

AGENDA
Green Mountain Transit Board of Commissioners
October 17th 2017, 7:30 a.m.
15 Industrial Pkwy, 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.

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:36 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda*
- September 19th, 2017 Board Meeting Minutes (pages 3-6)
 - Check Register (pages 7-10)
 - Finance and Project Development Report (pages 11-28)
 - Maintenance and Planning Report (pages 29-30)
 - Operations Report (page 31)
 - Marketing Report (page 32)
 - IT Support, & Human Resources Report (page 33)
 - Ridership Reports
 - ADA (page 34)
 - GMT (page 35)
- 7:43 a.m. 5. NextGen Update
- 8:00: a.m. 6 APTA Expo Discussion
- 8:30 a.m. 7. Capital Shuttle Increase*
- 8:35 a.m. 8. Stowe Service Increase (pages 36-37)
- 8:45 a.m. 9. Sugarbush Service Update* (page 38)

8:50 a.m. 10. Strategic Goals

(pages 40-42)

9:20 a.m. 11. GM & Committee reports

- *Finance Committee: Next scheduled meeting is November 14th @ 8:30am.*
- *Leadership Committee: Next scheduled meeting is November 9th @ 9:00am.*
- *Operations Committee: Next scheduled meeting is November 6th @ 8:30 am (Berlin).*
- *Strategy Committee: Next schedules meeting is November 13th @ 8:00 am.*

9:30 a.m. 12. Adjourn

Next GMT Board meeting date: November 21st, 2017 @ 7:30 a.m.

NOTES:

- * Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Alma Hebib at 802-540-2587 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 CCTA Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468 or 802-864-2282.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.

Green Mountain Transit Board Minutes

Date: September 19, 2017

Time: 9:00 am

Place: Gallery at the Main Street Landing Performing Arts Center
60 Lake Street Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston
Tom Chittenden, Vice Chair, South Burlington
Denis Barton, Secretary, Shelburne
Catherine Dimitruk, Treasurer, Franklin County
John Sharron, Commissioner, Milton
Chapin Spencer, Commissioner, Burlington
Katherine Miles, Commissioner, Burlington
Raghu Acharya, Commissioner, Winooski
Robert Moore, Commissioner, Lamoille County
Bob Buermann, Commissioner, Grand Isle County
Phil Pouech, Commissioner, Hinesburg
Bonnie Waninger, Commissioner, Washington County
Amy Brewer, Alt. Commissioner, Williston
Amanda Holland, Alt. Commissioner, Franklin County/Grand Isle
Daniel Currier, Alt. Commissioner, Washington County

Mark Sousa, General Manager
Trish Redalieu, Director of Human Resources
Bob Young, Director of Operations
Jon Moore, Director of Maintenance and Planning
Michelle Daley, Director of Finance
Jamie Smith, Marketing and Public Affairs Manager
David Armstrong, Planning Manager
John Robinson, Human Resource Coordinator
Alma Hebib, Executive Assistant

Members of the Public:

Geoff Slater, Nelson Nygaard
Erika Kimball, Senator Sanders Office
James Freehan, Government Relations Director

Not Present:

Paul Bohne, Commissioner, Essex Junction

1. Open Meeting

Chair Kaynor opened the meeting at 9:08 am. A quorum of the Board was present.

2. Adjustment on the Agenda

No Adjustments were made to the Agenda.

3. Public Comment

Chair Kaynor congratulated GMT staff on the new-awarded grant for two electrical buses.

4. Consent Agenda

A motion to approve the Consent Agenda was made by Secretary Barton and seconded by Commissioner Sharrow. Chair Kaynor noted that the minutes were missing a closed quotation. All were in favor and the Consent Agenda was approved.

5. NextGen Update

Jeff Slater, Nylson Nygaard, presented a NextGen presentation to the Board. Review on the routes serviced and population surrounding the service area were discussed. There was also a review on possible modifications to the routes and how potential changes could look. With the idea of improved efficiency, Mr. Slater informed the Board that scenarios will be presented with options to be decided moving ahead. The Board expressed concern about cost neutral changes to routes that serve multiple communities and the potential financial impact this may cause. Mr. Slater explained that the cost aspect will be broken down on the recommended changes to help in the discussion.

Treasurer Dimitruk entered at 10:19 am.

6. Financial Update

Michelle Daley, Director of Finance, reviewed the financial update for the board. This included a brief history on GMT, the fund balance and the future forecast.

Ms. Daley reviewed the funding balances GMT has received in the past few fiscal years. There was a discussion on the funding balance components that include the invested capital assets, restricted and unrestricted fund balances, revenues and expense categories. The Board reviewed the urban and rural fund balances. Lastly, there was a discussion on the future forecast. Mrs. Daley stated that, "this fiscal year 2018 has been the hardest year yet to get level funding for our operating budget."

7. GMT Funding & Assessments

Ms. Daley discussed the current funding. She stated they are trying to do more funding although it's a challenge. She went over membership assessments, paratransit transportation services, CCRPC, FTA and VTran's funds. A review of the current Local Fair Share formula used by GMT showed many communities under committed for funding. There was discussion on petitions and how they are slowly decreasing in petition funds. The Board will continue to look into these matters to ensure it a sustainable option moving ahead.

Treasure Dimitruk exited at 11:37 am.

Alternate Holland exited at 12:15 pm.

Commissioner Waninger entered at 12:30 pm.

8. Employer Paid Pass Discount Policy

Mark Sousa, General Manager, spoke on the adjustments made to the Employer Paid Discount policy recommended by the Board. Mr. Sousa explained it was last utilized in February by CCTMA. The proposed changes were reviewed with CCTMA leadership and it would not affect their membership. Secretary Barton made a motion to approve the proposed Employer Paid Pass Discount Policy and was seconded by Commissioner Spencer. All were in favor and the policy was adopted.

9. Capital Shuttle Service

Jon Moore, Director of Maintenance and Planning, addressed the Board with potential changes to the Capital Service. It currently is a temporary service offered during the legislative sessions. Due to the construction on the Montpelier Transit Center, the Building and Grounds division within the State has lost their parking lot for the new site. This has caused a parking burden for the B&G's division. B&G has asked GMT to run the Capital shuttle year round. Temporary increase in the shuttle has started, however, GMT is seeking approval to make the change final. Discussion took place on the route being awarded without a bid process and Mr. Moore responded by stating he is not aware of them violating any Charter rules. GMT staff will research the laws pertaining to this and bring it back for a vote for next the Board meeting

Commissioner Buermann made a motion that the Board supports the temporary increase in the route until more information is gathered. Vice Chair Chittenden seconded the motion.

10. Strategic Planning Process

The Board reviewed and suggested changes to FY18 strategic goals. Both members of the Board and staff engaged in discussion in potential modifications to FY17 strategic goals to reflect FY18 goals and objectives. The discussion generated many conversations and Secretary Barton will continue efforts in completing the strategic goals for a potential draft for review in the October Board meeting.

11. Legislative Update

James Feehan, Government Relations Director, addressed the Board with the current legislative updates. He also reviewed different options on how GMT can move forward with a legal name change. Mr. Freehan believes it should be a relatively simple process but encourages GMT to move ahead if they hope to have it completed this year. Mr. Freehan also spoke about financial grants and federal and state budgets. The Board received handouts with the graphs of ridership and VT Transit Investment.

12. Fleet Composition

Due to time constraints, the Board agreed to discuss the fleet composition at the next board meeting.

13. GM & Committee Reports

The finance committee met and previewed their FY18 work plan, and a brief discussion of the FY19 draft and Medicaid.

The leadership committee discussed the Board survey, Chair Kaynor and Mrs. Smith are providing a board survey (same as previous year's survey) to get feedback on how to improve Board meetings. Board members were emailed the survey to complete.

Mr. Sousa discussed that VTPA has agreed to meet, more updates to come at the next meeting.

The operations committee met and discussed the Performance Improvement Plan, ADA Fare Free and the review of ongoing projects. Trish Redalieu, Director of Human Resources discussed the ESL program that is in place to help employees progress their English skills.

The strategy committee met and discussed the current goals and objectives, proposed changes for next year and the capital project timeline.

14. Adjourn

Chair Kaynor made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 3:21 pm.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document #	Document Amount	
9/25/2017	V1467	Charles Schwab	V1467 2017 0925	14,610.68	payroll deferrals and loan repayment
9/25/2017	V265	ICMA	V265 2017 0925	1,609.38	Retirement
9/25/2017	V266	IRS - EFTPS	V266 2017 0925	93,963.34	federal taxes
9/25/2017	V364	Vermont Dept of Taxes	V364 2017 0925	11,489.23	State Taxes
9/28/2017	V68	Vt Agency of Transportation	83056	105,149.43	Grant refund
9/29/2017	V1229	Ahmed, Farhan	82974	100.00	Shoe reimbursement
9/29/2017	V1487	Chamberlin, Justin	82975	192.32	Dcap reimbursement
9/29/2017	V1044	Draper, Scott	82976	128.50	Vision reimbu
9/29/2017	V1433	Lamm, Dave	82977	125.00	Shoe reimbursement
9/29/2017	V359	Lorrain, Derek	82978	466.00	Vision and Fsa reimbursement
9/29/2017	V1249	Petrosyan, Oleg	82979	100.00	Shoe reimbursement
9/29/2017	V1365	Robinson, John	82980	24.00	
9/29/2017	V1312	Tambon, Phil	82981	115.00	Shoe reimbursement
9/29/2017	V1296	Young, Matthew	82982	500.00	FSA reimbursement
9/29/2017	V279	ABC Bus Companies-Muncie	82983	706.71	
9/29/2017	V1305	Allegiant Care	82984	203,992.00	Monthly Health insurance
9/29/2017	V415	Amazon	82985	976.15	
9/29/2017	V1282	Bernard Group, The	82986	264.86	
9/29/2017	V1571	Bloomfire, Inc.	82987	900.00	
9/29/2017	V223	Bond Auto Parts	82988	109.77	
9/29/2017	V226	Burlington Public Works-Water	82989	178.85	
9/29/2017	V229	Camerota Truck Parts	82990	2,850.00	1 part Invoice
9/29/2017	V851	Champlain Medical	82991	20.00	
9/29/2017	V1240	ClearChoiceMD	82992	95.00	
9/29/2017	V600	Cody Chevrolet	82993	2,361.52	2 part Invoices
9/29/2017	V238	Crystal Rock Bottled Water	82994	354.19	
9/29/2017	V239	Cummins Northeast LLC	82995	64.41	
9/29/2017	V250	Fisher Auto Parts	82996	1,986.53	16 Part Invoices
9/29/2017	V252	FleetPride, Inc	82997	275.30	
9/29/2017	V1347	Foley Distributing Corp.	82998	468.87	
9/29/2017	V256	Genfare	82999	2,463.84	1 ticket invoice 1 farebox part
9/29/2017	V257	Gillig Corp.	83000	7,329.36	9 part invoices
9/29/2017	V259	Grainger	83001	87.35	
9/29/2017	V260	Green Mountain Kenworth, Inc	83002	982.81	
9/29/2017	V328	Kirk's Automotive Inc.	83003	31.21	
9/29/2017	V1509	Lawson Products, Inc	83004	236.21	
9/29/2017	V267	Lincoln Financial Group	83005	10.21	

9/29/2017	V1191	Lucky's Trailer Sales Inc.	83006	9,014.17	3 repair and Part invoices
9/29/2017	V273	MCI	83007	462.48	
9/29/2017	V278	Mohawk Mfg. & Supply Co.	83008	257.22	
9/29/2017	V482	MSC USE V220	83009	48.30	
9/29/2017	V280	Mutual of Omaha Insurance Cc	83010	118.77	
9/29/2017	V283	Neopart LLC	83011	557.46	
9/29/2017	V289	People's United Businesscard S	83012	5,995.08	5 company credit cards
9/29/2017	V291	Prevost Parts	83013	655.65	
9/29/2017	V295	Ribbon Recyclers	83014	359.65	
9/29/2017	V296	Rouse Tire Sales	83015	2,102.96	1 tire invoice
9/29/2017	V297	Safety-Kleen Systems, Inc.	83016	606.56	
9/29/2017	V298	Sanel Auto Parts Co.	83017	25.00	
9/29/2017	V299	SB Collins, Inc.	83018	15,769.58	2 fuel invoices
9/29/2017	V300	Seven Days	83019	1,956.50	2 advertising Invoices
9/29/2017	V686	Shearer Chevrolet	83020	80.44	
9/29/2017	V483	Siegel Oil Company	83021	597.18	
9/29/2017	V186	Tech Group, The	83022	300.00	
9/29/2017	V734	Thermo King Northeast/Dattco	83023	655.61	
9/29/2017	V1030	UniFirst Corporation	83024	54.44	
9/29/2017	V314	Unum Life Insurance	83025	370.84	
9/29/2017	V529	Valley Reporter, The	83026	69.90	
9/29/2017	V876	Vehicle Maintenance Program,	83027	2,412.15	5 Part Invoices
9/29/2017	V391	Verizon Wireless	83028	2,603.33	3 utility invoices
9/29/2017	V1459	Vermont Information Consortii	83029	1,800.00	Background checks
9/29/2017	V965	Villeneuve, David	83030	500.00	
9/29/2017	V1564	Vt Back & Body Care dba VT C	83031	95.00	
9/29/2017	V336	W.B Mason Co., Inc.	83032	511.90	
9/29/2017	V433	Workplace Solutions, Inc.	83033	1,450.00	Employee assistant program
9/29/2017	V335	Vermont Department of Labor	83034	100.00	
9/29/2017	V1423	Alling, Andrew	83035	44.94	
9/29/2017	V1025	Alter, Charles	83036	286.30	Volunteer
9/29/2017	V1480	Andrews-Ford, Sheri	83037	153.56	Volunteer
9/29/2017	V156	Anthony, Peter	83038	681.15	Volunteer
9/29/2017	V1539	Bates, Christal	83039	193.18	Volunteer
9/29/2017	V1135	Blanchard, Thomas	83040	73.84	
9/29/2017	V1482	Cady, Duane	83041	161.06	Volunteer
9/29/2017	V1436	Cameron, Darwin	83042	60.47	
9/29/2017	V471	Constantine, Julia	83043	405.07	Volunteer

9/29/2017 V1569	Eastman, Sara	83044	68.40	
9/29/2017 V1573	Fairbank, Dori	83045	156.77	Volunteer
9/29/2017 V168	Fay, Carol	83046	32.12	
9/29/2017 V1156	Gove, Gail	83047	70.63	
9/29/2017 V203	Ladd, Joyce	83048	15.52	
9/29/2017 V175	LeBlanc, Richard	83049	149.85	Volunteer
9/29/2017 V1397	McGinnis, Devan	83050	249.86	Volunteer
9/29/2017 V181	Owen, Helen	83051	1,323.78	Volunteer
9/29/2017 V209	Pelkey, Linda	83052	42.80	
9/29/2017 V1052	White, Carolyn	83053	85.08	
9/29/2017 V944	Woodward, Patricia	83054	408.79	Volunteer
9/29/2017 V1454	Wooton, Ashlee	83055	254.88	Volunteer
9/29/2017 V59	Armstrong, David	EFT000000012459	135.00	Dcap reimbursement
9/29/2017 V11	Asper, Sheryl	EFT000000012460	345.00	FSA reimbursement
9/29/2017 V1182	Charissakis, John	EFT000000012461	40.00	
9/29/2017 V583	Griffith, Tom	EFT000000012462	354.20	FSA reimbursement
9/29/2017 V29	Hirsch, Alain	EFT000000012463	164.84	FSA reimbursement
9/29/2017 V32	Laferriere, Richard	EFT000000012464	100.00	Shoe reimbursement
9/29/2017 V35	McDonald, Pam	EFT000000012465	20.00	
9/29/2017 V38	Moore, Jon	EFT000000012466	349.63	Dcap and Fsa reimbursement
9/29/2017 V814	Nelle, Jordan	EFT000000012467	345.00	FSA reimbursement
9/29/2017 V1464	Nold-Laurendeau, Phil	EFT000000012468	114.17	
9/29/2017 V153	Alburgh Taxi	EFT000000012469	2,508.05	Volunteer
9/29/2017 V974	Baker, Kristina	EFT000000012470	269.68	Volunteer
9/29/2017 V55	Boudreau, James	EFT000000012471	916.60	Volunteer
9/29/2017 V1007	Bova, Wendy	EFT000000012472	437.72	Volunteer
9/29/2017 V1150	Bruley SR, Mark	EFT000000012473	709.06	Volunteer
9/29/2017 V1448	Buckley, Barbara	EFT000000012474	386.34	Volunteer
9/29/2017 V548	Burnor, David	EFT000000012475	939.52	Volunteer
9/29/2017 V1291	Callan, Linda	EFT000000012476	122.06	Volunteer
9/29/2017 V1377	Cleary, Diane	EFT000000012477	159.43	Volunteer
9/29/2017 V1575	Dudley, Myron	EFT000000012478	249.35	Volunteer
9/29/2017 V60	Farr, Delores	EFT000000012479	743.77	Volunteer
9/29/2017 V1287	Firth, Richard	EFT000000012480	31.04	
9/29/2017 V1491	Gamelin, Roger	EFT000000012481	348.86	Volunteer
9/29/2017 V1434	Giuffre, Martin	EFT000000012482	46.55	
9/29/2017 V1097	Graham JR., Lewis	EFT000000012483	644.84	Volunteer
9/29/2017 V1117	Hall, John	EFT000000012484	359.54	Volunteer

9/29/2017 V170	Hertz, Kenneth	EFT000000012485	396.51	Volunteer
9/29/2017 V67	Jewett, Sheryl	EFT000000012486	121.47	Volunteer
9/29/2017 V174	Langlois, Paulette	EFT000000012487	1,268.08	Volunteer
9/29/2017 V1420	Lawyer, Ronald	EFT000000012488	247.24	Volunteer
9/29/2017 V70	LeClair, Raymond	EFT000000012489	330.69	Volunteer
9/29/2017 V74	Markham, Laurel	EFT000000012490	395.92	Volunteer
9/29/2017 V75	Martin, Ronald	EFT000000012491	507.24	Volunteer
9/29/2017 V1440	Menard, Leighanne	EFT000000012492	313.56	Volunteer
9/29/2017 V1018	Metivier, Shelli	EFT000000012493	706.20	Volunteer
9/29/2017 V82	Parah, Donna	EFT000000012494	392.76	Volunteer
9/29/2017 V83	Parah, Maurice	EFT000000012495	463.38	Volunteer
9/29/2017 V86	Pike, Gail	EFT000000012496	1,016.98	Volunteer
9/29/2017 V771	Sammons, Chandra	EFT000000012497	331.77	Volunteer
9/29/2017 V1570	Sandra Murphy	EFT000000012498	108.10	Volunteer
9/29/2017 V93	Timm, Marta	EFT000000012499	456.97	Volunteer
9/29/2017 V97	Yandow, Dennis	EFT000000012500	566.61	Volunteer



To: GMT Board of Commissioners
From: Michelle Daley, Director of Finance
Jordan Nellé, Controller
Kim Wall, Grants Manager
Matt Kimball, Capital Projects Manager

Date: October 13, 2017

RE: Finance/Grants/Capital Projects/ADA/Broker Services

Our auditors, RHR Smith & Company, were on site during the week of October 2nd to perform our annual financial audit. Staff in the Finance and Grants Departments worked diligently to prepare for their arrival. Throughout the audit the staff of RHR Smith & Company kept us updated on their progress and it appears that we will have another clean audit with no adjustments necessary to the financial statements. At this time we will attach the June 30, 2017 Year End Financial Statements from our accounting software for your review. Please note that while we are fairly comfortable with these statements, the auditor's final set of Financial Statements will be GMT's gospel for FY17. We expect to receive a draft set of financial statements from the auditors the week of Thanksgiving. The audit report needs to be completed by mid-December in order to calculate GMT's FY19 indirect cost rate, which needs to be submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY18 is 9.865%. For comparison, in FY17 the rate was 9.55%.

Now that the audit is complete staff in the Finance Department can begin to look forward to tasks for FY18 in earnest and begin wrapping up projects already started, including getting employee CTO time to print on pay stubs. Staff would also like to focus on more fully documenting departmental processes in FY18.

The Grants Department is now working on August grant billing. Quarterly milestone and charter reports are due in October, and the rural DBE semi-annual report is due November 1. The Grants Department is beginning work on gathering data for the National Transit Database (NTD) report. This is an annual report that covers a broad range of data including our financials, fleet, and service statistics.

VTrans has sent us a draft of the midyear state grant amendment. We are in the process of reviewing it and working out some final details with VTrans. This amendment includes our Capital funding, which will help us finalize both our capital and operating budgets for FY18.

Staff is also working on updating the purchasing policy presentation. When it's complete, procurement staff will schedule several presentations to give all staff the opportunity to attend.

TrAMS, the federal grant management website, is partially closed for the end of the federal fiscal year. We will not be able to apply for new grants or amend old grants until it has fully re-opened.

Attached are the August 31, 2017 financials for your review. The total reconciled balance of the operating cash balance for the month ended August 31, 2017 is \$2,523,852. A large portion of this cash balance is directly attributable to several drawdowns and deposits from the State of Vermont for grant funding, as well as payments received from Member Communities Assessments.

The aged trade Accounts Receivable balance for August 31, 2017 was \$3,681,135. This balance is broken out as \$3,084,117 attributable to the Urban Program and \$597,018 attributable to the Rural Program. (For comparison, the aged trade Accounts Receivable balance on 7/31/17 was \$3,834,996.) The combined aging details are as follows:

	<u>As of August 31, 2017</u>
Current	\$1,057,625
30-60 Days	41,112
61-90 Days	2,697
91 and Over	23,711

As of the date of this memo, we have collected 31.43% in subsequent payments on the aged receivables in the 61 days and over categories. We are not expecting any collection issues with the remaining balances. The following is a list of accounts remaining outstanding older than 61 days as of the date of this memo:

NECI	57.00	}	Total due as of the date of this memo \$7,459.72
UVM	750.00		
Villa Rehab	6,652.72		

As we review the revenues and expenses for the month ended August 31, 2017, we use a benchmark to determine how well we are following our budget. We calculate this benchmark as the percentage of the budget that we'd expect to be earned/spent if all revenues and expenses were spent/earned equally over twelve months. Therefore we would expect to see budgets at 16.67% for the Fiscal Year to date August 31, 2017. It is important to note that the budget used in this comparison is not the final budget for FY18. An adjusted budget will be presented to the board once we have finalized our capital funding with the State.

The Federal, State and Local Revenues for the Urban system are tracking within the budgeted revenues. The urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to one of our federal operating grants which, at best allow us to breakeven. The rural operating budget does not have a similar grant, and since the rural grants are prepaid, each month we recognize the revenue as it is earned based on the earnings percentages from the previous year, "catching up" when the actual billing is reported. The trend for Rural grants has typically been lower earnings at the beginning of the fiscal year, with higher earnings in the winter months, so this is expected to catch up to projections in due course.

Areas of note for the Operating Revenues include:

- Fares are trending slightly below the benchmark in both the Urban and Rural System. This is not considered unusual as warmer weather in the summer months mean more people going out on foot or using other recreational modes of transportations (bikes, etc.).
- Advertising, Planning, Interest and Miscellaneous revenue are all trending below the benchmark. This is due to timing issues and the unpredictability of these types of revenues.
- Warranty Revenue is well exceeding its budget. This is due to losses sustained on Bus #282 and the insurance proceeds received.

For the operating expenses, most of the variances are timing issues since many expenses are not evenly spent throughout the year. While we recognize that there are several variances from the benchmark of 16.67% in the expense categories of the attached report, our focus below will be those of note, rather than those due to timing:

- Drug & Alcohol Testing – Subsequent to setting the budget for this expense category we determined that there would be cost savings in joining the State of Vermont’s Drug & Alcohol Program. Our drivers are now tested as part of the larger State Driver Pool and the State incurs the expense. We were the only Transit Agency in the State of Vermont that was funding our own Drug & Alcohol Program.
- Other Planning Expenses and MPO Planning Expenses are high compared to their budgets due to the Complete Service Analysis. This project is carrying over from FY17 and is anticipated to be completed in FY18.
- Partner Local Share – This account is showing as having a negative balance currently. This is due to the fact that ACTR did not invoice us for the second half of FY17 until September 2017. We accrued this expense for FY17 with a journal entry and reversed it as of 7/1/17 but we did not pay the invoice until September. This negative will net out with the September payment in future statements.
- Debt Service – This expense is complete for the year. We make a yearly payment on 7/1 for the 12 year capital lease. The FY18 payment is the fifth payment on this lease. This expense is a component of the Member Assessment formula.

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

☆ **Passenger Shelters:**

○ **Urban:**

- **Solar Shelter Lighting:** Solar light installation has been completed at 12 shelter locations in the Urban area. Contractor has submitted final invoice for payment, which will be processed following acceptance of the installed units by GMT. Will review work performed within the next week for final acceptance.
- **Larkin Terrace Shelter:** The shelter located near the intersection of Shelburne Road and Fayette Drive has been removed and put into storage at One Industrial. Working with the contractor of the new Larkin Terrace residential/commercial building to secure permitting and installation of a glass shelter following construction of the new property in 2018.
- **Maple Street Shelter:** There has been no activity on the installation of a shelter on Maple Street. We continue to wait for guidance from DPW on this.

○ **Rural:**

- Solar light installation has been completed at shelters in Stowe, Plainfield, and Marshfield. Will review work performed within the next week for final acceptance.

☆ **Downtown Transit Center:**

- Working with PC Construction to transfer O&M documentation for the transit center for use in assisting Maintenance with the development of a maintenance plan for the DTC. The warranty period for the DTC expired on 10/4, and we are still ironing out the last remaining warranty items that came up prior to the expiration date. Getting quotes for installing two higher BTU heating units to test on the platform over the winter. Still working with Enseicom to update the bike storage shelter design.
- Continuing to work with VHB on disposing the remainder of soil from St. Paul Street that was designated for Clinton County. Some soil testing is being performed to confirm quantity and location of soil to be removed. Once the testing is completed, transport of any soil that needs to be disposed will be arranged.

- ☆ **Industrial Parkway Driveway Ramp:**
 - A draft design of the ramp has been completed and will be reviewed with staff within the next week. Working with VHB and VT Department of Environmental Conservation in the preparation of a storm water permit for the project as well as coordination of existing storm water permits at 15 Industrial Pkwy. Project is on track for construction in spring 2018.
- ☆ **GMTA Facility Renovation:**
 - Hazardous materials testing has been completed both in the 3-bay garage and the main office building. The Mechanical, Electrical, and Plumbing (MEP) design subcontractor has performed walk-throughs of the facility and is working on the design for lighting, HVAC, and bathroom renovations to be incorporated into the design package. Recently completed a 30% design review of the security upgrades with staff. The security design will also be incorporated into the final design package. Currently working toward having construction budget estimates completed by November. The estimates will be reviewed with staff and VTrans to determine how well they line up with available funding and to prioritize renovation areas if necessary. Working toward a construction start date in July 2018.
- ☆ **Decommissioning of Former Cherry Street Terminal:**
 - Continuing to work with Peterson Consulting to find another firm to complete the lead-safe prep work. The amount of rain this summer has delayed many painting contractor's schedules and the contractors that we have spoken to are not taking on new work at this time. Ongoing discussions with the building owner about the timeline with winter approaching.
- ☆ **Facility Security Upgrades:**
 - Plan to have a 60% design within the next couple of weeks. Most of the work can be performed during the winter months, so release of a procurement for equipment and installation is expected to occur in early winter 2017.
- ☆ **Big Bus Buy:**
 - Bus build is on schedule and all build questions have been addressed at this time. Currently preparing a scope of work for a resident inspector for the build. Goal is to have that completed within the next two weeks.

ADA paratransit update:

Over the past few months GMT staff began to explore the potential to launch a program we are calling "Bus Buddies". The program is modeled after several in the state of Washington and Wisconsin. The premise is simple: Volunteers ("Bus Buddies") volunteer to train interested individuals on aspects of riding the bus, from how to catch a bus to how to signal a stop, and everything in between. These trainings will be customized to each individual riders needs. In return for volunteering each month, Bus Buddies will receive a free bus pass. GMT has partnered with our partners at Neighbor Rides to help facilitate this process, with Neighbor Rides focusing on the requirement of Bus Buddies, while GMT focuses on finding interested passengers. In response to two front porch forum posts, GMT has received interest from over a dozen and a half potential Bus Buddies and plans on having an information and training session in the coming month. We are excited about this program and hope to get more folks riding transit. We have created a page on our website as well as brochure which I have included. <http://ridegmt.com/regions/chittenden-county/bus-buddy-program/>.

Broker Services Update:

Staff continues its efforts to comply with all the changes to the Medicaid/VPTA contract. We have received report definitions from RouteMatch which has been helpful. These reports have revealed some re-training that needs to be done, but overall helpful. We recently, received training on the phone recording system. The call center received 10,066 calls during the first quarter of the year. Only 5% of those calls were abandoned before transferring to an attendant or voicemail. During this time 1,231 calls (13%) went to voicemail, and all these calls

were returned the same day they were received. The CSR's spent on average 2.2 minutes with each call and the average time a call is in the que before getting answered is 36.2 seconds.

As of October 1, 2017 we started using the new rate methodology for billing. We had hoped to roll this out to SSTA by the end of this month, however we found an error and Routematch is having to re-write the code. This also effects CIDER moving to the new methodology as well. The error is that the calculation as written doesn't remove the vehicle breaks from the calculation. The new mythology more accurately bills the appropriate funding source by the amount of time on the vehicle. The old calculation was a simple calculation of the number hours divided by the number of passengers regardless of the time spent on the vehicle.

SCHEDULE

A BUS BUDDY TODAY!

Phone: 802-540-0874

E-Mail: JPosner@RideGMT.com

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance (42 U.S.C. Section 2000d). GMT is committed to practicing non-discrimination. If you believe you have been subjected to discrimination you may file a complaint with the GMT Title VI Coordinator. For more information you may visit us at RideGMT.com or you may call the GMT VI Coordinator at 802-864-2282.

In accordance with FTA 49 CFR Parts 27 and 37, GMT is committed to ensuring a reliable, accessible experience for all customers. All requests for reasonable modifications to GMT programs and services will be considered on an individual basis. Please note that GMT may be unable to accommodate requests for reasonable modifications which would result in a fundamental alteration to the nature of GMT programs and services, or which would directly interfere with the health and safety of others. In the event that a barrier to access exists, but the requested modification cannot be granted, GMT will, to the maximum extent possible, assist in determining an alternate reasonable modification to provide equivalent access to its programs and services.

For more information on GMT's reasonable modification and the procedures to file a request or a complaint, contact GMT at 802-864-2282 (VT Relay 800-253-0191), info@RideGMT.com, or at our administrative office at 15 Industrial Parkway, Burlington, VT 05401. For more information visit RideGMT.com.



Green Mountain Transit



OF CHITTENDEN COUNTY

Rides

GREEN MOUNTAIN TRANSIT¹⁶

BUS BUDDY PROGRAM



Green Mountain Transit

Learn More:
ridegmt.com/regions/chittenden-county/bus-buddy-program

802-864-2282 | RideGMT.com

THE BASICS

LEARN TO RIDE THE BUS

BECOME A VOLUNTEER

1

Welcome Aboard GMT
Taking the bus is an affordable, safe, reliable, stress-free, and convenient way to access your destinations.

2

A GMT Bus Buddy Is...
an experienced travel companion available to train passengers. They help build confidence in riding the bus and traveling independently.

3

Learn From A Bus Buddy
A bus buddy volunteer is knowledgeable about routes, schedules, fares, and policies. They teach the do's and do not's of riding the bus and prepare you for the 'what ifs' and help you ride the bus with confidence. Best of all ... it is customized to meet your needs.

4

Request a Bus Buddy
Anyone interested in becoming more comfortable and confident with riding the bus can request a bus buddy through GMT.

5

Complimentary Service
The bus buddy program is a complimentary service for our passengers and only takes a couple of minutes to schedule.

6

Availability
Bus buddies are available during regular GMT service hours. We ask that you please schedule 48+ hours in advance, by calling or e-mailing Jordan Posner at GMT.

1

Welcome Aboard GMT
GMT is recruiting passionate public transit users to help support riders build confidence and bus riding skills.

2

A GMT Bus Buddy Will...
accompany a rider and explore GMT's transit system together.

3

Teach
As a bus buddy, you will teach a rider how to read bus schedules, navigate different GMT routes, manage fare payment, boarding and disembarking safely. Answer questions and run through scenarios; customizing the training to meet the riders needs.

4

Time Commitment
The volunteer schedule is flexible and will be arranged depending on your availability.

5

Become a Bus Buddy
GMT in collaboration with Neighbor Rides, an initiative of United Way of Northwest Vermont, is looking for bus buddies to volunteer and give back to the community. We will train all bus buddies prior to working one-on-one with passengers. With a volunteer commitment, you will receive a complimentary bus pass!

If interested in volunteering, please call or e-mail Jordan Posner at GMT.

CCTA/GMTA
CCTA Combined
For the Twelve Months Ending Friday, June 30, 2017

Schedule A

18

	Urban	Rural	TOTAL	Prior Yr Actuals Total
Operating Revenues:				
Purchase of Services				
Passenger Fares:				
Fixed Route	\$2,218,441.	\$122,075.	\$2,340,516.	\$2,572,455.
Paratransit	99,511.	0.	99,511.	111,470.
subtotal passenger fares	<u>2,317,952.</u>	<u>122,075.</u>	<u>2,440,027.</u>	<u>2,683,925.</u>
Purchase of Services:				
Fixed Route	49,791.	203,201.	252,992.	295,703.
Medicaid Transportation - Van Service	0.	0.	0.	3,854.
Medicaid Transportation - Purchased Svc	0.	1,564,826.	1,564,826.	1,765,717.
Medicaid Admin Revenue	0.	0.	0.	0.
subtotal purchase of services	<u>49,791.</u>	<u>1,768,028.</u>	<u>1,817,819.</u>	<u>2,065,274.</u>
Total Purchase of Services	<u>2,367,743.</u>	<u>1,890,103.</u>	<u>4,257,846.</u>	<u>4,749,199.</u>
Other Income:				
Advertising	135,671.	23,000.	158,671.	170,909.
Gain/(Loss) - Sale of Assets	10,609.	5,556.	16,165.	17,704.
Other Income	16,080.	37,544.	53,624.	170,976.
subtotal other income	<u>162,360.</u>	<u>66,100.</u>	<u>228,460.</u>	<u>359,589.</u>
Local Subsidies:				
Fixed Route operating	2,182,180.	0.	2,182,180.	2,128,095.
Paratransit operating	691,231.	0.	691,231.	678,748.
Municipal Donations (LOA)	61,799.	406,312.	468,111.	461,348.
subtotal local subsidies	<u>2,935,210.</u>	<u>406,312.</u>	<u>3,341,522.</u>	<u>3,268,191.</u>
State Subsidies - State Operating Grant	<u>2,337,179.</u>	<u>900,000.</u>	<u>3,237,179.</u>	<u>3,034,365.</u>
Federal Subsidies - Federal Operating Grant	<u>2,298,273.</u>	<u>1,220,851.</u>	<u>3,519,124.</u>	<u>3,337,042.</u>
Other Grants:				
Planning Grant	346,918.	25,000.	371,918.	361,840.
JARC	0.	0.	0.	0.
RTAP	0.	18,000.	18,000.	20,000.
CMAQ	1,081,907.	0.	1,081,907.	1,221,721.
New Freedoms	70,080.	0.	70,080.	81,530.
Elders & Disabled Grant	0.	1,157,108.	1,157,108.	1,060,447.
Preventative Maintenance	1,793,429.	495,143.	2,288,572.	1,577,615.
State Circ Funds	81,931.	0.	81,931.	85,554.
Other Grants	8,074.	0.	8,074.	46,571.
subtotal other grants	<u>3,382,339.</u>	<u>1,695,251.</u>	<u>5,077,591.</u>	<u>4,455,278.</u>
Total Operating Revenue	<u>13,483,104.</u>	<u>6,178,618.</u>	<u>19,661,722.</u>	<u>19,203,664.</u>
Non Operating Revenue:				
SSTA Lease Payments	51,447.	3,610.	55,057.	19,057.
Interest Income	1,356.	3,970.	5,326.	5,935.
Insurance Proceeds				
Lease Proceeds	0.	0.	0.	0.
Total NonOperating Revenue	<u>52,804.</u>	<u>7,580.</u>	<u>60,383.</u>	<u>24,992.</u>
Capital Contributions	<u>3,028,999.</u>	<u>638,104.</u>	<u>3,667,102.</u>	<u>7,861,161.</u>
TOTAL REVENUE	<u>\$16,564,907.</u>	<u>\$6,824,301.</u>	<u>\$23,389,207.</u>	<u>\$27,089,817.</u>

CCTA/GMTA
SCHEDULE B
For the Twelve Months Ending Friday, June 30, 2017

URBAN											
	General Admin.	Transit Operations	Maint	Mktg	Planning General	Planning CCMPO	ADA	Mobility Manager	Special Projects	Capital Exp/ Depreciation	Total
Labor:											
1	Operators Salaries/Wages	0.00	4,015,689.24	842,914.54	0.00	0.00	0.00	0.00	0.00	0.00	4,858,603.78
2	Other Salaries/Wages	734,375.41	450,886.86	191,270.65	81,634.15	0.00	164,888.92	4,091.16	40,693.19	0.00	1,712,514.09
3	Leave Pay	27,573.46	69,986.01	21,999.66	2,514.71	0.00	(340.16)	77.70	260.13	0.00	124,107.53
4	subtotal labor	761,948.87	4,536,562.11	1,056,184.85	84,148.86	0.00	164,548.76	4,168.86	40,953.32	0.00	6,695,225.40
Fringe Benefits:											
5	Payroll Taxes	58,311.93	343,058.03	79,894.54	6,112.91	0.00	12,035.06	312.99	3,097.14	0.00	506,140.48
6	Pension	45,240.78	177,507.65	32,282.24	4,409.53	0.00	15,694.96	0.00	3,377.08	0.00	278,512.24
7	Life/Disability	13,977.55	63,371.98	13,355.04	1,326.73	0.00	3,154.15	44.55	445.68	0.00	96,310.72
8	Medical Plan	167,504.48	962,004.80	263,091.55	29,629.04	0.00	48,565.31	1,589.59	12,684.70	0.00	1,485,650.28
9	Dental Plan	11,962.37	70,655.39	17,093.91	2,052.26	0.00	3,604.88	98.22	814.54	0.00	106,903.57
10	Employer HRA contribution	0.00	(9,809.27)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(9,809.27)
11	Vision Plan	1,942.11	11,750.00	2,873.03	338.28	0.00	599.17	16.98	132.23	0.00	17,754.54
12	Vision Reimbursement	1,070.64	3,364.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,435.60
13	Employee Testing	506.80	16,625.90	5,835.80	0.00	0.00	0.00	0.00	0.00	0.00	22,968.50
14	Employee Referral Program	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
15	Unemployment Tax	0.00	13,578.32	2,460.10	0.00	0.00	0.00	0.00	0.00	0.00	16,038.42
16	Pension Admin Fees	4,853.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,853.38
17	Other EE Benefits	12,864.83	2,009.66	14,103.89	0.00	0.00	0.00	0.00	0.00	0.00	28,978.38
18	Uniform/Clothing Allow	0.00	49,231.51	22,341.88	0.00	0.00	0.00	0.00	0.00	0.00	71,573.39
19	Employee Development	14,702.43	13,885.95	68.85	2,614.61	0.00	0.00	0.00	249.72	0.00	31,521.56
20	Tool Allow.	0.00	0.00	9,450.00	0.00	0.00	0.00	0.00	0.00	0.00	9,450.00
21	subtotal fringe benefits	332,937.30	1,717,834.88	462,850.83	46,483.36	0.00	83,653.53	2,062.33	20,801.09	0.00	2,671,881.79
Services:											
22	Legal Fees	5,100.18	1,557.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,657.44
23	Accounting/Audit Fees	27,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,750.00
24	Cleaning	658.67	58.67	22,782.62	0.00	0.00	0.00	0.00	0.00	0.00	23,499.96
25	Consultants	0.00	523.62	350.00	0.00	0.00	0.00	9,274.56	0.00	0.00	10,148.18
26	subtotal services	33,508.85	2,139.55	23,132.62	0.00	0.00	0.00	9,274.56	0.00	0.00	68,055.58
Materials and Supplies:											
27	Fuel and Lubricant	0.00	776,011.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	776,011.99
28	Tires	0.00	0.00	86,022.32	0.00	0.00	0.00	0.00	0.00	0.00	86,022.32
29	Hardware/Parts	0.00	0.00	428,073.66	0.00	0.00	0.00	0.00	0.00	0.00	428,073.66
30	Facility Maintenance	0.00	0.00	61,985.95	0.00	0.00	0.00	0.00	0.00	0.00	61,985.95
31	Kiosk/Shelter Maintenance	0.00	0.00	5,497.57	0.00	0.00	0.00	0.00	0.00	0.00	5,497.57
32	Small Tools Exp	0.00	0.00	8,577.58	0.00	0.00	0.00	0.00	0.00	0.00	8,577.58
33	Safety Expense	0.00	1,210.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,210.47
34	Operating/Maintenance Supplies	0.00	0.00	41,321.60	0.00	0.00	0.00	0.00	0.00	0.00	41,321.60
35	Radio Maintenance	0.00	0.00	4,222.50	0.00	0.00	0.00	0.00	0.00	0.00	4,222.50
36	Repeater Fees	0.00	19,224.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,224.00
37	Vehicle Registrations	0.00	788.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	788.04
38	subtotal materials and supplies	0.00	797,234.50	635,701.18	0.00	0.00	0.00	0.00	0.00	0.00	1,432,935.68
Utilities:											
39	Light,Heat and Water	22,459.90	4,032.32	119,780.15	0.00	0.00	0.00	0.00	0.00	0.00	146,272.37
40	Communications	9,021.10	29,532.09	7,054.57	894.88	0.00	2,122.34	0.00	0.00	0.00	48,624.98
41	subtotal utilities	31,481.00	33,564.41	126,834.72	894.88	0.00	2,122.34	0.00	0.00	0.00	194,897.35

CCTA/GMTA
SCHEDULE B
For the Twelve Months Ending Friday, June 30, 2017

		URBAN										
		General	Transit			Planning	Planning		Mobility	Special	Capital Exp/	
		Admin.	Operations	Maint	Mktg	General	CCMPO	ADA	Manager	Projects	Depreciation	Total
Casualty and liability costs:												
42	Insurance	99,911.24	637,839.72	126,595.07	6,707.01	0.00	13,094.25	110.43	0.00	0.00	0.00	884,257.72
43	subtotal casualty & liability costs	99,911.24	637,839.72	126,595.07	6,707.01	0.00	13,094.25	110.43	0.00	0.00	0.00	884,257.72
General and Administration:												
44	Dues and Subscriptions	33,714.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,714.72
45	Rent Expense	0.00	0.00	4,245.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,245.99
46	Travel, Meeting and Meals	3,829.45	283.64	198.14	6.00	442.58	284.16	0.00	0.00	0.00	0.00	5,043.97
47	Marketing Expense	0.00	0.00	0.00	28,194.21	0.00	0.00	0.00	50.00	0.00	0.00	28,244.21
48	Advertising/Public Info	0.00	0.00	0.00	35,918.35	0.00	0.00	0.00	0.00	4,000.00	0.00	39,918.35
49	Fare Media Expense	0.00	0.00	0.00	13,955.46	0.00	0.00	0.00	0.00	0.00	0.00	13,955.46
50	Office Supplies	28,472.69	2,125.62	840.53	257.92	0.00	0.00	0.00	0.00	0.00	0.00	31,696.76
51	Recruiting Expense	6,493.13	5,642.91	14,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,936.04
52	Computer Expense	64,617.21	1,900.44	2,643.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69,160.86
53	Postage and Freight	6,823.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,823.15
54	Bank Charges	8,362.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,362.33
55	subtotal general and administration	152,312.68	9,952.61	22,727.87	78,331.94	442.58	284.16	0.00	50.00	4,000.00	0.00	268,101.84
Miscellaneous Expenses:												
56	Park and Ride Lease Exp	0.00	13,264.03	0.00	0.00	0.00	0.00	0.00	0.00	11,016.00	0.00	24,280.03
57	Pocket Park and Ride Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,404.63	0.00	8,404.63
58	Parking Exp at DTC	0.00	66.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.00
59	Planning Expenses	0.00	0.00	0.00	0.00	0.00	96,577.94	0.00	0.00	0.00	0.00	96,577.94
60	Cash Counting Expenses	3,865.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,865.12
61	Paratransit Transportation Exp	0.00	0.00	0.00	0.00	0.00	0.00	1,156,939.31	0.00	0.00	0.00	1,156,939.31
62	Volunteer Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63	Contracted Transportation Exp	0.00	35,029.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,029.20
64	Other Miscellaneous Exp	0.00	7,009.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,009.22
65	subtotal miscellaneous expenses	3,865.12	55,368.45	0.00	0.00	0.00	96,577.94	1,156,939.31	0.00	19,420.63	0.00	1,332,171.45
Allocation of expenses												
66	Allocation of services between Rural and Urban	0.00	177,381.23	(119,652.23)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57,729.00
67	General Administration Allocation	(1,477,902.64)	739,330.38	214,522.17	20,682.06	0.00	25,183.64	605.62	6,788.04	0.00	4,962.97	(465,827.76)
68	subtotal of Allocations	(1,477,902.64)	916,711.61	94,869.94	20,682.06	0.00	25,183.64	605.62	6,788.04	0.00	4,962.97	(408,098.76)
69	Total Operating Expenses	(61,937.58)	8,707,207.84	2,548,897.08	237,248.11	442.58	385,464.62	1,163,886.55	77,867.01	23,420.63	56,931.21	13,139,428.05
Non-Operating Exp:												
70	Capital Fund Expenses	340,871.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	896,576.27	1,237,447.27
71	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,551,096.33	2,551,096.33
72	Capital Lease Exp	46,442.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,442.51
73	subtotal non-operating expense	387,313.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,447,672.60	3,834,986.11
74	Deferred Cost Pool - Current Year	(883.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(883.00)
75	Deferred Cost Pool - Prior Year	61,937.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,937.58
76	Net change in deferred cost pool	61,054.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,054.58
77	Net Expenses	386,430.51	8,707,207.84	2,548,897.08	237,248.11	442.58	385,464.62	1,163,886.55	77,867.01	23,420.63	3,504,603.81	17,035,468.74

CCTA/GMTA
SCHEDULE B
For the Twelve Months Ending Friday, June 30, 2017

RURAL										
	Transit Operations	Maintenance	Marketing	Planning	Elders & Disabled	Broker Services	RTAP	Capital Exp/ Depreciation	Total	Grand Total
Labor:										
1	Operators Salaries/Wages	1,364,445.13	129,192.08	0.00	0.00	0.00	0.00	0.00	1,493,637.21	6,352,240.99
2	Other Salaries/Wages	423,069.95	50,048.80	33,235.66	49,113.41	7,471.98	314,354.46	0.00	1,273.24	878,567.50
3	Leave Pay	53,071.07	4,137.08	314.68	690.23	0.00	9,378.96	0.00	0.00	67,592.02
4	subtotal labor	1,840,586.15	183,377.96	33,550.34	49,803.64	7,471.98	323,733.42	0.00	1,273.24	2,439,796.73
Fringe Benefits:										
5	Payroll Taxes	138,428.15	13,397.11	2,758.04	3,659.34	571.60	23,818.28	0.00	95.02	182,727.54
6	Pension	43,272.24	0.00	4,351.65	2,424.57	0.00	6,278.65	0.00	0.00	56,327.11
7	Life/Disability	25,583.66	2,522.65	801.50	710.82	4,907.31	1,522.76	0.00	0.00	36,048.70
8	Medical Plan	442,853.30	38,406.19	10,231.77	9,329.29	2,916.99	70,306.47	0.00	127.06	574,171.07
9	Dental Plan	32,661.27	2,370.58	634.84	560.17	180.24	5,919.04	0.00	11.27	42,337.41
10	Employer HRA contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(9,809.27)
11	Vision Plan	5,365.53	413.19	106.87	96.27	31.16	1,006.60	0.00	1.90	7,021.52
12	Vision Reimbursement	85.09	0.00	0.00	0.00	0.00	250.00	0.00	0.00	335.09
13	Employee Testing	14,439.35	823.40	0.00	0.00	0.00	5,136.30	0.00	0.00	20,399.05
14	Employee Referral Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	Unemployment Tax	20,851.10	0.00	0.00	0.00	0.00	1,384.54	0.00	0.00	22,235.64
16	Pension Admin Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	Other EE Benefits	4,651.12	0.00	0.00	0.00	0.00	326.74	0.00	0.00	4,977.86
18	Uniform/Clothing Allow	25,711.12	3,702.68	0.00	0.00	0.00	0.00	0.00	0.00	29,413.80
19	Employee Development	226.14	0.00	0.00	40.25	0.00	6.23	18,000.00	0.00	18,272.62
20	Tool Allow.	0.00	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00
21	subtotal fringe benefits	754,128.07	62,685.80	18,884.67	16,820.71	8,607.30	115,955.61	18,000.00	235.25	995,317.41
Services:										
22	Legal Fees	54.00	0.00	0.00	0.00	0.00	1,276.00	0.00	0.00	1,330.00
23	Accounting/Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	Cleaning	7,520.77	0.00	0.00	0.00	0.00	4,547.76	0.00	0.00	12,068.53
25	Consultants	523.63	0.00	0.00	0.00	0.00	712.50	0.00	0.00	1,236.13
26	subtotal services	8,098.40	0.00	0.00	0.00	0.00	6,536.26	0.00	0.00	14,634.66
Materials and Supplies:										
27	Fuel and Lubricant	305,663.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305,663.57
28	Tires	0.00	31,154.53	0.00	0.00	0.00	0.00	0.00	0.00	31,154.53
29	Hardware/Parts	0.00	321,458.00	0.00	0.00	0.00	0.00	0.00	0.00	321,458.00
30	Facility Maintenance	0.00	47,874.26	0.00	0.00	0.00	0.00	0.00	0.00	47,874.26
31	Kiosk/Shelter Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	Small Tools Exp	0.00	907.85	0.00	0.00	0.00	0.00	0.00	0.00	907.85
33	Safety Expense	2,425.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,425.74
34	Operating/Maintenance Supplies	0.00	5,787.10	0.00	0.00	0.00	0.00	0.00	0.00	5,787.10
35	Radio Maintenance	0.00	159.90	0.00	0.00	0.00	0.00	0.00	0.00	159.90
36	Repeater Fees	14,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,850.00
37	Vehicle Registrations	50.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.83
38	subtotal materials and supplies	322,990.14	407,341.64	0.00	0.00	0.00	0.00	0.00	0.00	730,331.78
Utilities:										
39	Light,Heat and Water	24,795.48	2,480.65	0.00	0.00	0.00	10,488.02	0.00	0.00	37,764.15
40	Communications	23,813.50	0.00	133.71	0.00	0.00	4,878.51	0.00	0.00	28,825.72
41	subtotal utilities	48,608.98	2,480.65	133.71	0.00	0.00	15,366.53	0.00	0.00	66,589.87

CCTA/GMTA
SCHEDULE B
For the Twelve Months Ending Friday, June 30, 2017

		RURAL								Grand	
		Transit				Elders &	Broker		Capital Exp/		Grand
		Operations	Maintenance	Marketing	Planning	Disabled	Services	RTAP	Depreciation	Total	Total
Casualty and liability costs:											
42	Insurance	262,256.84	34,126.23	6,453.97	6,516.11	0.00	27,984.78	0.00	0.00	337,337.93	1,221,595.65
43	subtotal casualty & liability costs	262,256.84	34,126.23	6,453.97	6,516.11	0.00	27,984.78	0.00	0.00	337,337.93	1,221,595.65
General and Administration:											
44	Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,714.72
45	Rent Expense	0.00	37,200.00	0.00	0.00	0.00	0.00	0.00	0.00	37,200.00	41,445.99
46	Travel, Meeting and Meals	210.71	621.61	258.86	47.25	0.00	1,237.70	0.00	0.00	2,376.13	7,420.10
47	Marketing Expense	0.00	0.00	21,419.05	0.00	0.00	904.58	0.00	0.00	22,323.63	50,567.84
48	Advertising/Public Info	0.00	0.00	19,833.50	0.00	0.00	4,084.51	0.00	0.00	23,918.01	63,836.36
49	Fare Media Expense	0.00	0.00	628.46	0.00	0.00	0.00	0.00	0.00	628.46	14,583.92
50	Office Supplies	4,617.23	0.00	0.00	0.00	0.00	5,809.49	0.00	0.00	10,426.72	42,123.48
51	Recruiting Expense	6,496.88	382.35	0.00	0.00	0.00	175.00	0.00	0.00	7,054.23	33,990.27
52	Computer Expense	1,696.02	1,754.52	0.00	0.00	0.00	240.00	0.00	0.00	3,690.54	72,851.40
53	Postage and Freight	0.00	0.00	0.00	0.00	0.00	1,208.67	0.00	0.00	1,208.67	8,031.82
54	Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,362.33
55	subtotal general and administration	13,020.84	39,958.48	42,139.87	47.25	0.00	13,659.95	0.00	0.00	108,826.39	376,928.23
Miscellaneous Expenses:											
56	Park and Ride Lease Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,280.03
57	Pocket Park and Ride Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,404.63
58	Parking Exp at DTC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.00
59	Planning Expenses	0.00	0.00	0.00	53,666.06	0.00	0.00	0.00	0.00	53,666.06	150,244.00
60	Cash Counting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,865.12
61	Paratransit Transportation Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,156,939.31
62	Volunteer Mileage Reimbursement	0.00	0.00	0.00	0.00	162,724.38	412,691.96	0.00	0.00	575,416.34	575,416.34
63	Contracted Transportation Exp	0.00	0.00	0.00	0.00	653,115.49	155,720.99	0.00	0.00	808,836.48	843,865.68
64	Other Miscellaneous Exp	1,053.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,053.25	8,062.47
65	subtotal miscellaneous expenses	1,053.25	0.00	0.00	53,666.06	815,839.87	568,412.95	0.00	0.00	1,438,972.13	2,771,143.58
Allocation of expenses											
66	Allocation of services between Rural and Urban	(177,381.23)	119,652.23	0.00	0.00	0.00	0.00	0.00	0.00	(57,729.00)	0.00
67	General Administration Allocation	310,395.91	89,110.72	9,661.02	6,989.43	1,535.57	47,991.05	0.00	144.06	465,827.76	0.00
68	subtotal of Allocations	133,014.68	208,762.95	9,661.02	6,989.43	1,535.57	47,991.05	0.00	144.06	408,098.76	0.00
69	Total Operating Expenses	3,383,757.35	938,733.71	110,823.58	133,843.20	833,454.72	1,119,640.55	18,000.00	1,652.55	6,539,905.66	19,679,333.71
Non-Operating Exp:											
70	Capital Fund Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256,889.85	256,889.85	1,494,337.12
71	Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	778,731.71	778,731.71	3,329,828.04
72	Capital Lease Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,442.51
73	subtotal non-operating expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,035,621.56	1,035,621.56	4,870,607.67
74	Deferred Cost Pool - Current Year	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(883.00)
75	Deferred Cost Pool - Prior Year	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,937.58
76	Net change in deferred cost pool	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,054.58
77	Net Expenses	3,383,757.35	938,733.71	110,823.58	133,843.20	833,454.72	1,119,640.55	18,000.00	1,037,274.11	7,575,527.22	24,610,995.96

Chittenden County Transportation Authority

Statement of Net Assets

23

As of 6/30/2017

	<u>As Of 2017</u>	<u>As Of 2016</u>
ASSETS		
Current Assets:		
Cash and Investments	1,941,255.91	2,521,184.42
Receivables:		
Grant	2,134,753.00	3,083,022.00
Other	1,329,498.77	1,309,318.83
Deferred Cost Pool	(180,518.89)	(119,464.31)
Inventories	638,425.94	640,028.62
Prepaid Expenses	243,314.34	329,970.57
Total Current Assets	<u>6,106,729.07</u>	<u>7,764,060.13</u>
Noncurrent Assets:		
Land, Structures And		
Equipment - net of accumulated depreciation	<u>28,031,330.04</u>	<u>29,537,091.88</u>
TOTAL ASSETS	<u>34,138,059.11</u>	<u>37,301,152.01</u>
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	1,255,523.08	3,069,642.73
Accrued Payroll Expenses	152,669.57	335,499.91
Other Accrued Expenses	108,636.07	94,327.60
Deferred Revenue	13,360.00	68,128.00
Total Current Liabilities	<u>1,530,188.72</u>	<u>3,567,598.24</u>
Long-Term Liabilities:		
Accrued Compensated Absences	<u>808,571.57</u>	<u>712,466.26</u>
Total Long-Term Liabilities	<u>808,571.57</u>	<u>712,466.26</u>
Total Liabilities	<u>2,338,760.29</u>	<u>4,280,064.50</u>
Fund Equity:		
Invested in capital assets, net of related debt	28,031,330.04	29,537,091.88
Restricted	1,547,481.95	1,484,414.58
Unrestricted	3,442,275.52	(1,717,667.61)
Current Year Change in Net Assets	(1,221,788.69)	3,717,248.66
Total Fund Equity	<u>31,799,298.82</u>	<u>33,021,087.51</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>34,138,059.11</u>	<u>37,301,152.01</u>

CCTA/GMTA
CCTA Combined
For the Twelve Months Ending Friday, June 30, 2017

	<u>Urban</u>	<u>Rural</u>	<u>TOTAL</u>	<u>Prior Yr Actuals Total</u>
OPERATING REVENUE				
Purchase of Services	2,367,743.08	1,890,102.87	4,257,845.95	4,749,198.55
Federal Subsidies	2,298,273.00	1,220,850.57	3,519,123.57	3,337,042.00
State Subsidies	2,337,179.00	900,000.00	3,237,179.00	3,034,365.00
Local Subsidies	2,935,209.99	406,312.40	3,341,522.39	3,268,191.40
Other Grants (1)	3,374,265.02	1,695,251.44	5,069,516.46	4,408,706.96
Other Grants (2)	8,074.06	0.00	8,074.06	46,570.94
Other Income	162,359.98	66,100.25	228,460.23	359,589.15
TOTAL OPERATING REVENUE	<u>13,483,104.13</u>	<u>6,178,617.53</u>	<u>19,661,721.66</u>	<u>19,203,664.00</u>
OPERATING EXPENSE				
Transportation	13,139,428.05	6,539,905.66	19,679,333.71	18,389,476.24
TOTAL OPERATING EXP	<u>13,139,428.05</u>	<u>6,539,905.66</u>	<u>19,679,333.71</u>	<u>18,389,476.24</u>
OPERATING INCOME (LOSS)	<u>343,676.08</u>	<u>(361,288.13)</u>	<u>(17,612.05)</u>	<u>814,187.76</u>
NON OPERATING REVENUES/(EXPENSES)				
SSTA Lease Payments	51,447.27	3,609.50	55,056.77	19,056.94
Interest Income	1,356.37	3,970.05	5,326.42	5,934.77
Insurance Proceeds	0.00	0.00	0.00	0.00
Lease Proceeds	0.00	0.00	0.00	0.00
Bad Debts Exp	0.00	0.00	0.00	(530.00)
Capital Lease Payments	(46,442.51)	0.00	(46,442.51)	(46,442.51)
Interest Exp	0.00	0.00	0.00	0.00
Capital fund expenses	(1,208,165.27)	(286,171.85)	(1,494,337.12)	(1,359,738.54)
Depreciation exp	(2,551,096.33)	(778,731.71)	(3,329,828.04)	(3,502,352.21)
TOTAL NON-OPERATING REVENUES/(EXPENSES)	<u>(3,752,900.47)</u>	<u>(1,057,324.01)</u>	<u>(4,810,224.48)</u>	<u>(4,884,071.55)</u>
CHANGE IN NET ASSETS BEFORE CAPITAL CONTR	<u>(3,409,224.39)</u>	<u>(1,418,612.14)</u>	<u>(4,827,836.53)</u>	<u>(4,069,883.79)</u>
CAPITAL CONTRIBUTIONS				
Capital contributions - grants	3,028,998.73	638,103.69	3,667,102.42	7,861,160.83
Local Match (should be zero)	0.00	0.00	0.00	0.00
TOTAL CAPITAL CONTRIBUTIONS	<u>3,028,998.73</u>	<u>638,103.69</u>	<u>3,667,102.42</u>	<u>7,861,160.83</u>
CHANGE IN DEFERRED COST POOL	<u>(61,054.58)</u>	<u>0.00</u>	<u>(61,054.58)</u>	<u>(74,028.38)</u>
CHANGE IN NET ASSETS	<u>(441,280.24)</u>	<u>(780,508.45)</u>	<u>(1,221,788.69)</u>	<u>3,717,248.66</u>

Chittenden County Transportation Authority
Statement of Net Assets
As of 8/31/2017

	As Of 2017	As Of 2016
ASSETS		
Current Assets:		
Cash and Investments	3,023,332.50	2,879,124.79
Receivables:		
Grant	3,974,711.16	4,701,168.88
Other	3,681,217.88	3,343,227.60
Deferred Cost Pool	(199,052.62)	(95,933.85)
Inventories	636,948.27	639,142.54
Prepaid Expenses	283,059.28	337,188.13
Total Current Assets	11,400,216.47	11,803,918.09
Noncurrent Assets:		
Land, Structures And Equipment - net of accumulated depreciation	28,031,330.04	28,830,528.88
TOTAL ASSETS	39,431,546.51	40,634,446.97
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	769,554.70	1,083,044.80
Accrued Payroll Expenses	152,669.57	335,499.91
Other Accrued Expenses	85,860.14	72,695.64
Deferred Revenue	5,978,084.50	6,225,071.44
Total Current Liabilities	6,986,168.91	7,716,311.79
Long-Term Liabilities:		
Accrued Compensated Absences	803,878.53	711,509.92
Total Long-Term Liabilities	803,878.53	711,509.92
Total Liabilities	7,790,047.44	8,427,821.71
Fund Equity:		
Invested in capital assets, net of related debt	28,031,330.04	29,537,091.88
Restricted	1,547,481.95	1,484,414.58
Unrestricted	2,220,486.83	1,999,581.05
Current Year Change in Net Assets	(157,799.75)	(814,462.25)
Total Fund Equity	31,641,499.07	32,206,625.26
TOTAL LIABILITIES AND FUND EQUITY	39,431,546.51	40,634,446.97

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Two Months Ending Thursday, August 31, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals
	Current Fiscal Year To Date			FY18 Budget Approved December 2016			Budget Variance			Total
REVENUES										
FEDERAL, STATE AND LOCAL REVENUE										
Municipal Member Assessments	410,352.80	0.00	\$410,352.80	2,243,235.00	0.00	\$2,243,235.00	18.29%	0.00%	18.29%	\$2,182,179.99
Municipal Paratransit Assessments	104,651.32	0.00	104,651.32	627,908.00	0.00	627,908.00	16.67%	0.00%	16.67%	691,231.00
Local Operating Assistance	13,841.68	37,691.86	51,533.54	85,050.00	402,656.00	487,706.00	16.27%	9.36%	10.57%	469,209.40
Federal Urban Formula Grant	605,827.93	0.00	605,827.93	2,579,902.00	0.00	2,579,902.00	23.48%	0.00%	23.48%	2,009,592.00
Federal Rural Operating Grant	0.00	165,200.00	165,200.00	0.00	1,326,000.00	1,326,000.00	0.00%	12.46%	12.46%	1,233,780.00
State Regular Subsidy Operating Grant	406,269.00	126,000.00	532,269.00	2,337,179.00	900,000.00	3,237,179.00	17.38%	14.00%	16.44%	2,997,499.00
E&D Grants and Local Match	0.00	437.50	437.50	0.00	1,237,022.00	1,237,022.00	0.00%	0.04%	0.04%	927,274.74
Other State Grants	3,461.00	0.00	3,461.00	89,050.00	18,000.00	107,050.00	3.89%	0.00%	3.23%	86,715.16
Other Federal Grants	425,404.00	95,979.33	521,383.33	2,629,330.00	389,994.00	3,019,324.00	16.18%	24.61%	17.27%	2,841,228.04
Fund Balance Reserves	0.00	0.00	0.00	0.00	30,000.00	30,000.00	0.00%	0.00%	0.00%	0.00
Capital Reserve Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	310,671.00
Total Federal, State and Local Revenues	1,969,807.73	425,308.69	2,395,116.42	10,591,654.00	4,303,672.00	14,895,326.00	18.60%	9.88%	16.08%	13,749,380.33
OPERATING REVENUE										
Passenger Revenue	323,184.14	15,362.92	338,547.06	2,501,300.00	148,500.00	2,649,800.00	12.92%	10.35%	12.78%	2,341,646.54
Paratransit Passenger Fares	15,877.50	0.00	15,877.50	115,000.00	0.00	115,000.00	13.81%	0.00%	13.81%	99,511.25
Advertising Revenue	8,069.00	0.00	8,069.00	200,000.00	50,000.00	250,000.00	4.03%	0.00%	3.23%	158,671.35
Planning Revenue	19,332.44	0.00	19,332.44	362,106.00	30,000.00	392,106.00	5.34%	0.00%	4.93%	306,150.32
Interest Earnings	123.97	496.93	620.90	3,000.00	4,000.00	7,000.00	4.13%	12.42%	8.87%	5,326.42
Miscellaneous Revenue	1,237.37	22.00	1,259.37	19,000.00	0.00	19,000.00	6.51%	0.00%	6.63%	9,811.24
Sales Of Equipment	0.00	0.00	0.00	11,000.00	3,000.00	14,000.00	0.00%	0.00%	0.00%	16,165.15
Medicaid Purchase Of Svc	0.00	195,139.25	195,139.25	0.00	1,770,000.00	1,770,000.00	0.00%	11.02%	11.02%	1,564,826.44
Purchase of Service	8,836.33	71,968.10	80,804.43	43,844.00	273,000.00	316,844.00	20.15%	26.36%	25.50%	252,992.12
Warranty Revenue	5,310.00	0.00	5,310.00	2,000.00	2,000.00	4,000.00	265.50%	0.00%	132.75%	1,911.39
Operating Revenue	381,970.75	282,989.20	664,959.95	3,257,250.00	2,280,500.00	5,537,750.00	11.73%	12.41%	12.01%	4,757,012.22
Total Revenue	2,351,778.48	708,297.89	3,060,076.37	13,848,904.00	6,584,172.00	20,433,076.00	16.98%	10.76%	14.98%	18,506,392.55
EXPENSES										
SALARIES AND WAGES										
Other Wages	254,071.11	145,746.61	399,817.72	1,716,313.00	942,741.00	2,659,054.00	14.80%	15.46%	15.04%	2,633,587.32
Driver/Operator Wages	671,635.75	188,855.20	860,490.95	4,245,469.00	1,411,165.00	5,656,634.00	15.82%	13.38%	15.21%	5,503,191.45
Vehicle Repair Wages	139,758.32	21,774.60	161,532.92	929,067.00	137,544.00	1,066,611.00	15.04%	15.83%	15.14%	998,243.36
Salaries and Wages	1,065,465.18	356,376.41	1,421,841.59	6,890,849.00	2,491,450.00	9,382,299.00	15.46%	14.30%	15.15%	9,135,022.13
PERSONNEL TAXES AND BENEFITS										
Payroll Taxes (FICA/MC)	82,075.17	27,275.41	109,350.58	527,150.00	190,596.00	717,746.00	15.57%	14.31%	15.24%	688,868.02
Unemployment Tax Exp	2,879.07	1,515.37	4,394.44	22,000.00	20,000.00	42,000.00	13.09%	7.58%	10.46%	38,274.06
Medical Insurance/HRA	264,990.70	104,611.30	369,602.00	1,509,708.00	547,509.00	2,057,217.00	17.55%	19.11%	17.97%	2,050,012.08
Pension Plan Expenses	48,063.52	9,495.27	57,558.79	280,044.00	74,744.00	354,788.00	17.16%	12.70%	16.22%	334,839.35
Other Employee Benefits	62,796.08	26,289.99	89,086.07	312,670.00	122,390.00	435,060.00	20.08%	21.48%	20.48%	399,784.52
Personnel Taxes and Benefits	460,804.54	169,187.34	629,991.88	2,651,572.00	955,239.00	3,606,811.00	17.38%	17.71%	17.47%	3,511,778.03
GENERAL AND ADMIN EXPENSES										
Admin Supplies and Expenses	8,655.95	2,147.62	10,803.57	43,740.00	21,600.00	65,340.00	19.79%	9.94%	16.53%	62,382.75
Recruiting Expenses	630.42	2,790.08	3,420.50	18,400.00	12,000.00	30,400.00	3.43%	23.25%	11.25%	33,990.27
Dues and Subscriptions	20,798.00	556.00	21,354.00	27,788.00	8,928.00	36,716.00	74.85%	6.23%	58.16%	33,714.72
Travel and Meetings	479.57	32.09	511.66	3,500.00	3,500.00	7,000.00	13.70%	0.92%	7.31%	7,386.53
Communications	8,133.33	4,835.64	12,968.97	45,344.00	29,536.00	74,880.00	17.94%	16.37%	17.32%	77,450.70
Computer Service Exp	4,908.75	1,481.28	6,390.03	111,440.00	51,644.00	163,084.00	4.40%	2.87%	3.92%	72,851.40
Legal Fees	522.00	0.00	522.00	20,000.00	3,000.00	23,000.00	2.61%	0.00%	2.27%	7,987.44
Insurance	103,550.54	40,812.02	144,362.56	785,817.00	353,998.00	1,139,815.00	13.18%	11.53%	12.67%	1,221,595.65
Audit Fees	0.00	0.00	0.00	17,850.00	7,650.00	25,500.00	0.00%	0.00%	0.00%	27,750.00
Consulting Fees	0.00	0.00	0.00	3,000.00	3,000.00	6,000.00	0.00%	0.00%	0.00%	2,109.75
General and Admin Expenses	147,678.56	52,654.73	200,333.29	1,076,879.00	494,856.00	1,571,735.00	13.71%	10.64%	12.75%	1,547,219.21

Chittenden County Transportation Authority
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Urban Rural Budget Vs. Actuals
For the Two Months Ending Thursday, August 31, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY18 Budget Approved December 2016			Budget Variance			
OPERATIONS EXPENSES										
Background Checks	513.00	1,706.00	2,219.00	1,900.00	8,325.00	10,225.00	27.00%	20.49%	21.70%	11,028.60
Drug & Alcohol Testing	138.00	31.00	169.00	13,755.00	7,898.00	21,653.00	1.00%	0.39%	0.78%	19,884.25
DOT Testing	1,775.00	475.00	2,250.00	5,850.00	7,920.00	13,770.00	30.34%	6.00%	16.34%	12,454.70
Employment Recruitment Program	0.00	0.00	0.00	2,000.00	2,000.00	4,000.00	0.00%	0.00%	0.00%	600.00
Driver's Uniforms	1,341.03	560.85	1,901.88	24,996.00	20,170.00	45,166.00	5.36%	2.78%	4.21%	77,788.32
Safety Expense	137.53	0.00	137.53	2,450.00	2,000.00	4,450.00	5.61%	0.00%	3.09%	3,636.21
Misc. Operating Exp	1,118.61	0.00	1,118.61	6,700.00	2,375.00	9,075.00	16.70%	0.00%	12.33%	8,128.47
Operations Expenses	5,023.17	2,772.85	7,796.02	57,651.00	50,688.00	108,339.00	8.71%	5.47%	7.20%	133,520.55
PLANNING EXPENSES										
Other Planning Expenses	0.00	18,079.28	18,079.28	0.00	60,000.00	60,000.00	0.00%	30.13%	30.13%	53,666.06
MPO Planning Expenses	18,460.60	0.00	18,460.60	100,000.00	0.00	100,000.00	18.46%	0.00%	18.46%	96,577.94
Planning Expenses	18,460.60	18,079.28	36,539.88	100,000.00	60,000.00	160,000.00	18.46%	30.13%	22.84%	150,244.00
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)										
Parts Expense - Non-Revenue Vehicles	2,260.25	1.79	2,262.04	11,000.00	9,500.00	20,500.00	20.55%	0.02%	11.03%	11,738.07
Parts Expense - Revenue Vehicles	171,446.09	49,415.16	220,861.25	276,740.00	185,844.00	462,584.00	61.95%	26.59%	47.75%	807,595.18
Tires	18,864.10	4,812.04	23,676.14	68,504.00	39,718.00	108,222.00	27.54%	12.12%	21.88%	117,176.85
Facility Maintenance	8,315.05	9,327.72	17,642.77	90,000.00	62,200.00	152,200.00	9.24%	15.00%	11.59%	145,807.19
Passenger Facility Expenses	4,930.64	0.00	4,930.64	47,988.00	2,000.00	49,988.00	10.27%	0.00%	9.86%	38,182.23
Cleaning Expense	2,500.00	1,277.96	3,777.96	10,100.00	15,137.00	25,237.00	24.75%	8.44%	14.97%	35,568.49
Repeater Fees	5,310.00	4,050.00	9,360.00	20,736.00	15,552.00	36,288.00	25.61%	26.04%	25.79%	34,074.00
Light, Heat and Water	17,745.18	3,216.77	20,961.95	140,000.00	55,000.00	195,000.00	12.68%	5.85%	10.75%	161,274.29
Fuel - Vehicles	107,812.86	41,948.94	149,761.80	802,162.00	314,992.00	1,117,154.00	13.44%	13.32%	13.41%	1,011,873.97
Maintenance Tools/Supplies/Uniforms	22,234.29	4,573.38	26,807.67	79,660.00	12,600.00	92,260.00	27.91%	36.30%	29.06%	90,163.85
Misc Maint Expenses and fees	930.08	8.84	938.92	3,876.00	3,500.00	7,376.00	24.00%	0.25%	12.73%	5,221.27
Vehicle/Building Maintenance Exp	362,348.54	118,632.60	480,981.14	1,550,766.00	716,043.00	2,266,809.00	23.37%	16.57%	21.22%	2,458,675.39
CONTRACTOR EXPENSES										
ADA/SSTA Paratransit	191,090.39	0.00	191,090.39	1,192,093.00	0.00	1,192,093.00	16.03%	0.00%	16.03%	1,156,939.31
Partner Local Share	(9,916.50)	0.00	(9,916.50)	19,833.00	0.00	19,833.00	-50.00%	0.00%	-50.00%	9,916.50
Functional Assessment Costs	1,660.07	0.00	1,660.07	25,000.00	0.00	25,000.00	6.64%	0.00%	6.64%	9,274.56
Volunteer Drivers	0.00	87,185.11	87,185.11	0.00	621,500.00	621,500.00	0.00%	14.03%	14.03%	575,416.34
Other Transportation (incl Cabs)	1,083.60	49,339.95	50,423.55	21,331.00	677,556.00	698,887.00	5.08%	7.28%	7.21%	624,471.76
Contractor Expenses	183,917.56	136,525.06	320,442.62	1,258,257.00	1,299,056.00	2,557,313.00	14.62%	10.51%	12.53%	2,376,018.47
MARKETING EXPENSE										
Bus Tickets/Fare Media	5,923.13	186.86	6,109.99	20,000.00	2,400.00	22,400.00	29.62%	7.79%	27.28%	14,583.92
Marketing Expense	4,114.18	3,167.07	7,281.25	52,000.00	45,840.00	97,840.00	7.91%	6.91%	7.44%	50,567.84
Public Information	2,250.00	3,052.06	5,302.06	37,000.00	23,000.00	60,000.00	6.08%	13.27%	8.84%	63,836.36
Marketing Expense	12,287.31	6,405.99	18,693.30	109,000.00	71,240.00	180,240.00	11.27%	8.99%	10.37%	128,988.12
OTHER EXPENSES										
Debt Service/Capital Reserve	46,442.51	0.00	46,442.51	50,000.00	0.00	50,000.00	92.89%	0.00%	92.89%	46,442.51
Capital Match	75,655.00	15,933.33	91,588.33	453,930.00	95,600.00	549,530.00	16.67%	16.67%	16.67%	651,542.00
Other Expenses	122,097.51	15,933.33	138,030.84	503,930.00	95,600.00	599,530.00	24.23%	16.67%	23.02%	697,984.51
TOTAL EXPENSES	2,378,082.97	876,567.59	3,254,650.56	14,198,904.00	6,234,172.00	20,433,076.00	16.75%	14.06%	15.93%	20,139,450.41
Current Year Deferred Costs	(18,533.73)	0.00	(18,533.73)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(82,794.81)
ALLOCATIONS BETWEEN PROGRAMS	46,548.09	(46,548.09)	0.00	350,000.00	(350,000.00)	0.00	13.30%	0.00%	0.00%	0.00
Balance Of Operating Budget	1,709.87	(214,817.79)	(213,107.92)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,715,852.67)

Chittenden County Transportation Authority
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Urban Rural Budget Vs. Actuals
For the Two Months Ending Thursday, August 31, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY18 Budget Approved December 2016			Budget Variance			
Capital Revenue										
Federal Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	2,909,499.34
State Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	444,301.44
Paratransit Lease Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	55,056.77
Local Match Revenue	75,655.00	15,933.33	91,588.33	0.00	0.00	0.00	0.00%	0.00%	0.00%	340,871.00
Total Capital Revenue	75,655.00	15,933.33	91,588.33	0.00	0.00	0.00	0.00%	0.00%	0.00%	3,749,728.55
Capital Expenses										
Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	890,164.41
Maintenance Parts and Equipment	11,077.65	0.00	11,077.65	0.00	0.00	0.00	0.00%	0.00%	0.00%	347,679.83
Passenger Amenities	15,774.99	0.00	15,774.99	0.00	0.00	0.00	0.00%	0.00%	0.00%	373,703.52
Facility Repairs and Improvements	7,717.65	0.00	7,717.65	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,639,528.39
Total Capital Expenses	34,570.29	0.00	34,570.29	0.00	0.00	0.00	0.00%	0.00%	0.00%	3,251,076.15
Balance of Capital Budget	41,084.71	15,933.33	57,018.04	0.00	0.00	0.00	0.00%	0.00%	0.00%	498,652.40
1 Industrial Activity										
Rental Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	5,075.00
Utilities	(1,552.72)	0.00	(1,552.72)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(22,762.23)
Facility Maintenance	(157.15)	0.00	(157.15)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(5,628.16)
Total 1 Industrial Activity	(1,709.87)	0.00	(1,709.87)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(23,315.39)
Transfer of Purchases to Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,795,589.03
Deferred Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(883.00)
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(3,329,828.04)
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,534,239.01)
Current Change in Net Assets	41,084.71	(198,884.46)	(157,799.75)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(2,774,754.67)

To: Board Chair Chapin Kaynor and the CCTA Board of Commissioners
From: Jon Moore, Director of Maintenance & Planning
Justin Town, Maintenance Supervisor
David Armstrong, Planning Manager
Date: October 17, 2017
Re: GMT Maintenance & Planning Report

Maintenance Report:

- The Burlington location provided 88.50 hours in rural maintenance services for the month of September.
- The Burlington location performed 49 urban Preventative Maintenance “B” brake inspections in the month of September
- The Burlington location performed seven rural and 33 urban Preventive Maintenance “C” inspections in the month of September
- Berlin location performed nine “C” inspections and two “D” inspections in the month of September.
- Burlington location performed seven road calls in the month of September.
- Three buses in Burlington have been painted and decaled in the new livery scheme.
- Steve Plantier has joined GMT as a second shift mechanic. Steve's first day was 10/2 and brings mechanical experience working on over the road coach buses.
- Staff did a facility walk around at the Stowe Garage and identified, and have, or will, correct the following issues; lighting, garage doors, siding and pumping out the drain grates.

Planning Report:

- Urban ridership is down 5.7%. The biggest losses have been experienced by the College Street Shuttle, (5,608, 10%), Essex Junction, (5,565, 5%), UMall/Airport, (4,858, 25%), Williston, (4,474, 4%), and School Trippers, (5,194, 23%), this YTD over FY17 YTD. This trend continues across all trip types: Local services are down 5.6%, Local Commuters are down 2.5%, and Link services are down 7.7%.

- The NextGen website www.ridegmt.com/nextgen/ is up and running, and the public continues to utilize the live blog feature. Draft reports are being placed on the website as they come in from Nelson Nygaard, of particular note are existing route evaluations, which examine current routings, span-of-service, trip variants, ridership, etc., and make recommendations for improving that individual route. It is important to note that these recommendations may suit the individual route, but will be considered in relation to the entire system later in the study. The Plan Advisory Group has met monthly and is scheduled to meet on October 13 to discuss FGI, Lamoille and Commuter service scenarios. The crux of these scenarios lies in their improvements to GMT's existing services through increased frequencies, reduced route/trip variants, and expanded weekend service, among other things. NN has come up with some initial pricing of these scenarios, which in general lead to increased spending by GMT. However, as we have tasked NN with a cost-neutral "base" plan, they will vet cost increases to arrive at such a group of recommendations. Meeting minutes, route evaluations, service scenarios, etc., are all on the NextGen website.
- Route updates: Staff has been working on some trip and route options around the service region, including extensive changes to the Mountain Road Shuttle. The majority of changes though are on hold pending the completion of the NextGen Transit Plan.

To: GMT Board of Commissioners
From: Bob Young, Director of Operations
Date: 10/10/2017
RE: GMT Operations Report

We have currently added five new drivers to revenue service, four of them for urban and one for rural in Berlin. HR has added three more new drivers for training. We are working enthusiastically of getting to a full driver staff. Also, the staffing for the seasonal mountain operations (Stowe / Sugarbush) continues to go forward.

Berlin management is active in participating in the Local Emergency Planning Committee. They were part of a tabletop simulated exercise involving all the emergency services in the area. GMT is and will remain active in all emergency planning for mass casualties, and other emergencies.

Franklin and Grand Isle Operation drivers bid is complete and will go into effect October 16th.

Mev Bahonjic (past operations supervisor) has been promoted to Urban Operations Manager, and Oleg Petrosyan (past driver) promoted to Operations Supervisor. All of Operations Urban and Rural management and supervisory positions are all now filled. We are pleased to have qualified people to hire from within the organization.

To: GMT Board of Commissioners
From: Jamie L. Smith, Marketing and Public Affairs Manager
Date: October 11, 2017
Re: Marketing and Public Affairs Report

- Marketing staff is in the process of updating the Fall Central Vermont Bus Map and Guide. The guide will be sent to the printer by the end of October and will be implemented in time for seasonal bus service to start.
- On November 4, 2017, Public Affairs staff will be presenting at the Sugarbush Ambassador Orientation. This is our opportunity to teach Sugarbush Ambassadors about the seasonal bus service so they are able to help guests throughout the ski season.
- On November 4, 2017, Public Affairs staff has been invited to participate in the Compact Engagement Dinner “Listening Session” hosted by JUMP. The focus of the listening session is to understand barriers and challenges to transportation access to help identify specific goals and actions to problem solve.
- Barre Senior Center has asked Marketing and Public Affairs staff to attend a handful of “Seniors in Motion” events to talk about transportation options to/from the senior center. We have been working with Berlin Operations to help understand the transit options available for these programs.
- Marketing staff partnered with the Human Resources Department on a seasonal operator recruitment wrap. This is the first time a rear wrap has been featured in the rural location and we are hopeful it will create a buzz. This also helps accomplish the goal of rear wrap exposure; hopefully more businesses see this as a valuable option in their area.



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: October 17, 2017

RE: IT Support, Administrative Support, and HR

Human Resources

We welcomed three new full-time Operators in Burlington: Richard Mundala, Yancey Gratton, and Nusret Mustafic. Steve Plantier, Journeyman Mechanic has also joined our GMT Burlington team.

Two training dates have been scheduled for the Dale Carnegie Customer Service training. GMT and GMCN (Green Mountain Community Network) are hosting the two training sessions. VTrans has graciously agreed to cover the majority of the cost of this training. This training is offered to all VPTA members.

GMT has wrapped a rural bus with a recruiting ad for the seasonal drivers. This is our first endeavor in the rural area using this technique. We have experienced success in the past in Burlington and are hopeful to duplicate this success.

IT Support

We now have off-site backup setup on a secured server. The server will take a mirror image of everything on GMT's working servers as well as a mirror image of our Fuelmaster databases. IT estimates in a disaster situation at our main office, critical organization functions will be restored within three hours.

Administrative Support

Administrative Support is in the final edit stage of a Customer Service Representative Training Manual. Similar to the Operator's Manual, the CSR Manual will be a resource for our CSR staff at the DTC.

ADA Ridership Report (by Town) : FY18

Update 10/11/17

CITY/TOWN	July	August	September	Totals
BURLINGTON	116	1,229.00	1,170	2,515
COLCHESTER	288	103.00	97	488
ESSEX	9	288.00	278	575
OTHER	252	9.00	4	265
SHELBURNE	963	276.00	229	1,468
SO. BURLINGTON	96	1,092.00	1,091	2,279
WILLISTON	392	101.00	75	568
WINOOSKI		456.00	449	905
	3,398			
TOTAL		3,554.00	3,393	6,947
Cost to Members	84,904	89,416.24	\$ 86,067.45	\$ 260,387.93
Cost/Trip	\$ 24.99	25.16	\$ 25.36617978	\$ 24.99

ADA Ridership Report (by Town) : change from FY 17 to date to FY18 to date

	July	August	Sept.	Totals
BURLINGTON	(12)	(161)	(61)	(234)
	-0.93%	-11.58%	-4.96%	-5.98%
COLCHESTER	54	15	29	(0)
	87.10%	17.05%	42.65%	-0.08%
ESSEX	46	(21)	(84)	(59)
	19.01%	-6.80%	-23.20%	-0.79%
OTHER	(15)	(22)	(9)	(0)
	-62.50%	-70.97%	-69.23%	-0.16%
SHELBURNE	(5)	10	13	18
	-1.95%	3.76%	6.02%	2.44%
SO. BURLINGTON	14	65	(42)	37
	1.48%	6.33%	-3.71%	1.19%
WILLISTON	(26)	(9)	(54)	(89)
	-21.31%	-8.18%	-41.86%	-24.65%
WINOOSKI	(54)	(58)	(57)	(169)
	-12.1%	-11.3%	-11.3%	-11.53%
TOTAL	2	(181)	(265)	(444)
	0.06%	-4.85%	-7.24%	-4.12%

ADA Ridership Report (by Town): FY17

CITY/TOWN	July	August	Sept.	Totals
BURLINGTON	1,294	1,390	1,231	14,398
COLCHESTER	62	88	68	1,037
ESSEX	242	309	362	3,751
OTHER	24	31	13	207
SHELBURNE	257	266	216	3,271
SO. BURLINGTON	949	1,027	1,133	13,829
WILLISTON	122	110	129	1,126
WINOOSKI	446	514	506	5,761
TOTAL	3,396	3,735	3,658	43,380

FY18 GMT Rural Ridership by Month

Number of Service Days													FY18 YTD	FY17 YTD	FY16 YTD					
	Saturday	5	4	5									14	13	12					
	Sunday	5	4	4									13	13	13					
	Weekday	20	23	20									63	64	65					
	School Days	0	2	20									22	22	25					
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY18 YTD	FY17 YTD	Difference (FY18-FY17)		FY16 YTD	Difference (FY18-FY16)	
																Riders	%		Riders	%
79	CVMC Barre Health Shuttle													0	525	(525)	-100.0%	n/a	n/a	n/a
80	City Route Mid-day	2,105	2,366	2,249										6,720	6,505	215	3.3%	6,948	(228)	-3.3%
81	Barre Hospital Hill	2,337	2,579	2,536										7,452	7,417	35	0.5%	7,865	(413)	-5.3%
82	Montpelier Hospital Hill	1,725	1,930	1,853										5,508	5,692	(184)	-3.2%	5,999	(491)	-8.2%
83	Waterbury Commuter	945	924	884										2,753	2,824	(71)	-2.5%	2,868	(115)	-4.0%
84	US 2 Commuter	617	712	616										1,945	1,808	137	7.6%	2,400	(455)	-19.0%
85	Hannaford Shopping Special	207	255	228										690	726	(36)	-5.0%	695	(5)	-0.7%
87	Northfield Shuttle	81	122	65										268	229	39	17.0%	362	(94)	-26.0%
88	Capital Shuttle	0	0	150										150	0	150	0.0%	0	150	0.0%
89	City Commuter	2,886	3,439	3,089										9,414	9,788	(374)	-3.8%	9,735	(321)	-3.3%
90	Plainfield Shuttle	35												35	190	(155)	-81.6%	219	(184)	-84.0%
91	Hospital Hill Demand Response	106												106	161	(55)	-34.2%	406	(300)	-73.9%
92	Montpelier Circulator	1,392	1,320	1,279										3,991	3,889	102	2.6%	4,910	(919)	-18.7%
93	Northfield Commuter	529	591	721										1,841	1,550	291	18.8%	1,542	299	19.4%
100	Route 100 Commuter	568	590	659										1,817	2,188	(371)	-17.0%	2,916	(1,099)	-37.7%
108	Mountain Road Shuttle	0	0	0										0	0	0	0.0%	0	0	0.0%
102	Morrisville Loop	340	392	322										1,054	1,172	(118)	-10.1%	1,279	(225)	-17.6%
103	Morrisville Shopping Shuttle	218	209	307										734	911	(177)	-19.4%	953	(219)	-23.0%
109	Tuesday Shopping Shuttle (FGI)	52	65	59										176	198	(22)	-11.1%	248	(72)	-29.0%
110	St.Albans DT Shuttle	1,838	1,989	1,917										5,744	5,142	602	11.7%	5,194	550	10.6%
115	Alburg-Georgia Commuter	467	606	446										1,519	1,590	(71)	-4.5%	2,221	(702)	-31.6%
116	Richford-St.Albans Commuter	488	742	642										1,872	1,671	201	12.0%	2,125	(253)	-11.9%
120	Valley Floor	0	0	0										0	0	0	0.0%	0	0	0.0%
121	Valley Evening Service	0	0	0										0	0	0	0.0%	0	0	0.0%
122	Mount Ellen	0	0	0										0	0	0	0.0%	0	0	0.0%
124	Mountain Condos	0	0	0										0	0	0	0.0%	0	0	0.0%
125	Access Road	0	0	0										0	0	0	0.0%	0	0	0.0%
126	SnowCap Commuter	0	0	0										0	0	0	0.0%	0	0	0.0%
99	Special Services	2,384	0	0										2,384	1,392	992	71.3%	2,242	142	6.3%
	SUBTOTAL	19,320	18,831	18,022	0	0	0	0	0	0	0	0	0	56,173	55,568	605	1.1%	61,127	(4,954)	-8.1%
	rogram Trips:	19,320	18,831	18,022	0	0	0	0	0	0	0	0	0	56,173	55,568	605	1.1%	61,672	(5,499)	-8.9%
	TOTAL	38,640	37,662	36,044	0	0	0	0	0	0	0	0	0	112,346	111,136	1,210	1.1%	122,799	(10,453)	-8.5%

To: GMT Board of Commissioners
From: Jon Moore, Director of Maintenance & Planning
Date: October 17, 2017
RE: Stowe Mountain Road Shuttle Service Changes

Background: The Stowe Mountain Road Shuttle (#108) provides seasonal service between Stowe Village and the Stowe Mountain Resort via the Mountain Road (RT.108). In past years the route operated the same schedule seven days a week with the route experiencing overcrowding and on-time performance issues on peak service days.

Vail resorts has taken ownership of the Stowe Mountain Resort and approached GMT to discuss Mountain Road Shuttle service improvements and a possible increase in funding for the route. Through multiple meetings Vail expressed interest in a service structure that better matched demand during peak days & times and improved on-time performance and service reliability to encourage increased ridership.

Service Proposal: Please see the attached schedules showing the proposed FY18 Mountain Road Shuttle schedule and the FY17 schedule and note that the FY18 schedule provides for different service levels on “peak” and “non-peak” days as listed. Peak day service includes 15 minute headways during peak hours. Both “peak” and “non-peak” schedules provide more consistent headways than in years past which will make the schedule easier to understand for passengers.

In addition to the schedule modifications the service proposal eliminates off-route deviations which will be served by new bus stops installed along the Mountain Road. This will greatly improve on-time performance as well as make the schedule more understandable for passengers. Staff is also proposing to eliminate “flag stops” along the route to improve safety and to reduce passenger and operator confusion where passengers are able to board and alight.

Additional Funding: The FY18 schedule attached increases seasonal service hours by 1,340 hours or \$92,500. VTrans has agreed to provide 80% of this funding through a CMAQ grant and Vail has agreed to provide the 20% match for the grant. There is no additional local funding required from the Town of Stowe or the Stowe Area Association for the increased service levels.

Next Steps: Based on a tight timeline to get the Rural BM&G’s printed before the start of seasonal service and per the “CCTA Fare and Service Change Public Hearing Policy” staff is not holding a public hearing for the proposed service increases.

Staff has met multiple times with Vail as well as with the Town of Stowe and the Stowe Area Association to discuss these changes. Staff will be reaching out to the properties that have received “front door” service in the past that would be replaced with Mountain Road bus stops for the upcoming winter as outlined above. Staff is also meeting with a Stowe/Lamoille Stakeholder group on 10/20 to present the initial NextGen service scenarios and has been invited to present the Mountain Road Shuttle service changes to the Stowe Selectboard on 10/30.

FY18 Mountain Road Shuttle Proposal				FY17 Mountain Road Schedule			
Commodores	Mansfield Lodge	Mansfield Lodge	Commodores	Commodores	Mansfield Lodge	Mansfield Lodge	Commodores
6:30 AM	7:00 AM	7:00 AM	7:30 AM	6:40 AM	7:08 AM	7:08 AM	7:35 AM
6:45 AM	7:15 AM	7:15 AM	7:45 AM	7:00 AM	7:28 AM	7:28 AM	7:55 AM
7:00 AM	7:30 AM	7:30 AM	8:00 AM	7:40 AM	8:08 AM	8:08 AM	8:35 AM
7:15 AM	7:45 AM	7:45 AM	8:15 AM	8:00 AM	8:28 AM	8:28 AM	8:55 AM
7:30 AM	8:00 AM	8:00 AM	8:30 AM	8:25 AM	8:53 AM	8:53 AM	9:20 AM
7:45 AM	8:15 AM	8:15 AM	8:45 AM	8:40 AM	9:08 AM	9:08 AM	9:35 AM
8:00 AM	8:30 AM	8:30 AM	9:00 AM	9:00 AM	9:28 AM	9:28 AM	9:55 AM
8:15 AM	8:45 AM	8:45 AM	9:15 AM	9:20 AM	9:48 AM	9:48 AM	10:15 AM
8:30 AM	9:00 AM	9:00 AM	9:30 AM	9:40 AM	10:08 AM	10:08 AM	10:35 AM
8:45 AM	9:15 AM	9:15 AM	9:45 AM	10:00 AM	10:28 AM	10:28 AM	10:55 AM
9:00 AM	9:30 AM	9:30 AM	10:00 AM	10:30 AM	10:58 AM	10:58 AM	11:25 AM
9:15 AM	9:45 AM	9:45 AM	10:15 AM	11:00 AM	11:28 AM	11:28 AM	11:55 AM
9:30 AM	10:00 AM	10:00 AM	10:30 AM	11:30 AM	11:58 AM	11:58 AM	12:25 PM
10:00 AM	10:30 AM	10:30 AM	11:00 AM	12:00 PM	12:28 PM	12:28 PM	12:55 PM
10:30 AM	11:00 AM	11:00 AM	11:30 AM	12:30 PM	12:58 PM	12:58 PM	1:25 PM
11:00 AM	11:30 AM	11:30 AM	12:00 PM	1:00 PM	1:28 PM	1:28 PM	1:55 PM
11:30 AM	12:00 PM	12:00 PM	12:30 PM	1:30 PM	1:58 PM	1:58 PM	2:25 PM
12:00 PM	12:30 PM	12:30 PM	1:00 PM	2:00 PM	2:28 PM	2:28 PM	2:55 PM
12:30 PM	1:00 PM	1:00 PM	1:30 PM	2:30 PM	2:58 PM	2:58 PM	3:25 PM
1:00 PM	1:30 PM	1:30 PM	2:00 PM	2:45 PM	3:13 PM	3:13 PM	3:40 PM
1:30 PM	2:00 PM	2:00 PM	2:30 PM	3:00 PM	3:28 PM	3:28 PM	3:55 PM
2:00 PM	2:30 PM	2:30 PM	3:00 PM	3:30 PM	3:58 PM	3:58 PM	4:25 PM
2:30 PM	3:00 PM	3:00 PM	3:30 PM	3:45 PM	4:13 PM	4:13 PM	4:40 PM
2:45 PM	3:15 PM	3:15 PM	3:45 PM	4:00 PM	4:28 PM	4:28 PM	4:55 PM
3:00 PM	3:30 PM	3:30 PM	4:00 PM	4:30 PM	4:58 PM	4:58 PM	5:25 PM
3:15 PM	3:45 PM	3:45 PM	4:15 PM	4:45 PM	5:13 PM	5:13 PM	5:40 PM
3:30 PM	4:00 PM	4:00 PM	4:30 PM	5:00 PM	5:28 PM	5:28 PM	5:55 PM
3:45 PM	4:15 PM	4:15 PM	4:45 PM	5:30 PM	5:58 PM	5:58 PM	6:25 PM
4:00 PM	4:30 PM	4:30 PM	5:00 PM	6:00 PM	6:28 PM	6:28 PM	6:55 PM
4:15 PM	4:45 PM	4:45 PM	5:15 PM	6:30 PM	6:58 PM	6:58 PM	7:25 PM
4:30 PM	5:00 PM	5:00 PM	5:30 PM	7:00 PM	7:28 PM	7:28 PM	7:55 PM
4:45 PM	5:15 PM	5:15 PM	5:45 PM	7:30 PM	7:58 PM	7:58 PM	8:25 PM
5:00 PM	5:30 PM	5:30 PM	6:00 PM	8:00 PM	8:28 PM	8:28 PM	8:55 PM
5:15 PM	5:45 PM	5:45 PM	6:15 PM	8:30 PM	8:58 PM	8:58 PM	9:25 PM
5:30 PM	6:00 PM	6:00 PM	6:30 PM	9:00 PM	9:28 PM	9:28 PM	9:55 PM
5:45 PM	6:15 PM	6:15 PM	6:45 PM				
6:00 PM	6:30 PM	6:30 PM	7:00 PM				
6:15 PM	6:45 PM	6:45 PM	7:15 PM				
6:30 PM	7:00 PM	7:00 PM	7:30 PM				
7:00 PM	7:30 PM	7:30 PM	8:00 PM				
7:30 PM	8:00 PM	8:00 PM	8:30 PM				
8:00 PM	8:30 PM	8:30 PM	9:00 PM				
8:30 PM	9:00 PM	9:00 PM	9:30 PM				
9:00 PM	9:30 PM	9:30 PM	10:00 PM				
Peak Service Days Only: Friday-Sunday (starting 12/8), Two weeks at Xmas, MLK Day, week of Presidents Day							

Date: October 17, 2017

To: Board Chair Chapin Kaynor and the GMT Board of Commissioners

From: David Armstrong, Planning Manager

Re: Mad River Valley service change recommendations

Existing conditions

The Snowcap Commuter has historically run one AM and one PM one-way trip on weekends and select holiday weekdays between Montpelier and Sugarbush Resort. These one-way trips were effective in bringing Montpelier residents to Sugarbush, particularly during school vacations, though ridership has waned to just a handful of passengers per day.

The Valley Floor operates an hour loop from Lincoln Peak, to Waitsfield, up to Mt Ellen and back to Lincoln Peak, 7 days a week, eleven hours a day. This one-way loop makes downhill travel effective, but uphill travel can be tedious if boarding just below Lincoln Peak (long loop).

Recommendations

Through ongoing discussions and assessments of GMT's Mad River Valley services with the Mad River Valley Transportation Advisory Committee and Sugarbush Resort, GMT staff has discussed discontinuing Snowcap Commuter service between Montpelier and Sugarbush Resort, and altering the first three trips of the Valley Floor trip. Snowcap ridership has been dwindling for years, and fails to meet VTrans metrics of cost per passenger and boardings per hour. Additionally, Montpelier has begun to run its own "ski bus", making GMT's route duplicative.

The rerouting of the Valley Floor bus off of Rt. 17 and German Flats Rd on the first three AM Valley Floor trips will allow better employee access to Sugarbush Resort at Lincoln Peak, with little to no impact to other riders.

Staff held public hearings to present these recommendations on September 5 and 7 in Montpelier and Waitsfield, respectively. (Minutes attached.)

Staff proposes adoption of the aforementioned changes to Snowcap Commuter and Valley Floor routes.

If the GMT Board of Commissioners is in favor of Staff following this recommendation, it will be implemented this winter, ('17/'18).

Public Hearing minutes, Mad River Valley Service changes, '17/'18

Date: September 5, 2017
 Time: 5:30pm
 Place: General wait house Waitsfield
 Staff Present: Alain Hirsch, Transit Planner
 Public Present: Susan Lee
 Bruce Bertholon
 Kristine Keeney (from the Mad River Valley Planning District)

Mr. Hirsch called the meeting to order at 5:40 pm, and outlined GMT proposal to change the first three morning trips of the Valley Floor bus. Instead of doing the all loop, the 3 buses will go back to back to Sugarbush via Rte 100. This proposal will help the seasonal workers who stayed in the inns on Access Rd to get to work quicker.

Points of opposition to the proposed Route Change

- None

Points of support for the proposed Route change

- Ms. Lee was afraid that we cancelled the all routes, and was relieve to note that it was a change on the 3 first trips, only. She used that bus mostly to go to bridges resort. Actually the bus doesn't go all the way to the entrance, so asked if it was possible to be dropped at the entrance.
- Mr. Bertholon didn't have any objection on the proposed change
- Ms. Keeney didn't formulate any objection either, to those changes. She suggested that we add a bus stop at Christmas Tree Inn. She was more focus on outreach detail than anything else.

Mr. Hirsch Closed the meeting at 6:00 pm
 Respectfully submitted,
 Alain Hirsch, GMT Transit Planner

SnowCap Commuter Cancellation Public Hearing

Date: September 7, 2017
 Time: 5:30pm
 Place: Montpelier City Hall Memorial Room
 Staff Present: Alain Hirsch, Transit Planner

Public Present: none

Comment by phone:

Ron Merkan call GMT September 5, 2017, he's elderly, and really don't want to see the SnowCap Commuter cancelled, because it's his only way to get to Sugarbush resort and practice snow shoes.

Mr. Hirsch Closed the meeting at 5:45

Respectfully submitted,
 Alain Hirsch, GMT Transit Planning

10/11/2017

DRAFT 2018 GREEN MOUNTAIN TRANSIT STRATEGIC PLAN

Goal 1: Improved Financial Stability (Finance Committee)

Objectives:

- A. Balanced budget
 - 1. Capital asset management plan (October 2018)
 - 2. Labor cost containment strategies
- B. New and sustainable revenue streams (grants, advertising revenue, possible legislative changes)
- C. Montpelier Transit Center plan

Measures:

GOAL 2: Enhance User Friendliness (Strategy Committee)

Objectives:

- A. Digital signage for transit system
 - 1. Implement Route Shout
- B. Expanded wireless connectivity along routes and near stops
 - 1. Implement Route Shout
 - 2. Audit site/routes
- C. Amenity oriented transit centers and stops
- D. Improved public communication (Phase II ITS)
 - 1. Voice
 - 2. Mobile Ticketing
 - 3. Automated Passenger Counter Signal Prioritization

Measures:

Goal 3: Increased Ridership (Operations Committee/Strategy?)

Objectives:

- A. Measure and achieve 90% on-time performance
- B. Implement marketing and public affairs plan
- C. Improved passenger amenities, ITS (information technology systems), parking, and public communication
- D. Improved multi modal connections

Measures:

Goal 4: Operational (Operations Committee) Excellence, Efficiency, and Safety

Objectives:

- A. Implement new updated training programs for Operations and Maintenance including prevention and safety topics
- B. Provide reliable fleet
 - 1. reduce roads call
 - 2. Increase % of PMs completed on time
 - 3. reduce average age of fleet)
- C. Improved customer service (complaints/compliments)
 - 1. Quarterly customer surveys
 - 2. CSR training Manual
 - 3. On line customer feedback
- D. Maintain positive labor & employee relationships
- E. Analyze current Performance Improvement Plan (PIP) metrics and recommend changes

Measures:

Goal 5: Board is Engaged with GMT and Informed on Public Transit Issues(Leadership)

Objectives:

- A. Attendance and participation in assigned committee meetings
- B. Participation in Board training events (external and internal)
- C. Informed ridership experiences

Measures:

Goal 6: Operate Efficient and Accessible Paratransit and Medicaid Services (Operations/Strategy)

Objectives:

- A. Analysis of current services including rural ADA and recommend changes
- B. Evaluation of Non-Emergency Medical Transportation (NEMT aka Medicaid) contract services
- C. Review Charter to include name change and community assessments ???

Measures:

Goal 7: Improve energy efficiency (Operations)

Objectives:

- A. Energy efficiency Plan

1. Complete third party consultant review and recommendations
- B. Improved fleet efficiency
 1. Add electric buses to GMT's fleet (pending grant approval)
- C. Improved facility efficiency
- D. Plan with Vtrans and RPCs to meet state energy goals
- E. Implement recommended fuel changes

Measures:

- Unit of energy consumed by facilities and fleet
- Cost of energy for facilities and fleet

Goal 7: GMT will be an asset to the community (Strategy/Leadership)

Objectives:

- A. Productive relationships with VTRANS and the FTA
- B. Understand community/customer needs and priorities
- C. Coordination with regional planning commissions
- D. Established public policy priorities with state and federal legislative representatives

Measures:

Goal 8: Improved systemwide delivery effectiveness and efficiency (Operations/Strategy)

Objectives:

- A. Completed Comprehensive Service Analysis (CSA) and NextGen Study Report
- B. Completed fare and fare media analysis
- C. Prioritization for implementation
- D. Improved service structure based on recommendations
- E. Improved inter-regional connectivity based on CSA results

Measures:

Goal 9: Upgraded and improved GMT facilities (Operations)

Objectives:

- A. 1 Industrial Ave.
- B. 15 Industrial
- C. Downtown Transit Center
- D. Berlin Facility
- E. St. Albans
- F. Stowe Garage

Measures: