



**Green Mountain Transit Board of Commissioners Meeting**  
**October 17, 2023 – 7:30 a.m.**  
**101 Queen City Road, Burlington VT 05401**

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

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**Attendees may join in-person or remotely via Zoom.**

**To join the meeting via Zoom:**

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

Audio Only: (646)-558-8656

Meeting ID: 893 0596 8523

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda (Action Item)
- a. [September Meeting Minutes](#)
  - b. [Retreat Meeting Minutes](#)
  - c. Finance Report **Pages 9-12**
  - d. Check Register **Pages 13-20**
  - e. Ridership Reports **Pages 21-25**
- 7:45 a.m. 5. **Presentation:** City Commuter Service Request – Barre City
- 7:55 a.m. 6. **Discussion:** City Commuter Service Request



- 8:10 a.m. 7. VTrans Update
- 8:15 a.m. 8. General Manager's Update
- 8:20 a.m. 9. Committee Reports
- 8:25 a.m. 10. **Action:** FY24 Budget Adjustment **Pages 26-28**
- 8:40 a.m. 11. **Action:** ADA Assessment Methodology **Pages 29-33**
- 9:00 a.m. 12. **Action:** Revisions to Draft Fare Plan
- 9:10 a.m. 13. Executive Session to discuss Collective Bargaining Agreements (CBA)
- 9:20 a.m. 14. **Action:** Miscellaneous Adjustments to CBA
- 9:25 a.m. 14. Commissioner Comments
- 9:30 a.m. 15. Adjourn

Next GMT Board of Commissioners Meeting Date: November 21, 2023

#### NOTES

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



**Green Mountain Transit Board of Commissioners Meeting**  
**September 19, 2023 – 7:30 a.m.**  
**101 Queen City Road, Burlington VT 05401**

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**Present:**

Jamie Smith, Director of Planning and Marketing  
Chris Damiani, Senior Transit Planner  
Jon Moore, Assistant General Manager  
Commissioner Austin Davis, Winooski  
Tim Bradshaw, Director of Rural Transportation  
Commissioner Bob Buermann, Grand Isle County  
Dan Currier, VTrans  
Alternate Commissioner Tom Derenthal, Burlington  
Clayton Clark, General Manager  
Commissioner Paul Bohne, Essex  
Commissioner Henry Bonges, Milton  
Alternate Commissioner Alice Peal, Washington County  
Alternate Commissioner Chapin Kaynor, Williston  
Commissioner Chapin Spencer, Burlington  
Stephanie Reid, Director of Human Resources  
Commissioner Christian Meyer, Washington County  
Connor Smith, Project Coordinator  
Nick Foss, Director of Finance  
Commissioner Tasha Wallis, Lamoille County  
Commissioner Catherine Dimitruk, Franklin County  
Tammy Masse, Controller  
Alternate Commissioner Will Anderson, Burlington  
Commissioner Andrea Suozzo, Burlington  
Alternate Commissioner Kyle Grenier, Grand Isle County  
Phil Carleton, Customer Service Representative  
Matt Kimball, Director of Grants and Project Development  
Commissioner Susan Grasso, Shelburne



Alternate Commissioner Judy Rosenstreich, Shelburne  
Commissioner Michael Scanlan, South Burlington  
Commissioner Amy Brewer, Williston

### **Open Meeting**

Chair Davis opened the meeting at 7:32AM

### **Adjustment of the Agenda**

None

### **Public Comment**

None

### **Consent Agenda (Action Item)**

Commissioner Dimitruk made a motion to approve the consent agenda, Commissioner Spencer seconded. All were in favor and the motion carried.

### **VTrans Update**

Dan Currier gave an update on two legislative studies; one on the braided service model and the second on a non-federal funding study.

### **General Manager's Report**

GM Clark reviewed the General Manager report.

### **Committee Reports**

Each committee gave an update of their last monthly meeting.

### **Discussion: Washington County Temporary Service Reductions**

GM Clark gave an update on temporary service reductions and the staffing issues that make them necessary. Commissioner Meyer provided thanks to GM Clark for the update and for attending an upcoming meeting to discuss the reductions in Barre City.

### **Action: Election of Officers**



Commissioner Dimitruk made a motion (with thanks and appreciation) to recommend the current board leadership for another term, Commissioner Wallis seconded. All were in favor and the motion carried.

#### **Action: FY24 Capital Budget Adjustment**

Director Kimball gave an overview of Capital budget changes. Commissioner Bohne made a motion to approve the changes to the FY24 Capital budget, Commissioner Bonges seconded. All were in favor and the motion carried.

#### **Action: Approve Vehicle Procurement**

AGM Moore presented an update on new vehicle procurement. Commissioner Buermann made a motion to approve the procurement of new transit vehicles, Commissioner Grasso seconded. All were in favor and the motion carried.

#### **Action: Approve Charging Infrastructure Procurement**

AGM Moore presented an update on electric charging infrastructure. Commissioner Dimitruk made a motion to approve the procurement of electric charging infrastructure, Commissioner Spencer seconded. All were in favor and the motion carried.

#### **Action: Approve Public Transit Agency Safety Plan**

AGM Moore presented changes to the agency Safety Plan. Commissioner Meyer made a motion to approve the plan updates, Commissioner Bonges seconded. All were in favor and the motion carried.

#### **Discussion: Public Comment on Fares and Next Steps**

GM Clark gave an update on the public comment received for the draft fare plan. GM Clark gave an overview of delays that will likely cause a delay in the resumption of fares. There was a conversation about potential start date and the opportunities to highlight the changes at Town Meeting Day. There was a request to choose a date that didn't prevent access to the polls.



**Executive Session to Discuss Labor Contracts**

Commissioner Dimitruk made a motion to enter Executive Session to discuss labor contracts inviting in GM Clark, AGM Moore, Director Reid, and Director Foss. Commissioner Buermann seconded. All were in favor and the Board of Commissioners entered executive session at 9:19AM.

Commissioner Grasso made a motion to exit executive session, Commissioner Spencer seconded. All were in favor and the Board of Commissioner exited executive session at 9:30AM with no action taken.

**Action: Authorization to Adjust Rural Operator Wages**

Commissioner Meyer made a motion to adjust the rural operator wages to include the elimination of the introductory hourly wage, prorated bonus of \$625 to rural drivers who were in service as of July 1, 2023. Commissioner Dimitruk seconded. All were in favor and the motion carried.

**Commissioner Comments**

None

**Adjourn**

Commissioner Buermann made a motion to adjourn, Commissioner Spencer seconded. All were in favor and the meeting ended at 9:33AM.



## **Green Mountain Transit Board of Commissioners Retreat Minutes** **Thursday, September 28, 2023** **101 Queen City Road, Burlington VT 05401**

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### **Present**

Commissioner Paul Bohne, Treasurer  
Commissioner Amy Brewer, Vice Chair  
Commissioner Henry Bonges  
Commissioner Bob Buermann  
Commissioner Austin Davis, Chair  
Commissioner Catherine Dimitruck, Immediate Past Chair  
Commissioner Susan Grasso  
Commissioner Christian Meyer  
Commissioner Phil Pouech, Secretary  
Commissioner Michael Scanlan  
Commissioner Chapin Spencer  
Commissioner Andrea Suozzo  
Commissioner Tasha Wallis  
Alternate Commissioner Will Anderson  
Alternate Commissioner Tom Derenthal  
Alternate Commissioner Chapin Kaynor  
Alternate Commissioner Judy Rosenstreich  
General Manager Clayton Clark  
Assistant General Manager Jon Moore  
Director of Finance Nicholas Foss  
Director of Grants and Project Development Matt Kimball  
Director of Human Resources Stephanie Reid  
Director of Planning and Marketing Jamie Smith  
General Counsel Ed Adrian

### **Open Meeting**

Chair Davis opened the meeting 9:05 a.m. No members of the public were present.

### **Introduction and Warm Up**



Chair Davis led the board through introductions of commissioners and staff.

### **Introduction to Staff**

Clayton Clark reviewed the staff distribution by department.

### **Legal Considerations**

Ed Adrian provided general training on the role of commissioners, to include their obligations for open meeting requirements.

### **Financial System and Outlook**

Nick Foss and Matt Kimball reviewed the GMT financial structure.

Foss provided a financial outlook for the coming fiscal years.

### **Property Tour**

Clark and Jon Moore provided tours of the GMT Headquarters property to board members.

### **Board Activities and Structure**

Clark reviewed regular board actions and committee structure, to include a recommendation to amend the committee structure. The committee structure is the purview of the Board Chair. Clark will develop proposed committee descriptions for consideration at a future meeting.

### **Adjourn**

The meeting adjourned at 4:00 p.m.



To: Finance Committee (FC)

From: Nick Foss, Director of Finance  
Tammy Masse, Controller

Date: October 9, 2023

RE: Finance/Grants/Capital Projects

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

The following is a summary of department updates and projects of focus:

- **Commissioner's Retreat Presentation:** Staff presented a comprehensive presentation to those in attendance at the recent Board Retreat last week. The presentation included a funding and grants overview, as well as 3- year outlooks for both transit divisions. For those in attendance it was communicated that funding shortfalls will exist in the coming years, especially in the urban division, and that discussions on how to determine appropriate solutions should start immediately. Staff are determining what the next step in the process should be and will seek feedback from the Finance Committee at the next few meetings.
- **FY24 Operating Budget Adjustment:** This year's operating budget adjustment, like most years, vaguely resembles its initial version. The process of budgeting a year in advance, with little certainty on funding increases, or changes in cost structure, tends to promote this outcome. As a sneak-peek to staff's presentation, the adjustment factors in a myriad of CBA changes ratified by all bargaining units – sometimes more than once; the addition of several pass-through grants for funding/ service partners; and several new positions/changes in compensation for non-union employees. There was a significant amount of change since the original budget was passed, but staff is confident in the accuracy of this year's adjustment. As is typical, staff will be asking the committee to recommend approval of this year's adjustment to the full Board of Commissioners so it can be ratified.
- **Workers Compensation Audit Update:** In consultation with GMT's insurance broker, staff decided to contest the 2023 workers' compensation audit. As mentioned in previous reports, the audit results reflected an increased premium contribution by the Authority of \$115K. After reviewing the auditor's worksheet, it was concluded there were multiple classification errors, which, if found acceptable, would lower the additional premium. Staff is optimistic in its stance



and believes once everything is said and done, the financial impact will be lower.

- **Dispatching Software Update:** Staff met this past week with representatives of HBSS – the new statewide dispatching software vendor, Steadman Hill & Associates – the implementation consultant, and employees of other statewide public transit providers to discuss each agencies reporting needs. This is a critical implementation for GMT, and all other transit providers in the state, as dispatching software is vital for both daily operational and financial activities. It is clear this change in technology product will require a substantial amount of staff resources and could be scheduled at a time when other transitions are happening (fare implementation). Staff will continue to work with VTRANS and the other transit providers to determine the ideal timeline, which is currently being planned for a December/January rollout – this is an especially busy time of year for the Finance Department. Despite these challenges staff is looking forward to operating with an enhanced technology product, which should improve service delivery and streamline some administrative functions.
- **Government Shutdown Update:** Thankfully congress acted and averted a government shutdown; the result of some rare bi-partisan action. However, this problem has not gone away, and will re-emerge in a little over a month, and with new congressional leadership – at least if House Republicans can agree on a leader. As a result of congress's behavior, staff carried out some research to determine whether the Authority's cash -flow would be impacted, as both the FTA and VTRANS are federally funded. To staff's delight, it was determined that access to federal funds will be available even if the government were to shut down, however not indefinitely, as no new projects/grants would be able to be approved, and the FTA only has sufficient working capital to support several months of reimbursements. In short, GMT would continue to receive federal funds from both the state and the FTA for several months during a government shutdown, but anything over that period is a risk. The Authority has roughly 82 days of cash & cash equivalents on hand and would begin exploring alternative funding measures in the event of a prolonged shut down. For more information on how a government shutdown impacts transit agencies and the FTA please click [HERE](#).
- **Berlin Flood Financial Update:** Staff continues to work through both the operational and financial challenges caused by the flooding this past July in Washington County. Thankfully, after Hurricane Irene in 2011, GMT purchased flood insurance through the National Flood Insurance Program, which so far has paid out roughly \$156.3K. As of September 30<sup>th</sup>, GMT has accumulated roughly \$228K in flood-related costs, and staff expects that total to increase in the coming months. Management is certain GMT will not be reimbursed for all flood-related costs by the insurance policy, and alternatives are currently being discussed.



- **Contracts & Leases:**

- Finance staff recently extended a lease with Commons Associates LP to continue leasing 20 parking spots on Swanton Rd. in St. Albans, which are used by St. Albans Link riders.

- **FY23 Audit Schedule:** The FY23 Single Audit is scheduled as follows:

- **Pre-Audit: May 1<sup>st</sup> – 5<sup>th</sup> (Complete)**
- **Single Audit: October 23<sup>rd</sup> – 27<sup>th</sup>**

- **Liquidity Update:**

Cash Balance*	\$ 2,250,900
Cash Equivalents Market Value*	\$ 3,590,541
Days of Cash on Hand**	31.5
Days of Cash on Hand (ex. Capital Expenses)**	34.3
Days of Cash & Cash Equivalents on Hand**	81.7
Days of Cash & Cash Equivalents on Hand (ex. Capital Expenses)**	89

\*Values as of 10/5/23

\*\*Expenses based on FY23 actuals

- **Investment Portfolio Update:**

Figure 1

Portfolio as of 8/31/23				
	Cost Basis	Market Value	Maturity Value	
U.S. Treasury Bill Due 11/7/23	\$ 1,017,643	\$ 1,024,820	\$ 1,035,000	
U.S. Treasury Bill Due 9/7/23	\$ 511,072	\$ 523,539	\$ 524,000	
U.S. Treasury Bill Due 10/12/23	\$ 1,006,840	\$ 1,021,801	\$ 1,028,000	
U.S. Treasury Bill Due 12/12/23	\$ 999,452	\$ 1,001,713	\$ 1,017,000	
Portfolio Market Value	\$ 3,571,873			
Total Money Market Value	\$ 753			
Total Investments:	\$ 3,572,626			
Investment Returns Since Inception*: \$	89,207			

\*Portfolio inception date is 1/11/23

- **Budget Development Tracker:**

- ❖ **FY24 Capital Budget** - Approved by BOC on 9/20/22.
- ❖ **FY24 Operating Budget:** - Approved by BOC on 1/17/23.



❖ **FY24 Capital Budget Adjustment** – Approved by BOC on 9/19/23.

❖ **FY24 Proposed Operating Budget Adjustment – Target Date Oct.**

❖ **FY25 Proposed Capital Budget – Target Date Nov.**

❖ **FY25 Proposed Operating Budget – Target Date Dec.**

*All Budget Documents are available on the Finance Page at [ridegmt.com](https://ridegmt.com), or by clicking [HERE](#).*

**Retirement Committee Update:**

Retirement Committee (RC) meetings are held quarterly. The last meeting was held on June 7<sup>th</sup> at 12 p.m.

The next Retirement Committee meeting will be held on October 25<sup>th</sup> at 12 p.m. The agenda can be found [HERE](#) along with information on how to attend.

Retirement Committee Minutes can be found [HERE](#).

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V2117	Ryan Brady	8/28/23	99733	1,250.35	Drywall Installer Berlin
V981	Burlington, City of	8/28/23	99734	20.00	
V2015	M&T Bank	8/28/23	99735	28,831.99	Credit Cards Trainings, Parts, and Lodging
V279	ABC Bus Companies-Muncie	9/1/23	99736	5,561.42	4 Part Invoices
V217	Airgas USA, LLC	9/1/23	99737	253.33	
V1305	Allegiant Care	9/1/23	99738	232,423.00	Health Insurance
V284	Brenntag Lubricants Northeast	9/1/23	99739	8,371.19	6 Part Invoices
V225	Burlington Electric Department	9/1/23	99740	8,186.83	7 Electric Bills
V226	Burlington Public Works-Water	9/1/23	99741	305.20	
V228	C.I.D.E.R., Inc.	9/1/23	99742	800.10	
V234	Charlebois Truck Parts, Inc.	9/1/23	99743	132.16	
V220	Class C Solutions Group	9/1/23	99744	2,680.61	7 Part Invoices
V1564	Connolly Heather	9/1/23	99745	250.00	
V928	Conway Office Solutions	9/1/23	99746	60.00	
V239	Cummins Northeast LLC	9/1/23	99747	262.20	
V240	D & M Fire and Safety Equipment	9/1/23	99748	2,334.00	Fire Extinguisher Inspections Buses
V321	Empire Janitorial Supply Company	9/1/23	99749	20.54	
V1989	Falcon Plumbing Service Inc	9/1/23	99750	273.00	
V250	Fisher Auto Parts	9/1/23	99751	3,495.39	16 Part and Credit Invoices
V252	FleetPride, Inc	9/1/23	99752	843.77	
V253	FleetWave Partners, LLP	9/1/23	99753	3,533.25	2 Radio Repeater Invoices
V257	Gillig Corp.	9/1/23	99754	618.84	
V259	Grainger	9/1/23	99755	61.86	
V260	Green Mountain Kenworth, Inc.	9/1/23	99756	8,475.47	7 Part Invoices
V261	Green Mountain Power	9/1/23	99757	2,882.13	7 Part and Credit Invoices
V1779	Key Motors of South Burlington	9/1/23	99758	497.19	
V1509	Lawson Products, Inc	9/1/23	99759	1,411.73	5 Maintenance Supply Invoices Rural
V1191	Lucky's Trailer Sales Inc.	9/1/23	99760	30.98	
V2120	Magaldi & Magaldi	9/1/23	99761	273.94	
V1923	Mcgee Ford Of Montpelier	9/1/23	99762	151.20	
V1068	Midwest Bus Corporation	9/1/23	99763	1,615.92	Part Invoice
V278	Mohawk Mfg. & Supply Co.	9/1/23	99764	2,744.47	2 Part Invoices
V792	Myers Container Service Corp.	9/1/23	99765	274.06	
V283	Neopart LLC	9/1/23	99766	76.41	
V950	Northern ToyotaLift	9/1/23	99767	1,300.18	2 Repair Invoices
V223	O'Reilly Auto Enterprises, LLC	9/1/23	99768	1,201.42	3 Part Invoices
V594	Offset House The, Inc	9/1/23	99769	12,318.00	3 Marketing Invoices
V863	P & P Septic Service, Inc	9/1/23	99770	7,220.00	Pumped and Repair Pump Station
V1906	Pete's Tire Barns Inc	9/1/23	99771	7,802.06	2 Tire Invoices
V864	Rick's Towing & Repair, Inc.	9/1/23	99772	600.00	
V1757	Royea Group	9/1/23	99773	929.97	
V297	Safety-Kleen Systems, Inc.	9/1/23	99774	239.16	

V414	Seon Systems Sales Inc.	9/1/23 99775	2,496.00	IT Invoice
V302	Sports & Fitness Edge Inc.	9/1/23 99776	543.00	
V2056	Sprague Operating Resources LLC	9/1/23 99777	19,180.85	Fuel
V451	Stowe, Town of Electric Department	9/1/23 99778	124.61	
V310	Swish White River, LTD	9/1/23 99779	2,065.85	5 Maintenance Supply Invoices Urban
V1883	TDI Repair Facility LLC	9/1/23 99780	135.00	
V734	Thermo King Northeast/Dattco	9/1/23 99781	982.31	
V2050	Thomas Parker	9/1/23 99782	269.95	
V727	Tri Valley Transit	9/1/23 99783	419.20	
V1030	UniFirst Corporation	9/1/23 99784	1,604.63	10 Uniform Invoices
V315	United Parcel Service	9/1/23 99785	59.98	
V876	Vehicle Maintenance Program, Inc.	9/1/23 99786	667.08	
V410	Vermont Gas Systems, Inc.	9/1/23 99787	393.17	
V336	W.B Mason Co., Inc.	9/1/23 99788	107.53	
V1446	M T Wallets, LLC	9/1/23 EFT000000017344	3,200.00	Lease
V1825	Ride Your Bike LLC	9/1/23 EFT000000017345	955.09	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1926	Wilson Bruce	9/7/23	99844	50.00	
V1423	Alling, Andrew	9/8/23	99790	65.50	
V1025	Alter, Charles	9/8/23	99791	478.81	Volunteer
V1884	Donaghy Peardon	9/8/23	99792	113.32	Volunteer
V2032	Merrill John	9/8/23	99793	554.13	Volunteer
V2119	Monterosso Rich	9/8/23	99794	39.96	
V1911	O'Donnell Kathleen	9/8/23	99795	51.09	
V2113	Quintin BJ	9/8/23	99796	59.61	
V1800	Sells Catherine	9/8/23	99797	44.54	
V2058	Vassar Carol	9/8/23	99798	762.42	Volunteer
V2006	Wisell Evan	9/8/23	99799	44.54	
V279	ABC Bus Companies-Muncie	9/8/23	99800	350.83	
V1944	Arthur J Gallagher Risk Management Service	9/8/23	99801	560.32	
V1334	Background Investigation Bureau, LLC	9/8/23	99802	500.50	
V101	Bradshaw, Tim	9/8/23	99803	69.99	
V2121	Brovillette Todd	9/8/23	99804	17.11	
V234	Charlebois Truck Parts, Inc.	9/8/23	99805	191.58	
V220	Class C Solutions Group	9/8/23	99806	1,621.95	2 Part Invoices
V2104	Community Rides Vermont, Inc.	9/8/23	99807	11,084.30	E&D Medicaid and Jac Rides
V1528	CSched	9/8/23	99808	55,193.00	Bus Scheduling Software
V239	Cummins Northeast LLC	9/8/23	99809	1,441.37	2 Part Invoices
V2116	Elizabeth Green	9/8/23	99810	4,000.00	CDL Training
V250	Fisher Auto Parts	9/8/23	99811	570.69	
V252	FleetPride, Inc	9/8/23	99812	815.65	
V257	Gillig Corp.	9/8/23	99813	9,202.38	3 Part Invoices
V2124	Greaves Dan	9/8/23	99814	12.30	
V261	Green Mountain Power	9/8/23	99815	24.08	
V1690	Gurung, Dhan	9/8/23	99816	100.00	Shoe Reimbursement
V1976	Hanley Scott	9/8/23	99817	78.75	
V263	Heritage Ford	9/8/23	99818	816.37	
V2125	Installed Building Products LLC	9/8/23	99819	2,600.00	Insulation Installation Berlin
V2094	Josephson Taylor	9/8/23	99820	2,524.34	Mowing Invoice
V327	Keller, J.J. & Associates, Inc.	9/8/23	99821	2,255.00	Training Invoice
V2123	Lavigne Charles	9/8/23	99822	120.00	Shoe Reimbursement
V1311	Maurice, Marc	9/8/23	99823	116.10	Shoe Reimbursement
V274	McMaster-Carr	9/8/23	99824	141.63	
V276	Metalworks	9/8/23	99825	313.75	
V1977	Moyes Douglas	9/8/23	99826	108.00	Shoe Reimbursement
V792	Myers Container Service Corp.	9/8/23	99827	1,380.75	Trash Removal Berlin
V1969	Nguyen Kevin	9/8/23	99828	35.36	
V2010	Nucar Automall of Saint Albans	9/8/23	99829	1,489.36	Repair Invoice

V223	O'Reilly Auto Enterprises, LLC	9/8/23	99830	720.73	
V1878	Otis Elevator Company	9/8/23	99831	200.00	
V1484	Parsons Environment & Infrastructure Group Inc.	9/8/23	99832	27.12	
V1906	Pete's Tire Barns Inc	9/8/23	99833	4,306.07	2 Tire Invoices
V1249	Petrosyan, Oleg	9/8/23	99834	100.00	Shoe Reimbursement
V1449	Robinson, Alec	9/8/23	99835	450.00	FSA Reimbursement
V1166	Sinanovic, Almir	9/8/23	99836	100.00	Shoe Reimbursement
V2056	Sprague Operating Resources LLC	9/8/23	99837	19,174.95	Fuel
V218	Stewart & Stevenson	9/8/23	99838	357.62	
V273	Transit Holding, Inc.	9/8/23	99839	1,458.24	2 Part Invoices
V315	United Parcel Service	9/8/23	99840	20.39	
V1858	Valyou Brittany	9/8/23	99841	417.64	Volunteer
V336	W.B Mason Co., Inc.	9/8/23	99842	29.99	
V1953	WEX BANK	9/8/23	99843	41,414.20	Fuel
V1929	Brock Christine	9/8/23	EFT0000000017346	64.19	
V1150	Bruley SR, Mark	9/8/23	EFT0000000017347	1,643.41	Volunteer
V2090	Churchill Brenda	9/8/23	EFT0000000017348	134.28	Volunteer
V1952	Cook Kathleen	9/8/23	EFT0000000017349	49.13	
V1676	Croteau, William	9/8/23	EFT0000000017350	981.19	Volunteer
V1915	Donna Perry	9/8/23	EFT0000000017351	369.42	Volunteer
V1820	Franklin County Transportation	9/8/23	EFT0000000017352	23,490.00	Cab Service
V170	Hertz, Kenneth	9/8/23	EFT0000000017353	954.99	Volunteer
V70	LeClair Raymond	9/8/23	EFT0000000017354	1,118.76	Volunteer
V2118	Marsh Donald	9/8/23	EFT0000000017355	615.70	Volunteer
V86	Pike, Gail	9/8/23	EFT0000000017356	1,313.94	Volunteer
V771	Sammons Chandra	9/8/23	EFT0000000017357	761.11	Volunteer
V93	Timm, Marta	9/8/23	EFT0000000017358	701.52	Volunteer
V1725	Utton, Debra	9/8/23	EFT0000000017359	1,872.13	Volunteer
V2100	Wood Jeremy	9/8/23	EFT0000000017360	323.59	Volunteer
V14	Bruce, Judith	9/8/23	EFT0000000017361	35.65	
V1751	Foss, Nicholas	9/8/23	EFT0000000017362	129.94	FSA Reimbursement
V2088	Gilbert Cynthia	9/8/23	EFT0000000017363	70.74	
V38	Moore, Jon	9/8/23	EFT0000000017364	656.16	FSA Reimbursement
V1994	Reid Stephanie	9/8/23	EFT0000000017365	25.00	
V2122	Smith Kimberly	9/8/23	EFT0000000017366	122.00	FSA Reimbursement
V2117	Ryan Brady	9/8/23	99847	1,336.80	Sheetrock In Berlin
v1978	Veronica Lindstrom	9/8/23	99845	50.00	
V1979	Carol Tansey	9/8/23	99846	50.00	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V279	ABC Bus Companies-Muncie	9/15/23	99848	5,463.78	5 Part Invoices
V316	Able Paint, Glass & Flooring Co.	9/15/23	99849	202.47	
V1248	Abolox LLC	9/15/23	99850	767.10	
V1817	Air Compressor Engineering CO., INC	9/15/23	99851	954.70	
V415	Amazon Capital Services	9/15/23	99852	2,580.78	23 Office supply, parts and Computer Invoices.
V219	Aubuchon C/O Blue Tarp Financial, Inc.	9/15/23	99853	166.91	
V284	Brenntag Lubricants Northeast	9/15/23	99854	992.35	
V226	Burlington Public Works-Water	9/15/23	99855	2,651.68	3 Water and Sewer Bills
V227	Burlington Telecom	9/15/23	99856	2,176.03	IT Invoice
V228	C.I.D.E.R., Inc.	9/15/23	99857	28,617.88	E&D and Medicaid Rides
V851	Champlain Medical	9/15/23	99858	212.00	
V2084	Consolidated Communications	9/15/23	99859	199.82	
V524	CPL Electrical Contracting	9/15/23	99860	450.00	
V239	Cummins Northeast LLC	9/15/23	99861	50.22	
V241	D & W Diesel, Inc.	9/15/23	99862	3,875.64	Part invoice
V242	Danform Shoes	9/15/23	99863	250.00	
V417	Dion Security, Inc.	9/15/23	99864	24.90	
V250	Fisher Auto Parts	9/15/23	99865	1,993.53	19 Part Invoices
V253	FleetWave Partners, LLP	9/15/23	99866	3,533.25	2 Radio Repeater Invoices
V257	Gillig Corp.	9/15/23	99867	7,391.19	11 Part Invoices
V263	Heritage Ford	9/15/23	99868	448.29	
V1658	J. David White Associates, Inc.	9/15/23	99869	960.00	
V328	Kirk's Automotive Inc.	9/15/23	99870	3,396.29	2 Part Invoices
V1880	Kyle Bellavance	9/15/23	99871	1,623.25	Clean Up outside in Barre
V1509	Lawson Products, Inc	9/15/23	99872	121.24	
V270	Lowe's	9/15/23	99873	90.15	
V1923	Mcgee Ford Of Montpelier	9/15/23	99874	345.25	
V278	Mohawk Mfg. & Supply Co.	9/15/23	99875	4,642.40	5 Part Invoices
V283	Neopart LLC	9/15/23	99876	224.89	
V331	North Avenue News	9/15/23	99877	200.00	
V223	O'Reilly Auto Enterprises, LLC	9/15/23	99878	1,013.89	4 Part Invoices
V863	P & P Septic Service, Inc	9/15/23	99879	410.00	
V1906	Pete's Tire Barns Inc	9/15/23	99880	9,927.38	5 Tire Invoices
V545	Pitney Bowes - Leasing	9/15/23	99881	179.85	
V1165	Posner, Jordan	9/15/23	99882	1,025.00	Consulting ADA
V297	Safety-Kleen Systems, Inc.	9/15/23	99883	1,321.15	Hazardous Waste Removal
V414	Seon Systems Sales Inc.	9/15/23	99884	416.00	
V301	Sovernet	9/15/23	99885	1,382.73	IT Invoice
V2056	Sprague Operating Resources LLC	9/15/23	99886	19,177.90	Fuel
V1875	Sunwealth Project Pool 14 LLC	9/15/23	99887	4,619.80	Solar Invoice
V2050	Thomas Parker	9/15/23	99888	719.90	
V1030	UniFirst Corporation	9/15/23	99889	52.08	
V315	United Parcel Service	9/15/23	99890	66.04	
V410	Vermont Gas Systems, Inc.	9/15/23	99891	86.62	
V1459	Vermont Information Consortium LLC	9/15/23	99892	642.00	
V303	SSTA	9/15/23	EFT000000017367	238,509.05	ADA and E&D Rides
V308	Steadman Hill Consulting, Inc.	9/15/23	EFT000000017368	6,237.81	Consulting Invoice
V1856	Via Transportation Inc.	9/15/23	EFT000000017369	2,880.00	Microtransit

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1467	Charles Schwab	9/19/23	V1467 2023 0919	26,080.24	Retirement
V1025	Alter, Charles	9/22/23	99893	364.19	Volunteer
V1619	Cherrad, Tracy	9/22/23	99894	110.44	Volunteer
V1957	Clark Barbara	9/22/23	99895	55.02	
V1884	Donaghy Peardon	9/22/23	99896	43.23	
V2106	Heinlein Montanna	9/22/23	99897	178.64	Volunteer
V2108	MacAuley Angela	9/22/23	99898	188.64	Volunteer
V2032	Merrill John	9/22/23	99899	220.08	Volunteer
V1911	O'Donnell Kathleen	9/22/23	99900	45.85	
V181	Owen, Helen	9/22/23	99901	915.69	Volunteer
V2058	Vassar Carol	9/22/23	99902	235.80	Volunteer
V225	Burlington Electric Department	9/22/23	99903	988.05	
V469	Burlington Fire Department	9/22/23	99904	1,300.00	2 Fire Inspection Invoices
V69	C.E Wendel Electric	9/22/23	99905	509.79	
V1240	ClearChoiceMD	9/22/23	99906	250.00	
V1564	Connolly Heather	9/22/23	99907	125.00	
V107	Costes, Chris	9/22/23	99908	120.00	Shoe Reimbursement
V239	Cummins Northeast LLC	9/22/23	99909	6,825.43	Part Invoice
V1799	Dahal Raju	9/22/23	99910	100.00	
V2116	Elizabeth Green	9/22/23	99911	4,000.00	Driver Training Invoice
V252	FleetPride, Inc	9/22/23	99912	585.30	
V257	Gillig Corp.	9/22/23	99913	4,390.68	5 Part Invoices
V259	Grainger	9/22/23	99914	63.26	
V260	Green Mountain Kenworth, Inc.	9/22/23	99915	5,100.84	3 Part Invoices
V261	Green Mountain Power	9/22/23	99916	1,655.09	3 Power Bills Rural
V1136	Gurung, Damber	9/22/23	99917	100.00	Shoe Reimbursement
V328	Kirk's Automotive Inc.	9/22/23	99918	344.18	
V1880	Kyle Bellavance	9/22/23	99919	5,248.49	2 Shelter removal Invoices
V2029	Lift-U	9/22/23	99920	39.00	
V1191	Lucky's Trailer Sales Inc.	9/22/23	99921	451.96	
V1419	Middlebury Fence Co., LLC	9/22/23	99922	8,194.89	Replaced Slide gate damaged in the flood
V278	Mohawk Mfg. & Supply Co.	9/22/23	99923	1,780.04	2 Part Invoices
V280	Mutual of Omaha Insurance Co.	9/22/23	99924	14.03	
V283	Neopart LLC	9/22/23	99925	119.42	
V2010	Nucar Automall of Saint Albans	9/22/23	99926	3,170.12	2 Part Invoices
V223	O'Reilly Auto Enterprises, LLC	9/22/23	99927	1,071.99	4 Part Invoices
V1906	Pete's Tire Barns Inc	9/22/23	99928	10,559.53	6 Tire Invoices
V1806	Proterra Operating Company Inc	9/22/23	99929	13,032.00	Electric Bus Training
V2056	Sprague Operating Resources LLC	9/22/23	99930	42,796.90	Fuel
V273	Transit Holding, Inc.	9/22/23	99931	41.36	
V313	Travelers	9/22/23	99932	427,354.75	Insurance
V876	Vehicle Maintenance Program, Inc.	9/22/23	99933	192.52	
V410	Vermont Gas Systems, Inc.	9/22/23	99934	368.55	
V336	W.B Mason Co., Inc.	9/22/23	99935	411.64	
V150	Walker, Michael	9/22/23	99936	121.00	FSA Reimbursement
V1030	UniFirst Corporation	9/22/23	99937	683.05	

V1929	Brock Christine	9/22/23 EFT000000017370	51.09	
V1150	Bruley SR, Mark	9/22/23 EFT000000017371	1,484.24	Volunteer
V2090	Churchill Brenda	9/22/23 EFT000000017372	153.27	Volunteer
V1952	Cook Kathleen	9/22/23 EFT000000017373	167.69	Volunteer
V1676	Croteau, William	9/22/23 EFT000000017374	1,412.18	Volunteer
V1915	Donna Perry	9/22/23 EFT000000017375	163.10	Volunteer
V1121	Fitzgerald, Terry	9/22/23 EFT000000017376	53.71	
V1820	Franklin County Transportation	9/22/23 EFT000000017377	15,475.00	Cab Service
V170	Hertz, Kenneth	9/22/23 EFT000000017378	867.22	Volunteer
V70	LeClair Raymond	9/22/23 EFT000000017379	997.58	Volunteer
V2118	Marsh Donald	9/22/23 EFT000000017380	386.45	Volunteer
V86	Pike, Gail	9/22/23 EFT000000017381	1,280.53	Volunteer
V771	Sammons Chandra	9/22/23 EFT000000017382	611.77	Volunteer
V93	Timm, Marta	9/22/23 EFT000000017383	497.82	Volunteer
V1725	Utton, Debra	9/22/23 EFT000000017384	1,572.00	Volunteer
V2100	Wood Jeremy	9/22/23 EFT000000017385	746.06	Volunteer
V1225	Camdzic, Hamed	9/22/23 EFT000000017386	100.00	
V1770	Damiani Christopher	9/22/23 EFT000000017387	477.97	Meal and FSA Reimbursement
V38	Moore, Jon	9/22/23 EFT000000017388	1,755.86	Travel, Meals and FSA Reimbursement
V2126	Osorio Erika	9/22/23 EFT000000017389	66.70	
V1994	Reid Stephanie	9/22/23 EFT000000017390	89.21	
V17	Smith, Jamie L	9/22/23 EFT000000017391	201.59	Meal Reimbursement

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V2015	M&T Bank	9/27/23	99938	24,857.58	Credit cards ,Travel, Meals, Parts, and IT Invoices
V225	Burlington Electric Department	9/27/23	99939	45,749.00	Transformer for Electric Buses
V279	ABC Bus Companies-Muncie	9/29/23	99940	6,734.36	8 Part Invoices
V1305	Allegiant Care	9/29/23	99941	247,544.00	Insurance
V225	Burlington Electric Department	9/29/23	99942	9,720.16	6 Electric Bills
V1227	Burlington Public Works-NON Water!!!	9/29/23	99943	320.00	
V851	Champlain Medical	9/29/23	99944	232.00	
V2129	City of Boston	9/29/23	99945	50.00	
V220	Class C Solutions Group	9/29/23	99946	8.01	
V1564	Connolly Heather	9/29/23	99947	125.00	
V928	Conway Office Solutions	9/29/23	99948	545.86	
V2127	EZ Container Services, Inc.	9/29/23	99949	695.00	
V250	Fisher Auto Parts	9/29/23	99950	2,355.51	10 Part Invoices
V252	FleetPride, Inc	9/29/23	99951	364.32	
V257	Gillig Corp.	9/29/23	99952	7,331.66	4 Part Invoices
V260	Green Mountain Kenworth, Inc.	9/29/23	99953	102.00	
V263	Heritage Ford	9/29/23	99954	224.79	
V1658	J. David White Associates, Inc.	9/29/23	99955	600.00	
V2130	Laura Mulligan	9/29/23	99956	4,102.00	Painting and sheetrocking Berlin
V1923	Mcgee Ford Of Montpelier	9/29/23	99957	768.28	
V1709	Monaghan Safar Ducham PLLC	9/29/23	99958	2,516.90	Legal
V2010	Nucar Automall of Saint Albans	9/29/23	99959	551.83	
V223	O'Reilly Auto Enterprises, LLC	9/29/23	99960	942.83	
V863	P & P Septic Service, Inc	9/29/23	99961	410.00	
V1906	Pete's Tire Barns Inc	9/29/23	99962	2,968.40	Tire Invoice
V2056	Sprague Operating Resources LLC	9/29/23	99963	19,186.75	Fuel
V1030	UniFirst Corporation	9/29/23	99964	318.38	
V396	United Way	9/29/23	99965	60.00	
V336	W.B Mason Co., Inc.	9/29/23	99966	71.06	

Urban Ridership Report - July Data (Estimated)

# ^	Route Name	Type of Service	AVG Daily Ridership WKD	Ridership
1	Williston	Local	759	20,397
2	Essex Junction	Local	754	19,205
3	Lakeside Commuter	Local	1	11
5	Pine Street	Local	207	4,864
6	Shelburne Rd	Local	378	10,993
7	North Avenue	Local	437	11,526
8	City Loop	Local	102	2,350
9	Riverside/Winooski	Local	336	8,211
10	Williston/Essex	Local	56	1,230
11	Airport	Local	190	4,882
16	Hannaford's	Local	29	86
19	Price Chopper #1	Local	14	56
20	Price Chopper #2	Local	31	124
21	Neighborhood Special	Local		0
36	Jeffersonville Commuter	Commuter	13	267
46	116 Commuter	Commuter	5	92
56	Milton Commuter	Commuter	14	281
86	Montpelier Link	Commuter	105	2,108
96	St. Albans Link	Commuter	31	613
99	Firework Shuttle	Local		1,178

Type of Service	Ridership
Local	85,113
Commuter	3,361
Grand total	88,474

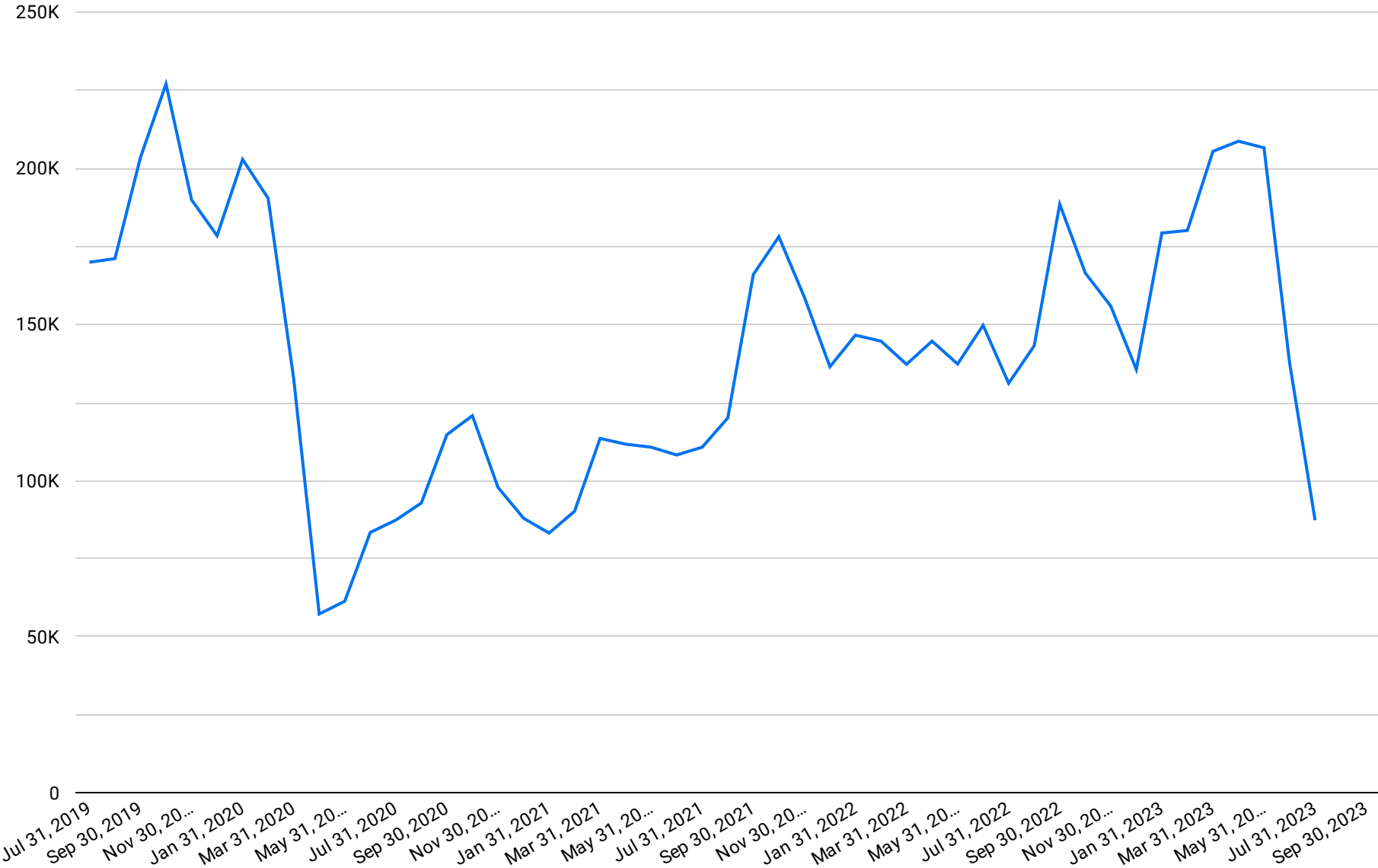
# ▲	Route Name	YTD FY 23 *	YTD FY 19	YTD
1	Williston	-26.40%	-36.97%	20,397
2	Essex Junction	-29.65%	-42.53%	19,205
3	Lakeside Commuter	-59.26%	-96.11%	11
5	Pine Street	-20.90%	-42.13%	4,864
6	Shelburne Rd	-44.39%	-42.43%	10,993
7	North Avenue	-32.19%	-36.49%	11,526
8	City Loop	-33.95%	-44.07%	2,350
9	Riverside/Winooski	-35.00%	-13.88%	8,211
10	Williston/Essex	-35.84%	-68.35%	1,230
11	Airport	-23.37%	-77.87%	4,882
16	Hannaford's	-46.25%	-59.05%	86
19	Price Chopper #1	-60.56%	-64.33%	56
20	Price Chopper #2	-18.42%	20.39%	124
21	Neighborhood Special			0
36	Jeffersonville Commuter	-51.98%	-53.97%	267
46	116 Commuter	-63.35%	-73.94%	92
56	Milton Commuter	-74.89%	-81.96%	281
86	Montpelier Link	-42.56%	-78.95%	2,108
96	St. Albans Link	-23.95%	-50.20%	613
99	Firework Shuttle			1,178

#### System Wide Percent Change Totals

YTD 23%	YTD 22 %	YTD 21%	YTD 20%	YTD 19%
-33.55%	-20.40%	0.14%	-47.89%	-48.63%

\* Due to probing issues, last year's July ridership was also estimated using historical trends

Urban Ridership August 2019 -July 2023



# Rural Ridership Report - September Data

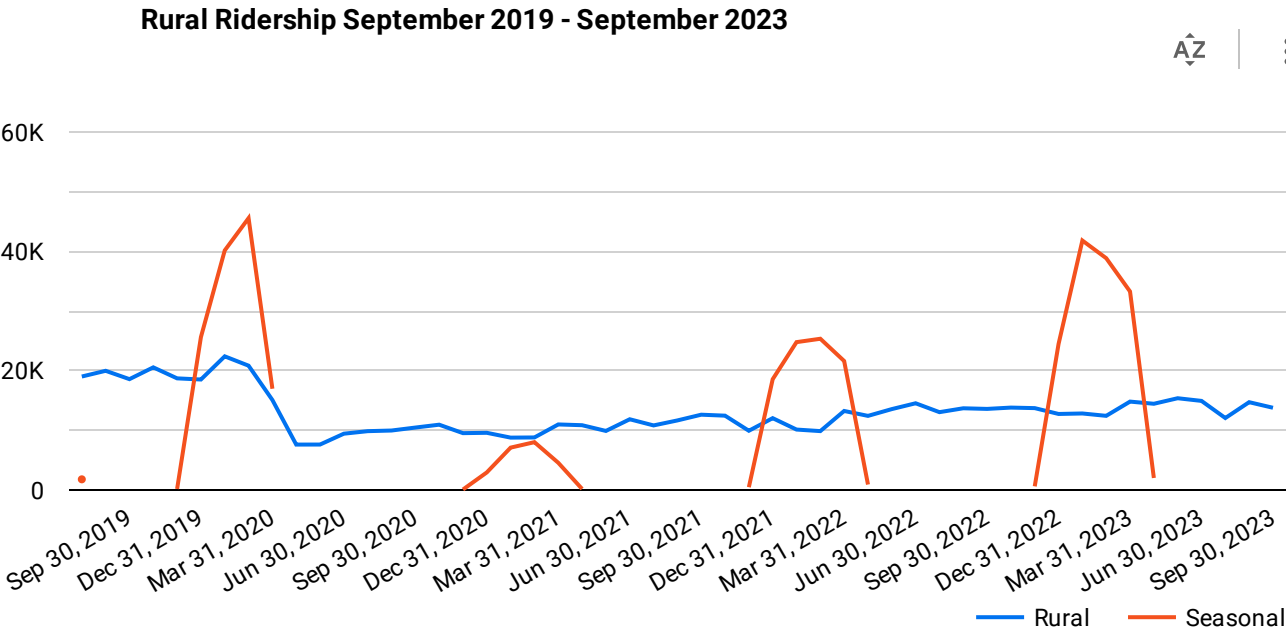
# ▲	Route Name	Type of Service	Ridership	AVG Daily Ridership WKD
	MyRide	Microtransit	2,331	
80	City Route Mid-Day	Local	2,068	87
81	Barre Hospital Hill	Local	3,195	139
83	Waterbury Commuter	Commuter	466	23
84	US 2 Commuter	Commuter	1	
85	Hannaford Shopping Special	Local	176	44
87	Northfield Shuttle	Local	42	11
89	City Commuter	Local	2,188	94
93	Northfield Commuter	Commuter	297	15
109	Tuesday Shopping Shuttle (FGI)	Local	46	2
110	St.Albans DT Shuttle	Local	1,971	87
115	Alburg-Georgia Commuter	Commuter	542	27
116	Richford-St.Albans Commuter	Commuter	509	25

Type of Service	Ridership
Microtransit	2,331
Local	9,686
Commuter	1,815

Service Region	Ridership
FGI	3,068
Capital District	10,764

Grand total	13,832
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# ▲	Route Name	YTD	YTD FY 23	YTD FY 19
	MyRide	8,093	6%	
80	City Route Mid-Day	5,050	-23%	-22%
81	Barre Hospital Hill	10,587	22%	22%
83	Waterbury Commuter	1,258	18%	-52%
84	US 2 Commuter	58	71%	-97%
85	Hannaford Shopping Special	464	5%	-3%
87	Northfield Shuttle	120	24%	-48%
89	City Commuter	6,167	-8%	-33%
93	Northfield Commuter	806	-36%	-60%
109	Tuesday Shopping Shuttle (FGL)	134	-15%	-31%
110	St.Albans DT Shuttle	5,556	-2%	-4%
115	Alburg-Georgia Commuter	1,184	-5%	-35%
116	Richford-St.Albans Commuter	1,232	39%	-28%



System Wide Percent Change Totals				
YTD 23% ▼	YTD 22 %	YTD 21%	YTD 20%	YTD 19%
0.34%	15.49%	61.16%	-7.49%	-1.35%



TO: GMT Board of Commissioners  
FR: Nick Foss, Director of Finance & Grants  
CC: GMT Finance Committee  
DT: October 13, 2023  
RE: FY24 Operating Budget Adjustment

Attachment: FY24 Operating Budget Adjustment Presentation

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This memo accompanies the Adjusted Operating Budget for GMT for the fiscal year ending June 30, 2024.

GMT and VTRANS executed the urban and rural state grant agreements in July, which established available federal and state funding for fiscal year 2024. As a result, staff is proposing an operating budget adjustment to consider the executed grant awards, as well as updated operating revenue and expense assumptions.

A total revenue and expense adjustment of \$1,970,691 (7.5% increase) was necessary to the approved FY24 Operating Budget.

The following consolidated revenue lines were adjusted:

Federal, State, & Local: +\$2,649,699  
Operating: -\$679,007

The following consolidated expense lines were adjusted:

Salaries & Wages: +\$827,233  
Personnel Taxes & Benefits: +\$82,940  
General & Administrative: +\$288,866  
Operations: +\$1,225  
Planning: +\$1,037,500  
Vehicle/Building Maintenance: -\$266,180  
Contracted: +\$499,621  
Marketing: -\$1,000  
Other: -\$499,514

The following cost allocations were adjusted:

Urban: +\$35,061  
Rural: -\$35,061

**Staff is requesting the Board of Commissioners approve the FY24 Adjusted Operating Budget totaling \$28,076,377.**

GREEN MOUNTAIN TRANSIT AUTHORITY								
Proposed FY24 Adj. Operating Budget			Approved FY24 Operating Budget			\$ Changes between Adj. FY24 & Approved FY24		
URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total
<b>Revenues</b>								
<b>FEDERAL, STATE AND LOCAL REVENUES</b>								
Municipal Member Assessments	\$2,654,221	\$0	\$2,654,221	\$2,654,221	\$0	\$2,654,221	\$0	\$0
Municipal Paratransit Assessments	\$880,426	\$0	\$880,426	\$880,426	\$0	\$880,426	(\$0)	(\$0)
Local Operating Assistance	\$55,663	\$494,414	\$550,077	\$53,791	\$500,375	\$554,166	\$1,872	(\$5,961)
Federal Urban Formula Grant (5307)	\$5,655,347	\$0	\$5,655,347	\$5,236,484	\$0	\$5,236,484	\$418,863	\$0
Federal Rural Operating Grant (5311)	\$0	\$1,504,825	\$1,504,825	\$0	\$1,750,000	\$1,750,000	\$0	(\$245,175)
State Regular Subsidy Operating Grant	\$2,850,000	\$919,903	\$3,769,903	\$2,300,000	\$780,000	\$3,080,000	\$550,000	\$139,903
F&D Grants and Cash Match	\$0	\$1,911,034	\$1,911,034	\$0	\$1,447,506	\$1,447,506	\$0	\$463,528
CMAQ Grants	\$1,947,802	\$1,039,600	\$2,987,502	\$1,454,487	\$1,266,354	\$2,720,841	\$493,415	(\$226,754)
Preventative Maintenance Grants	\$2,100,000	\$675,000	\$2,775,000	\$2,100,000	\$575,000	\$2,675,000	\$0	\$100,000
Other Federal/State Grants	\$1,873,219	\$388,685	\$2,261,904	\$835,719	\$140,186	\$975,905	\$1,037,500	\$248,499
Fund Balance Reserves	\$0	\$0	\$0	\$0	\$325,992	\$325,992	\$0	(\$325,992)
Local Match Fund Reserve Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Federal, State and Local Revenues</b>	<b>\$18,016,779</b>	<b>\$6,933,461</b>	<b>\$24,950,239</b>	<b>\$15,515,128</b>	<b>\$6,785,412</b>	<b>\$22,300,541</b>	<b>\$2,501,650</b>	<b>\$148,049</b>
<b>OPERATING REVENUE</b>								
Passenger Revenue	\$668,591	\$0	\$668,591	\$1,959,000	\$0	\$1,959,000	(\$1,290,409)	\$0
Paratransit Fare	\$38,546	\$0	\$38,546	\$114,077	\$0	\$114,077	(\$75,531)	\$0
Advertising Revenue	\$150,000	\$36,000	\$186,000	\$130,000	\$13,000	\$143,000	\$20,000	\$23,000
Interest Earnings	\$0	\$130,000	\$130,000	\$300	\$4,000	\$4,300	(\$300)	\$126,000
Miscellaneous Revenue	\$4,000	\$1,000	\$5,000	\$1,000	\$0	\$1,000	\$3,000	\$1,000
Sales of Equipment	\$5,000	\$5,000	\$10,000	\$1,000	\$2,000	\$3,000	\$4,000	\$3,000
Medicaid Purchase of Service Revenue	\$0	\$2,015,000	\$2,015,000	\$0	\$1,495,000	\$1,495,000	\$0	\$520,000
Misc. Purchase of Service	\$33,000	\$40,000	\$73,000	\$32,786	\$52,982	\$85,768	\$214	(\$12,982)
Warranty Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Revenues</b>	<b>\$899,137</b>	<b>\$2,227,000</b>	<b>\$3,126,137</b>	<b>\$2,238,162</b>	<b>\$1,566,982</b>	<b>\$3,805,144</b>	<b>(\$1,339,025)</b>	<b>\$660,018</b>
<b>TOTAL REVENUES</b>	<b>\$18,915,916</b>	<b>\$9,160,461</b>	<b>\$28,076,377</b>	<b>\$17,753,291</b>	<b>\$8,352,394</b>	<b>\$26,105,685</b>	<b>\$1,162,625</b>	<b>\$808,067</b>
<b>SALARIES AND WAGES</b>								
Other Wages	\$1,998,203	\$1,248,021	\$3,246,224	\$1,863,846	\$1,026,197	\$2,890,044	\$134,356	\$221,823
Driver Wages	\$5,231,418	\$2,472,538	\$7,703,956	\$4,813,029	\$2,491,527	\$7,304,556	\$418,389	(\$18,989)
Mechanic Wages	\$1,159,334	\$199,036	\$1,358,370	\$1,097,228	\$189,490	\$1,286,718	\$62,106	\$9,546
<b>SALARIES AND WAGES</b>	<b>\$8,388,955</b>	<b>\$3,919,595</b>	<b>\$12,308,550</b>	<b>\$7,774,103</b>	<b>\$3,707,215</b>	<b>\$11,481,318</b>	<b>\$614,852</b>	<b>\$212,381</b>
<b>PERSONNEL TAXES AND BENEFITS</b>								
Payroll Taxes FICA/MC (7.65% of Wages)	\$641,755	\$299,849	\$941,604	\$594,719	\$283,602	\$878,321	\$47,036	\$16,247
Unemployment Tax Exp	\$15,000	\$18,000	\$33,000	\$20,000	\$15,000	\$35,000	(\$5,000)	\$3,000
Medical Insurance	\$2,154,673	\$770,731	\$2,925,404	\$2,293,548	\$676,347	\$2,969,895	(\$138,876)	\$94,384
Retirement ER Contributions	\$385,892	\$117,588	\$503,480	\$376,329	\$121,751	\$498,080	\$9,563	(\$4,163)
Employee Development	\$45,000	\$36,000	\$81,000	\$13,000	\$28,000	\$41,000	\$32,000	\$8,000
GM Development/training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Employee Benefits	\$129,993	\$49,055	\$179,048	\$110,900	\$47,400	\$158,300	\$19,093	\$1,655
<b>PERSONNEL TAXES AND BENEFITS</b>	<b>\$3,372,312</b>	<b>\$1,291,223</b>	<b>\$4,663,535</b>	<b>\$3,408,496</b>	<b>\$1,172,100</b>	<b>\$4,580,595</b>	<b>(\$36,184)</b>	<b>\$119,124</b>
<b>GENERAL AND ADMIN EXPENSES</b>								
Admin Supplies and Expenses	\$83,604	\$25,800	\$109,404	\$54,611	\$19,220	\$73,831	\$28,993	\$6,580
Recruiting Expenses	\$15,000	\$42,000	\$57,000	\$32,000	\$30,000	\$62,000	(\$17,000)	\$12,000
Dues and Subscriptions	\$4,000	\$9,800	\$13,800	\$2,169	\$8,805	\$10,974	\$1,831	\$995
Travel and meetings	\$4,000	\$2,000	\$6,000	\$1,000	\$1,000	\$2,000	\$3,000	\$1,000
Communications	\$54,850	\$37,200	\$92,050	\$52,689	\$37,485	\$90,174	\$2,161	(\$285)
Computer Services	\$206,774	\$193,937	\$400,710	\$176,186	\$90,203	\$266,388	\$30,588	\$103,734
Board Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal Fees	\$45,000	\$35,000	\$80,000	\$35,000	\$35,000	\$70,000	\$10,000	\$0
Insurance	\$1,162,568	\$568,886	\$1,731,454	\$1,197,267	\$519,843	\$1,717,110	(\$34,699)	\$49,043
Audit Fees	\$18,568	\$7,958	\$26,525	\$16,450	\$7,050	\$23,500	\$2,118	\$908
Consulting Fees	\$42,300	\$42,300	\$84,600	\$0	\$0	\$0	\$42,300	\$45,600
<b>GENERAL AND ADMIN EXPENSES</b>	<b>\$1,636,664</b>	<b>\$968,179</b>	<b>\$2,604,843</b>	<b>\$1,567,372</b>	<b>\$748,605</b>	<b>\$2,315,977</b>	<b>\$69,292</b>	<b>\$219,574</b>
<b>OPERATIONS EXPENSES</b>								
Employee New Hire/Background Checks	\$4,000	\$12,000	\$16,000	\$2,000	\$9,500	\$11,500	\$2,000	\$2,500
DOT Testing	\$6,825	\$5,400	\$12,225	\$6,500	\$6,000	\$12,500	\$325	(\$500)
Employment Recruitment Referral Program	\$800	\$400	\$1,200	\$800	\$400	\$1,200	\$0	\$0
Drivers' Uniforms	\$20,000	\$10,000	\$30,000	\$20,000	\$10,000	\$30,000	\$0	\$0
Safety Expense	\$2,000	\$500	\$2,500	\$4,200	\$500	\$4,700	(\$2,200)	\$0
Misc. Operating Expenses	\$2,500	\$500	\$3,000	\$2,800	\$1,000	\$3,800	(\$300)	(\$500)
<b>OPERATIONS EXPENSES</b>	<b>\$36,125</b>	<b>\$28,800</b>	<b>\$64,925</b>	<b>\$36,300</b>	<b>\$27,400</b>	<b>\$63,700</b>	<b>(\$175)</b>	<b>\$1,400</b>
<b>PLANNING EXPENSES</b>								
Other Planning Expense	\$4,200	\$26,800	\$31,000	\$4,200	\$26,800	\$31,000	\$0	\$0
CCRPC Planning Exp	\$1,137,500	\$0	\$1,137,500	\$100,000	\$0	\$100,000	\$1,037,500	\$0
<b>PLANNING EXPENSES</b>	<b>\$1,141,700</b>	<b>\$26,800</b>	<b>\$1,168,500</b>	<b>\$104,200</b>	<b>\$26,800</b>	<b>\$131,000</b>	<b>\$1,037,500</b>	<b>\$0</b>
<b>VEHICLE/BUILDING MAINTENANCE EXP</b>								
Parts Expense - Non-Revenue Vehicle	\$5,000	\$2,000	\$7,000	\$5,000	\$2,000	\$7,000	\$0	\$0
Parts Expense - Revenue Vehicles	\$682,000	\$125,500	\$807,500	\$637,000	\$123,000	\$760,000	\$45,000	\$2,500
Tires	\$115,000	\$50,000	\$165,000	\$80,000	\$43,000	\$123,000	\$35,000	\$7,000
Facility Maintenance	\$140,000	\$115,000	\$255,000	\$100,000	\$107,800	\$207,800	\$40,000	\$7,200
Passenger Facility Expense	\$28,200	\$0	\$28,200	\$28,200	\$0	\$28,200	\$0	\$0

GREEN MOUNTAIN TRANSIT AUTHORITY							\$ Changes between Adj. FY24 & Approved FY24		
Proposed FY24 Adj. Operating Budget				Approved FY24 Operating Budget					
URBAN	RURAL	Total		URBAN	RURAL	Total	URBAN	RURAL	Total
Cleaning Expense	\$4,000	\$0	\$4,000	\$4,200	\$8,000	\$12,200	(\$200)	(\$8,000)	(\$8,200)
Repeater Fees	\$23,701	\$18,673	\$42,374	\$22,560	\$17,280	\$39,840	\$1,141	\$1,393	\$2,534
Light, Heat and Water	\$190,000	\$70,000	\$260,000	\$190,000	\$70,000	\$260,000	\$0	\$0	\$0
Fuel - Vehicles	\$1,004,715	\$544,035	\$1,548,750	\$1,417,300	\$544,035	\$1,961,335	(\$412,585)	\$0	(\$412,585)
Maintenance Tools/Supplies/Uniforms	\$116,850	\$34,050	\$150,900	\$132,200	\$19,050	\$151,250	(\$15,350)	\$15,000	(\$350)
Misc. Maintenance Expenses and fees	\$21,964	\$11,965	\$33,929	\$10,787	\$7,420	\$18,207	\$11,177	\$4,545	\$15,722
<b>VEHICLE/BUILDING MAINTENANCE EXP</b>	<b>\$2,331,429</b>	<b>\$971,223</b>	<b>\$3,302,652</b>	<b>\$2,627,247</b>	<b>\$941,585</b>	<b>\$3,568,832</b>	<b>(\$295,818)</b>	<b>\$29,638</b>	<b>(\$266,180)</b>
<b>CONTRACTED EXPENSES</b>									
ADA/SSTA PARATRANSIT	\$1,831,004	\$0	\$1,831,004	\$1,739,006	\$0	\$1,739,006	\$91,997	\$0	\$91,997
Partner Local Share	\$19,833	\$4,941	\$24,774	\$19,833	\$4,941	\$24,774	\$0	\$0	\$0
Functional Assessment Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Volunteer Drivers	\$0	\$375,000	\$375,000	\$0	\$432,890	\$432,890	\$0	(\$57,890)	(\$57,890)
Other Transportation Svcs	\$0	\$1,366,318	\$1,366,318	\$0	\$900,804	\$900,804	\$0	\$465,514	\$465,514
<b>CONTRACTOR EXPENSES</b>	<b>\$1,850,837</b>	<b>\$1,746,259</b>	<b>\$3,597,095</b>	<b>\$1,758,839</b>	<b>\$1,338,635</b>	<b>\$3,097,474</b>	<b>\$91,997</b>	<b>\$407,624</b>	<b>\$499,621</b>
<b>MARKETING EXPENSE</b>									
Bus Tickets/Fare Media	\$10,000	\$0	\$10,000	\$10,000	\$1,000	\$11,000	\$0	(\$1,000)	(\$1,000)
Marketing Exp	\$26,320	\$12,000	\$38,320	\$26,320	\$12,000	\$38,320	\$0	\$0	\$0
Public Information	\$26,000	\$15,000	\$41,000	\$26,000	\$15,000	\$41,000	\$0	\$0	\$0
<b>MARKETING EXPENSE</b>	<b>\$62,320</b>	<b>\$27,000</b>	<b>\$89,320</b>	<b>\$62,320</b>	<b>\$28,000</b>	<b>\$90,320</b>	<b>\$0</b>	<b>(\$1,000)</b>	<b>(\$1,000)</b>
<b>OTHER EXPENSES</b>									
Debt Service/Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Match Fund	\$161,456	\$115,500	\$276,956	\$445,235	\$331,235	\$776,470	(\$283,779)	(\$215,735)	(\$499,514)
<b>OTHER EXPENSES</b>	<b>\$161,456</b>	<b>\$115,500</b>	<b>\$276,956</b>	<b>\$445,235</b>	<b>\$331,235</b>	<b>\$776,470</b>	<b>(\$283,779)</b>	<b>(\$215,735)</b>	<b>(\$499,514)</b>
<b>Total Expenses</b>	<b>\$18,981,798</b>	<b>\$9,094,579</b>	<b>\$28,076,377</b>	<b>\$17,784,112</b>	<b>\$8,321,574</b>	<b>\$26,105,685</b>	<b>\$1,197,686</b>	<b>\$773,006</b>	<b>\$1,970,691</b>
Deferred Cost									
Cost Allocations	\$65,882	(\$65,882)	\$0	\$30,821	(\$30,821)	\$0	\$35,061	(\$35,061)	\$0
<b>Balance</b>	<b>(\$0)</b>	<b>(\$0)</b>	<b>(\$0)</b>	<b>(\$0)</b>	<b>(\$0)</b>	<b>(\$0)</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$0</b>
<i>Cost Allocations Details (negative is increased expense)</i>									
Admin Allocations based on internal projection	\$277,032	(\$277,032)		\$266,804	(\$266,804)		(\$10,228)	\$10,228	
Maintenance Labor/fringe/overhead	\$90,000	(\$90,000)		\$55,586	(\$55,586)		(\$34,414)	\$34,414	
GMTA Operated Link	(\$301,150)	\$301,150		(\$291,569)	\$291,569		\$9,581	(\$9,581)	
Current Year Deferred Costs IDC									
<b>Total Cost Allocations:</b>	<b>\$65,882</b>	<b>(\$65,882)</b>		<b>\$30,821</b>	<b>(\$30,821)</b>		<b>(\$35,061)</b>	<b>\$35,061</b>	



To: GMT Board of Commissioners

From: Nick Foss, Director of Finance

Date: October 13, 2023

RE: Recommendation to Reform ADA Assessments

Attachments:

1. Steadman Hill "ADA Assessment Stabilization Memorandum "
2. DRAFT Policy on Urban Assessments

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### **BACKGROUND:**

At the January 17<sup>th</sup> Board of Commissioner's meeting the following motion regarding adoption of the FY24 Operating Budget was approved:

*"Commissioner Spencer made a motion to approve the FY24 budget with the following conditions: **staff bring an updated ADA funding policy to the Board prior to FY25 budget approval that will seek to minimize swings to member communities, GMT Board and staff prioritize the efforts for state and regional funding to strengthen the Authority's long-term funding, and GMT staff will work to redouble rural community outreach for private public partnerships where appropriate.** Commissioner Derenthal second. All were in favor and the motion carried."*

In response to the Board's request to seek alternatives to the current ADA funding model, staff proceeded as follows:

1. Retained Steadman Hill to provide an independent view of funding alternatives, with the charge of lowering the high level of volatility embedded in the current methodology, while at the same time accomplishing a more equitable funding model.
2. After multiple presentations to the Finance Committee, staff endorsed an alternative to the current funding model and recommended it be brought before the full Board of Commissioners for approval. Staff asked that the new methodology not be implemented until fiscal year 2026 – to better align with the Authority's budgeting timeline. The Finance Committee endorsed staff's recommendation and passed a motion reflecting that at its July 13<sup>th</sup> meeting (see below).

Motion from the July 13<sup>th</sup> Finance Committee meeting:



*"Commissioner Spencer moved to recommend that the board approve the concept of changes to the ADA Assessment; Commissioner Dimitruk seconded; all others were in favor and the motion was passed."*

3. Staff consulted with its external legal counsel and identified the required process to ratify a change to the Authority's current ADA assessment process. This process involves approval by both the Board of Commissioners and the individual cities and towns that make up the urban membership.
4. As part of the approval process staff is recommending the Board of Commissioners adopt a "Policy on Urban Assessments" which will replace the document titled "Replaces section 7(c)", otherwise referred to as "Attachment A". Staff's understanding is that previous GMT management authored "Attachment A" and brought it before the Board and individual member communities for adoption. Staff believes solidifying a Board policy surrounding urban assessment policy is a better avenue than an attachment to the Authority's Charter, however please note "Attachment A" does not appear in GMT's Charter on the Vermont General Assembly website. Therefore, "Attachment A" is technically not an active part of GMT's Charter.

#### **RECOMMENDATION:**

Staff is recommending the Board of Commissioner's pass a motion approving the following items:

1. Approval of a new Board policy titled the "Policy on Urban Assessments", which will be fully implemented by fiscal year 2026.
2. Approval for staff to align the fixed route assessments to actual service levels starting in fiscal year 2026.\*

\*Please note the new "Policy on Urban Assessments" makes no change to the historical method of calculating fixed route assessments.

**Policy on Urban Assessments**~~Replaces section 7(e)~~

The Treasurer of the Authority, following adoption of the budget, shall apportion the sums required to be contributed by each member municipality according to the following:

1. (a) Member assessments for fixed route service, defined as all service operated by the authority exclusive of paratransit and interregional commuter express routes (known as LINK Express services), will be frozen at the amount assessed to each municipality in fiscal year 2007, with the exception of the amount assessed for non-fare fixed route services which shall be assessed utilizing the formula in paragraph (d) of this subsection. The amount of fixed route service, in terms of the number of revenue hours of service, provided to member and non-member municipalities in fiscal year 2007 is considered to be the base level of fixed route service. The total municipal assessment for the base level of fixed route service may be increased or decreased subject to Board approval.

(b) The Board may authorize minor changes in service within the base level of fixed route service with no impact on individual member assessments if:

1. the service changes do not affect driver pay hours by more than 10 hours per week in a given member municipality or the value of the net local share of the proposed service changes ~~are~~ is not more than 10% of the total fixed route assessment for that municipality, whichever is less; and
2. minor service reductions within a member community occur not more than twice in a five year period, unless said member community has received similar minor service increases within the same time period.

Any approved minor service changes under this paragraph shall be formally communicated in writing to the affected municipalities.

(c) Budgeted ADA complementary paratransit service expenses will be assessed to each municipality receiving such services ~~according to the percentage of ridership of the total originating from each municipality, based upon paratransit ridership in the most recently completed year.~~ Member municipalities will be assessed ~~50%~~ a percentage determined by the Board of the net cost of service for the budgeted fiscal year. The amount assessed to each member municipality will be calculated as follows: (1) half of the total assessment is assessed as an access fee, based on the average ratio of fixed route assessment to ADA assessment for the previous five years for that municipality; (2) the other half is assessed as a trip fee, based on the number of ADA trip origins and trip destinations in that community during the most recently completed fiscal year. The trip origins are multiplied by the average cost of trips originating in that municipality and the trip destinations are multiplied by the average cost of trips ending in that municipality. These figures are then normalized to represent half of the systemwide ADA assessment, for the total number of ADA rides originating in that municipality expressed as a percentage from the total number of rides from the most recently completed year. Non-member municipalities will be invoiced 100% of the net cost of service for the budgeted fiscal year for the total number of

ADA rides originating in that municipality expressed as a percentage from the total number of rides from the most recently completed year.

(d) If the Board determines that a route should operate without charging a passenger fare, the community or communities in which the route operates will reimburse the Authority for the foregone fare revenue in addition to the standard local share for that route. The amount of foregone fare revenue assessed to that community or communities shall equal the total annual ridership from the most recently completed year on the subject route multiplied by the average fare revenue per passenger for all other fixed route services from the most recently completed fiscal year at the time of budget adoption. In the case of a fare free route that serves more than one community the rides per community shall be determined by an annual ridecheck conducted for this purpose. Burlington shall be assessed both the standard local share and the foregone fare revenue for the College Street Shuttle. ~~The Board of Commissioners shall determine and approve of a transition plan from the current assessment for the College Street Shuttle to the assessment contained in this paragraph.~~

2. (a) New services are defined as any fixed, deviated fixed, commuter route or demand response public transportation service not operating at the time of the adoption of this amendment.

(b) Major changes in service are defined as anything that cannot be defined as a minor change in service as defined in (1)(b) of this section.

(c) Proposals for new services and/or major changes in service shall be prepared by Authority staff in consultation with the affected member community commissioners and communities. The staff will prepare a funding package for any such services or changes and present it to the board for approval.

3. For any new service the required local share shall be paid according to the funding package approved by the Board. Such local share shall appear on the municipalities' assessment as new service. When the Board determines that a new service is sustainable based upon ridership and funding availability, the Board may incorporate such service into the base level of fixed route service. Once a service has been incorporated into the base level of fixed route service the host community/ies will pay the local share at the same rate as paid for other base services. For its initial year as part of the base level of fixed route service, the standard local share will be based on the most recently completed fiscal year; for later years, the new service will be treated the same as all other routes in the base level of fixed route service.

4. Pursuant to the powers granted in ~~the Charter~~this Charter, the Authority may negotiate special agreement(s) with a community seeking membership in the Authority or with an existing member community for the levy of special one-time or multi-year assessments to be paid by that community which the Authority deems necessary and appropriate for the purchase of capital equipment required for new route(s), or new route segment(s), or new transportation service(s) provided in that community. Assessments for new

members shall include their share of the base level of fixed route service for services operating in their municipality that they would have paid if they were members in fiscal year 2007. At the discretion of the Board, new members could also be assessed for a portion of the local share for past capital investments. Assessments may take form of cash payment, or grant, or in-kind contribution. The terms of such agreement(s) shall be clearly defined and agreed to by the community on which the assessment is being levied. The obligation of the specially assessed community shall be clearly defined and secured.

5. The amount of debt service due from each member community from the total indebtedness of the Authority will be proportional to the amount of local funding provided by each municipality for all public transportation services supported by bond revenue. Upon a notice of termination of membership from the authority by a municipality, the treasurer of the Authority shall calculate the debt service owed to the Authority by such member municipality. Such calculation shall be as follows:  
The total outstanding indebtedness of the Authority as of the end of the last fiscal year for which service is provided will be multiplied by a percentage arrived at by dividing the withdrawing community's average billing for operating expenses for the last three fiscal years in which service is provided by the Authority's total billing to all member communities for operating expenses for the same fiscal years. The resulting amount will represent the withdrawing community's obligation for indebtedness pursuant to Section 8(b) of the Charter. Such amount shall be paid to the Authority on a schedule as determined by the Board of Commissioners. The Board is authorized to create special agreements that may change the calculation contained in this subsection, in those instances the terms of the special agreement shall apply.

6. The formula for apportionment may be changed by the Board of Commissioners, with the concurrence of all the legislative bodies of the member municipalities.