

AGENDA
Green Mountain Transit Board of Commissioners
September 19th 2017, 9:00 a.m.
Gallery at the Main Street Landing Performing Arts Center
60 Lake Street 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.

- 8:30 a.m. 1. Coffee, pastries and greetings
- 9:00 a.m. 2. Open Meeting
- 9:01 a.m. 3. Adjustment of the Agenda
- 9:06 a.m. 4. Public Comment
- 9:10 a.m. 5. Consent Agenda*
- August 15th, 2017 Board Meeting Minutes (pages 3-6)
 - Check Register (pages 7-14)
 - Finance and Project Development Report (pages 15-22)
 - Maintenance and Planning Report (pages 23-24)
 - Operations Report (page 24)
 - Marketing Report (page 25)
 - IT Support, & Human Resources Report (page 26)
 - Ridership Reports (page 27-29)
 - ADA
 - GMT
- 9:15 a.m. 6. NextGen Update (page 30)
- 10:15 a.m. 7. Financial Update
 - History/Fund Balance/Future Forecast
- 10:35 a.m. 8. GMT Funding & Assessments
 - Understanding assessments, ADA, E&D, Medicaid & Local Match
 - Medicaid Update
 - Equity Discussion

11:30 a.m. 9. Lunch

12:30 p.m. 10. Employer Paid Pass Discount Policy* (page 31)

12:40 p.m. 11. Capital Shuttle Service* (page 32-33)

12:50 p.m. 12. Strategic Planning Process

2:00 p.m. 13. Legislative Update

- Company Name Change to Green Mountain Transit

2:30 p.m. 14. Fleet Composition

3:00 p.m. 15. GM & Committee reports

- *Finance Committee: Next scheduled meeting is Tuesday October 10th @ 9am*
- *Leadership Committee: Next scheduled meeting is Thursday October 12th @ 9:00 am*
- *Operations Committee: Next scheduled meeting is Monday October 2nd @ 9:00 am*
- *Strategy Committee: Next schedules meeting is Monday October 16th @ 8:00 am*

3:30 p.m. 16. Adjourn

Next GMT Board meeting date: October 17th, 2017 @ 7:30 am.

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 John Robinson at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.
- 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: August 15, 2017

Time: 7:30 AM

Place: GMT

15 Industrial Parkway
Burlington, VT 05401

Present:

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

Mark Sousa, General Manager
Trish Redalieu, Director of Human Resources
Bob Young, Director of Operations
Jordan Nelle, Controller
Kim Wall, Grants Manager
Jamie Smith, Marketing and Public Affairs Manager
John Robinson, Human Resources Coordinator
Rob Slingerland, Chief Steward
Greg Greenwood, Dispatch

Members of the Public:

Amy Brewer, Alternate Commissioner, Williston
Karla Munson, Alternate Commissioner, Hinesburg

Not Present:

Rob Moore, Commissioner, Lamoille County

1. Open Meeting

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

2. Adjustment of the Agenda

Chair Kaynor informed the Board that item nine in the packet did not include the handout but it would be handed out during item nine and emailed to those on the phone.

3. Public Comment

There was no public comment.

4. Consent Agenda

Secretary Barton noted that the minutes needed some edits; however, they were not substantive. Chair Kaynor agreed and Treasurer Dimitruk requested they be pulled from the content agenda for Board discussion. Treasurer Dimitruk

made a motion to adopt the consent agenda with the removal of the previous month's minutes and was seconded by commissioner Miles. Discussion of the consent agenda followed.

Commissioner Pouech addressed a concern on the Check Registry. He feels it could be beneficial to the Board when reviewing the line items that all are designated to a category or have an explanation. Jordan Nelle, Controller, explained that they currently assign a category or explanation at a certain threshold, however, she is willing to work within the department to address the Board's concern and ensure each item has a description. Chair Kaynor also pointed out that the first month of the new fiscal year showed improvement over the prior year in ridership but wanted to wait to see a trend before digging into the numbers.

All were in favor of the adoption of the consent agenda with the removal of the previous month's minutes.

Chair Kaynor reviewed the previous month's minutes and noted several areas to be corrected with the help of Secretary Barton. All changes were grammatical except the removal of the line "Ideally, Mr. Sousa sees the project being completed by July 1st, 2018" under NextGen Update and Exercise.

Vice Chair Chittenden made a motion to approve the minutes as presented by Chair Kaynor and Secretary Barton. Commissioner Buermann seconded the motion. All were in favor and the motion was approved.

Alternate Waninger entered at 7:44 AM.

5. Staff Recognition

Mark Sousa, General Manager, presented Mr. Gregory Greenwood with a token of appreciation on behalf of GMT staff and the Board. Mr. Greenwood was presented with an oil lamp in completion of his forty years of service in May. Mr. Greenwood received a standing ovation from those in attendance.

6. NextGen Update

Jon Moore, Director of Maintenance and Planning, wrote an update for the Board packet in his absence for today's meeting. Mr. Sousa reviewed the update and explained that all urban routes have been analyzed. In addition, at the next NextGen Advisory Committee meeting Will Rodman, Nelson Nygaard's para-transit expert will be attending and working on the analysis of the overall ADA project. The Board discussed a potential disconnect between their expectations and the current analysis being performed. Nelson Nygaard will attend the Board retreat to present an update and field Board questions.

7. Teamsters Discussion

Rob Slingerland, Chief Steward, addressed the Board with how current communication among management and the union are gone. Mr. Slingerland explained that since the strike there has been strong improvements. The current management is up front and transparent with decisions and keeps the union informed. He feels they are in a great place.

Mr. Slingerland also spoke on a current petition he started for Yield to the Bus. Over his many years of driving, he has noticed a consistent danger during bus stops with cars speeding passed. This causes a very unsafe reentry into traffic. The petition requests that, like many other states, motorists must yield the right-of-way to transit buses merging into traffic from a bus stop. Mr. Slingerland will continue working with Mr. Sousa in hopes to present this to legislation.

8. Updated Marketing Plan

Jamie Smith, Marketing and Public Outreach Manager, reviewed the Marketing plan in the Board packet. She explained that essentially the plan remained the same from last year, however, there is a much heavier focus on Social Media and Public Affairs outreach. She also explained that outreach for NextGen has continued through events such as local farmers markets. A large piece of marketing will take place around the recruitment of volunteer drivers. Discussions took place regarding the Marketing plan and two areas of focus arrived. Some members of the Board would like to see a way to track the results of the marketing avenues chosen. The Board also hopes to see other methods to reach out to current and previous riders on their perception of the service with areas of strength and weakness.

9. Employer Paid Discount Pass Policy

Ms. Smith reviewed the proposed change to the current Employer Paid Discount Policy. The proposed change would no longer allow for doubled discounts. Under the current policy, employers can purchase already discounted passes at a discounted rate. The change would only allow full fare passes to be sold at a discounted rate. Members of the Board wanted to ensure that this would not affect current members participating under the program and what marketing tools will be used to reach out to potential new members. The policy will be voted on at the Board Retreat in the coming month.

10. Medicaid Update

Mr. Sousa directed the Board to page 31 in the packet to review the VPTA Member Payment Distribution sheet. GMT is the lowest rate at \$21.68. He also informed the Board that VPTA was meeting with Medicaid this morning. With some agencies losing money there is discussion on the possibility of at least one member backing out of the contract. With the rates set by VPTA there is concern that more agencies will begin to see loses. GMT has seen improvements due to no longer traveling to Newport but the numbers are not solidified yet. Mr. Sousa will bring the reconciled costs to the retreat for Board review. The Board had questions on how the rates were assigned and how certain agencies are making money while others fail. Mr. Sousa stated that the rates were set through VPTA. The first vote for \$28.68 for all members was voted down and it was decided, against his input, to have all members maintain their current rates. He then explained that for profit agencies tend to make money by decreasing the customer service aspect and create large centrally located call-centers. There are still many uncertainties to speculate on, however, Mr. Sousa will continue to keep the Board informed of any possible impacts it may cause GMT.

11. GM & Committee Reports

Leadership Committee did not meet but the next scheduled meeting is September 12, at 10:30 AM. Chair Kaynor informed the Board that Commissioner Garabedian has stepped down. Alternate Commissioner Waninger will represent Washington County until the Commissioner role is assigned, and Alternate Brewer will be joining the Finance Committee. Chair Kaynor explained that the Board retreat agenda is being finalized and it will be emailed out to the Board once done, prior to the packet.

Finance Committee met and reviewed Medicaid. They also prepared for the audit and began the talk of a new RFP for future audits.

Operations Committee continued work with the PIP. Much data has been collected and there are now graphic charts to reflect yearly trends. They continue to work on energy efficiency while working with management to come up with tracking systems and someone to oversee energy usage. Operations will soon have confirmed data for on-time performance tracking.

Strategy Committee met but did not have a quorum. They discussed the Marketing plan, Employer Discount Passes, and Route Match. The next meeting will be held on September 11, at 8 AM.

Mr. Sousa informed the board that the on-time performance report is the first report pulled from Route Shout. They will be verifying the numbers and looking to improve on the current 91% rating. Route Match is working on the data conversion to implement into the test platform for the rural areas.

Mr. Sousa also explained that VTrans operation funds were executed but no capital funds were expended. He will continue to keep the Board informed as he becomes aware of any news.

12. Adjourn

Vice Chair Chittenden made a motion to adjourn and was seconded by Treasurer Dimitruk. All were in favor and the meeting adjourned at 9:35 AM.

Respectfully Submitted,

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
7/25/2017	V581	Costco	82398	1,456.80	TV for board room
7/25/2017	V261	Green Mountain Power	82399	1,352.04	Utilities
7/25/2017	V267	Lincoln Financial Group	82400	10.21	
7/25/2017	V280	Mutual of Omaha Insurance Co.	82401	118.77	
7/25/2017	V285	New York Life	82402	43.32	
7/25/2017	V410	Vermont Gas Systems, Inc.	82403	379.27	
7/28/2017	V104	Chagnon, Robert	82404	143.85	Payroll tax Correction
7/28/2017	V354	Devarney, Rodney	82405	127.72	Payroll tax Correction
7/28/2017	V111	Driver, Toney	82406	92.22	
7/28/2017	V1556	Ghimire, Dipendra	82407	48.34	
7/28/2017	V1554	Gurung, Birkha	82408	62.15	
7/28/2017	V117	Guyette, Howard	82409	168.29	Payroll tax Correction
7/28/2017	V1552	Hall, Nicholas	82410	118.70	
7/28/2017	V358	Kilburn, Shawn	82411	143.26	Payroll tax Correction
7/28/2017	V34	Maple, Walter	82412	170.70	Payroll tax Correction
7/28/2017	V1547	Mohamud, Adan	82413	71.88	
7/28/2017	V1551	Nshimyeimana, Alex	82414	60.94	
7/28/2017	V1553	Rai, Dilip	82415	59.91	
7/28/2017	V144	Slingerland, Michael	82416	101.97	Payroll tax Correction
7/28/2017	V1555	Tiwari, Gum	82417	43.71	
7/28/2017	V408	Pitney Bowes - Purchase Power	82418	150.00	
7/28/2017	V1446	M T Wallets, LLC	EFT000000012294	2,600.00	Lease
7/28/2017	V10	Vermont Office of Child Support	EFT000000012295	769.52	
7/28/2017	V1467	Charles Schwab	V1467 2017 0728	14,643.09	Retirement
7/28/2017	V265	ICMA	V265 2017 0728	1,764.58	Retirement
7/28/2017	V266	IRS - EFTPS	V266 2017 0728	91,127.42	Payroll Taxes
7/28/2017	V364	Vermont Dept of Taxes	V364 2017 0728	10,942.31	Payroll Taxes
8/1/2017	V364	Vermont Dept of Taxes	V364 2017 0801	100.00	
8/2/2017	V316	Able Paint, Glass & Flooring Co.	82446	16.20	
8/2/2017	V1558	Aella Consulting Group, Inc.	82447	2,305.00	Consulting invoice
8/2/2017	V332	Alliance Bus Group Inc	82448	41.46	
8/2/2017	V1366	Berlinghoff Site Work LLC	82449	795.00	
8/2/2017	V1282	Bernard Group, The	82450	200.85	
8/2/2017	V223	Bond Auto Parts	82451	421.90	
8/2/2017	V425	BSC Industries, Inc.	82452	268.15	
8/2/2017	V225	Burlington Electric Department	82453	6,937.31	Utilities
8/2/2017	V226	Burlington Public Works-Water	82454	157.15	
8/2/2017	V228	C.I.D.E.R., Inc.	82455	20,055.60	E and D Services
8/2/2017	V443	Central Vermont Chamber	82456	556.00	
8/2/2017	V220	Class C Solutions Group	82457	306.20	
8/2/2017	V600	Cody Chevrolet	82458	3,125.64	8 Part invoices
8/2/2017	V238	Crystal Rock Bottled Water	82459	168.00	
8/2/2017	V240	D & M Fire and Safety Equipment	82460	1,001.00	2 service Invoices
8/2/2017	V417	Dion Security, Inc.	82461	16.72	

8/2/2017 V245	DRIVE	82462	42.00	
8/2/2017 V246	Duffy Waste & Recycling	82463	54.00	
8/2/2017 V321	Empire Janitorial Supply Company	82464	129.35	
8/2/2017 V250	Fisher Auto Parts	82465	2,237.15	39 Part Invoices
8/2/2017 V256	Genfare	82466	959.94	
8/2/2017 V257	Gillig Corp.	82467	302.00	
8/2/2017 V259	Grainger	82468	69.44	
8/2/2017 V260	Green Mountain Kenworth, Inc.	82469	2,287.81	9 Part Invoices
8/2/2017 V1204	Interstate Batteries	82470	274.88	
8/2/2017 V1246	Kids VT	82471	1,285.00	advertising
8/2/2017 V328	Kirk's Automotive Inc.	82472	304.38	
8/2/2017 V1509	Lawson Products, Inc	82473	151.06	
8/2/2017 V702	Lincoln National Life Insurance Company	82474	12,715.11	Insurance
8/2/2017 V1162	Lowell Mcleods Inc.	82475	141.50	
8/2/2017 V1557	Main Street Landing, LLC	82476	250.00	
8/2/2017 V273	MCI	82477	10.10	
8/2/2017 V792	Myers Container Service Corp.	82478	144.66	
8/2/2017 V1529	Nelson Nygaard	82479	67,943.77	Planning and consulting
8/2/2017 V996	New England Air Systems	82480	1,338.37	2 service Invoices
8/2/2017 V284	New G.H. Berlin Oil Company	82481	2,103.18	4 part invoices
8/2/2017 V464	Northeast Air Solutions, Inc.	82482	109.00	
8/2/2017 V290	Peterson Consulting, Inc.	82483	443.75	
8/2/2017 V864	Rick's Towing & Repair, Inc.	82484	375.00	
8/2/2017 V296	Rouse Tire Sales	82485	932.76	
8/2/2017 V854	S2Technology	82486	1,260.00	1 It invoice
8/2/2017 V298	Sanel Auto Parts Co.	82487	99.54	
8/2/2017 V299	SB Collins, Inc.	82488	40,609.40	7 Fuel Invoices
8/2/2017 V686	Shearer Chevrolet	82489	1,655.79	8 Part invoices
8/2/2017 V308	Steadman Hill Consulting, Inc.	82490	6,809.74	Consulting invoice
8/2/2017 V311	Teamsters Local 597	82491	7,077.08	Union Dues
8/2/2017 V734	Thermo King Northeast/Dattco	82492	37.18	
8/2/2017 V452	Times Argus, The	82493	402.29	
8/2/2017 V1030	UniFirst Corporation	82494	524.15	
8/2/2017 V315	United Parcel Service	82495	16.94	
8/2/2017 V314	Unum Life Insurance	82496	364.00	
8/2/2017 V334	Vanasse Hangen Brustlin, Inc.	82497	535.51	
8/2/2017 V351	Vantage Press	82498	236.12	
8/2/2017 V391	Verizon Wireless	82499	892.40	
8/2/2017 V1466	Vermont Electrical Contracting LLC	82500	987.80	
8/2/2017 V336	W.B Mason Co., Inc.	82501	704.66	
8/2/2017 V707	Westward Equipment Service	82502	8,132.97	Lift work
8/2/2017 V454	World Publications	82503	285.20	
8/2/2017 V303	SSTA	82504	33,087.32	E and D Services
8/4/2017 V1423	Alling, Andrew	82419	38.53	
8/4/2017 V1025	Alter, Charles	82420	201.18	Volunteer

8/4/2017 V1480	Andrews-Ford, Sheri	82421	86.14	
8/4/2017 V156	Anthony, Peter	82422	774.24	Volunteer
8/4/2017 V1289	Blanchard, Anne	82423	231.12	Volunteer
8/4/2017 V1135	Blanchard, Thomas	82424	99.52	
8/4/2017 V935	Bourbeau, Brittany	82425	60.00	
8/4/2017 V1482	Cady, Duane	82426	123.60	Volunteer
8/4/2017 V1436	Cameron, Darwin	82427	64.22	
8/4/2017 V1389	Carvalhosa, Fernando	82428	257.36	Volunteer
8/4/2017 V471	Constantine, Julia	82429	445.21	Volunteer
8/4/2017 V168	Fay, Carol	82430	65.30	
8/4/2017 V1156	Gove, Gail	82431	68.48	
8/4/2017 V203	Ladd, Joyce	82432	10.70	
8/4/2017 V175	LeBlanc, Richard	82433	286.35	Volunteer
8/4/2017 V1397	McGinnis, Devan	82434	460.19	Volunteer
8/4/2017 V181	Owen, Helen	82435	771.00	Volunteer
8/4/2017 V1138	Pease, Charles	82436	142.56	Volunteer
8/4/2017 V1478	Starbuck, Pammella	82437	41.73	
8/4/2017 V881	Wakefield, Richard	82438	310.36	Volunteer
8/4/2017 V944	Woodward, Patricia	82439	498.19	Volunteer
8/4/2017 V1487	Chamberlin, Justin	82440	192.32	Dcap reimbursement
8/4/2017 V355	Fleming, Ronald	82441	550.00	Tool Reimbursement
8/4/2017 V1136	Gurung, Damber	82442	100.00	Shoe reimbursement
8/4/2017 V1365	Robinson, John	82443	25.98	
8/4/2017 V147	Sumner, Mary	82444	89.95	
8/4/2017 V1559	Tiwari, Indra	82445	100.00	Shoe reimbursement
8/4/2017 V153	Alburgh Taxi	EFT000000012296	1,073.40	Volunteer
8/4/2017 V55	Boudreau, James	EFT000000012297	997.43	Volunteer
8/4/2017 V1007	Bova, Wendy	EFT000000012298	490.13	Volunteer
8/4/2017 V1150	Bruley SR, Mark	EFT000000012299	669.45	Volunteer
8/4/2017 V1448	Buckley, Barbara	EFT000000012300	463.91	Volunteer
8/4/2017 V548	Burnor, David	EFT000000012301	646.94	Volunteer
8/4/2017 V1291	Callan, Linda	EFT000000012302	110.76	Volunteer
8/4/2017 V1377	Cleary, Diane	EFT000000012303	148.74	Volunteer
8/4/2017 V60	Farr, Delores	EFT000000012304	271.31	Volunteer
8/4/2017 V1491	Gamelin, Roger	EFT000000012305	485.30	Volunteer
8/4/2017 V1434	Giuffre, Martin	EFT000000012306	113.45	Volunteer
8/4/2017 V1097	Graham JR., Lewis	EFT000000012307	765.70	Volunteer
8/4/2017 V1117	Hall, John	EFT000000012308	674.70	Volunteer
8/4/2017 V67	Jewett, Sheryl	EFT000000012309	121.47	Volunteer
8/4/2017 V174	Langlois, Paulette	EFT000000012310	936.28	Volunteer
8/4/2017 V1420	Lawyer, Ronald	EFT000000012311	310.91	Volunteer
8/4/2017 V70	LeClair, Raymond	EFT000000012312	537.78	Volunteer
8/4/2017 V71	Lightholder, Stephen	EFT000000012313	115.05	Volunteer
8/4/2017 V74	Markham, Laurel	EFT000000012314	259.50	Volunteer
8/4/2017 V75	Martin, Ronald	EFT000000012315	862.54	Volunteer

8/4/2017 V1440	Menard, Leighanne	EFT000000012316	134.85	Volunteer
8/4/2017 V1018	Metivier, Shelli	EFT000000012317	706.20	Volunteer
8/4/2017 V82	Parah, Donna	EFT000000012318	366.56	Volunteer
8/4/2017 V83	Parah, Maurice	EFT000000012319	893.04	Volunteer
8/4/2017 V86	Pike, Gail	EFT000000012320	1,050.55	void
8/4/2017 V771	Sammons, Chandra	EFT000000012321	369.76	Volunteer
8/4/2017 V89	Sayers, Gail	EFT000000012322	526.52	Volunteer
8/4/2017 V1236	Sayers, James	EFT000000012323	258.95	Volunteer
8/4/2017 V93	Timm, Marta	EFT000000012324	554.32	Volunteer
8/4/2017 V522	Turcotte, S Jeanette	EFT000000012325	322.64	Volunteer
8/4/2017 V397	White, Brian	EFT000000012326	543.64	Volunteer
8/4/2017 V97	Yandow, Dennis	EFT000000012327	601.99	Volunteer
8/4/2017 V86	Pike, Gail	EFT000000012328	1,038.55	Volunteer
8/4/2017 V111	Driver, Toney	EFT000000012329	45.00	
8/4/2017 V29	Hirsch, Alain	EFT000000012330	59.36	
8/4/2017 V38	Moore, Jon	EFT000000012331	192.31	Dcap reimbursement
8/4/2017 V135	Norton, Michael	EFT000000012332	776.03	FSA reimbursement
8/4/2017 V137	Plante, Karen	EFT000000012333	65.00	
8/4/2017 V43	Reynolds, Clayton	EFT000000012334	100.00	
8/4/2017 V17	Smith, Jamie L	EFT000000012335	102.80	Dcap reimbursement
8/4/2017 V1474	Whitaker, Cheryl	EFT000000012336	299.70	FSA reimbursement
8/11/2017 V279	ABC Bus Companies-Muncie	82506	980.63	
8/11/2017 V415	Amazon	82507	1,383.12	11 Computer desks chairs and It assessories
8/11/2017 V214	AT&T Mobility	82508	71.55	
8/11/2017 V219	Aubuchon C/O Blue Tarp Financial, Inc.	82509	121.98	
8/11/2017 V696	BANG	82510	1,669.26	Advertising
8/11/2017 V223	Bond Auto Parts	82511	2,450.00	2 Part Invoices
8/11/2017 V362	Burlington Free Press	82512	124.50	
8/11/2017 V226	Burlington Public Works-Water	82513	130.09	
8/11/2017 V227	Burlington Telecom	82514	2,010.43	Telephone and Internet
8/11/2017 V293	Charlebois, R.R Inc.	82515	600.00	
8/11/2017 V235	Clark's Truck Center	82516	2,994.05	1 Repair invoice
8/11/2017 V220	Class C Solutions Group	82517	645.66	
8/11/2017 V239	Cummins Northeast LLC	82518	1,025.42	6 Part Invoices
8/11/2017 V240	D & M Fire and Safety Equipment	82519	1,320.00	1 Fire and safety Equipment Invoice
8/11/2017 V735	DXC Technology	82520	254,067.92	Medicaid corrections
8/11/2017 V250	Fisher Auto Parts	82521	342.63	
8/11/2017 V253	FleetWave Partners, LLP	82522	3,114.00	3 radio Invoices
8/11/2017 V257	Gillig Corp.	82523	373.95	
8/11/2017 V260	Green Mountain Kenworth, Inc.	82524	601.03	
8/11/2017 V261	Green Mountain Power	82525	20.99	
8/11/2017 V326	J&B International Trucks, Inc.	82526	279.80	
8/11/2017 V328	Kirk's Automotive Inc.	82527	675.00	
8/11/2017 V1509	Lawson Products, Inc	82528	87.24	
8/11/2017 V270	Lowe's	82529	251.21	
8/11/2017 V1191	Lucky's Trailer Sales Inc.	82530	9,063.36	1 replaced motor invoice
8/11/2017 V1455	Mag & Sons Clothing	82531	202.25	
8/11/2017 V291	Prevost Parts	82532	2,156.76	5 part Invoices
8/11/2017 V864	Rick's Towing & Repair, Inc.	82533	375.00	
8/11/2017 V296	Rouse Tire Sales	82534	3,116.08	2 Tire Invoices
8/11/2017 V298	Sanel Auto Parts Co.	82535	3.56	
8/11/2017 V299	SB Collins, Inc.	82536	14,072.00	Fuel
8/11/2017 V686	Shearer Chevrolet	82537	761.31	
8/11/2017 V302	Sports & Fitness Edge Inc.	82538	907.50	
8/11/2017 V303	SSTA	82539	30,796.78	ADA recalculated
8/11/2017 V1560	State Industrial Products Corporation	82540	252.52	

8/11/2017 V734	Thermo King Northeast/Dattco	82541	2,368.11	3 part Invoices
8/11/2017 V315	United Parcel Service	82542	10.09	
8/11/2017 V391	Verizon Wireless	82543	2,568.89	3 telephone Invoices
8/11/2017 V410	Vermont Gas Systems, Inc.	82544	102.16	
8/11/2017 V1467	Charles Schwab	V1467 2017 0811	14,612.04	Retirement
8/11/2017 V264	ICMA	V264 2017 0811	2,367.46	Retirement
8/11/2017 V266	IRS-EFTPS	V266 2017 0811	95,504.94	Payroll Taxes
8/11/2017 V364	Vt. Dept of taxes	V364 2017 0811	11,838.07	Payroll Taxes
8/11/2017 V10	VT Office of Child Support	EFT000000012337	769.52	
8/18/2017 V1025	Alter, Charles	82545	201.20	Volunteer
8/18/2017 V1480	Andrews-Ford, Sheri	82546	222.61	Volunteer
8/18/2017 V156	Anthony, Peter	82547	959.89	Volunteer
8/18/2017 V1289	Blanchard, Anne	82548	17.12	
8/18/2017 V1135	Blanchard, Thomas	82549	10.70	
8/18/2017 V1482	Cady, Duane	82550	86.14	
8/18/2017 V1436	Cameron, Darwin	82551	143.39	Volunteer
8/18/2017 V471	Constantine, Julia	82552	485.87	Volunteer
8/18/2017 V1382	Crowl, Steven	82553	60.46	
8/18/2017 V168	Fay, Carol	82554	38.56	
8/18/2017 V1084	Fisher, Allan	82555	66.34	
8/18/2017 V1516	Gagnon, Chaz	82556	245.52	Volunteer
8/18/2017 V1156	Gove, Gail	82557	147.13	Volunteer
8/18/2017 V1524	Graham, Martha	82558	487.98	Volunteer
8/18/2017 V203	Ladd, Joyce	82559	85.62	
8/18/2017 V205	LeBlanc, Alice	82560	56.72	
8/18/2017 V175	LeBlanc, Richard	82561	44.96	
8/18/2017 V1297	Lund, Theresa	82562	56.16	
8/18/2017 V1397	McGinnis, Devan	82563	196.37	Volunteer
8/18/2017 V181	Owen, Helen	82564	1,055.19	Volunteer
8/18/2017 V1138	Pease, Charles	82565	205.92	Volunteer
8/18/2017 V1562	Roberts, Carrie	82566	11.80	
8/18/2017 V1548	Robitaille, Jill	82567	171.36	Volunteer
8/18/2017 V1549	Ware, Michael	82568	65.81	
8/18/2017 V922	Waring, Russel	82569	48.69	
8/18/2017 V1561	Webber, Rebecca	82570	42.80	
8/18/2017 V962	Williams, Kenneth	82571	83.88	
8/18/2017 V944	Woodward, Patricia	82572	317.85	Volunteer
8/18/2017 V1487	Chamberlin, Justin	82573	192.32	Dcap reimbursement
8/18/2017 V1174	Eddy, Hunter	82574	19.25	
8/18/2017 V1413	Holm, Cody	82575	1,100.00	Tool Reimbursement
8/18/2017 V129	Lawrence, Richard	82576	157.47	FSA reimbursement
8/18/2017 V130	Leclair, Paul	82577	94.96	
8/18/2017 V1045	Mead, Christopher	82578	39.00	
8/18/2017 V316	Able Paint, Glass & Flooring Co.	82579	2,185.11	carpet, Paint thinner and hardware
8/18/2017 V217	Airgas USA, LLC	82580	205.67	
8/18/2017 V248	Bay State Elevator Company	82581	449.79	
8/18/2017 V223	Bond Auto Parts	82582	87.73	
8/18/2017 V224	Burlington Communications	82583	1,045.25	3 Invoices New Radio And 2 Service
8/18/2017 V1510	Burlington Police Department	82584	75.00	
8/18/2017 V226	Burlington Public Works-Water	82585	1,929.27	2 Water Bills
8/18/2017 V159	Champlain Oil Company, Inc.	82586	13,575.00	Fuel
8/18/2017 V220	Class C Solutions Group	82587	494.84	
8/18/2017 V374	Clear Choice Auto Glass, A	82588	220.00	
8/18/2017 V1240	ClearChoiceMD	82589	694.00	
8/18/2017 V600	Cody Chevrolet	82590	2,160.04	17 Part Invoices
8/18/2017 V239	Cummins Northeast LLC	82591	8,465.36	3 Part Invoices
8/18/2017 V163	D & M Petroleum, Inc.	82592	42.78	
8/18/2017 V417	Dion Security, Inc.	82593	68.00	
8/18/2017 V250	Fisher Auto Parts	82594	2,296.95	28 Part Invoices
8/18/2017 V252	FleetPride, Inc	82595	464.89	
8/18/2017 V1347	Foley Distributing Corp.	82596	1,188.78	5 Maintance Supply Invoices
8/18/2017 V394	Formula Ford Inc.	82597	1,376.28	2 Part Invoices
8/18/2017 V799	Gauthier Trucking Company, Inc.	82598	297.96	
8/18/2017 V257	Gillig Corp.	82599	4,261.50	5 Part Invoices
8/18/2017 V259	Grainger	82600	76.32	

8/18/2017 V261	Green Mountain Power	82601	1,225.97	1 Utility Invoice
8/18/2017 V446	Janek Corporation, The	82602	478.00	
8/18/2017 V328	Kirk's Automotive Inc.	82603	1,318.78	2 Part Invoices
8/18/2017 V647	Lake Street Auto Sales & Service	82604	76.71	
8/18/2017 V1509	Lawson Products, Inc	82605	542.26	
8/18/2017 V267	Lincoln Financial Group	82606	10.21	
8/18/2017 V268	Loomis	82607	182.54	
8/18/2017 V1162	Lowell Mcleods Inc.	82608	38.84	
8/18/2017 V273	MCI	82609	6,136.10	7 Part Invoices
8/18/2017 V1068	Midwest Bus Corporation	82610	590.00	
8/18/2017 V278	Mohawk Mfg. & Supply Co.	82611	1,632.43	1 Part Invoice
8/18/2017 V283	Neopart LLC	82612	980.44	
8/18/2017 V325	Northern Tool & Equipment Catalog Cor	82613	694.69	
8/18/2017 V534	Omega Electric	82614	333.23	
8/18/2017 V1484	Parsons Environment & Infrastructure Gr	82615	37.57	
8/18/2017 V289	People's United Businesscard Services	82616	4,946.95	5 credit cards Travel Employment ads
8/18/2017 V545	Pitney Bowes - Leasing	82617	75.00	
8/18/2017 V291	Prevost Parts	82618	1,439.83	3 Part Invoices
8/18/2017 V864	Rick's Towing & Repair, Inc.	82619	125.00	
8/18/2017 V296	Rouse Tire Sales	82620	937.18	
8/18/2017 V1251	RouteMatch Software, Inc.	82621	77,737.30	Para Transit Software
8/18/2017 V854	S2Technology	82622	217.50	
8/18/2017 V297	Safety-Kleen Systems, Inc.	82623	176.11	
8/18/2017 V299	SB Collins, Inc.	82624	28,049.19	Fuel
8/18/2017 V303	SSTA	82625	86,169.04	ADA July
8/18/2017 V308	Steadman Hill Consulting, Inc.	82626	460.32	
8/18/2017 V734	Thermo King Northeast/Dattco	82627	2,508.84	3 Part Invoices
8/18/2017 V1030	UniFirst Corporation	82628	96.64	
8/18/2017 V876	Vehicle Maintenance Program, Inc.	82629	151.09	
8/18/2017 V1459	Vermont Information Consortium LLC	82630	144.00	
8/18/2017 V385	Vermont Offender Work Program	82631	60.00	
8/18/2017 V336	W.B Mason Co., Inc.	82632	268.89	
8/18/2017 V251	Wex Fleet Universal	82633	8,904.25	Fuel
8/18/2017 V153	Alburgh Taxi	EFT000000012338	3,536.60	Volunteer
8/18/2017 V55	Boudreau, James	EFT000000012339	865.73	Volunteer
8/18/2017 V1007	Bova, Wendy	EFT000000012340	518.51	Volunteer
8/18/2017 V1150	Bruley SR, Mark	EFT000000012341	1,014.47	Volunteer
8/18/2017 V1448	Buckley, Barbara	EFT000000012342	329.59	Volunteer
8/18/2017 V548	Burnor, David	EFT000000012343	606.78	Volunteer
8/18/2017 V1291	Callan, Linda	EFT000000012344	71.19	
8/18/2017 V1377	Cleary, Diane	EFT000000012345	87.21	
8/18/2017 V60	Farr, Delores	EFT000000012346	599.30	Volunteer
8/18/2017 V1491	Gamelin, Roger	EFT000000012347	473.01	Volunteer
8/18/2017 V1097	Graham JR., Lewis	EFT000000012348	654.96	Volunteer
8/18/2017 V1117	Hall, John	EFT000000012349	486.89	Volunteer
8/18/2017 V170	Hertz, Kenneth	EFT000000012350	342.99	Volunteer
8/18/2017 V174	Langlois, Paulette	EFT000000012351	956.18	Volunteer
8/18/2017 V1420	Lawyer, Ronald	EFT000000012352	363.35	Volunteer
8/18/2017 V70	LeClair, Raymond	EFT000000012353	207.61	Volunteer
8/18/2017 V71	Lightholder, Stephen	EFT000000012354	189.95	Volunteer
8/18/2017 V74	Markham, Laurel	EFT000000012355	435.01	Volunteer
8/18/2017 V75	Martin, Ronald	EFT000000012356	474.59	Volunteer
8/18/2017 V1440	Menard, Leighanne	EFT000000012357	94.17	
8/18/2017 V1018	Metivier, Shelli	EFT000000012358	1,059.30	Volunteer
8/18/2017 V82	Parah, Donna	EFT000000012359	661.41	Volunteer
8/18/2017 V83	Parah, Maurice	EFT000000012360	520.10	Volunteer
8/18/2017 V86	Pike, Gail	EFT000000012361	674.92	Volunteer
8/18/2017 V1371	Riendeau, Donald	EFT000000012362	66.96	
8/18/2017 V691	Rogers, Robert	EFT000000012363	122.40	Volunteer
8/18/2017 V771	Sammons, Chandra	EFT000000012364	750.19	Volunteer
8/18/2017 V89	Sayers, Gail	EFT000000012365	909.60	Volunteer
8/18/2017 V1236	Sayers, James	EFT000000012366	173.36	Volunteer
8/18/2017 V1523	Smith, Erika	EFT000000012367	287.93	Volunteer
8/18/2017 V741	Steiner, Timothy	EFT000000012368	47.62	
8/18/2017 V93	Timm, Marta	EFT000000012369	532.92	Volunteer

8/18/2017 V522	Turcotte, S Jeanette	EFT000000012370	74.90	
8/18/2017 V397	White, Brian	EFT000000012371	322.64	Volunteer
8/18/2017 V97	Yandow, Dennis	EFT000000012372	359.57	Volunteer
8/18/2017 V11	Asper, Sheryl	EFT000000012373	315.00	FSA reimbursement
8/18/2017 V1182	Charissakis, John	EFT000000012374	57.43	
8/18/2017 V29	Hirsch, Alain	EFT000000012375	258.18	FSA reimbursement
8/18/2017 V38	Moore, Jon	EFT000000012376	192.31	Dcap reimbursement
8/25/2017 V279	ABC Bus Companies-Muncie	82634	2,232.16	1 Part Invoice
8/25/2017 V217	Airgas USA, LLC	82635	290.83	
8/25/2017 V1305	Allegiant Care	82636	212,125.00	Insurance
8/25/2017 V1334	Background Investigation Bureau, LLC	82637	180	
8/25/2017 V1282	Bernard Group, The	82638	128.75	
8/25/2017 V223	Bond Auto Parts	82639	2,432.54	4 Part Invoices
8/25/2017 V225	Burlington Electric Department	82640	971.61	
8/25/2017 V851	Champlain Medical	82641	900	
8/25/2017 V220	Class C Solutions Group	82642	133.27	
8/25/2017 V1357	CleanPro, Inc	82643	1,137.96	2 Cleaning invoices
8/25/2017 V236	Colonial Supplemental Insurance	82644	34.95	
8/25/2017 V238	Crystal Rock Bottled Water	82645	172.37	
8/25/2017 V239	Cummins Northeast LLC	82646	2,253.14	2 Part Invoices
8/25/2017 V163	D & M Petroleum, Inc.	82647	639.42	
8/25/2017 V241	D & W Diesel, Inc.	82648	527.11	
8/25/2017 V401	Dell Business Credit	82649	3,749.99	1 Computer Invoice
8/25/2017 V243	Dinse, Knapp & McAndrew, P.C	82650	522	
8/25/2017 V246	Duffy Waste & Recycling	82651	57.52	
8/25/2017 V402	Fastenal Company	82652	40.24	
8/25/2017 V250	Fisher Auto Parts	82653	855.03	
8/25/2017 V252	FleetPride, Inc	82654	782.78	
8/25/2017 V253	FleetWave Partners, LLP	82655	6,246.00	6 Radio Invoices
8/25/2017 V1347	Foley Distributing Corp.	82656	525.62	
8/25/2017 V256	Genfare	82657	1,194.27	1 Ticket Invoice
8/25/2017 V257	Gillig Corp.	82658	247.25	
8/25/2017 V258	Gordon Stamp & Engraving	82659	59.22	
8/25/2017 V259	Grainger	82660	407.61	
8/25/2017 V260	Green Mountain Kenworth, Inc.	82661	7,547.96	4 Part Invoices
8/25/2017 V261	Green Mountain Power	82662	164.98	
8/25/2017 V1183	Harlaine D Miller Trust	82663	936.36	
8/25/2017 V263	Heritage Ford	82664	1,381.24	4 Part Invoices
8/25/2017 V1204	Interstate Batteries	82665	956.46	
8/25/2017 V328	Kirk's Automotive Inc.	82666	187.11	
8/25/2017 V1509	Lawson Products, Inc	82667	1,892.76	5 part Invoices
8/25/2017 V1314	Leonardo's Pizza Inc.	82668	179.35	
8/25/2017 V273	MCI	82669	2,422.23	2 Part Invoices
8/25/2017 V1068	Midwest Bus Corporation	82670	61.5	
8/25/2017 V278	Mohawk Mfg. & Supply Co.	82671	1,018.58	1 Part Invoice
8/25/2017 V280	Mutual of Omaha Insurance Co.	82672	118.77	
8/25/2017 V283	Neopart LLC	82673	521.3	
8/25/2017 V996	New England Air Systems	82674	228	
8/25/2017 V284	New G.H. Berlin Oil Company	82675	8,590.23	6 Part Invoices
8/25/2017 V1565	Noyes Automotive and Tire	82676	204.23	
8/25/2017 V545	Pitney Bowes - Leasing	82677	126.27	
8/25/2017 V295	Ribbon Recyclers	82678	143.8	
8/25/2017 V296	Rouse Tire Sales	82679	2,729.08	2 Tire Invoices
8/25/2017 V297	Safety-Kleen Systems, Inc.	82680	142.99	
8/25/2017 V298	Sanel Auto Parts Co.	82681	161.56	
8/25/2017 V299	SB Collins, Inc.	82682	3,438.24	Fuel
8/25/2017 V1465	Scott's Line Striping Inc.	82683	375	
8/25/2017 V304	St. Albans Messenger	82684	385	
8/25/2017 V451	Stowe, Town of Electric Department	82685	99.66	
8/25/2017 V1176	Summit Ventures (Sugrbush)	82686	788	
8/25/2017 V793	SYN-TECH Systems	82687	67.5	
8/25/2017 V186	Tech Group, The	82688	262.5	
8/25/2017 V734	Thermo King Northeast/Dattco	82689	1,354.18	7 Part Invoices
8/25/2017 V1030	UniFirst Corporation	82690	1,358.49	4 rag and uniform Invoices
8/25/2017 V876	Vehicle Maintenance Program, Inc.	82691	412.17	

8/25/2017 V391	Verizon Wireless	82692	892.4
8/25/2017 V468	Vermont Department of Motor Vehicles	82693	24
8/25/2017 V410	Vermont Gas Systems, Inc.	82694	332.67
8/25/2017 V336	W.B Mason Co., Inc.	82695	1,272.11 6 Office Supply Invoices
8/25/2017 V1564	Vt Back & Body Care dba VT CDL Exams	82696	95
8/25/2017 V1467	Charles Schwab	V1467 2017 0825	14993.48 retirement
8/25/2017 V264	ICMA	V 264 2017 0825	1585.19 retirement
8/25/2017 V266	IRS-EFTPS	V266 2017 0825	90635.65 Payroll taxes
8/25/2017 V364	Vermont dept of Taxes	V364 2017 0825	11027.66 Payroll taxes
8/25/2017 V10	VT Office of Child Support	EFT000000012377	746.44

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



Date: September 15, 2017
RE: Finance/Grants/Capital Projects/ADA/Broker Services

The Finance and Grants Departments continue to work through their busy season. The financial audit is approximately three weeks away. Finance and Grants staff are working with other departments to finalize the data needed to tie out FY17 grants, reconcile accounts and prepare the schedules to be presented to the auditors, who will be on site October 2nd-6th. As we work to wrap up FY17, the draft June financials are not being provided to you with this memo as they are not complete and would not provide any conclusive or pertinent information at this time.

We have received the first installment of FY17 state grant prepayment funding for urban and rural state operating, rural 5311, and rural E&D.

We are still working on an amendment to the State grant to add capital funding. VTrans requested a prioritization schedule of all of our Capital Projects, both Urban and Rural, to help them analyze our capital needs. A detailed schedule was prepared with help from representatives from all departments, taking a look at our overall capital funding available and projects we wish to accomplish. An adjusted capital budget, which will also impact the adjustments to the operating budget, will be presented to the Board, hopefully in October, once we have finished negotiating capital funding for FY18 with VTrans.

The federal operating grant has been executed in TrAMS. We are calculating the final FY17 operating drawdown as part of the year-end process. We are also working on final FY17 drawdowns for urban CMAQ and preventive maintenance and the final FY17 rural 5311 and E&D grant revenues.

CCTA's indirect cost rate is calculated annually after the audit report is completed. This rate is submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY18 is 9.86%. For comparison, in FY17 the rate was 9.55%.

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 grant 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.

We continue to benchmark how well we are following our budget by calculating 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 8.33% for the Fiscal Year to date July 31, 2017.

Since it is just the first month of the fiscal year and the budget presented will be adjusted at a later board meeting, I am presenting the budget vs. actual financials for your review without a detailed analysis. For the operating expenses, most of the variances are timing issues since expenses are not evenly spent throughout the year. The benchmark of 8.33% assumes that expenses will be spent evenly over the course of twelve months we can only use this as a tool to evaluate any particular line item.

The following list is a status update on the capital projects to date:

Passenger Shelters

Urban:

- ☆ **Solar Shelter Lighting:** Contractor is currently installing solar panels and lights at designated shelters. While solar hardware is being installed, the Contractor is configuring the electrical connections and will begin connecting power to installed hardware. All remaining solar units have been delivered and the Contractor will take possession next week. Installation is expected to be completed by the end of Fall 2017.
- ☆ **Identification of new shelter locations:** Continuing to evaluate possible locations for a shelter near CCV in Winooski. The shelter located near the intersection of Shelburne Road and Fayette Drive will be removed and put into storage at One Industrial to make way for construction of the new Larkin Terrace residential/commercial building. One of the glass Enseicom shelters currently in storage will be installed at the property following completion of the project 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.
- ☆ **General Shelter Maintenance:** Will reach out to Enseicom to schedule replacement of glass panels at two shelters (one panel per shelter) as well repair of one solar light. There has also been a report of solar lights not working at various shelters on Shelburne road. Will look into solutions to address this, but since these are likely the old "Sol" brand lights, it is uncertain if replacement components are still available.

Rural:

- ☆ Solar lighting to be installed at Plainfield and Marshfield shelters as part of solar lighting project outlined above. Continuing to work with the Walmart corporate office on completion of a bus stop license agreement.

Downtown Transit Center:

Final payment to PC Construction has been issued and a walk through of the DTC was completed with GMT Maintenance, PC Construction, and Steve Carlson. The expiration date for the 1-year warranty of the facility is coming up, so I will be assisting Maintenance in developing service agreements for major components. New transitions for the circulation fans in the ticket booth were installed and a new switch inside the booth was connected. The fans should help reduce the stuffiness inside the ticket booth and the new transitions will make the fans less visible from the waiting area. During the fall, will work on replacing the two heaters closest to the building with higher BTU units to test their performance over the winter. If there is substantial improvement, the remaining heaters on the platform will be replaced during the summer of 2018. Will reach out to Enseicom to update their design of the bike storage conversion of one of their shelters and see if the conversion can be performed in conjunction with the shelter maintenance items outlined above.

Continuing to work with VHB on disposing the remainder of soil from St. Paul Street that was designated for Clinton County. Plan to have a load of soil transported to Clinton County within the next couple of months.

Industrial Parkway Driveway Ramp:

Surveying of existing conditions at the two properties on Industrial was completed this week. Joint meeting with Operations, Maintenance, and VHB to discuss project overview and preliminary concept design of driveway ramp and stormwater offset. Because of the review period for the state stormwater permit, the ramp will not be completed until 2018. Ramp design

and permit applications are anticipated to be completed in the Fall, with a construction procurement being issued during Winter 2018.

GMTA Facility Renovation:

Concept designs for both the new Maintenance garage and main office renovations have been substantially completed. Soil boring around the current 3-bay garage was performed and a report on the soil test results will be submitted to GMT in the next couple of weeks. Currently working with Aella Consulting to incorporate security upgrades into the design. New security equipment at the Berlin facility will be part of the same system currently in place at the DTC and to be implemented at the Burlington facilities. Scheduling hazardous materials testing in both the 3-bay garage and main office building for some time in the next week. Our goal is to have an IFB issued by the end of the month.

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.

Facility Security Upgrades:

60% design documents are close to completion. Preparing procurement documents in conjunction with the design work. This project has currently taken a backseat while the Berlin facility security design gets underway so that it can be incorporated into the final design of the facility renovations. The procurement for equipment and installation is still expected to be issued during the fall.

Montpelier Transit Center:

Continuing to meet with the project team every other week. Transit center design is close to being 100% complete. Currently working with the project team on a procurement for MEPF subcontractor. Once transit center design is complete, will work with Aella Consulting to determine locations for security cameras and card reader access as well as security infrastructure requirements. Continuing to work with staff to determine furnishings and equipment and incorporate them into future capital planning. Working with City of Montpelier and traffic consultant to analyze traffic circulation between Taylor Street and Memorial Drive/State Street.

Big Bus Buy:

Bus build is on schedule and all build questions have been addressed at this time. Continuing to work on securing a bus line inspector for the time that the buses are on line in late November to mid-December. Will be flying to California to perform inspection and sign-off during the week of 12/4.

ADA/Broker Services update:

ADA Urban Program - We met this past month with Morgan Prouty our contact at SSTA, this is the first of monthly meetings that we have started to work to open the lines of communication. This was a great meeting and benefited everyone. In this meeting we discussed issues with the RouteMatch software and some customer service improvements. We also discussed the implantation of a transit rate for billing instead of the seat charge method. We will begin to test this in the training database with hopes of implantation by the end of October.

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 Neighbor Rides to help facilitate this process, with Neighbor Rides focusing on the recruitment 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.

Broker Services – The board doesn’t hear much about our broker services department. This department is responsible for all the bookings of trips for the NEMT, E&D, demand and deviated fixed trips. They must take each trip and decide the appropriate funding source, book the trip and in many cases notify operations so they can schedule appropriately. Under the new NEMT contract we have been required to do some additional administrative functions and this team has risen to that challenge. Last month, they received more than 7,000 calls here in Burlington. Donna Gallagher has been working with RouteMatch to improve the medicaid reporting/billing system to eliminate double billing to the state. This is 95% complete, once it is fully tested it will be rolled out statewide.

Chittenden County Transportation Authority
Statement of Net Assets
As of 7/31/2017

	As Of 2017	As Of 2016
ASSETS		
Current Assets:		
Cash and Investments	1,178,887.82	1,792,517.64
Receivables:		
Grant	5,286,261.74	6,281,428.30
Other	3,688,006.85	4,191,528.97
Deferred Cost Pool	(197,111.44)	(106,824.68)
Inventories	637,698.21	639,900.23
Prepaid Expenses	349,903.35	375,134.13
Total Current Assets	10,943,646.53	13,173,684.59
Noncurrent Assets:		
Land, Structures And Equipment - net of accumulated depreciation	28,031,330.04	28,830,528.88
TOTAL ASSETS	38,974,976.57	42,004,213.47
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	830,320.96	1,707,663.73
Accrued Payroll Expenses	152,669.57	335,499.91
Other Accrued Expenses	54,534.68	132,087.42
Deferred Revenue	6,872,745.10	6,209,610.17
Total Current Liabilities	7,910,270.31	8,384,861.23
Long-Term Liabilities:		
Accrued Compensated Absences	804,204.18	712,258.08
Total Long-Term Liabilities	804,204.18	712,258.08
Total Liabilities	8,714,474.49	9,097,119.31
Fund Equity:		
Invested in capital assets, net of related debt	29,537,091.88	29,537,091.88
Restricted	1,484,414.58	1,484,414.58
Unrestricted	(775,173.62)	1,999,581.05
Current Year Change in Net Assets	14,169.24	(113,993.35)
Total Fund Equity	30,260,502.08	32,907,094.16
TOTAL LIABILITIES AND FUND EQUITY	38,974,976.57	42,004,213.47

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the One Month Ending Monday, July 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			
REVENUES										
FEDERAL, STATE AND LOCAL REVENUE										
Municipal Member Assessments	186,936.40	0.00	\$186,936.40	2,243,235.00	0.00	\$2,243,235.00	8.33%	0.00%	8.33%	\$2,182,179.99
Municipal Paratransit Assessments	52,325.66	0.00	52,325.66	627,908.00	0.00	627,908.00	8.33%	0.00%	8.33%	691,231.00
Local Operating Assistance	6,920.84	19,068.19	25,989.03	85,050.00	402,656.00	487,706.00	8.14%	4.74%	5.33%	469,209.40
Federal Urban Formula Grant	230,623.07	0.00	230,623.07	2,579,902.00	0.00	2,579,902.00	8.94%	0.00%	8.94%	2,009,592.00
Federal Rural Operating Grant	0.00	82,600.00	82,600.00	0.00	1,326,000.00	1,326,000.00	0.00%	6.23%	6.23%	1,233,780.00
State Regular Subsidy Operating Grant	203,134.00	63,000.00	266,134.00	2,337,179.00	900,000.00	3,237,179.00	8.69%	7.00%	8.22%	2,997,499.00
E&D Grants and Local Match	0.00	218.75	218.75	0.00	1,237,022.00	1,237,022.00	0.00%	0.02%	0.02%	927,274.74
Other State Grants	1,730.00	0.00	1,730.00	89,050.00	18,000.00	107,050.00	1.94%	0.00%	1.62%	86,715.16
Other Federal Grants	212,704.00	47,989.67	260,693.67	2,629,330.00	389,994.00	3,019,324.00	8.09%	12.31%	8.63%	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	894,373.97	212,876.61	1,107,250.58	10,591,654.00	4,303,672.00	14,895,326.00	8.44%	4.95%	7.43%	13,749,380.33
OPERATING REVENUE										
Passenger Revenue	143,779.66	7,643.68	151,423.34	2,501,300.00	148,500.00	2,649,800.00	5.75%	5.15%	5.71%	2,341,646.54
Paratransit Passenger Fares	7,675.00	0.00	7,675.00	115,000.00	0.00	115,000.00	6.67%	0.00%	6.67%	99,511.25
Advertising Revenue	2,660.00	0.00	2,660.00	200,000.00	50,000.00	250,000.00	1.33%	0.00%	1.06%	158,671.35
Planning Revenue	75,413.24	0.00	75,413.24	362,106.00	30,000.00	392,106.00	20.83%	0.00%	19.23%	306,150.32
Interest Earnings	61.98	173.97	235.95	3,000.00	4,000.00	7,000.00	2.07%	4.35%	3.37%	5,326.42
Miscellaneous Revenue	85.03	12.00	97.03	19,000.00	0.00	19,000.00	0.45%	0.00%	0.51%	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	84,652.74	84,652.74	0.00	1,770,000.00	1,770,000.00	0.00%	4.78%	4.78%	1,564,826.44
Purchase of Service	5,834.54	64,349.66	70,184.20	43,844.00	273,000.00	316,844.00	13.31%	23.57%	22.15%	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	240,819.45	156,832.05	397,651.50	3,257,250.00	2,280,500.00	5,537,750.00	7.39%	6.88%	7.18%	4,757,012.22
Total Revenue	1,135,193.42	369,708.66	1,504,902.08	13,848,904.00	6,584,172.00	20,433,076.00	8.20%	5.62%	7.37%	18,506,392.55
EXPENSES										
SALARIES AND WAGES										
Other Wages	124,442.64	74,774.43	199,217.07	1,716,313.00	942,741.00	2,659,054.00	7.25%	7.93%	7.49%	2,633,587.32
Driver/Operator Wages	350,648.14	98,297.88	448,946.02	4,245,469.00	1,411,165.00	5,656,634.00	8.26%	6.97%	7.94%	5,503,191.45
Vehicle Repair Wages	71,907.70	11,268.07	83,175.77	929,067.00	137,544.00	1,066,611.00	7.74%	8.19%	7.80%	998,243.36
Salaries and Wages	546,998.48	184,340.38	731,338.86	6,890,849.00	2,491,450.00	9,382,299.00	7.94%	7.40%	7.79%	9,135,022.13
PERSONNEL TAXES AND BENEFITS										
Payroll Taxes (FICA/MC)	42,146.59	14,111.87	56,258.46	527,150.00	190,596.00	717,746.00	8.00%	7.40%	7.84%	688,868.02
Unemployment Tax Exp	0.00	0.00	0.00	22,000.00	20,000.00	42,000.00	0.00%	0.00%	0.00%	38,274.06
Medical Insurance/HRA	131,523.28	51,860.72	183,384.00	1,509,708.00	547,509.00	2,057,217.00	8.71%	9.47%	8.91%	2,050,012.08
Pension Plan Expenses	24,031.76	4,747.64	28,779.40	280,044.00	74,744.00	354,788.00	8.58%	6.35%	8.11%	334,839.35
Other Employee Benefits	33,616.08	11,054.71	44,670.79	312,670.00	122,390.00	435,060.00	10.75%	9.03%	10.27%	399,784.52
Personnel Taxes and Benefits	231,317.71	81,774.94	313,092.65	2,651,572.00	955,239.00	3,606,811.00	8.72%	8.56%	8.68%	3,511,778.03
GENERAL AND ADMIN EXPENSES										
Admin Supplies and Expenses	4,817.97	797.21	5,615.18	43,740.00	21,600.00	65,340.00	11.02%	3.69%	8.59%	62,382.75
Recruiting Expenses	296.67	1,048.83	1,345.50	18,400.00	12,000.00	30,400.00	1.61%	8.74%	4.43%	33,990.27
Dues and Subscriptions	20,569.00	556.00	21,125.00	27,788.00	8,928.00	36,716.00	74.02%	6.23%	57.54%	33,714.72
Travel and Meetings	76.38	32.09	108.47	3,500.00	3,500.00	7,000.00	2.18%	0.92%	1.55%	7,386.53
Communications	5,960.69	1,642.86	7,603.55	45,344.00	29,536.00	74,880.00	13.15%	5.56%	10.15%	77,450.70
Computer Service Exp	3,646.13	1,047.22	4,693.35	111,440.00	51,644.00	163,084.00	3.27%	2.03%	2.88%	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	40,446.43	16,781.06	57,227.49	785,817.00	353,998.00	1,139,815.00	5.15%	4.74%	5.02%	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	76,335.27	21,905.27	98,240.54	1,076,879.00	494,856.00	1,571,735.00	7.09%	4.43%	6.25%	1,547,219.21

Chittenden County Transportation Authority
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Urban Rural Budget Vs. Actuals
For the One Month Ending Monday, July 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	96.00	48.00	144.00	1,900.00	8,325.00	10,225.00	5.05%	0.58%	1.41%	11,028.60
Drug & Alcohol Testing	93.00	31.00	124.00	13,755.00	7,898.00	21,653.00	0.68%	0.39%	0.57%	19,884.25
DOT Testing	975.00	95.00	1,070.00	5,850.00	7,920.00	13,770.00	16.67%	1.20%	7.77%	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	751.11	219.28	970.39	24,996.00	20,170.00	45,166.00	3.00%	1.09%	2.15%	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	17.81	0.00	17.81	6,700.00	2,375.00	9,075.00	0.27%	0.00%	0.20%	8,128.47
Operations Expenses	2,070.45	393.28	2,463.73	57,651.00	50,688.00	108,339.00	3.59%	0.78%	2.27%	133,520.55
PLANNING EXPENSES										
Other Planning Expenses	0.00	39.50	39.50	0.00	60,000.00	60,000.00	0.00%	0.07%	0.07%	53,666.06
MPO Planning Expenses	420.82	0.00	420.82	100,000.00	0.00	100,000.00	0.42%	0.00%	0.42%	96,577.94
Planning Expenses	420.82	39.50	460.32	100,000.00	60,000.00	160,000.00	0.42%	0.07%	0.29%	150,244.00
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)										
Parts Expense - Non-Revenue Vehicles	13.98	1.79	15.77	11,000.00	9,500.00	20,500.00	0.13%	0.02%	0.08%	11,738.07
Parts Expense - Revenue Vehicles	34,229.22	27,643.04	61,872.26	276,740.00	185,844.00	462,584.00	12.37%	14.87%	13.38%	807,595.18
Tires	8,607.99	2,658.56	11,266.55	68,504.00	39,718.00	108,222.00	12.57%	6.69%	10.41%	117,176.85
Facility Maintenance	3,872.76	6,177.58	10,050.34	90,000.00	62,200.00	152,200.00	4.30%	9.93%	6.60%	145,807.19
Passenger Facility Expenses	3,929.29	0.00	3,929.29	47,988.00	2,000.00	49,988.00	8.19%	0.00%	7.86%	38,182.23
Cleaning Expense	0.00	628.98	628.98	10,100.00	15,137.00	25,237.00	0.00%	4.16%	2.49%	35,568.49
Repeater Fees	3,528.00	2,700.00	6,228.00	20,736.00	15,552.00	36,288.00	17.01%	17.36%	17.16%	34,074.00
Light, Heat and Water	8,471.12	1,551.57	10,022.69	140,000.00	55,000.00	195,000.00	6.05%	2.82%	5.14%	161,274.29
Fuel - Vehicles	51,673.27	13,148.61	64,821.88	802,162.00	314,992.00	1,117,154.00	6.44%	4.17%	5.80%	1,011,873.97
Maintenance Tools/Supplies/Uniforms	14,888.38	1,263.60	16,151.98	79,660.00	12,600.00	92,260.00	18.69%	10.03%	17.51%	90,163.85
Misc Maint Expenses and fees	446.00	0.00	446.00	3,876.00	3,500.00	7,376.00	11.51%	0.00%	6.05%	5,221.27
Vehicle/Building Maintenance Exp	129,660.01	55,773.73	185,433.74	1,550,766.00	716,043.00	2,266,809.00	8.36%	7.79%	8.18%	2,458,675.39
CONTRACTOR EXPENSES										
ADA/SSTA Paratransit	93,471.64	0.00	93,471.64	1,192,093.00	0.00	1,192,093.00	7.84%	0.00%	7.84%	1,156,939.31
Partner Local Share	0.00	0.00	0.00	19,833.00	0.00	19,833.00	0.00%	0.00%	0.00%	9,916.50
Functional Assessment Costs	1,214.80	0.00	1,214.80	25,000.00	0.00	25,000.00	4.86%	0.00%	4.86%	9,274.56
Volunteer Drivers	0.00	41,072.02	41,072.02	0.00	621,500.00	621,500.00	0.00%	6.61%	6.61%	575,416.34
Other Transportation (incl Cabs)	0.00	4,496.55	4,496.55	21,331.00	677,556.00	698,887.00	0.00%	0.66%	0.64%	624,471.76
Contractor Expenses	94,686.44	45,568.57	140,255.01	1,258,257.00	1,299,056.00	2,557,313.00	7.53%	3.51%	5.48%	2,376,018.47
MARKETING EXPENSE										
Bus Tickets/Fare Media	1,862.84	59.16	1,922.00	20,000.00	2,400.00	22,400.00	9.31%	2.47%	8.58%	14,583.92
Marketing Expense	2,625.71	2,052.82	4,678.53	52,000.00	45,840.00	97,840.00	5.05%	4.48%	4.78%	50,567.84
Public Information	0.00	0.00	0.00	37,000.00	23,000.00	60,000.00	0.00%	0.00%	0.00%	63,836.36
Marketing Expense	4,488.55	2,111.98	6,600.53	109,000.00	71,240.00	180,240.00	4.12%	2.96%	3.66%	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	37,827.50	7,966.67	45,794.17	453,930.00	95,600.00	549,530.00	8.33%	8.33%	8.33%	651,542.00
Other Expenses	84,270.01	7,966.67	92,236.68	503,930.00	95,600.00	599,530.00	16.72%	8.33%	15.38%	697,984.51
TOTAL EXPENSES	1,170,247.74	399,874.32	1,570,122.06	14,198,904.00	6,234,172.00	20,433,076.00	8.24%	6.41%	7.68%	20,139,450.41
Current Year Deferred Costs	5,147.68	0.00	5,147.68	0.00	0.00	0.00	0.00%	0.00%	0.00%	(82,794.81)
ALLOCATIONS BETWEEN PROGRAMS	29,906.64	(29,906.64)	0.00	350,000.00	(350,000.00)	0.00	8.54%	8.54%	0.00%	0.00
Balance Of Operating Budget	(0.00)	(60,072.30)	(60,072.30)	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 One Month Ending Monday, July 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	37,827.50	7,966.67	45,794.17	0.00	0.00	0.00	0.00%	0.00%	0.00%	340,871.00
Total Capital Revenue	37,827.50	7,966.67	45,794.17	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	4,544.99	0.00	4,544.99	0.00	0.00	0.00	0.00%	0.00%	0.00%	373,703.52
Facility Repairs and Improvements	(45,055.60)	0.00	(45,055.60)	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,639,528.39
Total Capital Expenses	(29,432.96)	0.00	(29,432.96)	0.00	0.00	0.00	0.00%	0.00%	0.00%	3,251,076.15
Balance of Capital Budget	67,260.46	7,966.67	75,227.13	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	(828.44)	0.00	(828.44)	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	(985.59)	0.00	(985.59)	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
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	66,274.87	(52,105.63)	14,169.24	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: September 19, 2017
Re: GMT Maintenance & Planning Report

Maintenance Report:

- The Burlington shop provided 121 hours of rural maintenance services for the month of August.
- The Burlington shop performed 57 urban preventative maintenance “B” brake inspections in the month of August.
- The Burlington shop performed 7 rural & 31 urban preventive maintenance “C” inspections in the month of August.
- The Berlin shop performed 7 “C” inspections and 2 “D” inspections in the month of August.
- There were 5 road calls in Burlington for the month of August.
- Justin Town, Jon Moore and Matt Kimball (Capital Projects Manager) met with PC to go over all of the Downtown Transit Center (DTC) operating systems as the warranty periods are ending with the one year anniversary of the DTC opening. All of the necessary components will be entered into a Preventative Maintenance (PM) schedule in our maintenance software based on manufacturer recommendations to ensure proper operation and longevity of the systems.

Planning Report:

The NextGen Advisory Committee met on 9/12 and the consultant will be presenting at the Board Retreat on the progress and next steps of the project. To date service scenarios have been created for the Burlington and Capital District (Montpelier) service areas. Individual route profiles, including service recommendations, for these routes can be found at: <http://ridegmt.com/route-profiles/>. Please find a summary of the NextGen Goals and Objectives attached with this memo.

NextGen presentations have or will be conducted at all of the Regional Planning Commissions (RPC’s) in the coming weeks and a monthly newsletter has been created for interested stakeholders and partners to distribute to their contact lists.

To: GMT Board of Commissioners
From: Bob Young
Date: 09/14/17
RE: GMT Operations Report

We are still going forward with our goal of being fully staffed. Our drivers are physically feeling the effect of the large amount of overtime, and their efforts are greatly appreciated. HR is working closely with operations at recruiting and retaining drivers to help find an improved balance. Training presently has a full class that will be ready for revenue driving in the next few weeks, and we will have new prospective drivers available for the following class.

The schools have started their bus service with us in the last couple of weeks. Meeting with the schools, I have learned they are working to help students and parents learn about and advocate for school safety, bullying prevention, reducing violence, improving discipline, and increasing student attendance. Many of our people here at GMT play an important part of the community and the schools, our service plays a big part into the success of it. GMT is proud to have quality employees to help serve our customers.

However, now the Burlington School District Teachers have decided to go on strike. We have no idea or ability to predict how long this could last. However, we are in stand-by mode and utilizing this time for training.

A representative for “Route Match” was at the DTC for a couple of days trying out the system that is to read the tablets on our buses and will show on the signage at the DTC the destination of the bus. They have a few items to work out before the actual installation for this system.

Our daily message in operations is to always be safe and professional!

To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: September 19, 2017

RE: IT Support, Administrative Support, and HR

Human Resources

GMT has engaged the services of an English as a Second Language (ESL) instructor to aid current and new full-time employees. This instruction focuses on work-related vocabulary. We welcomed six new drivers: Alew Adiem, Dam Dahal, Scott Morse, Stephen Maddox (all full-time Operators in Burlington, and Brian Massey, full-time Operator in Berlin. Alma Hebib, Executive Assistant also joined the GMT family. We wrapped our employee appreciation barbeques in August. A big shout out to all who attended, particularly GMT board members Buermann, Barton, Sharrow, and Kaynor. Thank you for taking the time to express how much you appreciate GMT's hard-working employees.

HR continues to explore and develop innovative recruiting methods (more to come) while continuing with traditional recruitment strategies including attendance to the Veteran's Career Fair in Burlington on September 11th.

GMT has partnered with VTrans and VPTA to provide customer service training for call center and DTC Customer Service Representative through Dale Carnegie. This training will be scheduled once dates and locations have been secured.

IT Support

Progress on the off-site back-up project continues. The new back-up system will save GMT money and be more energy more efficient. The computer inventory is completely up to date with a 3-year replacement cycle set up for purchasing. IT is in the process of securing an external IP address for the DTC so that operations staff can view security cameras via their phone, providing greater flexibility and the ability to respond to incidents faster.

To: GMT Board of Commissioners
From: Jamie L. Smith, Marketing and Public Affairs Manager
Date: September 13, 2017
Re: Marketing and Public Affairs Report

- Marketing staff is in the process of revamping the bus-advertising program. It has been several years since we made any changes, and it's time to look with fresh eyes. We are exploring regional rate options (buying all service regions for a reduction in cost), advertising on the screens at the DTC, as well as eliminating the metal frames to favor vinyl-only ads. We look to roll out the revised program at the beginning of 2018.
- Marketing and Public Affairs staff has been attending the Mad River Valley TAC meeting for several months to plan for the upcoming ski season. We are working closely with Sugarbush Resort and the Chamber of Commerce to ensure a successful marketing strategy for 2017-18 ski season.
- Marketing staff is partnering with CVOEO to hold a winter coat/boot drive and fundraiser in Franklin County for late October. We are in the process of finding a media partner to make this event as successful as similar events in other regions.
- Marketing staff is partnering with Seven Days to help boost transportation usage to their fall Tech Jam. The two-day event is held at the Champlain Valley Expo. Seven Days will publish a round-trip bus voucher in the event program and has offered GMT a very generous in-kind sponsorship (\$5,000 value) in exchange. This is a wonderful opportunity for GMT to receive exposure in conjunction with a popular local event.
- Public Affairs staff has begun recruiting for the GMT Transportation Advisory committee. Letters inviting partners and agencies across our service area have been sent (some of you may have received them). The first meeting is scheduled for October 19th at 11AM.
- Public Affairs staff met with the Planning Manager to discuss the FY19 Rural Assessment letters and annual report information. We expect those letters to begin going out to communities as early as next week and with a deadline of early October.

ADA Ridership Report (by Town) : FY18

Update 9/11/17

CITY/TOWN	July	August	Totals
BURLINGTON	116	1,229.00	1,345
COLCHESTER	288	103.00	391
ESSEX	9	288.00	297
OTHER	252	9.00	261
SHELBURNE	963	276.00	1,239
SO. BURLINGTON	96	1,092.00	1,188
WILLISTON	392	101.00	493
WINOOSKI		456.00	456
	3,398		
TOTAL		3,554.00	3,554
Cost to Members	84,904	89,416.24	\$ 174,320.48
Cost/Trip	\$ 24.99	25.16	\$ 24.99

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

	July	August	Totals
BURLINGTON	(12)	(161)	(173)
	-0.93%	-11.58%	-6.45%
COLCHESTER	54	15	(0)
	87.10%	17.05%	-0.08%
ESSEX	46	(21)	25
	19.01%	-6.80%	4.54%
OTHER	(15)	(22)	0
	-62.50%	-70.97%	0.22%
SHELBURNE	(5)	10	5
	-1.95%	3.76%	0.96%
SO. BURLINGTON	14	65	79
	1.48%	6.33%	4.00%
WILLISTON	(26)	(9)	(35)
	-21.31%	-8.18%	-15.09%
WINOOSKI	(54)	(58)	(112)
	-12.1%	-11.3%	-11.67%
TOTAL	2	(181)	(179)
	0.06%	-4.85%	-2.51%

ADA Ridership Report (by Town): FY17

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

FY18 GMT Urban Ridership by Month

Number of Service Days														FY18 YTD	FY17 YTD	FY16 YTD				
Saturday	5	4												9	9	8				
Sunday	5	4												9	9	9				
Weekday	20	23												43	43	44				
School Days	0	2												2	1	4				
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY18 YTD	Difference (FY18-FY17)			Difference (FY18-FY16)		
															FY17 YTD	riders	%	FY16 YTD	riders	%
1	Williston-Wal-Mart	29,831	35,096											64,927	67,764	-2,837	-4.19%	74,137	-9,210	-12.42%
1V	Williston Village	1,365	1,506											2,871	2,481	390	15.72%	2,482	389	15.67%
10	Williston-Amtrak	1,618	1,734											3,352	2,975	377	12.67%	7,361	-4,009	-54.46%
2	Essex Junction	34,294	38,164											72,458	73,599	-1,141	-1.55%	77,162	-4,704	-6.10%
3	Lakeside Commuter	127	150											277	292	-15	-5.14%	264	13	4.92%
4	Essex Center	1,207	1,464											2,671	2,990	-319	-10.67%	3,844	-1,173	-30.52%
5	Pine Street	8,708	8,992											17,700	17,595	105	0.60%	19,968	-2,268	-11.36%
6	Shelburne Rd.	19,641	20,337											39,978	39,747	231	0.58%	42,873	-2,895	-6.75%
7	North Avenue	17,665	18,518											36,183	35,295	888	2.52%	41,590	-5,407	-13.00%
8	City Loop	4,638	5,149											9,787	9,913	-126	-1.27%	9,919	-132	-1.33%
9	Riverside/Winooski	8,808	10,004											18,812	19,724	-912	-4.62%	22,783	-3,971	-17.43%
11	College Street Shuttle	16,832	18,605											35,437	40,740	-5,303	-13.02%	39,681	-4,244	-10.70%
12	UMall/Airport	4,466	4,351											8,817	12,379	-3,562	-28.77%	14,924	-6,107	-40.92%
16	Hannaford's	108	258											366	458	-92	-20.09%	400	-34	-8.50%
19	Price Chopper #1	200	288											488	556	-68	-12.23%	616	-128	-20.78%
20	Price Chopper #2	98	30											128	328	-200	-60.98%	340	-212	-62.35%
21	School Trippers	0	1,111											1,111	228	883	387.28%	3,434	-2,323	0.00%
18	Sunday Service	495	332											827	1,046	-219	-20.94%	943	-116	-12.30%
26	Other	7,856	0											7,856	7,674	182	2.37%	5,818	2,038	35.03%
56	Milton Commuter	1,120	1,466											2,586	2,610	-24	-0.92%	3,130	-544	-17.38%
76	Middlebury Link	1,010	1,183											2,193	2,488	-295	-11.86%	2,735	-542	-19.82%
86	Montpelier Link	8,545	10,024											18,569	19,811	-1,242	-6.27%	20,563	-1,994	-9.70%
96	St. Albans Link	1,172	1,302											2,474	2,634	-160	-6.07%	2,681	-207	-7.72%
46	116 Commuter	277	337											614	690	-76	-11.01%	617	-3	-0.49%
36	Jeffersonville Commuter	716	770											1,486	1,444	42	2.91%	1,833	-347	-18.93%
SUBTOTAL		170,797	181,171	0	0	0	0	0	0	0	0	0	0	351,968	365,461	-13,493	-3.69%	400,098	-48,130	-12.03%
ADA Paratransit		3,444	3,571											7,015	7,131	-116	-1.63%	8,543	-1,528	-17.89%
TOTAL		174,241	184,742	0	0	0	0	0	0	0	0	0	0	358,983	372,592	-13,609	-3.65%	408,641	-49,658	-12.15%

FY18 GMT Rural Ridership by Month

Number of Service Days														FY18 YTD	FY17 YTD	FY16 YTD				
Saturday	5	4													9	9	8			
Sunday	5	4													9	9	9			
Weekday	20	23													43	43	44			
School Days	0	2													2	1	4			
														Difference (FY18-FY17)				Difference (FY18-FY16)		
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY18 YTD	FY17 YTD	Riders	%	FY16 YTD	Riders	%
79	CVMC Barre Health Shuttle													0	376	(376)	-100.0%	n/a	n/a	n/a
80	City Route Mid-day	2,105	2,366											4,471	4,125	346	8.4%	4,777	(306)	-6.4%
81	Barre Hospital Hill	2,337	2,579											4,916	4,626	290	6.3%	5,609	(693)	-12.4%
82	Montpelier Hospital Hill	1,725	1,930											3,655	3,646	9	0.2%	4,070	(415)	-10.2%
83	Waterbury Commuter	945	924											1,869	1,920	(51)	-2.7%	1,969	(100)	-5.1%
84	US 2 Commuter	617	712											1,329	1,074	255	23.7%	1,539	(210)	-13.6%
85	Hannaford Shopping Special	207	255											462	496	(34)	-6.9%	404	58	14.4%
87	Northfield Shuttle	81	122											203	155	48	31.0%	271	(68)	-25.1%
88	Capital Shuttle	0	0											0	0	0	0.0%	0	0	0.0%
89	City Commuter	2,886	3,439											6,325	6,091	234	3.8%	6,285	40	0.6%
90	Plainfield Shuttle													0	118	(118)	-100.0%	139	(139)	-100.0%
91	Hospital Hill Demand Response													0	117	(117)	-100.0%	287	(287)	-100.0%
92	Montpelier Circulator	1,392	1,320											2,712	2,510	202	8.0%	3,163	(451)	-14.3%
93	Northfield Commuter	529	591											1,120	999	121	12.1%	1,080	40	3.7%
100	Route 100 Commuter	568	590											1,158	1,409	(251)	-17.8%	1,839	(681)	-37.0%
108	Mountain Road Shuttle	0	0											0	0	0	0.0%	0	0	0.0%
102	Morrisville Loop	340	422											762	776	(14)	-1.8%	851	(89)	-10.5%
103	Morrisville Shopping Shuttle	218	209											427	517	(90)	-17.4%	443	(16)	-3.6%
109	Tuesday Shopping Shuttle (FGI)	52	65											117	118	(1)	-0.8%	158	(41)	-25.9%
110	St.Albans DT Shuttle	1,838	1,989											3,827	3,349	478	14.3%	3,505	322	9.2%
115	Alburg-Georgia Commuter	467	606											1,073	987	86	8.7%	1,323	(250)	-18.9%
116	Richford-St.Albans Commuter	488	742											1,230	1,084	146	13.5%	1,347	(117)	-8.7%
120	Valley Floor	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%
122	Mount Ellen	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%
125	Access Road	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%
99	Special Services	2,384	0											2,384	1,367	1,017	74.4%	2,242	142	6.3%
	SUBTOTAL	19,179	18,861	0	0	0	0	0	0	0	0	0	0	38,040	35,860	2,180	6.1%	41,301	(3,261)	-7.9%
	rogram Trips:	19,179	18,861	0	0	0	0	0	0	0	0	0	0	38,040	33,094	4,946	14.9%	21,339	16,701	78.3%
	TOTAL	38,358	37,722	0	0	0	0	0	0	0	0	0	0	76,080	68,954	7,126	10.3%	62,640	13,440	21.5%

GOALS AND OBJECTIVES

GOAL 1
ENHANCE
Make transit more convenient
Objectives:

- Provide convenient options to travel by personal automobiles
- Simplify service to make it easier to understand
- Adjust route alignments and schedules to provide faster and more direct service
- Provide more frequent service throughout the day and on weekends on high ridership routes
- Expand service to new areas with transit-supportive markets
- Improve passenger comfort at stops and on-board vehicles

GOAL 2
CONNECT
Connect people to life's activities
Objectives:

- Connect people with jobs and services
- Provide service that help people live independently
- Emphasize services that will benefit the largest numbers of people
- Coordinate with other transportation providers and transportation-related organizations to develop comprehensive transportation strategies

GOAL 3
THRIVE
Improve the region's quality of life
Objectives:

- Improve economic opportunities for disadvantaged residents
- Provide services that will help greater Burlington and the GMT service area retain and attract younger residents
- Provide services that help people age in place
- Provide services that help new residents adapt to life in Vermont

GOAL 4
SUSTAIN
Provide financially and environmentally sustainable service
Objectives:

- Effectively match services with demand
- Provide services that meet GMT's service guidelines
- Provide services that meet VTrans' productivity and cost-effectiveness guidelines
- Develop partnership and prioritize services where private and public partners provide funding and/or other transit-related assistance
- Provide services that will shift people out of automobiles

Employer Paid Pass Discount Policy

I. Purpose

The purpose of the Employer Paid Pass Discount Policy is to establish a discount off the full price of transit passes for those employers that commit to supply passes to employees free of charge. GMT wishes to incentivize the full subsidy of employee transit rides by employers to encourage increased bus commuting by employees in our service area.

II. Background

GMT has an existing Unlimited Access Policy that includes a discount off the full cash fare cost for rides taken by employees whose employer participates in the Unlimited Access program, either through employer-issued swipable ID cards or the GMT Employee Transit Pass. However, not all businesses willing to fully fund employees' transit rides are able to make use of ID cards or the Employee Transit Pass.

III. Policy

If the duly authorized agent of an employer commits in writing to provide GMT transit passes to its employees' free of charge, it will be eligible for a discount off the full pass price at the time of purchase from GMT. All passes sold to an employer at a discount as outlined below must be given to employees at no cost.

General Employer Discount:

The discount available to any employer committing to fully subsidize passes for its employees shall range from 10% to 25% off the full adult cash fare. It shall be GMT's discretion to choose the discount offered based on the following guidelines:

- The standard discount offered shall be 10%.
- Discounts above 10% may only be offered on a temporary basis (up to a maximum of one year) as an incentive for a business to begin fully subsidizing employees' transit rides.

Transportation Management Association Member Discount:

The discount available to employers that are members of a formal Transportation Management Association, such as CATMA, shall be 28% off the full adult cash fare.

Adopted by the GMT Board of Commissioners this ____ day of _____, 2017.

To: GMT Board of Commissioners
From: Jon Moore, GMT Director of Maintenance & Planning
Date: September 19, 2017
RE: Capital Shuttle Service Expansion

Background: The Capital Shuttle (#88) route operates in Montpelier during the Legislative Session between the Department of Labor, National Life and State Street.

The State of Vermont reached out to GMT to see if the Capital Shuttle route could be operated year-round if the service expansion was 100% funded by the state. GMT began temporary year-round Capital Shuttle service on September 5th, 2017.

New Service Planning & Implementation Process: Per this GMT policy the Board needs to approve the following three activities for the new non-grant funded Capital Shuttle year-round service expansion.

- 1) **Approval to Design:** If a community or organization commits to provide the necessary funding for a new service, the CCTA Board of Commissioners will be asked to vote on whether staff should move forward with developing a service proposal for the community or organization.
- 2) **Approval to Implement:** After review of the service proposal, and written commitment for operating funds or any required match as determined by the Board, the Board will be asked to vote on whether staff should move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.
- 3) **Board Consideration of Public Comment on Service Design:** Prior to service initiation a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation, the Board shall consider only the public comments and the staff's recommendation on whether to incorporate public comments into the service design. It is important to note for this process that this vote is for consideration of public comment, the decision to implement has already been approved; this vote is about whether to incorporate public comments into the final design.

The question before the Board is if they will approve the Design and Implementation of year-round Capital Shuttle service.

Since this is an expansion of an existing route the implementation tasks are completed and GMT has received written commitment from the State of Vermont for 100% of the required operating funds for the expanded service.

To meet the third requirement staff will hold a public hearing and provide public comments at an upcoming Board meeting at which time staff would recommend any service changes needed based on public feedback.