



**Green Mountain Transit Board of Commissioners Meeting
August 16, 2022 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401**

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.

Attendees may join in-person or remotely via Zoom.

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. July 19, 2022, Board Meeting Minutes **Pages 3-8**
 - b. Check Register **Pages 9-15**
 - c. Finance Report **Pages 16-33**
 - d. Planning, Marketing and Public Affairs Report **Pages 34-36**
 - e. Operations, Maintenance, Training, IT and Customer Service Report **Pages 37-40**
 - f. Ridership Reports **Pages 41-43**
 - g. Human Resources Report **Pages 44-45**
- 7:40 a.m. 5. VTrans Update
- 7:50 a.m. 6. General Manager Report – Updates and Opportunity for Questions on the Report **Pages 46-48**
- 7:55 a.m. 7. Board Committee Reports



8:05 a.m. 8. Essex Junction GMT Membership Vote Authorization Resolution (Action Item) **Pages 49-50**

8:15 a.m. 9. FY23 Capital Budget Adjustment (Action Item) **Pages 51-60**

8:25 a.m. 10. General Manager Search Timeline and Budget Discussion

8:35 a.m. 11. Possible Executive Session: 1 VSA 313(a)(3), Personnel

Is there a motion to enter executive session pursuant to 1 VSA 313(a)(3) to discuss a personal matter inviting the General Manager, Jon Moore and the Director of Human Resources, Stephanie Reid?

8:55 a.m. 12. General Manager FY23 Compensation (Action Item)

8:58 a.m. 13. General Commissioner Comments

9:00 a.m. 14. Adjourn

Next GMT Board of Commissioners Meeting Date: September 20, 2022

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 Meeting Minutes**

2 **July 19, 2022 - 7:30 a.m.**

3 **101 Queen City Road, Burlington VT 05401**

4 **This meeting was hybrid; in-person and zoom**

5

6 *The mission of GMT is to promote and operate safe, convenient, accessible,*
7 *innovative, and sustainable public transportation services in northwest and*
8 *central Vermont that reduce congestion and pollution, encourage transit-*
9 *oriented development, and enhance the quality of life for all.*
10

11

12 **Present:**

13 Commissioner Denis Barton, Shelburne
14 Commissioner Bonnie Waninger, Washington County
15 Commissioner Paul Bohne, Essex
16 Alternate Commissioner Tom Derenthal, Burlington
17 Commissioner Chapin Spencer, Burlington
18 Alternate Commissioner Chapin Kaynor, Williston
19 Commissioner Amy Brewer, Williston
20 Commissioner Austin Davis, Winooski
21 Commissioner Catherine Dimitruk, Franklin County
22 Alternate Commissioner Marcie Gallagher, Burlington
23 Commissioner Matt Cota, South Burlington
24 Commissioner Tasha Wallis, Lamoille County
25 Jon Moore, General Manager
26 Jamie Smith, Director of Marketing and Planning
27 Pam McDonald, Accounting Coordinator
28 Connie Englert, Director of Transportation
29 Ashley LaBombard, Marketing Coordinator
30 Matt Kimball, Grants and Capital Projects Manager
31 Nick Foss, Director of Finance
32 Stephanie Reid, Director of Human Resources
33 Tim Bradshaw, VTrans
34 Ryan Thornton, Member of the Public

35

36 **Open Meeting**

37 Chair Waninger opened the meeting at 7:30AM

38

39 **Adjustment of the Agenda**

40 None



41

42 **Public Comment**

43 None

44

45 **Consent Agenda (Action Item)**

46 Alternate Commissioner Kaynor made a motion to approve the consent
47 agenda with an identified edit to line 210 in the previous month's minutes,
48 Commissioner Dimitruk seconded. All were in favor and the motion carried.

49

50 **VTrans Update**

51 Tim Bradshaw asked GM Moore about a difficult turn that drivers are having
52 to make on East Avenue in Burlington due to UVM Medical Center
53 Construction and asked if staff had an indication of when that construction
54 will be complete? GM Moore said that GMT is anticipating that late August
55 we should be able to access Mary Fletcher Drive.

56

57 VTrans was appreciative of staff's time to get them access to grant data and
58 access to Trams.

59

60 Tim Bradshaw thanked staff for continued updates on staffing levels and for
61 their work with Capstone on the Mobility for All project.

62

63 VTrans continues work on the state grant awards and a marketing campaign
64 for recruitment of volunteer drivers. Alternate Commissioner Derenthal asked
65 if Volunteer Drivers received incentives to use electric vehicles. Tim Bradshaw
66 noted that Volunteer Drivers use their own vehicles, and those drivers would
67 be subject to electric vehicles incentives, but those are not provided by the
68 VTrans.

69

70 **General Manager Report – Updates and Opportunity for Questions on the**
71 **Report**

72 GM Moore gave an update on the upcoming triennial review. Auditors for
73 the review will be on-site beginning August 3, 2022.

74

75 GM Moore updated the board on the temporary service reductions in
76 Washington County, noting that the changes went into effect on July 18,
77 2022.

78

79 GM Moore updated the board on the status of urban dropped runs. GM
80 Moore noted that the cause for dropping runs is largely fleet availability.



81 Director Englert noted that vehicle AC malfunction is one issue that is causing
82 the fleet to be out of service. GM Moore noted that GMT received delivery of
83 new vehicles in June and staff is working to get those buses on the road.

84
85 GM Moore updated the Board of Commissioners that the process to finalize a
86 subrecipient agreement with Community Rides Vermont is still on-going and
87 staff will continue to bring updates to the Board.

88

89 **Board Committee Reports**

90 Finance: Commissioner Bohne reported that budget estimates for FY24 would
91 come to the full Board in two months. Commissioner Bohne said that early
92 projections indicate some tough decisions that will need to be made in FY24.
93 Commissioner Wallis asked if the new interim GM would need to make tough
94 decisions? Commissioner Bohne said yes.

95

96 Leadership: Chair Waninger reported that Leadership met twice regarding
97 items on the agenda today, mainly the GM transition and Board elections.

98

99 The JEDI, Strategy, and Operations committees did not meet.

100

101 **Election of Board Officers (Action Item)**

102 Chair Waninger presented the nominations for the board:

- 103 • Chair: Austin Davis
- 104 • Vice-Chair: Amy Brewer
- 105 • Treasurer: Paul Bohne
- 106 • Secretary: Phil Pouech

107

108 Commissioner Dimitruk made a motion to accept the nominations as
109 presented, Commissioner Wallis seconded. All were in favor and the motion
110 carried.

111

112 Commissioner Waninger turned the leadership of the meeting over to newly
113 appointed Chair, Commissioner Davis.

114

115 Chair Davis expressed appreciation for Commissioner Waninger's service to
116 the GMT Board as Chair and for continued leadership over the years.

117

118 **Open Meeting Law Resolution (Action Item)**



119 GM Moore said this resolution is meant to keep GMT in compliance with the
120 Open Meeting Law for Vermont, and notes our meeting date, location and
121 time of each meeting.

122

123 Commissioner Bohne made a motion to approve the Open Meeting Law
124 Resolution as presented in the Board packet, Commissioner Waninger
125 seconded. All were in favor and the motion carried.

126

127 **Transit Bus Contract Award (Action Item)**

128 GM Moore gave an update on the transit bus contract, noting that our
129 purchasing policy states that any contract over \$100,000 requires Board
130 approval through a motion to approve that the General Manager award
131 that contract, and gives authorization for the GM to approve purchases off
132 that contract. GM Moore said this bus contract award is a piggyback
133 contract through an agency with transit agencies in Massachusetts, which
134 gives GMT the authority to obtain six vehicles off of their contract with New
135 Flyer Industries.

136

137 Alternate Commissioner Kaynor asked if we have the option to switch from
138 diesel to electric down the road? GM Moore said not under this contract, but
139 we have a grant application in for electric vehicles.

140

141 Commissioner Bohne made a motion to approve the General Manager to
142 enter into a contract with New Flyer Industries in the amount of \$3,660,000.00
143 for the purchase of six heavy duty transit buses in accordance with GMT's
144 purchasing policy, Commissioner Dimitruk seconded. Commissioner Bohne
145 congratulated staff on entering into this type of contract and noted the
146 benefits down the road. GM Moore noted that we entered into a similar
147 contract in 2013 for the MCI buses and expressed that this type of
148 arrangement saves staff a fair amount of procurement work. All were in favor
149 and the motion carried.

150

151 **GMT Retirement Plan Update (Action Item)**

152 Director Foss gave an update on the change to the retirement plan, which
153 allows for ROTH contributions to our current plan. Director Foss said the
154 Retirement Committee voted to support this change in May, and this allows
155 GMT to have more retirement options in our current plan. Chair Davis noted
156 that the Retirement Committee felt this would be an option that would help
157 us recruit and maintain drivers at GMT.

158



159 Commissioner Waninger made a motion to approve the amendment to the
160 GMT 457 salary deferral plan to allow for the inclusion of ROTH contributions,
161 Alternate Commissioner Gallagher seconded. All were in favor and the
162 motion carried.

163

164 **Possible Executive Session: 1 VSA 313(a)(3), Personnel**

165 Commissioner Spencer made a motion to enter executive session pursuant to
166 1 VSA 313(a)(3) to discuss a personal matter inviting the General Manager,
167 Jon Moore and the Director of Human Resources, Stephanie Reid,
168 Commissioner Bohne seconded. All were in favor and the motion carried.

169

170 The Board of Commissioners entered executive session at 8:08AM.

171

172 Commissioner Waninger made a motion to exit executive session at 8:37AM,
173 Commissioner Spencer seconded. All were in favor and the motion carried.
174 No action was taken at that time.

175

176 Commissioner Dimitruk made a motion to follow the following actions, as
177 outlined by former Chair Waninger in a memo from July 16, 2022, to

178

- 179 • hire an interim General Manager for up to six months
- 180 • initiate a hiring process for a new General Manager
- 181 • continue the current General Manager's services through
182 October 31, 2022 with the agreement that the General Manager
183 could provide a minimum two week notice after September 15,
2022

184

Commissioner Brewer seconded. All were in favor and the motion carried.

185

186 **General Commissioner Comments**

187 Alternate Commissioner Kaynor noted that he never votes when
188 Commissioner Brewer is present. Commissioner Brewer and Alternate
189 Commissioner Kaynor has spoken to the Williston Energy Committee and
190 Planning Commission on interest to have a feasibility study for microtransit.
191 Those groups will be submitting a letter of interest.

192

193 Commissioner Dimitruk passed on a comment from a local student who
194 indicated that fare free service is the only way that they are able to get
195 around and have access to employment opportunities, and it's a game
196 changer. Commissioner Dimitruk noted that the Board often talks about the
197 budget impacts of fare free, but the individual impact is important as well.

198



199 Commissioner Spencer asked for an update at the next meeting on efforts to
200 relaunch the conversation on regional funding, noting the next legislative
201 session will be here before we know it. In order to support the new GM, the
202 Board will need to discuss how to resource that study and what committee
203 should focus efforts to move it forward. Commissioner Wallis also noted that
204 there will likely be a whole new slate of Legislators, and it's important to
205 discuss strategy and the role of the Board in contacting those Legislators. GM
206 Moore offered that CCRPC and VPTA would be avenues for support to move
207 this project forward.

208

209 **Adjourn**

210 Chair Davis reminded the Board that there will be an August Board meeting
211 this year.

212

213 Commissioner Bohne made a motion to adjourn, Commissioner Waninger
214 seconded. All were in favor and the motion carried. The meeting adjourned
215 at 8:44AM.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1044	Draper, Scott	6/27/22	96753	901.90	Maual Paycheck
V515	McKenzie, David	6/27/22	96754	318.87	Maual Paycheck
V1025	Alter, Charles	7/1/22	96755	190.73	Volunteer
V1708	Bigelow, Ashley	7/1/22	96756	103.60	Volunteer
V1957	Clark Barbara	7/1/22	96757	235.17	Volunteer
V1997	Conyers Brian	7/1/22	96758	31.59	
V181	Owen, Helen	7/1/22	96759	1,711.71	Volunteer
V1394	Rolland-Forkey, Erin	7/1/22	96760	125.19	Volunteer
V1932	Sheridan Megan	7/1/22	96761	39.78	
V1733	Slack, Robert	7/1/22	96762	261.50	Volunteer
V1305	Allegiant Care	7/1/22	97801	211,399.00	Insurance
V1313	Amey, Wayne	7/1/22	97802	134.00	Reissued Lost Check
V785	Bridge Community Media, Inc.	7/1/22	97803	260.70	
V225	Burlington Electric Department	7/1/22	97804	3,973.82	6 Electric Bills
V1227	Burlington Public Works-NON Water!!!	7/1/22	97805	352.00	
V851	Champlain Medical	7/1/22	97806	105.00	
V1240	ClearChoiceMD	7/1/22	97807	380.00	
V389	Collins-Perley Sports Arena	7/1/22	97808	1,107.65	Park and Ride lease
V390	Commons Associates	7/1/22	97809	900.00	
V1564	Connolly Heather	7/1/22	97810	110.00	
V241	D & W Diesel, Inc.	7/1/22	97811	7,300.34	Part Invoice
V1916	Englert Constance	7/1/22	97812	29.34	
V2002	Eno Transportation Foundation	7/1/22	97813	4,300.00	Planning Invoice
V250	Fisher Auto Parts	7/1/22	97814	103.80	
V799	Gauthier Trucking Company, Inc.	7/1/22	97815	469.75	
V258	Gordon Stamp & Engraving	7/1/22	97816	90.50	
V2001	Johnson Theresa	7/1/22	97817	44.46	
V2000	KB Acquisitions LLC	7/1/22	97818	521.26	
V129	Lawrence, Richard	7/1/22	97819	488.70	FSA Reimbursement
V1509	Lawson Products, Inc	7/1/22	97820	287.50	
V473	Limoge & Sons Garage Doors, Inc.	7/1/22	97821	4,430.15	2 Repair Invoices
V1999	Midwest Motor Supply Co. Inc	7/1/22	97822	28.09	
V1998	Mobile Air Climate Systems Association	7/1/22	97823	20.00	
V280	Mutual of Omaha Insurance Co.	7/1/22	97824	14.03	
V283	Neopart LLC	7/1/22	97825	3,998.64	Part Invoice
V950	Northern Toyota Lift	7/1/22	97826	419.26	
V1192	NS Corporation	7/1/22	97827	4,531.10	Part Invoice
V594	Offset House The, Inc	7/1/22	97828	308.00	
V289	People's United Businesscard Services	7/1/22	97829	4,769.45	Credit Cards Parts Meals Marketing
V232	Petty Cash	7/1/22	97830	50.00	
V1994	Reid Stephanie	7/1/22	97831	383.96	JEDI Training Snack
V300	Seven Days	7/1/22	97832	330.50	
V301	Sovernet	7/1/22	97833	1,172.23	IT Invoice
V302	Sports & Fitness Edge Inc.	7/1/22	97834	575.09	
V1875	Sunwealth Project Pool 14 LLC	7/1/22	97835	1,512.67	Solar Invoice
V1030	UniFirst Corporation	7/1/22	97836	225.69	
V336	W.B Mason Co., Inc.	7/1/22	97837	303.56	
V1722	Wolcott, Corey	7/1/22	97838	52.00	
V1929	Brock Christine	7/1/22	EFT000000016636	246.29	Volunteer
V1150	Bruley SR, Mark	7/1/22	EFT000000016636	1,399.35	Volunteer
V1707	Chase, Betty	7/1/22	EFT000000016637	893.88	Volunteer
V1952	Cook Kathleen	7/1/22	EFT000000016638	289.59	Volunteer
V1676	Croteau, William	7/1/22	EFT000000016639	1,178.19	Volunteer
V1121	Fitzgerald, Terry	7/1/22	EFT000000016640	80.73	
V1968	Fleming Kevin	7/1/22	EFT000000016641	658.73	Volunteer
V170	Hertz, Kenneth	7/1/22	EFT000000016642	575.64	Volunteer
V174	Langlois, Paulette	7/1/22	EFT000000016643	1,890.72	Volunteer
V70	LeClair, Raymond	7/1/22	EFT000000016644	1,132.03	Volunteer

V86	Pike, Gail	7/1/22	EFT000000016645	1,105.09	Volunteer
V771	Sammons Chandra	7/1/22	EFT000000016646	766.35	Volunteer
V93	Timm, Marta	7/1/22	EFT000000016647	386.11	Volunteer
V1725	Utton, Debra	7/1/22	EFT000000016648	1,554.93	Volunteer
V1623	Wells, Roy	7/1/22	EFT000000016649	494.33	Volunteer
V38	Moore, Jon	7/1/22	EFT000000016650	134.62	Reimbursement DCAP
V747	Nassau II, Jason	7/1/22	EFT000000016651	780.30	FSA Reimbursement
V141	Riley, Shawn	7/1/22	EFT000000016652	20.00	
V17	Smith, Jamie L	7/1/22	EFT000000016653	2,500.03	DCAP Reimbursement
V1626	Whiting, Jeremy	7/1/22	EFT000000016654	192.31	Reimbursement DCAP
V1446	M T Wallets, LLC	7/1/22	EFT000000016655	3,100.00	Lease
V1825	Ride Your Bike LLC	7/1/22	EFT000000016656	955.09	
V303	SSTA	7/1/22	EFT000000016657	129,525.39	ADA

Vendor ID	Vendor Name	Document Date	Document	Document Amount	
V279	ABC Bus Companies-Muncie	7/8/22	96771	543.23	
V1481	Amerigas	7/8/22	96772	269.69	
V1227	Burlington Public Works-NON Water!!!	7/8/22	96773	176	
V220	Class C Solutions Group	7/8/22	96774	838.78	
V524	CPL Electrical Contracting	7/8/22	96775	1,035.00	Repair Invoice
V1528	CSched	7/8/22	96776	45,640.85	Software for Bus Scheduling Annual
V241	D & W Diesel, Inc.	7/8/22	96777	9,856.51	3 Part Invoices
V1963	Evans Group Inc.	7/8/22	96778	31,427.01	Fuel
V250	Fisher Auto Parts	7/8/22	96779	349.17	
V252	FleetPride, Inc	7/8/22	96780	1,332.62	5 Part Invoices
V256	Genfare	7/8/22	96781	17,417.00	Fare Box for Training Invoice
V257	Gillig Corp.	7/8/22	96782	1,456.99	2 Part Invoices
V260	Green Mountain Kenworth, Inc.	7/8/22	96783	1,135.17	4 Part Invoices
V1658	J. David White Associates, Inc.	7/8/22	96784	1,512.50	Part Invoice
V328	Kirk's Automotive Inc.	7/8/22	96785	736	
V1162	Lowell Mcleods Inc.	7/8/22	96786	1,663.47	Part and Repair Invoice
V1923	Mcgee Ford Of Montpelier	7/8/22	96787	6,140.86	5 Part Invoices
V278	Mohawk Mfg. & Supply Co.	7/8/22	96788	229.27	
V792	Myers Container Service Corp.	7/8/22	96789	271.38	
V223	O'Reilly Auto Enterprises, LLC	7/8/22	96790	15.33	
V628	Overhead Door Co. of Burlington Inc.	7/8/22	96791	1,254.81	Repair Invoice Berlin
V545	Pitney Bowes - Leasing	7/8/22	96792	75	
V294	RHR Smith & Company	7/8/22	96793	12,200.00	Auditor Invoices
V299	SB Collins, Inc.	7/8/22	96794	7,763.64	Fuel
V309	Stride Creative Group	7/8/22	96795	236.3	
V1875	Sunwealth Project Pool 14 LLC	7/8/22	96796	4,825.18	Solar Invoice
V1945	Union Jack's	7/8/22	96797	719.91	
V1683	VHV Company	7/8/22	96798	1,567.00	Contract Invoice
V1953	WEX BANK	7/8/22	96799	38,089.60	Fuel

Vendor ID	Vendor Name	Document Date	Document Num	Document Amount	
V1025	Alter, Charles	7/15/22	96800	105.89	Volunteer
V1099	Barnett, Wendy	7/15/22	96801	767.52	Volunteer
V1396	Berry, Juana	7/15/22	96802	38.61	
V1957	Clark Barbara	7/15/22	96803	97.11	
V1884	Donaghy Peardon	7/15/22	96804	73.13	
V1911	O'Donnell Kathleen	7/15/22	96805	69.03	
V181	Owen, Helen	7/15/22	96806	1,540.02	Volunteer
V1855	Ray Kevin	7/15/22	96807	74.88	
V1394	Rolland-Forkay, Erin	7/15/22	96808	138.06	Volunteer
V1932	Sheridan Megan	7/15/22	96809	43.29	
V1733	Slack, Robert	7/15/22	96810	235.17	Volunteer
V962	Williams, Kenneth	7/15/22	96811	88.2	
V279	ABC Bus Companies-Muncie	7/15/22	96812	1,294.54	4 Part Invoices
V1229	Ahmed, Farhan	7/15/22	96813	100	Shoe Reimbursement
V1481	Amerigas	7/15/22	96814	32.95	
V1334	Background Investigation Bureau, LLC	7/15/22	96815	582	
V284	Brenntag Lubricants Northeast	7/15/22	96816	1,450.35	Part Invoice
V224	Burlington Communications	7/15/22	96817	2,681.00	IT Invoice
V226	Burlington Public Works-Water	7/15/22	96818	510.3	
V227	Burlington Telecom	7/15/22	96819	2,097.97	IT Invoice
V228	C.I.D.E.R., Inc.	7/15/22	96820	16,381.05	E&D, Vans and Medicaid
V220	Class C Solutions Group	7/15/22	96821	3,166.47	6 Part Invoices
V1357	CleanPro, Inc	7/15/22	96822	599.46	
V928	Conway Office Solutions	7/15/22	96823	2,596.65	3 Office Supply Invoices
V239	Cummins Northeast LLC	7/15/22	96824	11,382.53	9 Part Invoices
V1260	Dahal, Santi	7/15/22	96825	100	Shoe Reimbursement
V242	Danform Shoes	7/15/22	96826	450	
V354	Devarney, Rodney	7/15/22	96827	1,250.00	Tool Allowance
V417	Dion Security, Inc.	7/15/22	96828	11.72	
V1044	Draper, Scott	7/15/22	96829	100	Shoe Reimbursement
V250	Fisher Auto Parts	7/15/22	96830	1,367.83	11 Part Invoices
V252	FleetPride, Inc	7/15/22	96831	7,440.04	4 Part Invoices
V253	FleetWave Partners, LLP	7/15/22	96832	3,188.00	2 Radio Repeater Invoices
V1347	Foley Distributing Corp.	7/15/22	96833	356	
V799	Gauthier Trucking Company, Inc.	7/15/22	96834	469.75	
V257	Gillig Corp.	7/15/22	96835	14,821.35	19 Part Invoices
V1129	Global Montello Group Corp	7/15/22	96836	28,559.98	Fuel
V259	Grainger	7/15/22	96837	506.47	
V260	Green Mountain Kenworth, Inc.	7/15/22	96838	372.78	
V261	Green Mountain Power	7/15/22	96839	22.73	
V117	Guyette, Howard	7/15/22	96840	1,379.99	Tool Allowance and Boot Reimbursment
V262	Hall Communication, Inc.	7/15/22	96841	1,472.00	Recruitment Invoice
V1779	Key Motors of South Burlington	7/15/22	96842	1,196.65	Part Invoice
V129	Lawrence, Richard	7/15/22	96843	100	Shoe Reimbursement
V1509	Lawson Products, Inc	7/15/22	96844	142.38	
V270	Lowe's	7/15/22	96845	285.81	
V1004	Marcu, Daniel	7/15/22	96846	99	
V274	McMaster-Carr	7/15/22	96847	130.3	
V1068	Midwest Bus Corporation	7/15/22	96848	3,579.39	9 Part Invoices
V1891	Minuteman Security Technologies	7/15/22	96849	500	
V278	Mohawk Mfg. & Supply Co.	7/15/22	96850	2,480.34	3 Part Invoices
V1709	Monaghan Safar Ducham PLLC	7/15/22	96851	1,505.00	Legal Invoices
V283	Neopart LLC	7/15/22	96852	1,051.05	3 Part Invoices
V1912	No Waste Compost	7/15/22	96853	38	
V950	Northern ToyotaLift	7/15/22	96854	419.26	
V223	O'Reilly Auto Enterprises, LLC	7/15/22	96855	388.18	
V1484	Parsons Environment & Infrastructure Group Inc.	7/15/22	96856	20.34	
V1906	Pete's Tire Barns Inc	7/15/22	96857	895.71	
V1671	Plantier, Steve	7/15/22	96858	1,250.00	Tool Allowance
V291	Prevost Parts	7/15/22	96859	7.36	
V915	Puzic, Aid	7/15/22	96860	44.8	
V864	Rick's Towing & Repair, Inc.	7/15/22	96861	175	
V298	Sanel Auto Parts Co.	7/15/22	96862	15.72	
V299	SB Collins, Inc.	7/15/22	96863	2,846.93	Fuel
V144	Slingerland, Michael	7/15/22	96864	1,250.00	Tool Allowance
V310	Swish White River, LTD	7/15/22	96865	949.4	
V1900	Talitha Consults LLC	7/15/22	96866	5,336.40	JEDI Training
V734	Thermo King Northeast/Dattco	7/15/22	96867	3,885.03	6 Part Invoices
V273	Transit Holding, Inc.	7/15/22	96868	4,812.53	6 Part Invoices
V1030	UniFirst Corporation	7/15/22	96869	372.41	

V315	United Parcel Service	7/15/22	96870	50.35	
V335	Vermont Department of Labor	7/15/22	96871	1,051.26	Quarterly Unemployment
V1466	Vermont Electrical Contracting LLC	7/15/22	96872	320	
V689	Vermont Elevator Inspection Services Inc.	7/15/22	96873	200	
V410	Vermont Gas Systems, Inc.	7/15/22	96874	78.44	
V537	Vermont Public Transportation Association	7/15/22	96875	280	
V336	W.B Mason Co., Inc.	7/15/22	96876	402.14	
V1929	Brock Christine	7/15/22	EFT00000001€	323.51	Volunteer
V1150	Bruley SR, Mark	7/15/22	EFT00000001€	1,532.49	Volunteer
V1707	Chase, Betty	7/15/22	EFT00000001€	1,185.21	Volunteer
V1676	Croteau, William	7/15/22	EFT00000001€	1,524.77	Volunteer
V1121	Fitzgerald, Terry	7/15/22	EFT00000001€	72.54	
V1968	Fleming Kevin	7/15/22	EFT00000001€	620.23	Volunteer
V170	Hertz, Kenneth	7/15/22	EFT00000001€	146.25	Volunteer
V174	Langlois, Paulette	7/15/22	EFT00000001€	311.23	Volunteer
V70	LeClair, Raymond	7/15/22	EFT00000001€	1,296.44	Volunteer
V86	Pike, Gail	7/15/22	EFT00000001€	1,193.41	Volunteer
V771	Sammons Chandra	7/15/22	EFT00000001€	706.68	Volunteer
V93	Timm, Marta	7/15/22	EFT00000001€	418.59	Volunteer
V1725	Utton, Debra	7/15/22	EFT00000001€	1,398.61	Volunteer
V1623	Wells, Roy	7/15/22	EFT00000001€	503.11	Volunteer
V1182	Charissakis, John	7/15/22	EFT00000001€	52.06	
V1770	Damiani Christopher	7/15/22	EFT00000001€	314	FSA Reimbursement
V124	Kimball, Matt	7/15/22	EFT00000001€	207.88	Travel Reimbursement
V38	Moore, Jon	7/15/22	EFT00000001€	134.62	DCAP Reimbursement
V141	Riley, Shawn	7/15/22	EFT00000001€	25.99	
V17	Smith, Jamie L	7/15/22	EFT00000001€	192.31	DCAP Reimbursement
V1626	Whiting, Jeremy	7/15/22	EFT00000001€	192.31	DCAP Reimbursement
V303	SSTA	7/15/22	EFT00000001€	37,397.10	E and D
V308	Steadman Hill Consulting, Inc.	7/15/22	EFT00000001€	7,644.00	Consulting Invoice
V1856	Via Transportation Inc.	7/15/22	EFT00000001€	6,900.00	3 Mirco Transit Invoices
V1639	Gratton Yancey	7/15/22	96877	253.89	Manual Paycheck correction

Vendor ID	Vendor Name	Document Date	Document	Document Amount	
V217	Airgas USA, LLC	7/22/22	96878	373.88	
V284	Brenntag Lubricants Northeast	7/22/22	96879	2,628.19	Part Invoice
V785	Bridge Community Media, Inc.	7/22/22	96880	481.9	
V224	Burlington Communications	7/22/22	96881	668	
V242	Danform Shoes	7/22/22	96882	211.5	
V401	Dell Business Credit	7/22/22	96883	9,833.81	Computer Invoices
V2003	Essco Calibration Laboratory	7/22/22	96884	178.68	
V1963	Evans Group Inc.	7/22/22	96885	21,189.63	Fuel
V250	Fisher Auto Parts	7/22/22	96886	99.6	
V252	FleetPride, Inc	7/22/22	96887	445.47	
V257	Gillig Corp.	7/22/22	96888	7,242.82	4 Part Invoices
V1129	Global Montello Group Corp	7/22/22	96889	27,253.48	Fuel
V259	Grainger	7/22/22	96890	2,271.02	3 Part and Small Tool Invoices
V260	Green Mountain Kenworth, Inc.	7/22/22	96891	1,249.74	4 Part Invoices
V261	Green Mountain Power	7/22/22	96892	1,363.01	Electric Bill
V328	Kirk's Automotive Inc.	7/22/22	96893	27.1	
V1509	Lawson Products, Inc	7/22/22	96894	413.3	
V278	Mohawk Mfg. & Supply Co.	7/22/22	96895	968.76	
V1761	Montpelier City of	7/22/22	96896	3,742.81	Utilities Jan-June MTC
V283	Neopart LLC	7/22/22	96897	184.65	
V611	Northwestern Occupational Health	7/22/22	96898	115	
V223	O'Reilly Auto Enterprises, LLC	7/22/22	96899	1,273.92	2 Part and Paint Supply Invoices
V1165	Posner, Jordan	7/22/22	96900	753.75	
V299	SB Collins, Inc.	7/22/22	96901	3,389.38	Fuel
V450	SB Signs, Inc.	7/22/22	96902	75	
V451	Stowe, Town of Electric Department	7/22/22	96903	41.34	
V309	Stride Creative Group	7/22/22	96904	244.8	
V310	Swish White River, LTD	7/22/22	96905	654.74	
V734	Thermo King Northeast/Dattco	7/22/22	96906	5,719.82	4 Part and Repair Invoices
V1372	Total Tool, LTD	7/22/22	96907	10,078.00	Lift Invoice
V313	Travelers	7/22/22	96908	4,145.80	Legal
V1030	UniFirst Corporation	7/22/22	96909	294.53	
V1459	Vermont Information Consortium LLC	7/22/22	96910	606	
V1614	Vt Transportation Brokerage & Logistics	7/22/22	96911	3,026.25	Cab Service
V336	W.B Mason Co., Inc.	7/22/22	96912	19.99	
V796	Yipes Auto Accessories	7/22/22	96913	790.8	

Vendor ID	Vendor Name	Check Date	Check Number	Amount	
V1229	Farhan Ahmed	7/29/22		96914	\$100.00 Shoe Reimbursement
V1941	Karen Allen	7/29/22		96915	\$36.25 Volunteer
V1423	Andrew Alling	7/29/22		96916	\$75.00 Volunteer
V1025	Charles Alter	7/29/22		96917	\$306.90 Volunteer
V1738	Emily Altrui	7/29/22		96918	\$102.90 Volunteer
V964	Arthur Campbell	7/29/22		96919	\$100.00 Shoe Reimbursement
V1639	Yancey Gratton	7/29/22		96920	\$105.85 FSA Reimbursement
V1976	Scott Hanley	7/29/22		96921	\$164.34 FSA Reimbursement
V2004	Ashley LaBombard	7/29/22		96922	\$93.50 FSA Reimbursement
V1922	Laura Lippa	7/29/22		96923	\$12.50 Volunteer
V436	Jonathan Mabee	7/29/22		96924	\$100.00 Shoe Reimbursement
V181	Helen Owen	7/29/22		96925	\$1,430.00 Volunteer
V1800	Catherine Sells	7/29/22		96926	\$41.25 Volunteer
V1932	Megan Sheridan	7/29/22		96927	\$111.25 Volunteer
V1733	Robert Slack	7/29/22		96928	\$143.75 Volunteer
V1011	Brian Sprague	7/29/22		96929	\$120.00 Shoe Reimbursement
V1668	Nicholas Tambon	7/29/22		96930	\$120.00 Shoe Reimbursement
V1628	Nancy Andrews	7/29/22	EFT000000016682		\$22.50 Volunteer
V1929	Christine Brock	7/29/22	eft000000016683		\$361.25 Volunteer
V1150	Mark Bruley	7/29/22	EFT000000016684		\$1,372.52 Volunteer
V1066	Robert Cassell	7/29/22	EFT000000016685		\$212.00 FSA Reimbursement
V104	Robert Gagnon	7/29/22	EFT000000016686		\$1,250.00 Tool Allowance
V1707	Betty Chase	7/29/22	EFT000000016687		\$1,328.75 Volunteer
V1952	Kathleen Cook	7/29/22	EFT000000016688		\$254.38 Volunteer
V1676	William Croteau	7/29/22	EFT000000016689		\$1,017.50 Volunteer
V1121	Terry Fitzgerald	7/29/22	EFT000000016690		\$68.76 Volunteer
V1968	Kevin Fleming	7/29/22	EFT000000016691		\$558.14 Volunteer
V1707	Kenneth Hertz	7/29/22	EFT000000016692		\$536.25 Volunteer
V29	Alain Hirsch	7/29/22	EFT000000016693		\$348.00 FSA Reimbursement
V174	Paulette Langlois	7/29/22	EFT000000016694		\$1,588.13 Volunteer
V70	Raymond LeClair	7/29/22	EFT000000016695		\$1,047.54 Volunteer
V37	Dale Meigs	7/29/22	EFT000000016696		\$100.00 Shoe Reimbursement
V38	Jon Moore	7/29/22	EFT000000016697		\$134.62 DCAP Reimbursement
V86	Gail Pike	7/29/22	EFT000000016698		\$813.13 Volunteer
V141	Shawn Riley	7/29/22	EFT000000016699		\$91.63 FSA Reimbursement
V771	Chandra Sammons	7/29/22	EFT000000016700		\$695.00 Volunteer
V17	Jamie L. Smith	7/29/22	EFT000000016701		\$192.31 DCAP Reimbursement
V303	SSTA	7/29/22	EFT000000016702		\$38,293.02 E and D
V93	Marta Timm	7/29/22	EFT000000016703		\$546.27 Volunteer
V1725	Debra Utton	7/29/22	EFT000000016704		\$1,230.00 Volunteer
V1623	Roy Wells	7/29/22	EFT000000016705		\$422.50 Volunteer
V1626	Jeremy Whiting	7/29/22	EFT000000016706		\$192.31 DCAP Reimbursement

To: Finance Committee (FC)

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

Date: August 11, 2022

RE: Finance/Grants/Capital Projects

Monthly Review:

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

The following is a summary of projects the department continues to focus on:

- **Triennial Results:** GMT's Triennial Review (TR), which began back in January, concluded last week with an exit conference attended by both the FTA and its external auditors. As a reminder, the TR involved a comprehensive audit of twenty-three (23) areas including: financial management & capacity, technical capacity, maintenance, procurement, civil rights, and program-specific requirements.

F&G was pleased with the preliminary results provided during the exit conference, which yielded only three (3) preliminary findings.

The findings were as follows:

1. Insufficient documentation of monitoring Disadvantaged Business Enterprise (DBE) compliance of contractors.
2. Deficiencies in publicizing and disseminating the Equal Employment Opportunity (EEO) program.
 1. Specifically, by not providing EEO training for new Supervisors within 90 days of hire.
3. Insufficient oversight of subcontractor (SSTA) EEO program.

F&G appreciates the feedback gathered during the TR and has already begun the process of updating department policies and procedures to come into compliance with the applicable findings.

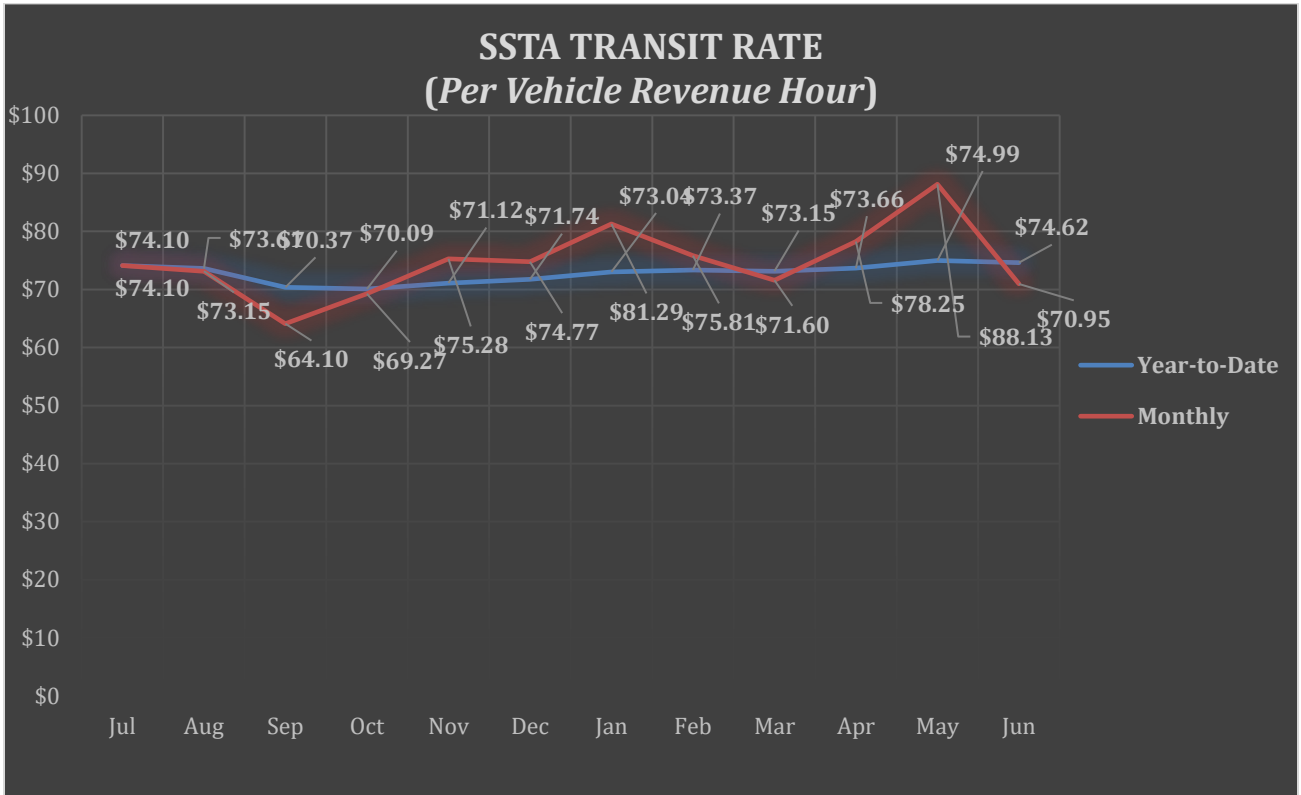
The final report will be made available on October 11, and staff looks forward to briefing the FC at its September meeting.

During the exit conference both the external auditors and FTA stated their satisfaction with both the results and the overall process of the TR. The FTA shared that GMT's peers have been averaging 7 – 8 findings, so GMT is above average in that respect, and with seven (7) findings in GMT's last TR, the Authority has shown progress in improving its processes.

These results took an incredible amount of effort and time from F&G staff and considering the consolidation that has occurred in the department over the past three years, this is an exceptional achievement. As a result, I want to thank the entire F&G department for their hard work, dedication, and knowledge which contributed to a result the Authority can be proud to stand behind.

- **FY23 Capital Budget Adjustment:** At last month's meeting the FC recommended approval of the FY23 Capital Budget Adjustment to the BOC. However, since then there has been an upward revision to the vehicle lines due to inflation pressures. Thankfully, VTRANS has agreed to cover the federal and state portion of the increases so that GMT can move forward with the purchase of the 4 heavy duty busses reflected in the adjustment. All these changes, and the budget adjustment in its entirety, will be presented at the upcoming BOC meeting this month.
- **Banking Transition:** As previously mentioned, GMT's banking relationship has changed with the acquisition of Peoples United Bank by M&T Bank. Staff has begun the process of reviewing and testing M&T's new treasury management product and will be working closely with our relationship managers to ensure a smooth transition. The current schedule is for all Peoples United accounts to transition to M&T systems effective September 3rd, with credit cards transitioning earlier as of August 20th. All cardholders have received their new M&T Bank credit cards and instructions on how to activate them.
- **ADA Financial Update:** With GMT's ADA/paratransit contractor (SSTA) making its unaudited fiscal year-end financial results available, staff felt it valuable to provide a brief recap of where the organization ended the year. GMT currently has a negotiated per revenue hour transit rate with SSTA, which has been set at \$70 and is based on actual financial performance. Figure 1 below reflects SSTA's actual transit rate based on their financial results, which reflects a year-end rate of \$74.62, roughly 6% higher than the rate GMT pays.

Figure 1



- **Budget Timeline:** Included below is a summary of the proposed budget timeline for the FY23 budget adjustments and FY24 proposed budget.

- ❖ **FY23 Capital Budget Adjustment**

- Finance Committee presentation – July
- Board of Commissioners presentation – August

- ❖ **FY23 Operating Budget Adjustment**

- Finance Committee presentation – September
- Board of Commissioners presentation – October

- ❖ **FY24 Proposed Operating & Capital Budget**

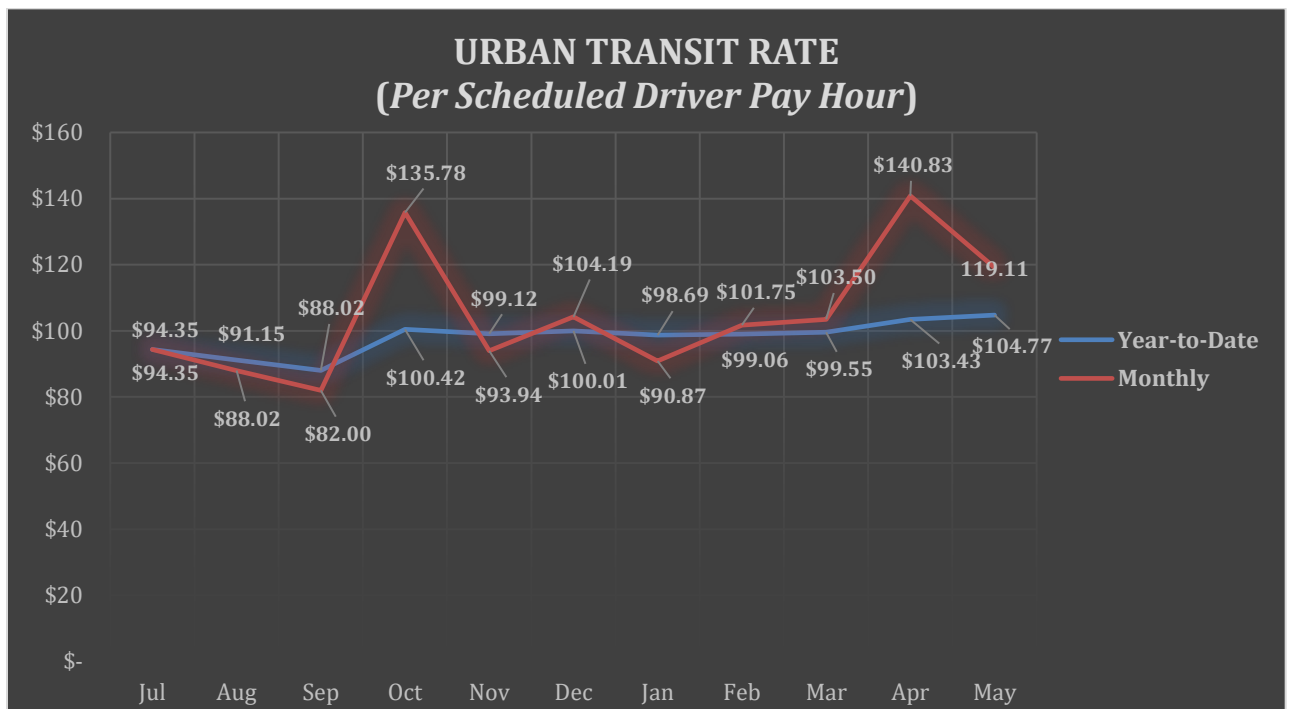
- Finance Committee presentation – December
- Board of Commissioners (*Assessments Only*) – December
 - Assessments should be approved no later than December to allow urban member towns/cities to budget
- Board of Commissioners (*Full Budget*) – January

GMT Transit Rate Update:

Each month's F&G will provide updates on the Authority's **transit rates**, which F&G uses to measure the operating costs associated with providing a distinct measurement unit of service. It is important to note that GMT's two systems (urban/rural) use different measurements for unit cost. The rural system uses a per vehicle hour measure, while the urban system utilizes scheduled driver payroll hours.

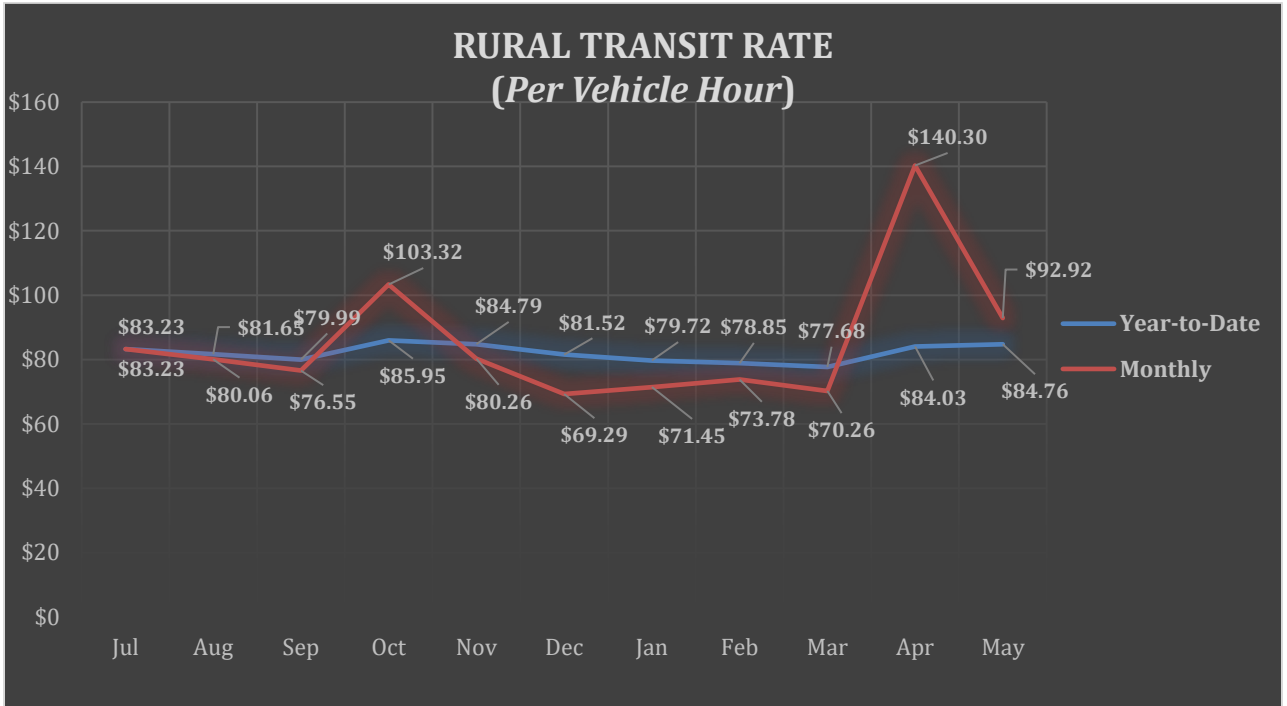
As reflected in Figure 2, the urban system is operating at a year-to-date transit rate of \$104.77 per scheduled driver pay hour as of the end of May, which is a monthly change of 1.3% or \$1.34 on a nominal basis. Due to the usage of scheduled driver pay hours as a measurement unit, and when payroll costs are realized, the monthly rate tends to be volatile. A good example of this is in the months of October and April; however, the YTD rate removes that volatility.

Figure 2



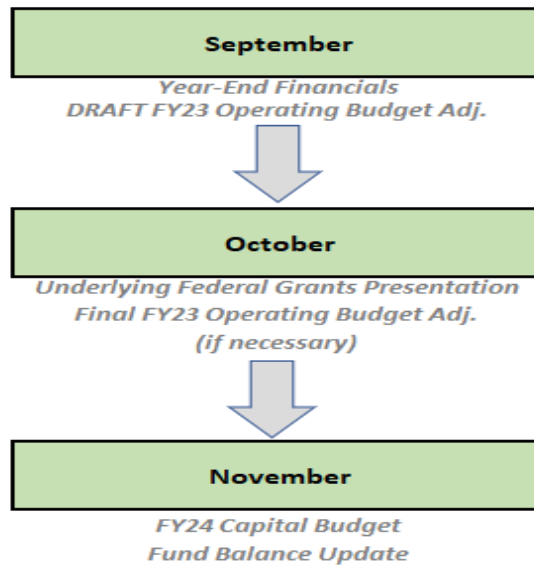
As reflected in Figure 3, the rural system is operating at a year-to-date transit rate of \$84.76 per vehicle hour as of the end of May, which is a monthly change of 0.9% or \$0.73 on a nominal basis. The historical trend has been for the rate to remain flat during the beginning of the fiscal year, drop during the winter months due to the advent of seasonal service, and then increase in the last few months of the fiscal year because of lower operating leverage. As a reminder, April's rate was elevated due to driver retro payments being realized, which resulted from the approval timeline of the rural driver CBA.

Figure 3



Please see Figure 4 for an updated FC workplan calendar:

Figure 4



Medicaid Update:

As reflected in Figure 5, GMT's NEMT program is currently operating at a pro forma loss of roughly \$90.2K for the year. This loss is currently being supported by the \$117.6K of FY21 profit-share that GMT received from VPTA this fiscal year.

F&G has been notified that VPTA intends to distribute escrow funds to cover the losses reflected in the below profit and loss statement. As a result, GMT will receive an additional \$70,797 in PMPW revenue before the end of the month.

Figure 5

FY22 Year-End Medicaid Profitability Analysis	
	<u>Totals</u>
Revenue:	
PMPW Revenue	\$ 1,502,947
Expenses:	
Trip Cost	\$ 775,888
Other Trip Cost	\$ 243,236
Cider Contracted	\$ 74,140
Salaries	\$ 316,254
Benefits	\$ 73,432
Direct Costs	\$ 54,994
Indirect Costs	\$ 55,173
Total Expenses:	\$ 1,593,118
Profit/(Loss):	\$ (90,171)
Profit Margin:	-6.00%

The \$117K of profit-share provided this year from VPTA has made analyzing the medicaid revenues slightly more complex to the external reader. Therefore, F&G has included a reconciliation below (Figure 6), which shows the current figures, as well as the figures adjusted to remove the VPTA profit-share payment. As the reconciliation reflects, GMT exceeded the budgeted revenue target even after removing the additional profit-share payment.

Figure 6

Medicaid NEMT Revenue Reconciliation	
Current Financials:	
	Rural
Medicaid Passenger Rev-Direct Bill ₁	\$7,556
Medicaid Passenger Rev- PMPM ₂	<u>\$1,620,533</u>
Total Medicaid Purchase Of Svc	\$1,628,089
FY22 Adj. Budget :	\$1,495,000
% of Budget:	108.9%
Benchmark:	100.0%
Variance	9%
Adj. Financials:	
	Rural
Medicaid Passenger Rev-Direct Bill ₁	\$7,556
Medicaid Passenger Rev- PMPM ₂	<u>\$1,502,947</u> <i>*Adj to remove profit share revenue</i>
Total Medicaid Purchase Of Svc	\$1,510,503
FY22 Adj. Budget :	\$1,495,000
% of Budget:	101.0%
Benchmark:	100.0%
Variance	1.0%
*All results as of June 30, 2022	
1 Direct-Bill Revenues result from trips that cost above a certain dollar amount and are refunded to GMT at 100% of cost.	
2 PMPW Revenues result from a pre-determined rate which is reimbursed for the following 52 weeks after an individual ride is provided	

Figure 7

Weekly Unduplicated PMPW Counts and Payments		
Dates	PMPW COUNTS	Payment Amt
07/03/20	1,215	\$ 37,566
08/07/20	1,186	\$ 36,577
09/04/20	1,165	\$ 35,928
10/02/20	1,139	\$ 28,673
11/06/20	1,115	\$ 28,563
12/04/20	1,098	\$ 28,195
01/01/21	1,085	\$ 27,621
02/05/21	1,036	\$ 27,413
03/05/21	911	\$ 26,003
04/02/21	794	\$ 23,297
05/07/21	815	\$ 23,297
06/04/21	830	\$ 24,047
07/02/21	835	\$ 26,753
08/06/21	827	\$ 26,753
09/03/21	829	\$ 26,753
10/01/21	822	\$ 29,641
11/05/21	832	\$ 29,641
12/03/21	844	\$ 29,641
01/07/22	838	\$ 29,641
02/04/22	838	\$ 29,641
03/04/22	831	\$ 30,344
04/01/22	840	\$ 30,837
05/06/22	816	\$ 28,258
06/03/22	810	\$ 28,549
07/08/22	802	\$ 25,803

Pre-pandemic count 3-month trailing avg. = 1,269
Current count 3-month trailing avg. = 809 (63.8% of pre-pandemic levels)

Retirement Committee Update:

Retirement Committee (RC) meetings are held quarterly. The last meeting was held on May 11th at 12 p.m.

Draft minutes from all past meetings can be found [HERE](#).

Financial Summary:

Attached are the May financials for review along with June expenses. As F&G reviews the May and June financials, a benchmark is referenced to determine how well revenue and expense actuals are tracking the budget. The benchmark is calculated as the percentage of the budget expected to be earned/spent if all revenues and expenses were earned/spent equally over a twelve-month period.

Therefore, we would expect to see budgets at 91.7% for May and 100% for June expenses.

The financials as of May 31st reflect a **total operating surplus** of **\$477.7K** and a **positive change in net assets** of **\$38.4K**.

The **Urban system** currently has a **144.6K operating surplus** and a **positive change in net assets of \$297.3K**. The operating surplus is being largely driven by the recent Truist lease payoff, whereas the change in net assets is largely the result of additional local match funds set aside (\$1M more than FY22 capital match needs).

The **Rural System** currently has an **operating surplus** of **\$333.1K**, and a **negative change in net assets** of **(\$258.9K)**, which is resulting from capital asset work-in-process (WIP) write-offs for the Berlin facility, as well as a low level of capital investment year-to-date.

As a reminder the difference between operating surplus and change in net assets is the balance of the capital budget, as well as capital investment less depreciation. Please note that GMT's change in net assets is an equally important metric as the Authority's ending operating results, as it reflects the level of capital investment the Authority is maintaining.

Please find the following explanations for specific areas of interest:

Revenues were reviewed based on the activity through May 31st...

- **Federal Urban Formula Grant** – This revenue line item is under benchmark due to the utilization of 5311 flex to 5307 funds (JARC). These funds are provided by VTRANS and were drawn down last quarter – roughly \$300K, which reduced the revenue recognized in this line. In addition, GMT receives \$1.6M of Preventative Maintenance funds annually, which are flexed over by

VTRANS, which helps subsidize the 5307 billing in the beginning of the fiscal year, up until it is exhausted.

- **Local Operating Assistance** – Rural local operating assistance is over benchmark because of a pass-through payment to RCT resulting from service transferred to another transit provider (see *Partner Local Share* section). The budget was built to reflect that payment going directly to the provider.
- **E&D Grants & Local Match** – is above benchmark in totality, but specifically in the Franklin Grand Isle (FGI) service area, and to a lesser degree in Chittenden County. E&D demand has normalized, and GMT has received additional funding in the mid-year amendments with VTRANS (\$200K). Please note these additional grant funds are not reflected in the current budget figure.
- **Other State Grants** –The rural side is below benchmark mainly because of low RTAP (training) billing, and because of low utilization of the *Recovery and Job Access* ride program where \$5K of revenue was budgeted, but only \$124 of rides have been provided.
- **Other Federal Grants** – Are above benchmark on the urban side due to the exhausting of Preventative Maintenance (PM) funds, and higher than expected CMAQ grant billing. GMT has a decent bank of CMAQ funds to support FY22's overages, and in FY23 VTRANS increased GMT's CMAQ award to accommodate this update in program cost.
- **Operating Revenues:**
 - **Advertising** is below benchmark for both systems and the budgeted revenue targets will not be met. *This will be an added budget pressure for FY23, and additional revenues or cost reductions will need to be identified for both systems to offset this decline in operating revenue.*
 - **Interest Income** is currently below benchmark for both systems; however, the Federal Reserve has been raising interest rates, which should provide a small amount of additional operating revenue to the Authority.
 - **Misc. Revenue:** Urban Miscellaneous revenue is over benchmark because of service provided on vehicles leased to the Town of Essex.
 - **Sale of Equipment:** Is over benchmark for both systems because of several vehicle retirements and the receipt of higher revenues per unit than in past years.
 - **Medicaid revenue** is above benchmark currently, however this is primarily due to roughly \$117K of additional revenue recognized from VPTA's FY21 profit-share (see *Medicaid* section for additional information)

Expenses were reviewed based on the activity through June 30th...

- **Wages** – Urban driver wages ended the year over budget, which was largely the result of higher overtime pay than budgeted (20% of wages). All other wage groups ended the year under budget, which was the result of higher vacancy savings than budgeted.
- **Unemployment Tax** expense ended the year significantly under budget for both systems due to credits provided by the VT Department of Labor because of CARES Act legislation.
- **Pension plan expenses** are correlated to wages and therefore ended the year over budget on the urban side. This overage also may be the result of higher participation in GMT's retirement plan.
- **Other Employee Benefits** ended the year over budget for both systems because of the positive variance in driver wages, which resulted in higher disability and life insurance premiums. Higher spending on employee events contributed to a lesser degree.
- **Recruiting Expenses** ended the year significantly over budget because of the substantial number of vacant positions needing to be recruited for. This line will require an upward adjustment in FY23.
- **Legal Fees** are over budget on the rural side because of the need for legal services for union negotiations. This expense line, like several others, can be unpredictable.
- **Insurance-** Commercial insurance ended the year under budget on the urban side because of a switch in the coverage period. The period was modified to coincide with GMT's fiscal year, which resulted in fewer months of coverage and therefore lower premiums. However, this change was not reflected in the budget. The rural side ended the year over budget due to the increase in flood insurance for the Berlin facility.
- **Consulting Fees** is over budget on the rural side due to an invoice for public relations, which had no budget appropriation.
- **Safety** ended the year over budget on the urban side due to an increase in the cost of driver safety lunches.
- **Non-Revenue Vehicle Parts Expense** is over budget on the urban side due to maintenance costs on GMT's shop truck.

- **Facility Maintenance** ended the year significantly over benchmark on the urban side as costs were elevated due to unexpected facility costs and aging assets needing to be repaired or maintained. An analysis will be conducted to determine what portion of expenses were one-time in nature, however it is likely that this expense line will continue to grow into the future as the Authority's facilities age. This will be a budget pressure in FY23.
- **Utilities (Light, Heat, and Water)** is over benchmark on the urban side due to a recent rate increase at Burlington Electric of 7.5%.
- **Fuel** ended the year over budget on both systems due to price volatility. FY22 had an average fuel price of \$2.75 budgeted, which is far below the recent price of \$3.54 paid this past week. Thankfully, fuel prices have begun to retreat from the highs witnessed in mid-May. During that month the Authority paid as high as \$5.69 per gallon for fuel.
- **Maintenance Tools/Supplies/Uniforms** ended the year significantly over budget on the urban side. The primary overage is from COVID-19 related maintenance purchases. The other culprit of the overspend is a change in expense coding. There has been turnover in the maintenance department, and current staff prefer to code more expense items to supplies rather than hardware – which is included in the revenue vehicle parts expense line. This is clearly occurring as the urban system ended the year under budget in its hardware budget. These variances should be corrected in the FY23 Budget Adj. as F&G will better understand the preference change in coding and update the budget accordingly.
- **Misc. Maintenance Expenses and Fees** – is over budget on the rural side due to towing costs, which had no budget appropriation. Towing has now been included in the general ledger for tracking purposes and given a budget appropriation in the FY23 Budget.
- **Partner Local Share** is over budget on the rural side due to the payment to RCT for their share of FY22 appropriations that were paid to GMT.
- **Debt Service** is over budget on the rural side due to the payoff of the Truist vehicle lease, which required accrued interest in excess of the annual lease payment to be recognized.

CAPITAL PROJECTS REPORT

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

☆ **Passenger Shelters:**

- Coordinating with Enseicom regarding a quote for a shelter replacement which was destroyed in an accident as well as quote for installation of additional shelters in the Burlington area.
- Corresponding with South Burlington about amenity improvements at bus stops within South Burlington.
- Continuing to develop a priority list of stops in the urban and rural service areas for amenity upgrades. Obtaining quotes for the removal of an unused shelter pad in Williston Village.
- ☆ **Washington County Facility Site Selection Study**
 - Working with consulting team to evaluate key considerations between both finalist sites and finalize site recommendation. Visiting both sites with one of the consultants while they are in Vermont for another project.
 - Continuing to research property acquisition and NEPA requirements. Goal to complete the FTA NEPA workshop this summer.
- ☆ **Berlin Wastewater Collection**
 - VHB has submitted an estimate to complete permit materials for wastewater collection system. Reviewing estimate to continue engineering efforts.
- ☆ **Vehicle Orders**
 - Working with SSTA and bus vendor on pricing and configuration of Ford Transit passenger vans for use in GMT rural service and urban paratransit service.
 - Preparing purchase order materials for electric cutaway buses and preparing scope of services for infrastructure design work.
- ☆ **ADA Conversion Van RFP**
 - Preparing scope of a new RFP for ADA conversion minivans with the intent for a multiple year contract award. This RFP would support the replacement needs for minivans used in demand response services across all GMT service areas, including vehicles leased to SSTA and CIDER.
- ☆ **31 Queen City Park Rd Facility Renovations**
 - Continuing to work with WLA and staff on usage alternatives at 31 QCP and 101 QCP for consideration in the master plan study.
- ☆ **101 Queen City Park Rd Maintenance Lift Replacement**
 - Continuing outreach with peer agencies to determine procurement possibilities for new lift equipment and/or associated installation and labor.
 - Continuing to work with design team on shop layout to accommodate new lift pits, electrical pathways to new lift systems, and location and specification of lift control consoles. Working with design team to determine console locations to minimize saw cutting of shop floor as well as placement of lift equipment in smaller bus bays to ensure clear space between garage door and the rear of the bus during servicing.



	Urban			Rural			Combined			Urban			Rural		
	Current Fiscal Year To Date			FY22 Adjusted Budget			Budget Variance			PYTD 2021					
BENCHMARK = 91.7%															
REVENUES															
FEDERAL, STATE AND LOCAL REVENUE															
Municipal Member Assessments	\$2,294,970		\$2,294,970	\$2,523,861		\$2,523,861	90.9%	0.0%	90.9%	\$2,251,248					
Municipal Paratransit Assessments	\$626,105		\$626,105	\$662,767		\$662,767	94.5%	0.0%	94.5%	\$631,373					
Local Operating Assistance	\$49,881	\$409,947	\$459,827	\$53,791	\$411,675	\$465,466	92.7%	99.6%	98.8%	\$49,309	\$423,487				
Federal Urban Formula Grant	\$7,752,139		\$7,752,139	\$8,815,793		\$8,815,793	87.9%	0.0%	87.9%	\$5,037,838					
Federal Rural Operating Grant		\$2,242,163	\$2,242,163		\$2,577,939	\$2,577,939	0.0%	87.0%	87.0%		\$1,983,149				
State Regular Subsidy Operating Grant	\$733,333	\$94,705	\$828,039	\$800,000		\$800,000	91.7%	0.0%	103.5%	\$1,589,632	\$304,521				
E&D Grants and Local Match		\$1,338,942	\$1,338,942		\$1,304,409	\$1,304,409	0.0%	102.6%	102.6%		\$887,526				
Other State Grants	\$360,174	\$84,155	\$444,329	\$402,463	\$102,531	\$504,994	89.5%	82.1%	88.0%	\$328,344	\$69,675				
Other Federal Grants	\$3,313,493	\$979,479	\$4,292,972	\$3,120,422	\$1,251,578	\$4,372,000	106.2%	78.3%	98.2%	\$3,041,457	\$819,943				
Fund Balance Reserves					\$144,600	\$144,600	0.0%	0.0%	0.0%						
Capital Reserve Revenue							0.0%	0.0%	0.0%						
Total Federal, State and Local Revenues	\$15,130,096	\$5,149,391	\$20,279,486	\$16,379,097	\$5,792,732	\$22,171,829	92.4%	88.9%	91.5%	\$12,929,201	\$4,488,300				
OPERATING REVENUE															
Passenger Revenue	(\$279)		(\$279)				0.0%	0.0%	0.0%	\$585	(\$1,312)				
Paratransit Passenger Fares							0.0%	0.0%	0.0%						
Advertising Revenue	\$111,944	\$11,256	\$123,200	\$150,000	\$30,000	\$180,000	74.6%	37.5%	68.4%	\$127,133	\$80,445				
Interest Earnings	\$224	\$3,080	\$3,304	\$300	\$4,000	\$4,300	74.8%	77.0%	76.8%	\$332	\$4,708				
Miscellaneous Revenue	\$3,562	\$1,230	\$4,793	\$1,000		\$1,000	356.2%	0.0%	479.3%	\$54,805	\$1,494				
Sales Of Equipment	\$24,270	\$2,370	\$26,640	\$1,000	\$2,000	\$3,000	2427.0%	118.5%	888.0%	\$13,135	(\$222,457)				
Medicaid Purchase Of Svc		\$1,513,884	\$1,513,884		\$1,495,000	\$1,495,000	0.0%	101.3%	101.3%		\$1,399,598				
Purchase of Service	\$33,283	\$48,675	\$81,958	\$36,408	\$59,523	\$95,931	91.4%	81.8%	85.4%	\$37,856	\$48,981				
Warranty Revenue							0.0%	0.0%	0.0%						
Operating Revenue	\$173,005	\$1,580,495	\$1,753,500	\$188,708	\$1,590,523	\$1,779,231	91.7%	99.4%	98.6%	\$233,845	\$1,311,457				
Total Revenue	\$15,303,101	\$6,729,886	\$22,032,987	\$16,567,805	\$7,383,255	\$23,951,060	92.4%	91.2%	92.0%	\$13,163,046	\$5,799,757				
EXPENSES															
SALARIES AND WAGES															
Other Wages	\$1,360,077	\$838,453	\$2,198,530	\$1,568,307	\$944,323	\$2,512,631	86.7%	88.8%	87.5%	\$1,328,075	\$833,028				
Driver/Operator Wages	\$4,264,567	\$1,875,742	\$6,140,309	\$4,432,527	\$2,237,603	\$6,670,129	96.2%	83.8%	92.1%	\$3,824,968	\$1,631,112				
Vehicle Repair Wages	\$823,665	\$89,884	\$913,549	\$978,419	\$133,884	\$1,112,303	84.2%	67.1%	82.1%	\$850,962	\$138,881				
Salaries and Wages	\$6,448,308	\$2,804,080	\$9,252,388	\$6,979,252	\$3,315,810	\$10,295,063	92.4%	84.6%	89.9%	\$6,004,004	\$2,603,021				
PERSONNEL TAXES AND BENEFITS															
Payroll Taxes (FICA/MC)	\$497,480	\$209,779	\$707,259	\$533,913	\$253,659	\$787,572	93.2%	82.7%	89.8%	\$454,899	\$196,144				
Unemployment Tax Exp	\$534	\$4,238	\$4,772	\$20,000	\$15,000	\$35,000	2.7%	28.3%	13.6%	\$17,624	\$5,468				
Medical Insurance/HRA	\$1,731,259	\$463,040	\$2,194,298	\$2,079,609	\$531,788	\$2,611,397	83.2%	87.1%	84.0%	\$1,771,253	\$484,837				
Pension Plan Expenses	\$303,929	\$83,351	\$387,279	\$307,087	\$102,790	\$409,877	99.0%	81.1%	94.5%	\$263,925	\$84,179				
Employee Development	\$12,501	\$18,914	\$31,414	\$13,000	\$28,000	\$41,000	96.2%	67.5%	76.6%	\$10,239	\$16,211				
Other Employee Benefits	\$128,382	\$55,867	\$184,249	\$121,402	\$53,499	\$174,901	105.7%	104.4%	105.3%	\$116,224	\$48,196				
Personnel Taxes and Benefits	\$2,674,083	\$835,187	\$3,509,271	\$3,075,011	\$984,736	\$4,059,747	87.0%	84.8%	86.4%	\$2,634,164	\$835,034				
GENERAL AND ADMIN EXPENSES															
Admin Supplies and Expenses	\$33,069	\$16,667	\$49,736	\$31,300	\$16,700	\$48,000	105.7%	99.8%	103.6%	\$27,304	\$14,536				
Recruiting Expenses	\$31,479	\$22,626	\$54,105	\$12,400	\$14,000	\$26,400	253.9%	161.6%	204.9%	\$5,040	\$10,787				
Dues and Subscriptions	\$1,380	\$7,928	\$9,307	\$7,154	\$8,790	\$15,944	19.3%	90.2%	58.4%	\$5,933	\$7,748				
Travel and Meetings	\$997	\$533	\$1,530	\$1,000	\$1,000	\$2,000	99.7%	53.3%	76.5%						
Board Development							0.0%	0.0%	0.0%						
Communications	\$29,424	\$32,051	\$61,475	\$33,180	\$35,700	\$68,880	88.7%	89.8%	89.2%	\$28,196	\$24,393				
Computer Service Exp	\$73,922	\$141,922	\$215,844	\$84,676	\$159,222	\$243,897	87.3%	89.1%	88.5%	\$54,797	\$48,032				
Legal Fees	\$40,319	\$34,423	\$74,742	\$57,000	\$30,500	\$87,500	70.7%	112.9%	85.4%	\$60,551	\$13,504				
Insurance	\$914,515	\$492,950	\$1,407,465	\$1,054,838	\$475,471	\$1,530,309	86.7%	103.7%	92.0%	\$913,163	\$402,254				
Audit Fees	\$2,800	\$1,200	\$4,000	\$16,450	\$7,050	\$23,500	17.0%	17.0%	17.0%	\$14,315	\$6,135				
Consulting Fees	\$855	\$2,500	\$3,355	\$3,000	\$2,000	\$5,000	28.5%	125.0%	67.1%	\$5,700	\$3,800				
General and Admin Expenses	\$1,128,759	\$752,800	\$1,881,559	\$1,300,998	\$750,432	\$2,051,430	86.8%	100.3%	91.7%	\$1,114,999	\$531,189				



	Urban			Rural			Combined			Urban			Rural			Combined							
	Current Fiscal Year To Date						FY22 Adjusted Budget						Budget Variance						PYTD 2021				
BENCHMARK = 91.7%																							
OPERATIONS EXPENSES																							
Background Checks	\$1,676	\$6,975	\$8,651	\$2,000	\$9,500	\$11,500	83.8%	73.4%	75.2%	\$941	\$8,323												
Drug & Alcohol Testing							0.0%	0.0%	0.0%														
DOT Testing	\$5,457	\$4,364	\$9,821	\$6,500	\$6,000	\$12,500	83.9%	72.7%	78.6%	\$5,333	\$5,206												
Employment Recruitment Program				\$800	\$400	\$1,200	0.0%	0.0%	0.0%														
Driver's Uniforms	\$16,323	\$6,390	\$22,713	\$20,000	\$10,000	\$30,000	81.6%	63.9%	75.7%	\$11,330	\$4,563												
Safety Expense	\$2,744		\$2,744	\$2,700	\$500	\$3,200	101.6%	0.0%	85.8%	\$2,048	\$350												
Misc. Operating Exp	\$565		\$565	\$2,800	\$1,000	\$3,800	20.2%	0.0%	14.9%	\$1,640	\$362												
Operations Expenses	\$26,765	\$17,728	\$44,493	\$34,800	\$27,400	\$62,200	76.9%	64.7%	71.5%	\$21,293	\$18,804												
PLANNING EXPENSES																							
Other Planning Expenses		\$19,526	\$19,526		\$25,000	\$25,000	0.0%	78.1%	78.1%		\$48,910												
MPO Planning Expenses	\$36,131		\$36,131	\$100,000		\$100,000	36.1%	0.0%	36.1%	\$54,643													
Planning Expenses	\$36,131	\$19,526	\$55,657	\$100,000	\$25,000	\$125,000	36.1%	78.1%	44.5%	\$54,643	\$48,910												
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)																							
Parts Expense - Non-Revenue Vehicles	\$2,948	\$323	\$3,271	\$5,000	\$2,000	\$7,000	59.0%	16.1%	46.7%	\$2,318	\$1,557												
Parts Expense - Revenue Vehicles	\$490,046	\$53,424	\$543,470	\$720,500	\$131,000	\$851,500	68.0%	40.8%	63.8%	\$529,632	\$73,627												
Tires	\$82,592	\$29,024	\$111,616	\$85,000	\$30,000	\$115,000	97.2%	96.7%	97.1%	\$67,852	\$12,793												
Facility Maintenance	\$87,213	\$64,350	\$151,563	\$54,000	\$57,000	\$111,000	161.5%	112.9%	136.5%	\$50,804	\$54,020												
Passenger Facility Expenses	\$28,274		\$28,274	\$25,191		\$25,191	112.2%	0.0%	112.2%	\$32,108	\$950												
Security Expenses	\$729		\$729				0.0%	0.0%	0.0%	\$27													
Cleaning Expense		\$6,933	\$6,933	\$7,800	\$10,000	\$17,800	0.0%	69.3%	38.9%	\$5,382	\$15,562												
Repeater Fees	\$19,569	\$15,212	\$34,781	\$20,800	\$15,200	\$36,000	94.1%	100.1%	96.6%	\$18,876	\$13,680												
Light, Heat and Water	\$166,127	\$57,049	\$223,176	\$170,000	\$67,000	\$237,000	97.7%	85.1%	94.2%	\$146,940	\$43,340												
Fuel - Vehicles	\$983,251	\$411,786	\$1,395,037	\$910,000	\$418,100	\$1,328,100	108.0%	98.5%	105.0%	\$467,302	\$258,803												
Maintenance Tools/Supplies/Uniforms	\$113,712	\$11,802	\$125,514	\$78,760	\$19,050	\$97,810	144.4%	62.0%	128.3%	\$102,898	\$22,810												
Misc Maint Expenses and fees	\$9,996	\$5,968	\$15,964	\$50,787	\$1,920	\$52,707	19.7%	310.8%	30.3%	\$2,347	\$1,848												
Vehicle/Building Maintenance Exp	\$1,984,455	\$655,871	\$2,640,326	\$2,127,837	\$751,270	\$2,879,107	93.3%	87.3%	91.7%	\$1,426,485	\$498,989												
CONTRACTOR EXPENSES																							
ADA/SSTA Paratransit	\$1,412,677		\$1,412,677	\$1,590,423		\$1,590,423	88.8%	0.0%	88.8%	\$997,288													
Partner Local Share	\$19,833	\$19,610	\$39,443	\$19,833	\$4,941	\$24,774	100.0%	396.9%	159.2%	\$19,833	\$45,872												
Functional Assessment Costs							0.0%	0.0%	0.0%														
Volunteer Drivers		\$307,985	\$307,985		\$467,676	\$467,676	0.0%	65.9%	65.9%		\$314,532												
Other Transportation (incl Cabs)	\$3,328	\$803,054	\$806,383	\$5,024	\$855,304	\$860,328	66.3%	93.9%	93.7%	\$2,374	\$508,801												
Contractor Expenses	\$1,435,838	\$1,130,649	\$2,566,487	\$1,615,280	\$1,327,921	\$2,943,201	88.9%	85.1%	87.2%	\$1,019,495	\$869,204												
MARKETING EXPENSE																							
Bus Tickets/Fare Media							0.0%	0.0%	0.0%														
Marketing Expense	\$14,367	\$11,433	\$25,800	\$26,320	\$12,000	\$38,320	54.6%	95.3%	67.3%	\$7,550	\$4,508												
Public Information	\$18,864	\$9,396	\$28,260	\$22,000	\$11,000	\$33,000	85.7%	85.4%	85.6%	\$21,735	\$11,101												
Marketing Expense	\$33,231	\$20,829	\$54,060	\$48,320	\$23,000	\$71,320	68.8%	90.6%	75.8%	\$29,285	\$15,609												
OTHER EXPENSES																							
Allowance for Doubtful Accounts							0.0%	0.0%	0.0%														
Debt Service/Capital Reserve	\$9,586		\$9,586	\$5,651		\$5,651	169.6%	0.0%	169.6%	\$6,953													
Bond Interest							0.0%	0.0%	0.0%														
Capital Match	\$1,235,628	\$101,185	\$1,336,814	\$1,347,958	\$110,384	\$1,458,342	91.7%	91.7%	91.7%	\$916,667	\$120,533												
Other Expenses	\$1,245,215	\$101,185	\$1,346,400	\$1,353,609	\$110,384	\$1,463,993	92.0%	91.7%	92.0%	\$923,620	\$120,533												
TOTAL EXPENSES	\$15,012,786	\$6,337,855	\$21,350,641	\$16,635,108	\$7,315,953	\$23,951,061	90.2%	86.6%	89.1%	\$13,227,988	\$5,541,293												
Current Year Deferred Costs	(\$204,616)		(\$204,616)				0.0%	0.0%	0.0%	\$137,152													
OH Admin Allocation	\$244,612	(\$244,612)		\$242,952	(\$242,952)		100.7%	100.7%	0.0%	\$174,893	(\$174,893)												
Urban Shop Allocation	\$46,789	(\$46,789)		\$78,561	(\$78,561)		59.6%	59.6%	0.0%	\$71,794	(\$71,794)												
Rural Link Cost Allocation	(\$232,534)	\$232,534		(\$254,211)	\$254,211		91.5%	91.5%	0.0%	(\$295,158)	\$295,158												
ALLOCATIONS BETWEEN PROGRAMS	\$58,867	(\$58,867)		\$67,302	(\$67,302)		87.5%	87.5%	0.0%	(\$48,472)	\$48,472												



	Current Fiscal Year To Date			FY22 Adjusted Budget			Budget Variance			PYTD 2021	
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
BENCHMARK = 91.7%											
Balance Of Operating Budget	\$144,566	\$333,164	\$477,729	\$0	\$0	\$0				\$23,738	\$306,936
Capital Revenue											
Federal Revenue	\$1,783,505	\$70,280	\$1,853,785				0.0%	0.0%	0.0%	\$1,313,808	\$1,012,678
State Revenue	\$130,120	\$8,618	\$138,738				0.0%	0.0%	0.0%	\$157,772	\$86,835
Paratransit Lease Revenue							0.0%	0.0%	0.0%	\$107,054	\$16,549
Local Match Revenue	\$1,235,628	\$101,185	\$1,336,814				0.0%	0.0%	0.0%	\$916,667	\$120,533
Total Capital Revenue	\$3,149,253	\$180,083	\$3,329,336	\$0	\$0	\$0	0.0%	0.0%	0.0%	\$2,495,300	\$1,236,595
Capital Expenses											
Vehicles	\$1,618,578	\$31,484	\$1,650,062				0.0%	0.0%	0.0%	\$1,148,324	\$1,141,124
Maintenance Parts and Equipment	\$391,741	\$25,315	\$417,055				0.0%	0.0%	0.0%	\$364,011	\$21,684
Passenger Amenities	\$2,803	\$5,670	\$8,473				0.0%	0.0%	0.0%	\$7,750	\$33,873
Facility Repairs and Improvements	\$127,301	\$25,000	\$152,301				0.0%	0.0%	0.0%	\$146,740	\$25,206
Total Capital Expenses	\$2,140,423	\$87,469	\$2,227,891	\$0	\$0	\$0	0.0%	0.0%	0.0%	\$1,666,825	\$1,221,888
Balance of Capital Budget	\$1,008,830	\$92,615	\$1,101,445	\$0	\$0	\$0	0.0%	0.0%	0.0%	\$828,476	\$14,707
Transfer of Purchases to Fixed Assets	\$1,636,270	(\$16,886)	\$1,619,384				0.0%	0.0%	0.0%	\$1,215,930	\$696,685
Deferred Costs							0.0%	0.0%	0.0%		
Depreciation Expense	(\$2,492,356)	(\$667,834)	(\$3,160,190)				0.0%	0.0%	0.0%	(\$2,696,016)	(\$634,014)
Subtotal	(\$856,086)	(\$684,720)	(\$1,540,806)	\$0	\$0	\$0	0.0%	0.0%	0.0%	(\$1,480,086)	\$62,670
Current Change in Net Assets	\$297,309	(\$258,941)	\$38,368	\$0	\$0	\$0				(\$627,872)	\$384,314



BENCHMARK = 100%	Current Fiscal Year To Date			FY22 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2021	
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
REVENUES											
FEDERAL, STATE AND LOCAL REVENUE											
Municipal Member Assessments	\$2,503,604		\$2,503,604	\$2,523,861		\$2,523,861	99.2%	0.0%	99.2%	\$2,455,906	
Municipal Paratransit Assessments	\$683,024		\$683,024	\$662,767		\$662,767	103.1%	0.0%	103.1%	\$688,771	
Local Operating Assistance	\$54,415	\$426,975	\$481,390	\$53,791	\$411,675	\$465,466	101.2%	103.7%	103.4%	\$53,791	\$443,213
Federal Urban Formula Grant	\$7,752,139		\$7,752,139	\$8,815,793		\$8,815,793	87.9%	0.0%	87.9%	\$5,506,164	
Federal Rural Operating Grant		\$2,242,163	\$2,242,163		\$2,577,939	\$2,577,939	0.0%	87.0%	87.0%		\$2,106,774
State Regular Subsidy Operating Grant	\$800,000	\$94,705	\$894,705	\$800,000		\$800,000	100.0%	0.0%	111.8%	\$1,734,144	\$581,744
E&D Grants and Local Match		\$1,339,161	\$1,339,161		\$1,304,409	\$1,304,409	0.0%	102.7%	102.7%		\$992,018
Other State Grants	\$360,174	\$84,155	\$444,329	\$402,463	\$102,531	\$504,994	89.5%	82.1%	88.0%	\$364,734	\$69,593
Other Federal Grants	\$3,313,493	\$979,479	\$4,292,972	\$3,120,422	\$1,251,578	\$4,372,000	106.2%	78.3%	98.2%	\$3,233,563	\$840,843
Fund Balance Reserves					\$144,600	\$144,600	0.0%	0.0%	0.0%		
Capital Reserve Revenue							0.0%	0.0%	0.0%		
Total Federal, State and Local Revenues	\$15,466,849	\$5,166,638	\$20,633,487	\$16,379,097	\$5,792,732	\$22,171,829	94.4%	89.2%	93.1%	\$14,037,073	\$5,034,186
OPERATING REVENUE											
Passenger Revenue	(\$329)		(\$329)				0.0%	0.0%	0.0%	\$692	(\$1,357)
Paratransit Passenger Fares							0.0%	0.0%	0.0%		
Advertising Revenue	\$129,349	\$12,236	\$141,585	\$150,000	\$30,000	\$180,000	86.2%	40.8%	78.7%	\$151,801	\$80,904
Interest Earnings	\$245	\$3,271	\$3,516	\$300	\$4,000	\$4,300	81.5%	81.8%	81.8%	\$354	\$4,920
Miscellaneous Revenue	\$3,562	\$1,230	\$4,793	\$1,000		\$1,000	356.2%	0.0%	479.3%	\$54,927	\$1,490
Sales Of Equipment	\$26,558	\$2,370	\$28,928	\$1,000	\$2,000	\$3,000	2655.8%	118.5%	964.3%	\$13,135	(\$222,457)
Medicaid Purchase Of Svc		\$1,628,089	\$1,628,089		\$1,495,000	\$1,495,000	0.0%	108.9%	108.9%		\$1,495,787
Purchase of Service	\$36,255	\$52,256	\$88,511	\$36,408	\$59,523	\$95,931	99.6%	87.8%	92.3%	\$40,476	\$54,393
Warranty Revenue	\$465		\$465				0.0%	0.0%	0.0%		
Operating Revenue	\$196,105	\$1,699,452	\$1,895,557	\$188,708	\$1,590,523	\$1,779,231	103.9%	106.8%	106.5%	\$261,384	\$1,413,679
Total Revenue	\$15,662,954	\$6,866,090	\$22,529,043	\$16,567,805	\$7,383,255	\$23,951,060	94.5%	93.0%	94.1%	\$14,298,458	\$6,447,865
EXPENSES											
SALARIES AND WAGES											
Other Wages	\$1,501,940	\$900,627	\$2,402,567	\$1,568,307	\$944,323	\$2,512,631	95.8%	95.4%	95.6%	\$1,446,878	\$892,514
Driver/Operator Wages	\$4,656,452	\$2,017,871	\$6,674,322	\$4,432,527	\$2,237,603	\$6,670,129	105.1%	90.2%	100.1%	\$4,149,469	\$1,748,463
Vehicle Repair Wages	\$904,676	\$98,915	\$1,003,591	\$978,419	\$133,884	\$1,112,303	92.5%	73.9%	90.2%	\$917,369	\$146,669
Salaries and Wages	\$7,063,068	\$3,017,413	\$10,080,480	\$6,979,252	\$3,315,810	\$10,295,063	101.2%	91.0%	97.9%	\$6,513,715	\$2,787,645
PERSONNEL TAXES AND BENEFITS											
Payroll Taxes (FICA/MC)	\$544,581	\$225,034	\$769,615	\$533,913	\$253,659	\$787,572	102.0%	88.7%	97.7%	\$493,981	\$210,567
Unemployment Tax Exp	\$534	\$4,304	\$4,838	\$20,000	\$15,000	\$35,000	2.7%	28.7%	13.8%	\$13,779	\$4,857
Medical Insurance/HRA	\$1,899,504	\$506,412	\$2,405,916	\$2,079,609	\$531,788	\$2,611,397	91.3%	95.2%	92.1%	\$1,937,623	\$526,488
Pension Plan Expenses	\$324,312	\$87,503	\$411,815	\$307,087	\$102,790	\$409,877	105.6%	85.1%	100.5%	\$287,516	\$88,680
Employee Development	\$13,731	\$31,172	\$44,902	\$13,000	\$28,000	\$41,000	105.6%	111.3%	109.5%	\$12,153	\$17,571
Other Employee Benefits	\$129,019	\$55,932	\$184,951	\$121,402	\$53,499	\$174,901	106.3%	104.5%	105.7%	\$116,565	\$48,196
Personnel Taxes and Benefits	\$2,911,682	\$910,356	\$3,822,038	\$3,075,011	\$984,736	\$4,059,747	94.7%	92.4%	94.1%	\$2,861,616	\$896,358
GENERAL AND ADMIN EXPENSES											
Admin Supplies and Expenses	\$34,738	\$17,505	\$52,244	\$31,300	\$16,700	\$48,000	111.0%	104.8%	108.8%	\$29,540	\$15,294
Recruiting Expenses	\$32,840	\$23,328	\$56,168	\$12,400	\$14,000	\$26,400	264.8%	166.6%	212.8%	\$5,455	\$11,575
Dues and Subscriptions	\$1,733	\$7,928	\$9,660	\$7,154	\$8,790	\$15,944	24.2%	90.2%	60.6%	\$6,252	\$7,748
Travel and Meetings	\$2,730	\$861	\$3,591	\$1,000	\$1,000	\$2,000	273.0%	86.1%	179.5%	\$16	\$10
Board Development							0.0%	0.0%	0.0%		
Communications	\$33,028	\$36,093	\$69,121	\$33,180	\$35,700	\$68,880	99.5%	101.1%	100.3%	\$31,882	\$33,750
Computer Service Exp	\$78,647	\$150,374	\$229,021	\$84,676	\$159,222	\$243,897	92.9%	94.4%	93.9%	\$64,282	\$45,024
Legal Fees	\$42,550	\$34,486	\$77,036	\$57,000	\$30,500	\$87,500	74.6%	113.1%	88.0%	\$69,104	\$18,381
Insurance	\$1,018,561	\$550,193	\$1,568,754	\$1,054,838	\$475,471	\$1,530,309	96.6%	115.7%	102.5%	\$992,924	\$437,708
Audit Fees	\$16,450	\$7,050	\$23,500	\$16,450	\$7,050	\$23,500	100.0%	100.0%	100.0%	\$19,950	\$8,550
Consulting Fees	\$1,159	\$2,500	\$3,659	\$3,000	\$2,000	\$5,000	38.6%	125.0%	73.2%	\$5,700	\$3,800
General and Admin Expenses	\$1,262,436	\$830,318	\$2,092,754	\$1,300,998	\$750,432	\$2,051,430	97.0%	110.6%	102.0%	\$1,225,106	\$581,839



	BENCHMARK = 100%			FY22 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2021	
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
OPERATIONS EXPENSES											
Background Checks	\$2,162	\$7,957	\$10,119	\$2,000	\$9,500	\$11,500	108.1%	83.8%	88.0%	\$1,242	\$8,701
Drug & Alcohol Testing							0.0%	0.0%	0.0%		
DOT Testing	\$6,067	\$4,779	\$10,846	\$6,500	\$6,000	\$12,500	93.3%	79.7%	86.8%	\$6,276	\$5,446
Employment Recruitment Program				\$800	\$400	\$1,200	0.0%	0.0%	0.0%		
Driver's Uniforms	\$17,022	\$6,510	\$23,532	\$20,000	\$10,000	\$30,000	85.1%	65.1%	78.4%	\$19,132	\$7,874
Safety Expense	\$4,206		\$4,206	\$2,700	\$500	\$3,200	155.8%	0.0%	131.4%	\$2,719	\$350
Misc. Operating Exp	\$565		\$565	\$2,800	\$1,000	\$3,800	20.2%	0.0%	14.9%	\$1,640	\$362
Operations Expenses	\$30,022	\$19,245	\$49,267	\$34,800	\$27,400	\$62,200	86.3%	70.2%	79.2%	\$31,010	\$22,733
PLANNING EXPENSES											
Other Planning Expenses		\$19,723	\$19,723		\$25,000	\$25,000	0.0%	78.9%	78.9%		\$52,738
MPO Planning Expenses	\$43,993		\$43,993	\$100,000		\$100,000	44.0%	0.0%	44.0%	\$63,721	
Planning Expenses	\$43,993	\$19,723	\$63,716	\$100,000	\$25,000	\$125,000	44.0%	78.9%	51.0%	\$63,721	\$52,738
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)											
Parts Expense - Non-Revenue Vehicles	\$8,737	\$323	\$9,060	\$5,000	\$2,000	\$7,000	174.7%	16.1%	129.4%	\$2,444	\$1,557
Parts Expense - Revenue Vehicles	\$582,961	\$41,609	\$624,569	\$720,500	\$131,000	\$851,500	80.9%	31.8%	73.3%	\$535,332	\$98,165
Tires	\$70,521	\$29,540	\$100,061	\$85,000	\$30,000	\$115,000	83.0%	98.5%	87.0%	\$71,585	\$14,611
Facility Maintenance	\$105,374	\$65,716	\$171,089	\$54,000	\$57,000	\$111,000	195.1%	115.3%	154.1%	\$54,347	\$57,724
Passenger Facility Expenses	\$28,274		\$28,274	\$25,191		\$25,191	112.2%	0.0%	112.2%	\$34,562	\$950
Security Expenses	\$729		\$729				0.0%	0.0%	0.0%		
Cleaning Expense		\$8,131	\$8,131	\$7,800	\$10,000	\$17,800	0.0%	81.3%	45.7%	\$5,382	\$17,203
Repeater Fees	\$21,348	\$16,621	\$37,969	\$20,800	\$15,200	\$36,000	102.6%	109.3%	105.5%	\$20,655	\$15,048
Light, Heat and Water	\$181,095	\$64,479	\$245,574	\$170,000	\$67,000	\$237,000	106.5%	96.2%	103.6%	\$161,971	\$47,299
Fuel - Vehicles	\$1,112,639	\$471,596	\$1,584,235	\$910,000	\$418,100	\$1,328,100	122.3%	112.8%	119.3%	\$538,037	\$283,364
Maintenance Tools/Supplies/Uniforms	\$122,599	\$13,234	\$135,833	\$78,760	\$19,050	\$97,810	155.7%	69.5%	138.9%	\$110,189	\$23,962
Misc Maint Expenses and fees	\$9,696	\$6,156	\$15,852	\$50,787	\$1,920	\$52,707	19.1%	320.6%	30.1%	\$6,336	\$1,904
Vehicle/Building Maintenance Exp	\$2,243,973	\$717,404	\$2,961,378	\$2,127,837	\$751,270	\$2,879,107	105.5%	95.5%	102.9%	\$1,540,839	\$561,787
CONTRACTOR EXPENSES											
ADA/SSTA Paratransit	\$1,544,404		\$1,544,404	\$1,590,423		\$1,590,423	97.1%	0.0%	97.1%	\$1,093,218	
Partner Local Share	\$19,833	\$19,610	\$39,443	\$19,833	\$4,941	\$24,774	100.0%	396.9%	159.2%	\$19,833	\$45,872
Functional Assessment Costs							0.0%	0.0%	0.0%		
Volunteer Drivers		\$340,834	\$340,834		\$467,676	\$467,676	0.0%	72.9%	72.9%		\$344,003
Other Transportation (incl Cabs)	\$3,328	\$826,185	\$829,513	\$5,024	\$855,304	\$860,328	66.3%	96.6%	96.4%	\$2,606	\$666,929
Contractor Expenses	\$1,567,565	\$1,186,629	\$2,754,194	\$1,615,280	\$1,327,921	\$2,943,201	97.0%	89.4%	93.6%	\$1,115,657	\$1,056,805
MARKETING EXPENSE											
Bus Tickets/Fare Media	\$11		\$11				0.0%	0.0%	0.0%	\$3	\$4,144
Marketing Expense	\$16,466	\$13,020	\$29,486	\$26,320	\$12,000	\$38,320	62.6%	108.5%	76.9%	\$12,725	\$9,783
Public Information	\$25,978	\$14,870	\$40,847	\$22,000	\$11,000	\$33,000	118.1%	135.2%	123.8%	\$25,517	\$11,159
Marketing Expense	\$42,454	\$27,890	\$70,344	\$48,320	\$23,000	\$71,320	87.9%	121.3%	98.6%	\$38,245	\$25,086
OTHER EXPENSES											
Allowance for Doubtful Accounts							0.0%	0.0%	0.0%		
Debt Service/Capital Reserve	\$9,586		\$9,586	\$5,651		\$5,651	169.6%	0.0%	169.6%	\$6,953	
Bond Interest							0.0%	0.0%	0.0%		
Capital Match	\$1,347,958	\$110,384	\$1,458,342	\$1,347,958	\$110,384	\$1,458,342	100.0%	100.0%	100.0%	\$1,000,000	\$131,490
Other Expenses	\$1,357,544	\$110,384	\$1,467,928	\$1,353,609	\$110,384	\$1,463,993	100.3%	100.0%	100.3%	\$1,006,953	\$131,490
TOTAL EXPENSES	\$16,522,737	\$6,839,362	\$23,362,099	\$16,635,108	\$7,315,953	\$23,951,061	99.3%	93.5%	97.5%	\$14,396,861	\$6,116,481
Current Year Deferred Costs	(\$204,616)		(\$204,616)				0.0%	0.0%	0.0%	\$189,260	
OH Admin Allocation	\$244,612	(\$244,612)		\$242,952	(\$242,952)		100.7%	100.7%	0.0%	\$185,883	(\$185,883)
Urban Shop Allocation	\$53,448	(\$53,448)		\$78,561	(\$78,561)		68.0%	68.0%	0.0%	\$75,539	(\$75,539)
Rural Link Cost Allocation	(\$254,211)	\$254,211		(\$254,211)	\$254,211		100.0%	100.0%	0.0%	(\$317,061)	\$317,061
ALLOCATIONS BETWEEN PROGRAMS	\$43,849	(\$43,849)		\$67,302	(\$67,302)		65.2%	65.2%	0.0%	(\$55,639)	\$55,639



	Current Fiscal Year To Date			FY22 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2021	
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
BENCHMARK = 100%											
Balance Of Operating Budget	(\$1,020,550)	(\$17,121)	(\$1,037,671)	\$0	\$0	\$0				\$35,217	\$387,023
Capital Revenue											
Federal Revenue	\$4,055,716	\$70,280	\$4,125,996				0.0%	0.0%	0.0%	\$1,492,142	\$1,035,775
State Revenue	\$262,886	\$8,618	\$271,504				0.0%	0.0%	0.0%	\$149,743	\$79,168
Paratransit Lease Revenue							0.0%	0.0%	0.0%	\$107,054	\$16,549
Local Match Revenue	\$1,347,958	\$110,384	\$1,458,342				0.0%	0.0%	0.0%	\$1,000,000	\$131,490
Total Capital Revenue	\$5,666,559	\$189,282	\$5,855,841	\$0	\$0	\$0	0.0%	0.0%	0.0%	\$2,748,939	\$1,262,982
Capital Expenses											
Vehicles	\$4,274,125	\$31,484	\$4,305,609				0.0%	0.0%	0.0%	\$1,276,902	\$1,141,124
Maintenance Parts and Equipment	\$426,049	\$30,967	\$457,015				0.0%	0.0%	0.0%	\$395,738	\$26,825
Passenger Amenities	\$2,803	\$5,670	\$8,473				0.0%	0.0%	0.0%	\$7,810	\$42,029
Facility Repairs and Improvements	\$130,949	\$26,929	\$157,878				0.0%	0.0%	0.0%	\$154,996	\$27,612
Total Capital Expenses	\$4,833,925	\$95,050	\$4,928,975	\$0	\$0	\$0	0.0%	0.0%	0.0%	\$1,835,445	\$1,237,589
Balance of Capital Budget	\$832,634	\$94,232	\$926,867	\$0	\$0	\$0	0.0%	0.0%	0.0%	\$913,494	\$25,393
Transfer of Purchases to Fixed Assets	\$4,348,758	(\$16,886)	\$4,331,872				0.0%	0.0%	0.0%	\$1,359,761	\$1,085,948
Deferred Costs							0.0%	0.0%	0.0%		
Depreciation Expense	(\$2,703,693)	(\$724,195)	(\$3,427,888)				0.0%	0.0%	0.0%	(\$2,928,949)	(\$693,178)
Subtotal	\$1,645,064	(\$741,080)	\$903,984	\$0	\$0	\$0	0.0%	0.0%	0.0%	(\$1,569,188)	\$392,771
Current Change in Net Assets	\$1,457,148	(\$663,969)	\$793,179	\$0	\$0	\$0				(\$620,477)	\$805,187



To: GMT Board of Commissioners
From: Jamie L. Smith, Director of Marketing and Planning
Chris Damiani, Senior Transit Planner
Date: August 11, 2022
Re: Marketing and Planning Report

Microtransit Feasibility Studies

GMT staff was made aware that the feasibility studies contracted by VPTA, are for 5311 communities only. Given that information, staff updated the Strategy Committee on the two communities that have expressed interest to date (St. Albans, and Waitsfield).

Staff will prioritize an urban feasibility study in FY23 and will present to the Strategy Committee the towns who have expressed interest (Winooski and Williston). It is our hope that the Strategy Committee and staff will present a recommendation for both studies to the full board in the coming months.

Volunteer Driver Recruitment

The Marketing staff is working on a campaign for volunteer driver recruitment, and exploring new avenues (such as in-person tabling in each region) to help boost our volunteer driver pool. We continue to advertise regularly, including on Front Porch Forum, but will explore new advertising options with VT Maturity.

Working Bridges and CCV

Staff presented at a webinar, hosted by United Way's Working Bridges program and CCV, about student supports and community resources (including transportation resources) for student in the Life Gap program at CCV.

CVOEO

Staff presented at a webinar, hosted by CVOEO, that focused on exploring ways to reduce your carbon footprint. Fellow panelists included, Old Spoke Home; CarShare Vermont; and the Mileage Smart program.

T4VT Annual Retreat

Staff attended the annual retreat for Transportation for Vermonters Coalition. The group discussed initiatives for the upcoming Legislative Session, and



many other items. T4VT has chosen sustainable funding for transportation as a topic for further exploration and support.

Amtrak

Staff is representing GMT in a CCRPC/BBA study that explores connectivity to the new Amtrak station on Burlington's waterfront. The group will be exploring connectivity, parking, and wayfinding to ensure train passengers are informed of their transportation options. The group will meet again in October.

The Amtrak kick-off event was a success. Staff was in attendance to see the train's inaugural departure.

Student Marketing

Staff kicked-off the student/college marketing campaign for FY23. Staff met with representatives from all the local institutions and CATMA to discuss ways to engage with students, new and returning.

Car-Free Day

The Burlington Walk Bike Council and STVT students are kicking off an annual event in conjunction with World Car Free Day, September 22. Staff at GMT is assisting in Marketing the event, designing the logo, and participating in the outreach. More to come on this as plans develop.





Trend Analysis

Rural ridership decreased for all routes in July compared to June ridership with the exception of the Hannaford Shopping Special. Out of all routes, MyRide had the most ridership with Barre Hospital Hill coming in close second. The US 2 Commuter had the lowest average weekday ridership with approximately 2 people riding per day.

On the urban side, the Firework Shuttle had approximately 2084 riders, up 94% from FY 22 but down 23% from FY 20. Compared to June, urban ridership decreased for all routes with the exception of the Jeffersonville Commuter. Williston and Essex continue to be our most popular routes transporting over 2,200 people a day combined. Lakeside Commuter had the lowest average weekday daily ridership of 1 passenger. Due to probing issues for 5 of our urban buses, ridership numbers are a combination of farebox data and estimations.

GMT Operations Report

August 2022

People & Co-worker Staffing	<ul style="list-style-type: none">• Operations staffing remained largely unchanged in July at nearly 86.5% of its 151 planned positions. Thanks to our HR Director Stephanie Reid, recruitment across the organization has gained momentum, especially in our driver positions. While recruitment and hiring appears promising for drivers, our Maintenance technical positions remain unfilled with current staffed stretched beyond reasonable limits. These Maintenance vacancies have had cascading impacts across the network, including dropped trips due to air conditioning issues during heat advisory events, and delays in preventive maintenance services to our Franklin/St. Albans fleet supported by our Burlington heavy repair shop. Filling all of our Maintenance positions, especially our Berlin mid-duty shop, is imperative to gaining ground with our fleets and adequately supporting our upcoming Mountain Division winter resort services.
Fleet Performance	<ul style="list-style-type: none">• Overall July 2022 fleet performance indicators continued relatively favorable levels from rolling 12-month FY22 results. July 2022 Mean Distance Between Failure (MDBF) continued generally positive results against prior year with 19,314 miles operated between chargeable roadcalls for all fleets; though notably down from our recent landmark June 2022 record of 28,025 miles. The heavy urban diesel fleet MDBF continued to outperform FYTD, at 12,648 for this July against 9,800 miles averaged over the last twelve months. We are grateful for all of our Mechanics, Fleet Service and Custodial staff working so hard to support such a tired fleet under difficult Summer circumstances.• Preventive maintenance (PM) inspections in July declined to 86% of goal, again challenged by the remote support of the St. Albans rural fleet by our understaffed Burlington heavy repair shop. Perpetual vacancies and well deserved vacations significantly impacted all shop repair activities during July, resulting in deferred checks. It is important to know that our GMT preventive maintenance check standards exceed most OEM manufacturer standards and remain within industry norms.

GMT Fleet Snapshot Report

July 2022	Trend	July 2022				FY22 Monthly Average			
Performance Metrics		Diesel	Electric	Gasoline	All	Diesel	Electric	Gasoline	All
Fleet Total Miles Operated	↓	126,489	830	65,827	193,146	137,219	2,155	77,935	217,309
Fleet Mean Distance Operated	↓	1,916.5	415.0	1,645.7	1,788.4	2,079	1,078	1,812	1,958
Chargeable Road Calls	↑	10	0	0	10	14.0	0.2	0.7	14.8
Chargeable Roadcalls per 100K miles	↓	7.9	0.0	0.0	5.2	10.2	7.7	0.9	6.8
Fleet Mean Distance Between Failure	↑	12,648.9	12,930.0	65,827.0	19,314.6	9,801	12,930	116,902	14,650
PM Inspections completed (#)	↓	24	0	12	36	25.2	0.3	14.9	40.3
PM Inspections completed in limits (%)	↓	100.0%	100.0%	58.3%	86.1%	94.0%	99.7%	88.5%	93.8%

Fleet Age & Lifecycle	Diesel	Electric	Gasoline	Total
Active Units	66	2	40	108
Active Fleet Age	8.8	2.6	3.0	6.7
Asset Useful Life Used	73.6%	21.5%	60.6%	

Electric Fleet Update

- The Proterra electric bus fleet operated over 830 miles during July. While better than June, this fleet continues to miss minimum dispatch targets equal to its diesel counterparts. Proterra technical service has made service visits and has isolated all of the technical issues to a single bus to keep one operational, but supply chain delays in receiving a replacement CCS electric charging cord receptacle has kept one of the two units off line for over 30 days. The consistency of the Proterra fleet remains elusive and frustrating despite notable progress made over the last year to resolve significant issues. Additional GMT staffing and specific Proterra training are needed to improve our ability to keep this fleet achieving its needed dispatch and performance targets as we head off warranty after January 2023.

Operations Staffing

July 2022

Division	Unit	Title	Plan	Staffed	Need	Coverage
Burlington	Operations	Bus Operator FT	68	62	6	91.2%
		Bus Operator PT	8	7	1	87.5%
		Supervisor	4	4	0	100.0%
	Subtotal	Transit Operations	80	73	7	91.3%
	Stations	Stations DTC	3.7	3.7	0.0	100.0%
	Maintenance	Master	7	5	2	71.4%
		Journeyman	3	3	0	100.0%
		Apprentice	1	0	1	0.0%
		Body/Exterior Repair	1	1	0	100.0%
		Fleet Service	3	2	1	66.7%
		Custodial CDL	1	0	1	0.0%
		Custodial	3	3	0	100.0%
		Parts/Materiel	1	1	0	100.0%
	Subtotal	Maintenance	20	15	5	75.0%
Subtotal	All	103.7	91.7	12	88.4%	
St. Albans	Operations	Bus Operator FT	7	7	0	100.0%
		Bus Operator PT	5	1.4	3.6	28.0%
		Operator PT Van	3	2.2	0.8	73.3%
		Supervisor	1	1	0	100.0%
	Maintenance	Fleet Service	0.2	0.2	0	100.0%
Subtotal	St. Albans	16.2	11.8	4.4	72.8%	
Berlin	Operations	Bus Operator FT	21	18	3	85.7%
		Operator PT Van	2	2	0	100.0%
		Supervisor	2	2	0	100.0%
		Dispatcher	2	2	0	100.0%
	Stations	Stations MTC	1.2	1.2	0	100.0%
	Maintenance	Master	2	1	1	50.0%
		Fleet Service	1	1	0	100.0%
	Subtotal	Berlin	31.2	27.2	4	87.2%
Total	All	July	151.1	130.7	20.4	86.5%
		June	152.1	131.7	20.4	86.6%
		Trend		-1.0	0.0	-0.1%

Full Time Equivalent (FTE); Includes hourly co-workers only

Updates

- Not a moment too soon, our six new Gillig G27-class heavy urban buses have been entered into full service and are already having major positive impacts for our customers and co-workers! Our steadfast focus on getting these units here and underway has been our mission critical work and allows us to retire older units with chronic repetitive issues, including air conditioning and engine-related issues that become road calls and dropped trips.
- In lighter, more positive news (that we all need), our GMT Burlington butterfly and storm water control restoration program has had some...dare we say...beautiful results. We have worked closely with our Custodial staff to revamp our grounds programs so that we can reduce hours of labor spent mowing down vegetation, reduce our greenhouse gas emissions (GHG) (two stroke gas powered equipment typically emits more GHG that a whole car!), and most importantly, reduce site runoff during ever larger storm events. What used to be mowed down to a brown crisp now nurtures butterfly (and frog, snake, and bird) friendly flora and fauna, making for a more pleasant and welcoming facility to our co-workers and neighbors. We have three major “No Mow Zones” around the “campus” and look forward to more enhancements that reduce labor, improve our storm resiliency, and reduce environmental hazards.



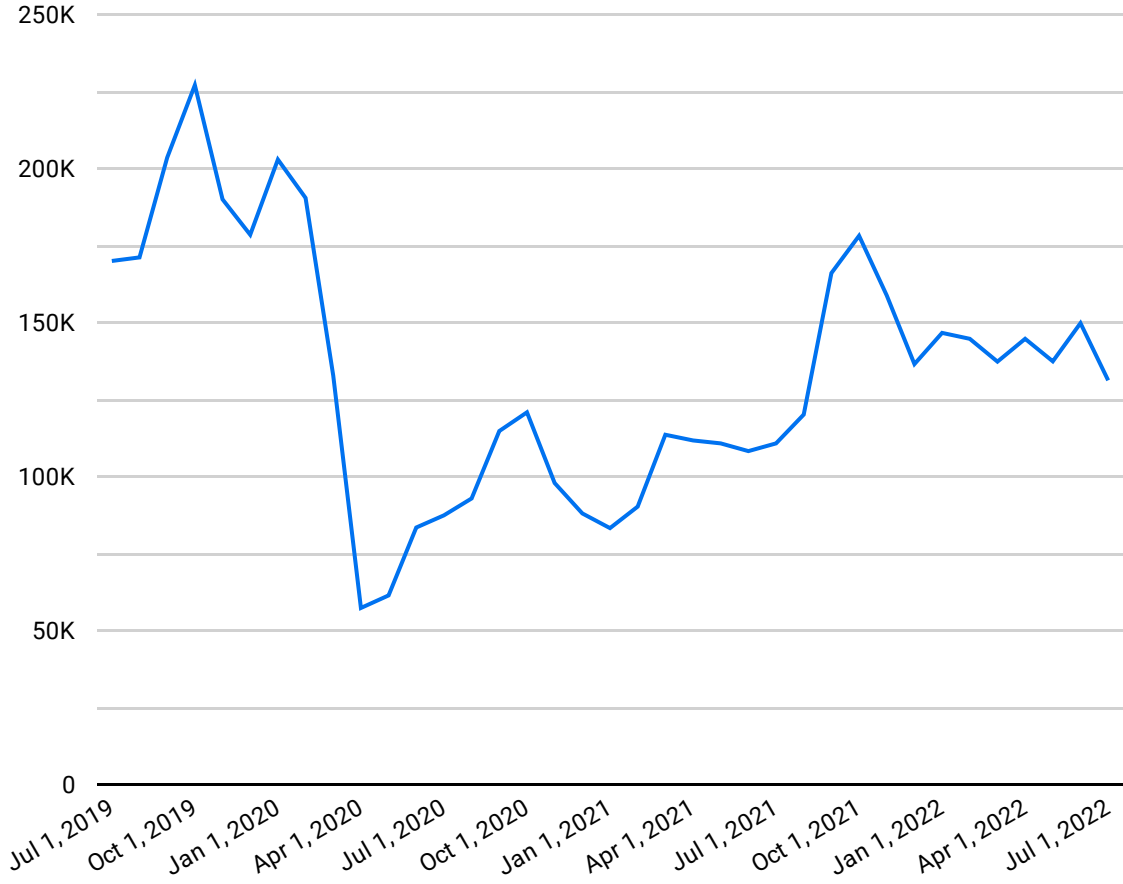
Urban Ridership Report - July Data

#	Route Name	Type of Service	Rank	Ridership	Avg Weekday Daily Ridership	% Change From Previous Month	YTD FY 22	YTD FY 21	YTD FY 20
1	Williston	Local	1	27,712	1,128	-9%	16%	44%	-17%
2	Essex Junction	Local	2	27,299	1,104	-7%	16%	49%	-20%
3	Lakeside Commuter	Local	19	27	1	-27%	13%	350%	-63%
5	Pine Street	Local	7	6,149	258	-28%	24%	46%	-19%
6	Shelburne Rd	Local	3	19,767	796	-7%	+0%	36%	-14%
7	North Avenue	Local	4	16,997	694	-16%	16%	49%	-16%
8	City Loop	Local	9	3,558	154	-25%	54%	81%	3%
9	Riverside/Winooski	Local	5	12,632	553	-24%	22%	45%	9%
10	Williston/Essex	Local	11	1,917	83	-2%	5%	36%	-15%
11	Airport	Local	6	6,371	260	-11%	42%	51%	-59%
16	Hannaford's	Local	16	80	20	-25%	38%	29%	-60%
19	Price Chopper #1	Local	18	71	18	-56%	-19%	-77%	-77%
20	Price Chopper #2	Local	17	76	19	-37%	-44%	-47%	-70%
36	Jeffersonville Commuter	Commuter	14	556	28	19%	145%	97%	-42%
46	116 Commuter	Commuter	15	251	13	-4%			-27%
56	Milton Commuter	Commuter	12	1,119	56	7%	56%	46%	-27%
86	Montpelier Link	Commuter	8	3,670	184	-11%	57%	187%	-59%
96	St. Albans Link	Commuter	13	806	40	-5%	51%	183%	-43%
99	Firework Shuttle	Local	10	2,084			94%		-23%

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Type of Service	Ridership
Local	124,740
Commuter	6,402

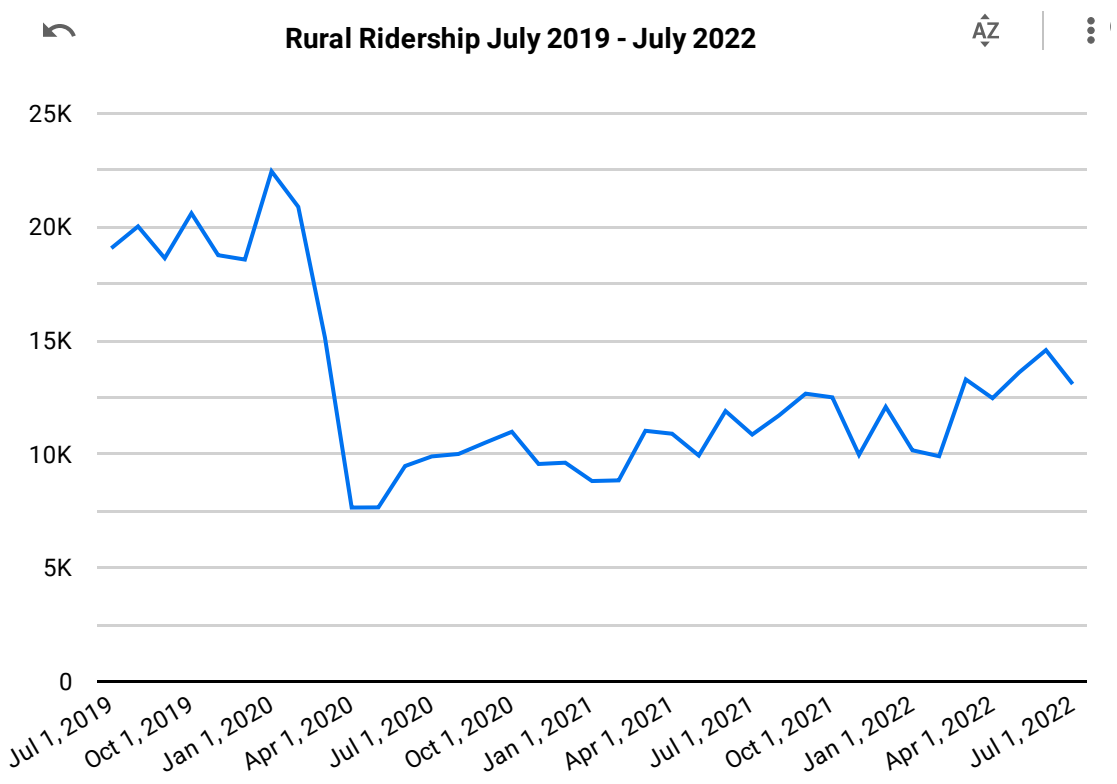
Urban Ridership July 2019 - July 2022



Rural Ridership Report - July Data

#	Route Name	Type of Service	Rank	Ridership	Avg Weekday Daily Ridership	% Change From Previous Month	YTD FY 22	YTD FY 21	YTD FY 20
	MyRide	Microtransit	1	2,692	115	-20%	1%		
80	City Route Mid-Day	Local	4	2,019	86	-4%	41%	27%	-10%
81	Barre Hospital Hill	Local	2	2,597	110	-1%	26%	30%	-15%
83	Waterbury Commuter	Commuter	8	368	18	-16%	81%	113%	-58%
84	US 2 Commuter	Commuter	12	34	2	-39%	-50%	-60%	-95%
85	Hannaford Shopping Special	Local	10	152	38	19%	-22%	23%	28%
87	Northfield Shuttle	Local	13	26	7	-41%	-24%	53%	-38%
89	City Commuter	Local	3	2,305	100	-10%	36%	22%	-34%
93	Northfield Commuter	Commuter	6	444	22	-13%	44%	73%	-18%
109	Tuesday Shopping Shuttle (F...	Local	11	42	11	-28%	-25%	-9%	-53%
110	St.Albans DT Shuttle	Local	5	1,779	78	-2%	6%	20%	-20%
115	Alburg-Georgia Commuter	Commuter	7	384	19	-28%	46%	-4%	-27%
116	Richford-St.Albans Commuter	Commuter	9	253	13	-26%	37%	85%	-63%

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Type of Service	Ridership
Microtransit	2,692
Local	8,920
Commuter	1,483

Service Region	Ridership
Capital District	10,637
FGI	2,458
Seasonal	-

* Capital District includes MyRide service



To: GMT Board of Commissioners
From: Stephanie Reid, Director of Human Resources
Date: August 2022
RE: HR Report

Employee Hiring News

GMT has welcomed its newest members to the team.

- **Berlin**
 - Shelly Hanshew, part-time, CDL driver, rejoined us as of August 9, 2022
- **Burlington**
 - Josef Hladik, full-time, CDL driver, joined us as of August 1, 2022
 - Mark Milizia, full-time, soon-to-be CDL driver, joined us as of August 1, 2022
 - Malachy Ferguson, full-time Fleet Service Technician, expected to join us August 15, 2022
- **St. Albans**
 - Robert Maxham, part-time, non-CDL driver joined us as of July 18, 2022
 - Michael Chrastina, part-time, CDL driver, expected to join us August 15, 2022

Recruitment

Recruitment needs still remain critical in all 3 locations. Continued actions taken to advertise our needs have been ongoing and include the Vermont Department JobLink board, the use of radio advertising, recent advertising in North Ave News, and usage of the Employee Referral Bonus, with at least one of our new hires being a direct result of the program. Discussions continue on revamping our very own GMT Careers page. In partnership with the Planning and Marketing department, GMT will be at the Champlain Valley Fair for volunteer, seasonal and regular recruitment.

We have recently increased the starting wage for the upcoming seasonal hires, as well as our part-time, CDL drivers. We are reviewing the wage increase capacity for our part-time, non-CDL drivers, as well as those non-union dispatchers. **Lastly, we are reviewing the signing bonuses for our Maintenance positions.**

Departures known for August

- **Burlington**

Madhan Dahal, Bus Operator, departed GMT as of July 23, 2022
- **Berlin**

None is known for August
- **St. Albans**

None is known for August



HR News

This month, we've begun the sharing of the monthly EAP newsletter to the staff in hopes that those who need the service, have readily available information at their fingertips.

We've also shared resources for those wishing to partake in the Public Service Loan Forgiveness (PSLF) program and have been assisting employees in the completion of their forms.



To: GMT Board of Commissioners
From: Jon Moore, General Manager
Date: August 16, 2022
RE: General Manager Report

Triennial Review Report: GMT has completed our triennial review which is a comprehensive look at management practices as well as compliance with program and administrative requirements across a broad spectrum of topic areas. The 23 areas (and 650 pages of compliance) review include financial management and capacity, technical capacity, maintenance, procurement, civil rights, and program-specific requirements.

GMT staff and the FTA review contractor started the process in January 2022 that has included GMT providing countless documents, multiple follow-up meetings and culminating in a virtual on-site review the week of August 1 that included a debriefing on the status of the review and preliminary findings.

I am very happy to announce that out of the 23 program compliance areas, and hundreds of review questions, GMT was only issued three (3) preliminary findings that include:

1. Insufficient documentation of monitoring Disadvantaged Business Enterprise (DBE) compliance of contractors.
2. Deficiencies in publicizing and disseminating the Equal Employment Opportunity (EEO) program.
 1. Specifically, by not providing EEO training for new Supervisors within 90 days of hire.
3. Insufficient oversight of subcontractor (SSTA) EEO program.

We've already put policy and procedures into place to address these deficiencies and we will be implementing these over the coming months. GMT will receive the final report by October 11, after which a copy and a presentation will be provided to the Board.

The reviewing consultant and FTA staff were very impressed by GMT's review and deemed it successful compared to the average results of our peers (which we were told include an average of 7-8 findings). For comparison's sake GMT had seven (7) findings during our last triennial review.



I want to thank all GMT staff who all contributed to the success of the review and GMT in general through their knowledge, skill, and dedication. I want to specifically recognize Matt Kimball and Nick Foss who have dedicated countless hours since January to make sure that GMT had a successful triennial review.

FY23 Wage Adjustments: In the sake of transparency during my notice period I have committed to the Board Leadership Committee not to make any wage adjustments without first presenting proposals to them for feedback. To improve recruitment and retention of certain operations and maintenance positions I proposed the following wage adjustments to the Board Leadership Committee at the August meeting that they supported:

1. Seasonal CDL operator wages will increase from \$21.75 to \$25.00
2. Rural part-time CDL operator wages will increase from \$21.75 to \$25.00
3. Non-CDL operator wages will increase from \$15.00 to \$18.00
4. Rural dispatch supervisor wages will increase from \$21.75 to \$26.65

GMT is communicating with the Teamsters Local 597 on possible bonuses for the maintenance bargaining unit to assist with recruitment and retention of skilled mechanics which is an area where GMT is experiencing critical staffing levels.

As presented to the Leadership Committee, GMT should mostly be able to pay for the increased wages with existing resources although we have yet to complete the FY23 budget adjustment which will provide a more accurate financial outlook for the Board to vote on. The FY23 budget adjustment will be presented as soon as September for Board approval.

Burlington Amtrak Service: Passenger rail service returned to Burlington on July 29 after many decades of no service. I attended the kick-off celebration marking the return of service and GMT has worked with VTrans and the property manager of Union Station to install wayfinding signage directing passengers to the GMT bus stop at the waterfront which is a 600-foot walk from the Amtrak platform.

GMT will consider future internal ride check data and Amtrak on-time performance and possible passenger survey data to determine if moving the waterfront stop to Union Station and making possible schedule changes to the #11 route would be beneficial. GMT did test serving both locations at the Amtrak morning departure and evening arrival times but are unable to do so due to bus turning movement restrictions.

Hinesburg Alternate Commissioner: Please welcome Richard Watts as the new Board alternate from Hinesburg.

Meetings of Note:



- 7/19: Community Rides Subrecipient Meeting
- 7/19: Franklin County Transportation NEMT Sub-contractor Meeting
- 7/26: Burlington City Council Transportation, Utilities and Energy Committee (TEUC) Presentation
- 7/27: Vermont Public Transportation Association (VPTA) Annual Meeting
- 7/28: Monthly Burlington Stewards Meeting
- 7/29: Burlington Amtrak Event
- 7/29: Talitha Consults Contract Closeout Meeting
- 8/1: Federal Transit Administration (FTA) Monthly Check-in Meeting
- 8/2: Barre City Council Presentation
- 8/3 – 8/5: Triennial Entrance Conference, Site Visit and Exit Conference
- 8/9: Vermont Agency of Transportation (VTrans) Monthly Check-in Meeting
- 8/10: Essex Junction City Council Presentation

General Manager Contact: Please contact me at any time with questions related to the General Manager report or any other general GMT questions. I can be reached at 540-2527 or by email at jmoore@ridegmt.com.



To: GMT Board of Commissioners
From: Jon Moore, General Manager
Date: August 16, 2022
RE: **Agenda Item 8 – Action Item:** Essex Junction GMT Membership Vote Resolution

Summary: On July 1, 2022, a new Vermont municipality, the City of Essex Junction was created by separation from the Town of Essex and by virtue of the Act of the Vermont Legislature, M-10, setting forth the Charter of the City of Essex Junction, found at 24 App. V.S.A. ch. 4.

Historically, the Village of Essex Junction did not pay assessments directly to GMT and all assessment amounts were billed to the Town of Essex. With the municipal separation GMT will no longer be able to assess the Town of Essex for services provided within the City of Essex Junction beginning in FY24. The Town of Essex has confirmed that it will be responsible for the full FY23 assessment.

GMT Membership Process: Per the GMT Charter (24 App. V.S.A. ch. 801) “*A municipality may hold an annual meeting or a special meeting for the purpose of determining through election by a majority vote of its voters present and voting on the question only if the municipality is specifically authorized to join the Authority either under section 12 of this chapter or by resolution duly passed by the Green Mountain Transit Authority Board of Commissioners*”

Since the City of Essex Junction is not specifically authorized to join the Authority per section 12 of the GMT Charter, they have requested that the GMT Board consider the attached resolution authorizing the city to hold a public vote for membership into the Authority.

Assessment Impacts: Since there are no proposed service changes, or additional capital requirements, resulting from the municipal separation, the FY24 Town of Essex assessment amount would simply be allocated between the Town and the City of Essex Junction if the City of Essex Junction voted to become a member. Based on actual fixed route service provided and historical ADA ridership data the **projected** FY24 Essex Junction assessment amounts are as below:

- \$191K for fixed route bus service
 - 81% of the total service hours in the Town and EJ are operated in EJ.
 - Assumes a 4% annual assessment increase.
- \$71.5K for ADA service
 - 65% of the total FY21 ADA rides in the Town and EJ were by EJ residents.
 - Assessment will be calculated by FY22 ridership and projected FY24 program costs.
- \$262.5K total FY24 projected assessment
 - The Town of Essex FY24 projected assessment is \$83.5K



Committee Review: Since I was invited to present to the Essex Junction City Council meeting on August 10, I presented the Vote Authorization Resolution to the Leadership Committee who unanimously supported it at the August 8 meeting.

Staff Recommendation:

Staff is recommending the following motion: *Move that the GMT Board of Commissioners approve the Resolution of Membership authorizing the City of Essex Junction to hold a public vote for membership into the Green Mountain Transit Authority.*



To: GMT Board of Commissioners

From: Matt Kimball, Grants & Capital Projects Manager
 Nicholas Foss, Director of Finance
 Jon Moore, General Manager

CC: GMT Finance Committee

Date: August 16, 2022

RE: FY23 Capital Budget Adjustment

Attached is an amended Capital Budget for approval by the Board of Commissioners. VTrans has submitted the funding award letter for the FY23 state grant, which has been accepted by GMT. The FY23 state grant agreement is currently in the development stage at VTrans and is expected to be submitted to GMT in July. This amendment to the capital budget is to adjust the line items to match the grant.

Following is the detail regarding the changes in this amendment.

The urban capital budget has decreased by \$1,600,607. The following explains the changes to the urban capital budget approved in November 2021.

Line item description	Inc/(Dec)
Renamed Line Item A from "3 - Replacement 40' Non-BRT HD Diesel Buses @ \$577,500 each" to "2 - Replacement 40' Non-BRT HD Diesel Buses @ \$629,000 each (85% Fed/5% State/10% Local)" and decreased line to \$1,258,000.	(\$474,500)
Removed Line Item B "2 - Replacement 35' Electric Buses (incl Charging Infr.) @ \$1,120,000 each (85% Fed/10% State/5% Local)".	(\$2,240,000)
Renamed Line Item C from "5 - Replacement SSTA Vehicles @ \$91,500 each" to "5 - Replacement SSTA Vehicles @ \$98,000 each" and increased line to \$490,000	\$32,500
Removed Line Item D "1 - Replacement Essex Cutaway @ \$91,500 each"	(\$91,500)
Reduced Line Item G "Engine and Transmission PM" to \$90,000.	(\$5,000)
Renamed Line Item H "Replace Two (2) In-Ground Bus Lifts" to "Replace Four (4) In-Ground Bus Lifts" and increased line to \$1,000,000	\$775,000
Removed Line Item I " Building LED Lighting Upgrades"	(\$125,000)
Removed Line Item K "1- Non-Revenue Tow Truck for Road Calls"	(\$250,000)
Reduced Line Item M "Passenger Amenities (shelters, benches and bike racks)" from \$100,000 to \$47,500	(\$52,500)
Added Line Item O "New Grants Management Software" for \$30,000	\$30,000
Added Line Item P "1 - Replacement 35' Non-BRT Gillig Bus @ \$527,893 each (85% Federal) (FY22 Carryforward)" for \$527,893	\$527,893
Added Line Item Q "5 - Replacement SSTA** Vehicles (FY22 Carryforward)" for \$212,500	\$212,500



Added Line Item R "31 Queen City Park Road Facility Renovation (FY22 Carryforward)" for \$60,000.	\$60,000
Change in budget 100% totals	(\$1,703,607)

Line Item A "2 - Replacement 40' Non-BRT HD Diesel Buses @ \$577,500 each (85% Fed/5% State/10% Local)" has been reduced by \$474,500 due to the elimination of one bus from the capital budget. This bus has been removed due to funding constraints at VTrans, which would not allow for three HD buses to be funded in the FY23 state grant. VTrans has stated that they would be able to work with GMT on pre-award authority for FY24 vehicles to ensure delivery as early in FY24 as possible to reduce the impact of one fewer replacement to GMT's fleet. Additionally, the expected unit price of the buses has increased to \$629,000. Federal, state, and local funding splits for this line item remain at 85/5/10 and the local capital match for this line has been reduced by \$57,750 in the proposed adjustment.

Line Item B "2 - Replacement 35' Electric Buses (incl Charging Infr.) @ \$1,120,000 each (85% Fed/10% State/5% Local)" has been removed in the proposed capital budget. These vehicles are being removed from the capital budget because they are part of a LONO grant application, which is expected to fund vehicle replacements starting in FY24. The removal of this line item reduces the current year local capital match by \$112,000 in the proposed adjustment.

Line Item C "5 - Replacement SSTA Vehicles @ \$98,000 each" was increased from \$457,500 to \$490,000. This increase is due to substantial increases to PPI and supply chain pressures that manufacturers are facing. GMT will work with SSTA to explore the most economical vehicle replacement options. Local capital match for this line item has increased by \$3,250 in the proposed adjustment, however this will be covered by non-GMT local funds.

Line Item D "1 - Replacement Essex Cutaway @ \$91,500 each" has been removed in the proposed capital budget due to the low mileage of the vehicle slated for replacement. The removal of this line item does not affect the current year local capital match as the local match for this line came from non-GMT local funds.

Line Item G "Engine and Transmission PM" has been reduced by \$5,000 due to funding constraints in the state grant application. While this line has been reduced from the original budget amount, it still represents an increase over the FY22 budget amount. This decrease reduces the local capital match for this line by \$500.

Line Item H has been renamed to "Replace Four (4) In-Ground Bus Lifts" and the line has been increased by \$775,000. This is due to the emergent need to replace all four in-ground bus lifts at the Burlington maintenance shop as well a higher estimated cost per lift replacement. This budget line will cover the remaining design activities as well as construction activities associated with the lift replacements. This change increases the local capital match for this line by \$77,500.

Line Item I "Building LED Lighting Upgrades" has been removed in the proposed capital budget to free up funding for the increase to the bus lift replacement project. This project will be slated for a future fiscal year and this change reduces the current year local capital match by \$12,500.

Line Item K "1- Non-Revenue Tow Truck for Road Calls" has been removed in the proposed capital budget to free up funding for the increase to the bus lift replacement project. GMT staff



will evaluate the need for this type of vehicle and this change reduces the local capital match for this line by \$25,000.

Line Item M "Passenger Amenities (shelters, benches and bike racks)" has been reduced by \$52,500 to free up state dollars for the lift replacement project. Staff anticipates that this funding level will be sufficient to cover the immediate capital shelter needs. Local capital match for this line has been reduced by \$5,250 as a result of this change.

Line Item O "New Grants Management Software" has been added in the amount of \$30,000. Staff is exploring options for commercially-available grants management software options as well as custom-designed solution for GMT. The goal for this project would be to find a software solution which provides efficiencies to staff for grant management responsibilities such as billing, grant tracking, and reporting, which currently are performed using excel. The addition of this line item increases local capital match by \$3,000.

Below are FY22 Carryforward projects that will remain ongoing in FY23. All local match for these projects will come from the prior year local capital match fund:

Line Item P "1 - Replacement 35' Non-BRT Gillig Bus @ \$527,893 each (85% Federal)" has been added in the amount of \$527,893. This bus was delivered after July 1st and will need to be carried over to FY23. \$52,789 in local match has been programmed from the local capital match fund for this project.

Line Item Q "5 - Replacement SSTA** Vehicles" has been added in the amount of \$212,500. One minivan has been ordered and is expected to be delivered in August. A purchase order is being finalized for two Ford Transit vehicles which would use the remainder of funding in this line item. \$21,250 in local match has been programmed from the local capital match fund for this project.

Line Item R "31 Queen City Park Road Facility Renovation (FY22 Carryforward)" has been added in the amount of \$60,000. This will cover the remainder of the master plan study, which remains ongoing. \$6,000 in local match has been programmed from the local capital match fund for this project. The 100% amount of this line will be adjusted following the final FY21 capital billing.

Local capital match from FY23 has been reduced by \$122,200 from the capital budget approved in November 2021. \$80,039 of local capital match has been programmed from the local capital match fund for FY22 carryforward projects.

The rural capital budget has increased by \$661,091. The following explains the changes to the rural capital budget approved in November 2021.

Line item description	Inc/(Dec)
Renamed Line Item AA from "7 - Replacement Cutaway Buses @ \$104,500 each" to "6 - Replacement Cutaway Buses @ \$120,000 each" and decreased line to \$720,000.	(\$11,500)
Renamed Line Item AB from "1 - Replacement Non-BRT 40' Gillig Bus @ \$577,500" to "2 - Non-BRT 40' HD Diesel Bus @ \$629,000 each (1 Replacement + 1 Stowe Expansion) " and increased line to \$1,258,000.	\$680,500
Removed Line Item AC "2 - Replacement 32' Medium-Duty Cutaway Buses @ 178,500 each"	(\$357,000)



Renamed Line Item AD "2 - Replacement Vehicles for CIDER (1 Cutaway @\$92,750 and 1 Minivan @\$44,750)" to "2 - Replacement Minivans for CIDER @ \$65,000 each" and decreased line item from \$137,500 to \$130,000.	(\$7,500)
Renamed Line Item AE from "Property Acquisition & Design for New Wash County Facility" to "Property Acquisition Activities & Design for New Wash County Facility" and decreased line to \$200,000.	(\$900,000)
Increased Line Item AF "Spare Parts, Misc. Support Equipment, etc" to \$30,000.	\$5,000
Added Line Item AJ "MyRide Public Phone System" for \$5,000.	\$5,000
Added Line Item AK "Two (2) Shelters through Yestermorrow and AARP" for \$24,000.	\$24,000
Added Line Item AL "Rural Shelter site prep and installations" for \$30,000.	\$30,000
Added Line Item AM "4 - Minivans @ \$65,000 each (1 replacement for Montpelier Microtransit service, 3 expansion for Barre Microtransit & Mobility For All" for \$260,000	\$260,000
Added Line Item AN "2 - Replacement Narrow-Body Buses (FY22 Carryforward)" for \$207,000.20.	\$207,000
Added Line Item AO "1 Replacement 32' Medium-Duty Cutaway Bus (85% Federal) (FY22 Carryforward)" for \$134,302.	\$134,302
Added Line Item AP "1 Replacement Minivan for CIDER (FY22 Carryforward)" for \$61,787	\$61,787
Added Line Item AQ "2 - Replacement Electric Cutaway Buses @ \$285,000 per vehicle (85% Federal) (FY22 Carryforward)" for \$570,000.	\$570,000
Added Line Item AR "Electric Cutaway Charging Infrastructure (FY22 Carryforward)" for \$20,000.	\$20,000
Added Line Item AS "New Berlin Shop Truck (FY22 Carryforward)" for \$42,502	\$42,502
Change in budget 100% totals	\$661,091

Line Item AA "6 - Replacement Cutaway Buses @ \$120,000 each" has been reduced by \$11,500. This line has been reduced by one vehicle due to staff's intent to replace one cutaway with a minivan for Microtransit service (include in Line AM). The estimated unit cost for cutaway buses in this line has increased as a result of significant PPI increases. Local capital match for this line has been reduced by \$1,150 in the proposed adjustment.

Line Item AB "2 - Non-BRT 40' HD Diesel Bus @ \$629,000 each (1 Replacement + 1 Stowe Expansion)" has been increased by \$680,500 due to the addition of one bus for expanded Stowe service as well as an increase to the bus unit price from \$577,500 to \$629,000. In connection with the agreement for expanded service, Stowe Mountain Resort has committed to cover the local match for expansion buses associated with the expanded service. Due to this commitment, the only change to local capital match from GMT for this line is the \$5,150 increase in local match associated with the unit price increase for the replacement GMT bus.

Line Item AC "2 - Replacement 32' Medium-Duty Cutaway Buses @ 178,500 each" has been removed to free up federal and state funding for additional HD buses included in GMT's state grant application. This change reduces the current year local capital match by \$35,700.

Line Item AD "2 - Replacement Minivans for CIDER @ \$65,000 each" has been reduced by \$7,500 due the change from one cutaway and one minivan replacement to two minivan replacements. CIDER has confirmed that a second minivan has a more immediate replacement



need than the cutaway bus that was slated for replacement in FY23. Local capital match for this line has been increased by \$750 in the proposed adjustment, however this is from non-GMT local funds.

Line Item AE "Property Acquisition Activities & Design for New Wash County Facility" has been reduced to \$200,000. This line will cover additional site selection work in FY23 as well as expenses connected with efforts to acquire property for a new facility, which includes NEPA studies, appraisal work, and legal fees. If GMT is prepared to make an offer on a property, staff will work with VTrans on a mid-year amendment to secure these funds in the grant agreement. This change reduces the local capital match for this line by \$90,000.

Line Item AF "Spare Parts, Misc. Support Equipment, etc" has increased by \$5,000. Additional funding for this line was requested due to inflation price increases and higher part needs due to the aging of the rural bus fleet. This change increases local capital match for this line by \$500,

Line Item AJ "MyRide Public Phone System" has been added in the amount of \$5,000. This line will cover the installation of at least two public phones for use by passengers without mobile devices to schedule rides on GMT's MyRide program. The addition of this line item increases the current year local capital match by \$500.

Line Item AK "Two (2) Shelters through Yestermorrow and AARP" has been added in the amount of \$24,000. This project has been added as part of a partnership between VTrans, Yestermorrow, and AARP to design and construct a unique shelter for installation at Stowe Mountain Road, within GMT's microtransit region, or at other locations TBD. VTrans has committed to cover the full match for this line item, so the addition of this line will not increase GMT's current year local capital match.

Line Item AL "Rural Shelter site prep and installations" has been added in the amount of \$30,000. This line will cover the cost for pad construction and installation the shelters described in Line AK as well as a stored post and beam shelter. The addition of this line item increases the current year local capital match by \$3,000.

Line Item AM "4 - Minivans @ \$65,000 each (1 replacement for Montpelier Microtransit service, 3 expansion for Barre Microtransit & Mobility For All)" has been added in the amount of \$260,000. This line has been added to support one replacement minivan in lieu of a replacement cutaway originally included in Line AA as well as three expansion minivans to support new services planned to start in FY23 (Barre Microtransit and Mobility for All). VTrans has committed to cover the full match for these vehicles so there is no impact to GMT's current year local capital match.

Below are FY22 Carryforward projects that will remain ongoing in FY23. All local match for these projects will come from the prior year local capital match fund:

Line Item AN "2 - Replacement Narrow-Body Buses (FY22 Carryforward)" has been added in the amount of \$207,000.20. Staff is nearing completion of a purchase order for these vehicles, which are expected to be delivered in FY23. \$20,700.10 in local match has been programmed from the local capital match fund for this project.

Line Item AO "1 Replacement 32' Medium-Duty Cutaway** Bus (85% Federal) (FY22 Carryforward)" has been added in the amount of \$134,302. A purchase order for this vehicle was issued in FY22, however the vehicle is unable to be built until Spring 2023 due to the



production backlog of the chassis that the vehicle will be built on. \$13,430 in local match has been programmed from the local capital match fund for this project.

Line Item AP "1 Replacement Minivan for CIDER (FY22 Carryforward)" has been added in the amount of \$61,787. The minivan has been ordered and is expected to be delivered in August. \$6,179 in non-GMT local funds have been programmed for this project.

Line Item AQ "2 - Replacement Electric Cutaway Buses @ \$285,000 per vehicle (85% Federal) (FY22 Carryforward)" has been added in the amount of \$570,000. Staff is working with VTrans and other VPTA members on a potential adjustment to the contract price due to higher than normal cost pressures over and above what is captured by PPI. Once this is resolved, a purchase order for these vehicles will be finalized. \$37,000 in local match has been programmed from the local capital match fund for this project. The remaining \$20,000 in local capital match for this line item comes from incentive funding from Green Mountain Power.

Line Item AR "Electric Cutaway Charging Infrastructure (FY22 Carryforward)" has been added in the amount of \$20,000. This line will cover design, purchase, and installation of level two chargers and associated infrastructure. Staff will align this project with the projected delivery schedule of the electric cutaway buses. Local funding for this project will come from incentive funds from Green Mountain Power.

Line Item AS "New Berlin Shop Truck (FY22 Carryforward)" has been added in the amount of \$42,502. This vehicle has been ordered and is expected to be delivered in the coming months. \$4,250 in local match has been programmed from the local capital match fund for this project.

Local capital match from FY23 has decreased by \$117,700 from the capital budget approved in November 2021. \$75,381 of local capital match has been programmed from the local capital match fund for FY22 carryforward projects.

GREEN MOUNTAIN TRANSIT AUTHORITY

Proposed FY23 Urban Capital Budget Adjustment											
Priority	Item	Description	100%	Federal*	State*	Local*	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non-GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	A	2 - Replacement 40' Non-BRT** HD Diesel Buses @ \$629,000 each (85% Fed/5% State/10% Local)	\$ 1,258,000	\$1,069,300	\$62,900	\$ 125,800	\$ 125,800.00	\$ -		\$1,069,300	
1	C	5 - Replacement SSTA*** Vehicles @ \$98,000 each	\$ 490,000	\$416,500	\$24,500	\$ 49,000	\$ -	\$ -	\$ 49,000	\$416,500	
1	E	Facility PM (such as stormwater maintenance, lift maintenance, cash vault replacement, etc.)	\$ 60,000	\$48,000	\$6,000	\$ 6,000	\$ 6,000.00	\$ -		\$0	\$48,000
1	F	Spare parts, miscellaneous support equipment	\$ 265,000	\$212,000	\$26,500	\$ 26,500	\$ 26,500.00	\$ -		\$130,000	\$82,000
1	G	Engine and Transmission PM	\$ 90,000	\$72,000	\$9,000	\$ 9,000	\$ 9,000.00	\$ -		\$0	\$72,000
1	H	Replace Four (4) In-Ground Bus Lifts	\$ 1,000,000	\$800,000	\$100,000	\$ 100,000	\$ 100,000.00	\$ -		\$800,000	
2	J	ITS**** Improvements (APC system, Fixed Route Dispatch Software, Maintenance/EAM Software, etc.)	\$ 175,000	\$140,000	\$17,500	\$ 17,500	\$ 17,500.00	\$ -		\$140,000	
2	L	1 - Replacement Non-Revenue Vehicle (Hybrid)	\$ 31,750	\$25,400	\$3,175	\$ 3,175	\$ 3,175.00	\$ -		\$25,400	
2	M	Passenger Amenities (shelters, benches and bike racks)	\$ 47,500	\$38,000	\$4,750	\$ 4,750	\$ 4,750.00	\$ -		\$0	\$38,000
2	N	Replacement Office and Support Equipment (Computers, Monitors, Bldg Temp Control system, etc.)	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ 3,500.00	\$ -		\$28,000	
2	O	New Grants Management Software	\$ 30,000	\$24,000	\$3,000	\$ 3,000	\$ 3,000.00			\$0	\$24,000
CF-1	P	1 - Replacement 35' Non-BRT Gillig Bus @ \$527,893 each (85% Federal) (FY22 Carryforward)	\$ 527,893	\$448,709	\$26,395	\$ 52,789	\$ -	\$ 52,789		\$448,709	
CF-1	Q	5 - Replacement SSTA** Vehicles (FY22 Carryforward)	\$ 212,500	\$170,000	\$21,250	\$ 21,250		\$ 21,250		\$170,000	
CF-1	R	31 Queen City Park Road Facility Renovation (FY22 Carryforward)	\$ 60,000	\$48,000	\$6,000	\$ 6,000	\$ -	\$ 6,000			\$48,000
Total:			\$ 4,282,643	\$ 3,539,909	\$ 314,470	\$ 428,264	\$ 299,225	\$ 80,039	\$ 49,000	\$ 3,227,909	\$ 312,000

Total Local Match: \$ 379,264

Urban Notes:

*80% Federal, 10% State, and 10% Local unless otherwise stated.

** Bus Rapid Transit - Alternative bus configuration for improved passenger comfort on longer trips

*** Special Services Transportation Agency

**** Intelligent Transportation Systems

GREEN MOUNTAIN TRANSIT AUTHORITY

Proposed FY23 Rural Capital Budget Adjustment											
Priority	Item	Description	100%	Federal*	State*	Local*	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	AA	6 - Replacement Cutaway** Buses @ \$120,000 each	\$ 720,000	\$576,000	\$72,000	\$ 72,000	\$ 72,000	\$ -		\$576,000	
1	AB	2 - Non-BRT 40' HD Diesel Bus @ \$629,000 each (1 Replacement + 1 Stowe Expansion)	\$ 1,258,000	\$1,006,400	\$125,800	\$ 125,800	\$ 62,900		\$62,900	\$1,006,400	
2	AD	2 - Replacement Minivans for CIDER*** @ \$65,000 each	\$ 130,000	\$104,000	\$13,000	\$ 13,000	\$ -		\$ 13,000	\$104,000	
1	AE	Property Acquisition Activities & Design for New Wash County Facility	\$ 200,000	\$160,000	\$20,000	\$ 20,000	\$ 20,000			\$160,000	
2	AF	Spare Parts, Misc. Support Equipment, etc	\$ 30,000	\$24,000	\$3,000	\$ 3,000	\$ 3,000			\$24,000	
2	AG	Facility PM - Rural Facilities	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2	AH	2 - Replacement Non-Revenue Vehicles (Hybrid) @ \$31,750 each	\$ 63,500	\$50,800	\$6,350	\$ 6,350	\$ 6,350			\$50,800	
2	AI	Replacement Office Equipment (Computers, monitors, etc.)	\$ 6,000	\$4,800	\$600	\$ 600	\$ 600	\$ -		\$4,800	
2	AJ	MyRide Public Phone System	\$ 5,000	\$4,000	\$500	\$ 500	\$ 500	\$ -		\$4,000	
2	AK	Two (2) Shelters through Yestermorrow and AARP	\$ 24,000	\$19,200	\$4,800	\$ -	\$ -	\$ -		\$19,200	
2	AL	Rural Shelter site prep and installations	\$ 30,000	\$24,000	\$3,000	\$ 3,000	\$ 3,000	\$ -		\$24,000	
1	AM	4 - Minivans @ \$65,000 each (1 replacement for Montpelier Microtransit service, 3 expansion for Barre Microtransit & Mobility For All)	\$ 260,000	\$208,000	\$52,000	\$ -	\$ -			\$ 208,000	
CF-1	AN	2 - Replacement Narrow-Body Buses (FY22 Carryforward)	\$ 207,000.20	\$165,600.00	\$20,700.10	\$ 20,700.10	\$ -	\$ 20,700.10		\$165,600	
CF-1	AO	1 Replacement 32' Medium-Duty Cutaway** Bus (85% Federal) (FY22 Carryforward)	\$ 134,302	\$114,157	\$6,715	\$ 13,430	\$ -	\$ 13,430		\$114,157	
CF-1	AP	1 Replacement Minivan for CIDER (FY22 Carryforward)	\$ 61,787	\$49,430	\$6,179	\$ 6,179	\$ -		\$ 6,179	\$49,430	
CF-1	AQ	2 - Replacement Electric Cutaway Buses @ \$285,000 per vehicle (85% Federal) (FY22 Carryforward)	\$ 570,000	\$484,500	\$57,000	\$ 57,000	\$ -	\$ 37,000	\$20,000	\$484,500	
CF-1	AR	Electric Cutaway Charging Infrastructure (FY22 Carryforward)	\$ 20,000	\$16,000		\$ 4,000	\$ -		\$ 4,000	\$16,000	
CF-1	AS	New Berlin Shop Truck (FY22 Carryforward)	\$ 42,502	\$34,001.00	\$4,250.20	\$ 4,250	\$ -	\$ 4,250		\$34,001	
Total:			\$ 3,787,091	\$ 3,064,887	\$ 398,394	\$ 352,309	\$ 170,850	\$ 75,381	\$ 106,079	\$ 3,064,887	\$ -

Total Local Match: \$ 246,231

Rural Notes:

*80% Federal, 10% State, and 10% Local unless otherwise stated.

** Cutaway Bus = Truck/Van Front/Bus Body

*** Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet the local match obligation.

State of Vermont
Policy, Planning & Intermodal Development Division
 219 North Main Street
 Barre, VT 05641
 timothy.bradshaw@vermont.gov

Agency of Transportation
Public Transit
 [802-461-5310]
 [802-479-4405]

08/08/2022

From: Timothy Bradshaw

To: Jon Moore, GMT General Manager

Re: SFY23 VTrans commitment additional funding

Dear Jon:

Consider this letter as VTrans commitment to additional SFY23 funding as follows for capital vehicle purchases that exceed the original award in both the GMT Urban and GMT Rural grant agreements.

Original GMT Urban vehicle funding Fed/State/Local/Total

Two (2) Large, Heavy-duty buses, 40', 2 w/c, Diesel, replacing 15GGD271771077197, 15GGD271491176286	20.526	FT235339-078	\$981,750.00	\$57,750.00	\$115,500.00	\$1,155,000.00
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Additional GMT Urban vehicle funding Fed/State/Local/Total

Two (2) Large, Heavy-duty buses, 40', 2 w/c, Diesel, replacing 15GGD271771077197, 15GGD271491176286	20.526	TBD	\$87,550.00	\$5,150.00	\$10,300.00	\$103,000.00
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Original GMT Rural vehicle funding Fed/State/Local/Total

Two (2) Large, Heavy-duty Buses, 40', 2w/c, Diesel. One replacement (15GGB271681176407) and one expansion	20.526	FT235339-063	\$924,000.00	\$115,500.00	\$115,500.00	\$1,155,000.00
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Additional GMT Rural vehicle funding Fed/State/Local/Total

Two (2) Large, Heavy-duty Buses, 40', 2w/c, Diesel. One replacement (15GGB271681176407) and one expansion	20.526	FT235339-063	\$87,550.00	\$5,150.00	\$10,300.00	\$103,000.00
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Total additional Federal funding is \$175,100 and State is \$10,300.

Please contact me with questions.

Sincerely,

DocuSigned by:
 8/8/2022
Timothy Bradshaw, Public Transit Program Coordinator
Vermont Agency of Transportation

Cc: Ross MacDonald, VTrans Public Transit Program Manager
Matthew Kimball, GMT Grants and Capital Project Manager
Nick Foss, GMT Director of Finance

