



GMT Board Minutes

Date: December 18, 2018

Time: 7:30 AM

Place: GMT Board Room
15 Industrial Parkway
Burlington, VT 05401

Present:

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

Mark A. Sousa, General Manager
Michelle Daley, Director of Finance and Grants
Patricia Redalieu, Director of Human Resources- (via phone)
Jon Moore, Director of Operations, Maintenance and Planning
Jamie Smith, Marketing and Public Affairs Manager
Kimberly Wall, Grants Manager
Matt Kimball, Capital Projects Manager
Matthew Young, Administrative Support Specialist

Members of the Public:

Ross McDonald, VTrans
Maggie Raddy

Not Present:

Ebony Kirkland, Commissioner Winooski

1. Open Meeting-

Chair Chittenden opened the meeting at 7:30 AM. A quorum of the Board was present.



2. Adjustment to the Agenda-

There were no adjustments to the agenda

3. Public Comment -

Maggie Roddy addressed the board. She wanted to let the board know what a great job Mark Sousa, Jon Moore, Jonathan Mabee, and Andy Howard are doing and what assets she believes they are to GTM.

Commissioner Dimitruk Entered at 7:33 am

4. Consent Agenda –

Commissioner Miles requested that the duplicate of her name be removed from the November 2018 board minutes.

Vice Chair Waninger requested that the ridership report be discussed before voting on the consent agenda.

Vice Chair Waninger asked what the number on line 26 of the ridership report represented.

Mr. Moore answered that it was the 3rd of July shuttle that is ran for the fireworks in Burlington.

Mr. Sousa informed the Board that the Capital Shuttle will end at the end of the legislative season 2019.

Vice Chair Waninger asked about the Capital Shuttle ridership comparing FY18 and FY19

MR. Moore stated that he will look into this and have an answer for the Board in January 2019.

There was discussion on the ridership report.

Commissioner Dimitruk made a motion to approve the consent agenda with changes to the November minutes. Commissioner Buermann seconded the motion. All were in favor and the consent agenda was approved with changes to the November minutes.

5. FY19 Budget Discussion-

Ms. Daley presented FY19 memo and adjusted Operating and Capital budgets, that were included in this month's Board packet. She reviewed all of the major changes to the original FY19 Budgets.

- Due to \$200,000 being moved from urban to rural the urban area will overspend the 5307 grant.
- PMPW has increased due to the Medicaid contract.
- Benefits have decreased due to rural driver contract now only paying for the single plan.



- Salaries have been reduced due to attrition in the urban and increased in the rural due to the new contract as well.
- The other expense lines have decreased due to the purchasing of the 2 electric buses being moved to FY20. This will require less local match in FY19.
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There was discussion on the adjusted budget.

Treasurer Bohne expressed concern over the fund balance in rural and the 5307 grant balances.

Commissioner Spencer asked about the increase in the rural pay and if it was entirely contract related or if overtime had a part as well?

Mrs. Daley answered that it is all due to the contract. It is a large increase in the first year and less of an increase over the term of the contract. This increase is lessened by GMT paying only for the single benefit plan.

Secretary Barton noted that on the budgeted revenue and expenses are balanced on the urban side but this is due to overdrawing the 5307 grant. This means we are anticipating a deficit.

Vice Chair Waninger asked for Ms. Daley to share what the fund balances are currently.

Mrs. Daley stated that she did not know this number without looking it up and did not feel comfortable answering at this time. Vice Chair Waninger said she would go back and look at the 6/30/2018 balance sheet and the audit report would also reflect.

Commissioner Wallis made a motion to approve the FY19 Adjusted Operating budget totaling \$21,324,276 with an Adjusted Capital budget totaling \$7,145,827. Treasurer Bohne seconded the motion. All were in favor and the FY19 Adjusted Operating budget totaling \$21,324,276 with an Adjusted Capital budget totaling \$7,145,827 was approved as presented.

6. FY20 Budget Discussion* (Possible Executive Session)

Mrs. Daley presented the FY20 memo and Operating and Capital budget to the Board. She stated that this Operating budget was presented to the Finance Committee last week.

Vice Chair Waninger entered in person at 8:09 am.

Mrs. Daley informed the Board that federal and state funding for FY20 is anticipated to remain at the FY19 levels. GMT cannot continue to operate at this level of funding.

There were technical issues with the phone system the phone went offline at 8:09 am and went back online after a reset at 8:13 am. The meeting was stopped during this time.



Mrs. Daley went through the proposed budget line by line. Mrs. Daley stated that after FY20 the local capital match fund will have been depleted. Specifically, the rural capital local capital match fund will be \$43,000.00. Mrs. Daley stated that fixed route member assessments have only increase 3% each year for the past 9 years with the exception of one year at 4%.

Vice Chair Waninger asked if GMT has a line of credit for emergencies. Mrs. Daley stated that there has not been a need for a line of credit in the past so GMT does not have one. Mr. Sousa stated that If GMT were to apply for a line of credit it would need to be on a short-term basis.

There was discussion on the proposed FY20 budget.

Commissioner Dimitruk stated that the Board is approving the numbers in this balanced budget not the exact steps needed to be taken to get to these numbers.

Mrs. Daley presented the member assessment document.

There was discussion on the member assessment document.

Treasurer Bohne made motion to increase fixed route operating assessments to 5%. Commissioner Dimitruk seconded the motion. There were 6 Nays and 6 Yeas, the motion failed.

There was discussion on member assessments.

Commission Kaynor made a motion to increase fixed route operating assessments to 4%. Secretary Barton seconded the motion. All were in favor and the motion to increase fixed route operating assessments to 4% passed.

There was additional discussion of the FY20 budget.

Commissioner Dimitruk made a motion to tentatively approve the FY20 Operating budget with a 4% increase to the fixed route operating assessments. Commissioner Miles seconded the motion. All were in favor and the FY20 Operating budget with a 4% increase to the fixed route operating assessments was approved.

Commissioner Spencer stated that he had questions about the paratransit assessment was going to continue to evaluate the worksheet and work with staff to ground check the numbers.

Commissioner Dimitruk made a motion to request a plan to reach out to all members both urban and rural for increased funding. To be completed by February. Commissioner Spencer seconded the motion. All were in favor and the motion passed.



7. Operations Committee Presentation-

Secretary Barton gave a brief overview of the new PIP charts that the Operations Committee has developed and stated that these charts will be brought back to the Board once a quarter going forward.

There was discussion on the PIP charts.

8. Electric Bus Contract Award-

Mr. Sousa informed the Board that the winning bid for the electric bus Procurement was from Proterra. The final negotiated price was about \$922,000 per bus, this included a 12-year battery warranty with 80% guaranteed capacity and the charging station as well as a 5-year warranty on other components similar to our Gillig warranty. These buses should arrive around August of 2019.

There was discussion on the contract.

Commissioner Kaynor made a motion to approve a contract award be made to Proterra for the purchase of the first two buses for a term not exceeding three years. Commissioner Barton seconded the motion. All were in favor and the motion passed.

Commissioner Dimitruk suggested putting together a memo about the savings on fuel and maintenance costs over the life of these buses.

9. Barre Additional Service –

Mr. Moore presented the proposed additional services to Barre that was included in the board packet. This is the first step in a three-step process, service structure, public hearing and then present to board for approval. This service will be cost neutral to GMT. This will be paid at the fully allocated rate 100% by the State. This will not require any additional vehicles.

Treasurer Bohne asked how long this will be paid for 100% by the State.

Mr. McDonald answered that this should be funded for three years through CMAK grants with state funds used for the local match.

Vice Chair Waninger stated that we look at this service addition and the NextGen recommendations and evaluate if this service will affect our stick factor.

There was discussion on the service.

Commissioner Pouch made a motion to design and implement the additional Barre service. Commissioner Wallis seconded the motion. All were in favor and the motion passed.

Mr. Moore stated that there will be a joint public meeting with GMT and RCT.



10. Legal Contract Award –

Mr. Sousa informed the Board that the legal contract procurement was completed by the finance department. This will be a five-year contract.

Mrs. Daley informed the Board that the legal contract procurement was done again due to findings during the triennial review.

There was discussion on the legal contract.

Treasurer Bohne made a motion to award the contract for up to five (5) years of Legal Services, not to exceed a total of \$250,000 for the duration of the contract, to Monaghan Safer Ducham PLLC, Vice Chair Waninger seconded the motion. All were in favor and the motion passed.

11. Information Technology Contract Award-

Mrs. Daley informed the Board that the previous Information Technology Contract expired in October 2018. She stated that we only received one bid for this contract. We looked into why we did not get more interested bidders and found that we did not have much need for this service, due to having our own inhouse IT Manager.

There was discussion on the Information Technology Contract.

Commissioner Dimitruk made a motion to award the contract for up to (5) five years of IT Services not to exceed a total of \$150,000 for the duration of the contract to Twinstare Technologies. Vice Chair Waninger seconded the motion. All were in favor and the motion passed.

12. General Manager and Committee Reports-

- A. RouteMatch- Mr. Sousa informed the Board that he is still working towards conclusion and will have a recommendation for the Board at the January 2019 Board meeting.
- B. Mr. Sousa informed the Board that he was voted in as the VPTA Chair.

Finance Committee Report

Treasurer Bohne informed the Board that everything that the Finance Committee discussed has been discussed in today's meeting.

Leadership Committee Report

Chair Chittenden informed the Board that the GM review webforms still need to be filled out. He will bring the results to the Board. He stated that seven employees will be surveyed as well and he is still looking for some external references.

Operations Committee Report

Commissioner Barton informed the Board that the Committee reviewed the new PIP charts that were presented today. He also hopes to start looking at on time performance reports.



Strategy Committee Report

Commissioner Buermann informed the Board that the Strategy Committee did not meet in December but will meet in January.

14.- Commissioner Comments and Announcements

Commissioner Barton suggested putting a press release out about the Electric Buses.

Mr. Sousa stated that GMT employees donated 474lbs of turkey to the local food shelf. Also, we have Toys for Tots bins at our locations.

Vice Chair Waninger asked about an annual report for the public.

Mrs. Smith responded that we do have on that is available to the public on our website for the urban area.

Mr. Sousa stated that we will work on making one annual report for all GMT areas together.

Commissioner Dimitruk suggested working with VT works for Women for some possible recruiting.

13.- Personal Matter (Possible Executive Session)-

Commissioner Pouch made a finding motion of the need to enter Executive Session to discuss a personal matter, as discussing this outside of Executive Session would provide premature general public knowledge of labor issues and place GMT at a substantial disadvantage. The motion was seconded by Secretary Barton. All were in favor and the finding motion was approved.

A motion to enter Executive Session with the inclusion of; Mr. Sousa, and Ms. Redalieu was made by Commissioner Kaynor. The motion was seconded by Vice Chair Waninger. All were in favor and the Board entered Executive Session at 9:43 am. No action was taken.

Commissioner Kaynor exited at 10:11 am.

Commissioner Pouch exited at 10:13 am.

Vice Chair Waninger moved to exit Executive Session, the motion was seconded by Commissioner Wallis. All were in favor and the Board exited Executive Session at 10:15 am.

12. Adjourn –

Secretary Barton made a motion to adjourn, Commissioner Sharrow seconded the motion to adjourn. All were in favor, and the meeting adjourned at 10:16 am.

Respectfully Submitted,

Denis Barton, Secretary