring and Reporting the Unassigned Fund Balance*

- a. The Director of Finance will review the breakdown of the fund balance by category with the Authority's Finance Committee twice a year (once with unaudited balances and the other with year-end audited financials) and once a year, with the board of Commissioners.
- b. If the unassigned fund balance falls below the minimum threshold set in paragraph C.1.c. above or has a deficiency, the Director of Finance will first notify the Treasurer of the Board of Commissioners and review the total fund balance allocations and decide the best course of action based on the specific situation at that time. At a minimum, the Treasurer will inform the members of the Finance Committee of the unassigned balance shortfall and discuss the matter at the next scheduled Finance Committee meeting.

**Adopted by the CCTA Board of Commissioners on May 20, 2014.**

By: \_\_\_\_\_  
**Denis Barton, Secretary of the Board**



To: GMT Board of Commissioners  
From: Jon Moore, General Manager  
Date: April 20, 2021  
RE: **Agenda Item 9 – Action Item:** FY22 Zero-Fare Policy

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**Summary:** GMT has been operating zero-fare services since March 2020 in response to the COVID-19 pandemic. The FY22 GMT budget as approved by the Board of Commissioners includes the reinstatement of fares on July 1, 2021. However, since the time of the FY22 budget adoption additional federal relief funds have been apportioned to GMT (for urban service) and to VTrans (for rural service).

It is important for GMT to make a decision on a FY22 fare policy to be able to inform our passengers with enough forewarning if GMT will be charging a fare as planned per the budget adoption or if GMT will extend zero-fare service into FY22. To provide for clear and efficient policy making discussion this memo only considers the impacts of continuing zero-fare service in FY22.

Additional analysis will be required to determine if continued zero-fare service in FY23 and beyond would be financially viable and sustainable, and if zero-fare service would provide the best return on investment in terms of providing the best public benefit (which would need to be defined) with available funds. A FY22 study being conducted by the Chittenden County Regional Planning Commission (CCRPC) will address these questions.

The below information outlines the pros and cons of continuing zero-fare service in FY22 and is the information that staff used to develop a recommendation at the end of this memo.

**Legislative Intent:** There is support at the legislative level to continue FY22 zero-fare service as evident by Section 19 of the proposed Transportation Bill (H.433) passed by the House Transportation Committee and being considered by the Senate Transportation Committee. To date VTrans has committed to funding lost FY22 rural (5311) fare revenue. VTrans has been that they do not have the funds available to provide fare revenue replacement in the urban (5307) service area. Language from the T-Bill is below.

\* \* \* Zero-Fare Public Transit in Fiscal Year 2022 \* \* \*

#### Sec. 19. ZERO-FARE PUBLIC TRANSIT IN FISCAL YEAR 2022

(a) Urban public transit. It is the intent of the General Assembly that public transit operated by transit agencies that are eligible to receive grant funds pursuant to 49 U.S.C. § 5307 in the State shall be operated on a zero-fare basis with monies for public transit from the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136 (CARES Act), the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260, and the American Rescue Plan Act of 2021, Pub. L. No. 117-2, as practicable and provided that such use is first approved by the governing body of the transit agency, during fiscal year 2022.



(b) Rural public transit. It is the intent of the General Assembly that public transit operated by transit agencies that are eligible to receive grant funds pursuant to 49 U.S.C. § 5311 in the State shall be operated on a zero-fare basis with monies for public transit from the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136 (CARES Act) and the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260, as practicable, during fiscal year 2022.

**Operational Benefits:** Continuing zero-fare service in FY22 would allow for the continued usage of rear door boarding. Not only does this provide social distancing for GMT bus operators it improves on-time performance through on-board passenger circulation, and no farebox related delays. Zero-fare service also reduces passenger confrontations created when passengers do not have the full-fare required and/or try to violate the transfer and discounted fare policies.

**Economic Relief:** FY22 zero-fare service would provide economic relief benefits to members of the public who have been financially impacted the most from COVID-19. While some employment sectors have been able to telework during the pandemic, other sectors (i.e. hospitality) do not have the ability to telework or have experienced reduced hours and/or layoffs.

**Ridership Impacts:** While GMT is still only anticipating FY22 ridership at about 50% of pre-pandemic levels in continuing zero-fare would provide a marketing tool to increase ridership once public health guidelines allow.

**Financial Availability:** VTrans has committed to providing GMT the \$61K budgeted for FY22 rural fare revenue replacement. GMT has available federal relief funding to continue urban zero-fare service in FY22 if approved by the Board.

Staff considers FY22 zero-fare service to be a one-time expense and an appropriate use of one-time federal relief funds. While there would be an opportunity cost of using \$1.124 million in federal relief funds to replace the budgeted FY22 urban fare revenue, staff is comfortable with this based on the below financial data projections;

- Urban federal relief funds can be used in FY22 to replace the following budgeted items:
  - \$3,653,793 in current year and legacy 5307 funds
  - \$598,500 in local funds
  - \$1,417,192 in state operating funds
- After replacing the above FY22 revenue sources GMT would have an **estimated** balance of \$4,672,574 in federal relief funds (with no match requirement) and an **estimated** balance of \$9,084,592 in urban formula (5307) funds (with a 50% match requirement) based off an assumption of level funding in FY22 and the Authority retaining all its historical Small Transit Intensive Cities (STIC) factors.



- Staff is analyzing how to most efficiently use these funds to meet the new proposed Fund Balance Policy and to replace additional non-federal funds currently budgeted in FY22.

**Staff Recommendation:** Based on all of the considerations above staff is recommending the following motion; *Move that the GMT Board of Commissioners approve the use of \$61,000 in rural funds as provided by VTrans through the FY22 State Operating Grant Agreement and the use of \$1,124,016 in urban federal relief funds as fare revenue replacement to continue zero-fare service in FY22.*



TO: GMT Board of Commissioners  
FROM: Jamie L. Smith, Director of Marketing and Planning  
Chris Damiani, Transit Planner  
DATE: April 15, 2021  
Re: June 2021 Service Modifications

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**Action Needed: Staff is seeking approval from the GMT Board of Commissioners to implement the proposed service changes as presented.**

In April, the Planning Department conducted two public hearings to discuss potential service changes for June 2021:

- Additional Service to White Cap Industrial Park
- Transition of Middlebury LINK Express route to Tri-Valley Transit
- Reverting back to the naming structure of urban local routes (removing color coding)

**White Cap Industrial Park:**

GMT was contacted by Maximus about improved service to White Cap Industrial Park. They have recently relocated their office and were looking for options for their employees.

GMT currently serves White Cap Industrial Park on one Williston trip in the AM. After looking at the schedule, we are able to accommodate the request for an additional AM run and one PM run. The additional trips will not add additional time to the route as they are at times when we have some time built-in to the schedule.

**Transitioning the Middlebury LINK Express route to Tri-Valley Transit:**

GMT staff is proposing to transition the Middlebury LINK Express route to Tri-Valley Transit in June. Currently, we operate two AM and two PM trips (fewer due to COVID-19). The scheduled departure times from Burlington in the AM are 5:05AM and 6:05AM, and are underutilized because they are so early. These early departure times are necessary in order to get passengers from Addison County to Chittenden County at a time that is convenient for the traditional work schedule. We believe that Tri-Valley Transit would be able to offer a more convenient passenger schedule because the routes would originate in Addison County.

Mary-Claire Crogan, the Community Relations Manager for Tri-Valley Transit participated in both public meetings. She indicated that they will use the UVM Medical Center and Downtown Transit Center arrival times as the anchor to their passenger schedule to minimize the impact on passengers. GMT and Tri-Valley Transit have begun a draft partner outreach and transition plan. Mary-Claire was able to address some of the direct questions regarding schedules, fare media, etc. when asked at the public meeting.

In addition to the passenger schedule improvements, this transition would result in a Direct Cost Savings to GMT.

<b>Estimated Direct Cost Savings</b>		
	<b>FY21</b>	<b>FY19</b>
<b>Pay Hours</b>	\$ 1,572	\$ 3,322
<b>Total Salary Costs</b>	\$ 39,300	\$ 83,050
<b>CTO Cost (1 FTE)</b>	\$ 5,636	\$ 5,636
<b>FICA - 7.65%</b>	\$ 3,438	\$ 6,784
<b>Health Insurance (single plan)</b>	\$ 10,560	\$ 10,560
<b>Workers Compensation</b>	\$ 3,100	\$ 3,100
<b>Short-Term Disability (1 FTE)</b>	\$ 791	\$ 791
<b>Middlebury Park &amp; Ride</b>	\$ 3,300	\$ 3,300
<b>Preventative Maintenance</b>	\$ 7,467	\$ 15,780
<b>Fuel (4 mpg + \$1.85 cost)</b>	\$ 19,103	\$ 39,824
<b>Fares</b>	\$ -	\$ -
<b>Total:</b>	<b>92,693</b>	<b>168,824</b>

**Reverting back to the naming structure of urban local routes:**

In June 2019, with the implementation of NextGen service changes, GMT introduced the concept of interlining and a new color-coded route naming structure. From the beginning, we have received comments from passengers that this structure has been confusing, for a number of reasons.

The color coding is meant to be an indication to passengers that they will receive a one sheet connection from various points in our system (North Avenue to Williston, Essex Junction to Shelburne, etc.). In reality, due to the nature of our driver scheduling, we are not able to achieve interlining 100% of the time. At launch, we were able to interline 71% of the time, and since that number has dropped to 67%.

Over the last two years, GMT staff has made several changes in the Bus Map and Guide to help passengers adapt to the change. Supervisors and Drivers at GMT still indicate that this is an issue, and they receive frequent questions and comments from passengers, especially at the Downtown Transit Center.

With the public meetings, GMT also released a survey for our passengers to weigh-in on this naming structure. We received 53 responses to that survey, which was lower than we hoped. The opinion of keeping the color-coding versus changing it back was almost equally split between survey takers, however there was an overwhelming amount of people who expressed that they have missed their connection at the DTC because they were unaware that they needed to change buses.

As you can see from the comments we received at the public meetings, passengers are generally in favor of returning back to the old naming structure.

**The staff recommendation is to return to the pre-NextGen naming structure of urban local routes and eliminate the color coded route names.**

**Timeline:**

If these changes are approved by the GMT Board of Commissioners today, staff will begin outreach to passengers, as well as, updating the printed and digital materials for GMT. The changes would go into effect on June 14, 2021.

**Public Meeting schedule:**

Meeting Date	Location	Time of Meeting
<b>URBAN Public Hearing Schedule</b>		
April 14, 2021	Virtual Public Meeting	11:00AM
April 14, 2021	Virtual Public Meeting	6:00PM

**Minutes:**

GMT Public Hearing on June 2021 Proposed Service Changes  
April 14, 2021 11:00 AM  
101 Queen City Road, Burlington VT 05401 Meeting held virtually via Zoom Meetings

Present:

- Jamie Smith, Director of Marketing & Planning, GMT
- Chris Damiani, Transit Planner, GMT
- Mary Claire Crogan, Community Relations Manager, Tri-Valley Transit
- Thomas Caswell, GMT Passenger
- Judy Huether, Maximus
- Sarah Peterson, Maximus
- Maggie Roddy, Middlebury LINK Express Passenger

Open Meeting:

Jamie Smith opened the meeting at 11:00 AM

Ms. Smith started the meeting with a summary of the proposed service changes for the June 2021 schedule

**White Cap Industrial Park**

Ms. Smith explained the proposed addition of two trips to White Cap industrial Park on the Red Line to help meet the needs of new businesses within the park. The addition would include a second trip in the morning and a new trip in the afternoon. Additional trips may be added such as a midday trip should the ridership warrant it.

Mr. Damiani stated that the additional morning trip is scheduled for the 7 AM outbound trip and the 5:00 Inbound trip from Williston.

Ms. Peterson stated that the hours of operation for the new business is 8AM-4PM and with the proposed times that would have folks arriving a little too early for work.

Ms. Smith that it has not been finalized and that staff will take a look to see if there is the possibility to move the trip to the 7:20AM outbound trip.

### **Middlebury LINK Transition**

Ms. Smith introduced the transition of the Middlebury LINK Express to Tri Valley Transit (TVT) and explained the benefits and opportunities for both the passengers and the Addison County community with the potential transition.

Ms. Roddy expressed concern from prior experiences riding the ACTR 116 Commuter.

Ms. Roddy recounted comments from other regular LINK riders about features of the buses that TVT will be using including the step and step height, availability of bike racks, wheelchair setup, and capacity of passengers should ridership increase to pre-pandemic levels. She also expressed the importance of building a good relationship with the academic institutions who utilize CATMA to incentivize riding the bus as a large portion of the LINK ridership comes from those employment centers.

Ms. Crogan detailed that TVT has a non-slip stepstool that drivers utilize to assist passengers who need assistance boarding up the stairs, she also noted that there are spots for two bikes on racks located on the front of the bus, and two wheelchair spots located in the back of the bus. Should ridership increase TVT will look at adding the currently suspended LINK trips and could potentially utilize a larger bus to help with any capacity issues. Ms. Smith detailed that GMT, TVT and CATMA have already begun the discussions of building those relationships in order to make the transition as easy as possible.

Ms. Roddy also expressed that riders have been asking for a midday Middlebury LINK. Mr. Caswell expressed his support for a midday LINK and also shared the hope that the route should be better coordinated with the shared Marble Valley and TVT Middlebury to Rutland Connector.

### **Route Colors Removal**

Ms. Smith summarized the proposed change to remove the color-coded route system and go back to the numbered route system. She explained the history of GMT switching to the Colors two years ago as part of the Next Gen process and outlined the efforts over that time to try and reduce passenger confusion.

Ms. Roddy stated her support for removing the color system. Mr. Caswell also expressed his support for the removal of the colors and stated the primary reason is due to the fact that GMT is not able to interline the routes 100% of the time.

Ms. Smith said that staff will present the public comments to the GMT Board at their meeting on Tuesday and the changes will go into effect on June 14th pending Board approval.

The public hearing concluded at 12:13 PM

## GMT Public Hearing on June 2021 Proposed Service Changes

April 14, 2021 6:00 PM

101 Queen City Road, Burlington VT 05401 Meeting held virtually via Zoom Meetings

### Present:

Jamie Smith, Director of Marketing & Planning, GMT

Chris Damiani, Transit Planner, GMT

Mary Claire Crogan, Community Relations Manager, Tri-Valley Transit

Matthew Ernest, GMT Passenger

### Open Meeting:

Jamie Smith opened the meeting at 6:00 PM

Ms. Smith started the meeting with a summary of the proposed service changes for the June 2021 schedule

### **White Cap Industrial Park**

Ms. Smith explained the proposed addition of two trips to White Cap industrial Park on the Red Line to help meet the needs of new businesses within the park. The addition would include a second trip in the morning and a new trip in the afternoon. Additional trips may be added such as a midday trip should the ridership warrant it.

### **Middlebury LINK Transition**

Ms. Smith introduced the transition of the Middlebury LINK Express to Tri Valley Transit (TVT) and explained the benefits and opportunities for both the passengers and the Addison County community with the potential transition.

### **Route Colors Removal**

Ms. Smith summarized the proposed change to remove the color-coded route system and go back to the numbered route system. She explained the history of GMT switching to the Colors two years ago as part of the Next Gen process and outlined the efforts over that time to try and reduce passenger confusion.

Mr. Ernest explained what routes he would be taking and was wondering if this proposed change would affect his ride to work. Ms. Smith and Mr. Damiani explained that this would not negatively affect his rider experience, the only difference would be that he may have to transfer to a different bus.

Ms. Smith said that staff will present the public comments to the GMT Board at their meeting on Tuesday and the changes will go into effect on June 14th pending Board approval.

The public hearing concluded at 6:14 PM.

**Additional Feedback:**

In an email from Commissioner Polyte: "And on another topic, my oldest (19) started a job and has been using the bus for transport and is challenged by the color names on the routes every day. They speak English, have used the bus before, have the app to guide them and still have already ended up in the wrong place once because the same color goes multiple places. So, I guess you are all right that the system is really hard to understand."