



1 **Green Mountain Transit Board of Commissioners Meeting Minutes**
2 **December 20, 2022 - 7:30 a.m.**
3 **101 Queen City Road, Burlington VT 05401**
4

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

10 **Present:**

11 Alternate Commissioner Tom Derenthal, Burlington
12 Commissioner Bob Buermann, Grand Island Counties
13 Commissioner Phil Pouech, Hinesburg
14 Commissioner Paul Bohne, Essex
15 Commissioner Austin Davis, Winooski
16 Commissioner Catherine Dimitruk, Franklin County
17 Commissioner Denis Barton, Shelburne
18 Commissioner Tasha Wallis, Lamoille County
19 Commissioner Amy Brewer, Williston
20 Commissioner Chapin Spencer, Burlington
21 Commissioner Henry Bonges, Milton
22 Alternate Commissioner Eric Covey, Winooski
23 Alternate Commissioner Chapin Kaynor, Williston
24 Jon Moore, General Manager
25 Stephanie Reid, Director of Human Resources
26 Chris Damiani, Senior Transit Planner
27 Matthew Kimball, Director of Grants and Project Development
28 Debbie Coppola, Senior Accountant
29 Nick Foss, Director of Finance
30 Tim Bradshaw, VTrans
31 Susan Grasso, Member of the Public
32

33 **Open Meeting**

34 Chair Davis opened the meeting at 7:30AM.
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36 **Adjustment of the Agenda**

37 None
38

39 **Public Comment**

40 None



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42 **Consent Agenda (Action Item)**

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

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46 **VTrans Update**

47 Tim Bradshaw gave an update on the final contract negotiations with HBSS
48 for the statewide scheduling dispatch and schedule software. VTrans is still
49 working on the Community Driver campaign and that will roll out after the
50 first of the year.

51

52 **General Manager Report**

53 GM Moore noted that GMT is also experiencing volunteer driver shortages
54 and pointed to two items in the GM report that should help. The first is the
55 potential agreement with Community Rides Vermont to provide general
56 public demand response.

57

58 The second item is a negotiation with the union to hire a non-CDL full time
59 driver in Franklin County. This would help fill in some of the gaps that we
60 experience with the lack of volunteer drivers. In addition to wage benefits,
61 this would also allow GMT to be able to diversify the fleet and buy smaller
62 vehicles.

63

64 TechGroup is now our contracted IT agency. They have been very responsive
65 to all staff IT needs. They will be on site to look at camera upgrades and an IT
66 capital needs replacement program that will be helpful in future capital
67 budgets.

68

69 GM Moore thanked Maintenance Manager, Tyler Austin for setting up a
70 blood born pathogen training. It was well received from front line staff and
71 GMT will incorporate that into future annual trainings.

72

73 **Board Committee Reports**

74 **Finance:** Commissioner Bohne reported that the committee discussed items
75 on today's agenda.

76 **Strategy:** Commissioner Buermann reported that the Strategy Committee
77 reviewed the Unified Planning Work Program ideas presented by the Planning
78 Department.

79 **Operations:** GM Moore reported that the committee discussed the Code of
80 Conduct review, fleet electrification, and the urban fuel contract award.



81 **Leadership:** Chair Davis reported that the committee met and discussed
82 moving forward a GM candidate, which the Board of Commissioners will
83 discuss later in the meeting.

84 **JEDI:** Chair Davis reported that the JEDI Committee reviewed the Code of
85 Conduct.

87 **FY24 Budget Presentation**

88 Director Foss gave a presentation on the proposed FY24 budget. The budget
89 is based on level federal funding from VTrans on the urban and rural sides,
90 Urban Federal formula funds and ARPA balances (preserving those monies),
91 resumption of urban fares, maintaining current service levels and do not
92 include the Barre microtransit implementation. That project has an undefined
93 timeline; therefore, we would look to add that in the midyear amendment.

94
95 GM Moore discussed urban services that were suspended due to COVID-19
96 that haven't come back online. Those hours are not currently reflected in the
97 FY24 budget, and staff is recommending that we start a public process to
98 make those changes permanent. GM Moore discussed the timeline of
99 service changes, when service was minimized and when it returned due to
100 crowding. The end result is 4321.64 service hours that are currently
101 unbudgeted to be recommended for elimination. An additional factor is the
102 need for two additional drivers on staff to provide those 4321.64 service
103 hours. Staff will plan to present the service reductions at the public budget
104 meeting.

105
106 Commissioner Dimitruk asked about the service reductions and how that
107 would affect the transit rate? Director Foss said the reduction in hours would
108 likely increase the rate, however GMT would be billing less hours, so the result
109 would be a cost savings.

110
111 Director Foss noted that while the budget is balanced, FY25 challenges will
112 be present including: wage pressure, 5307 overspending, COVID relief funds
113 no longer being available, Medicaid program volatility, decrease in
114 operating revenue, level funding of state operating funds, capital
115 investments, demand for local funds, ADA cost pressures, and fuel costs.

116
117 Commissioner Barton asked for the current status on negotiations with
118 Medicaid. GM Moore said that the VPTA Board is meeting to get an update
119 on negotiations.

120



121 Commissioner Derenthal asked about approaching the Legislature to look for
122 new ways to fund transit, noting that the original ask was for funding to
123 remain fare free. How much money would GMT need to ask for beyond the
124 fare revenue replacement? Director Foss said staff would have to look more
125 closely at the budget to determine a number.

126
127 Commissioner Wallis noted that service reductions are likely causing the
128 service to be unreliable to customers and asked how sustainable this is
129 moving forward? GM Moore said that the budget is not sustainable. Cost
130 pressures continue to increase and the revenues are not keeping pace.

131
132 Chair Davis noted that the more efficient we try to become, the higher our
133 cost per hour is. That is a metric in which GMT is judged for efficiency.

134
135 Commissioner Dimitruk thanked Chair Davis for pointing that out and noted
136 that this is a perfect example to demonstrate the need for the organizational
137 assessment. GMT needs to change the model in order to move forward.

138
139 Commissioner Brewer noted that public-private partnerships are important in
140 moving forward. GMT should come to communities with proposals, partners,
141 such as healthcare, could invest in the service. Chair Davis noted that
142 continuing to ask for short term funding for a structural issue, and it's
143 important to look at structural need to support long term funding.

144
145 Commissioner Derenthal asked if there is an organizational statement that
146 helps guide the organizational assessment. GM Moore noted that staffing
147 needs will be focused on staffing.

148
149 Commissioner Bonges talked about the CSWD model and noted that is
150 something GMT might take a look at.

151
152 Commissioner Dimitruk made a comment on staff wage increases and asked
153 staff to look at a model that isn't a straight percentage wage increase,
154 nothing that continues to increase the divide between the lowest and
155 highest paid employees.

156
157 Commissioner Bohne noted that the long-term issue is funding, however the
158 short-term issue is labor. GMT doesn't have the staffing levels to increase
159 service.

160



161 Commissioner Spencer noted that the Finance Committee recommended
162 approval of the budget contingent on three items. First, an updated ADA
163 funding policy, second a regional and statewide funding campaign, and
164 third staff would increase rural outreach to focus on private/public
165 partnerships.

166

167 **Urban Fuel Contract Award (Action Item)**

168 GM Moore presented a fuel contract award presentation, including existing
169 conditions. There are some concerns based on price volatility and availability
170 of fuel during the heating season. GMT has averaged \$4.00 per gallon in the
171 last 12 months. A goal of signing a fuel contract is price predictability. The
172 original FY23 budget factored in a price per gallon of \$2.75, and was
173 increased to \$4.75 in the FY23 budget adjustment.

174

175 Staff issued an invitation for bids for 120,000 gallons of diesel fuel for a 5-
176 month period. We received one bid and requested a best and final offer
177 from the vendor. The vendor submitted an updated cost per gallon of
178 \$3.8914.

179

180 Commissioner Barton made a motion to authorize staff to award an urban
181 fuel contract for 120,000 gallons at a price of \$3.8914 per gallon, for a
182 maximum contract value of \$466,968.00 for a term of 5-months.

183 Commissioner Bohne seconded. All were in favor and the motion carried.

184

185 **ADA Service Area Expansion (Action Item)**

186 GM Moore said that GMT received communication from a South Burlington
187 resident and ADA passenger about receiving a ride to a dentist office 500
188 feet outside the defined ADA service area. This resident was in contact with
189 GMT, South Burlington city councilors, and SSTA. After looking at service
190 options, it was determined that the current services available would not be
191 feasible. Staff is recommending that there be no action at this time. Staff is
192 currently working with SSTA and E&D partners to determine if E&D funding
193 can be used to travel outside of the defined ADA service area.

194

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

196 Commissioner Wallis made a motion to enter executive session pursuant to 1
197 VSA 313(a)(3) to discuss a personal matter inviting in members of the GM
198 Search Committee, Commissioner Barton seconded. All were in favor and
199 the motion carried. The Board of Commissioners entered executive session at
200 8:58AM.



201

202 The Board exited executive session at 9:42AM with no action taken.

203

204 Commissioner Dimitruk made a motion that the Board of Commissioner ratify
205 the offer of employment to Clayton Clark as the next General Manager of
206 GMT, with the understanding that background checks still need to be
207 completed, that the Chair and Director of HR will negotiate a start date, and
208 that as an administrative task the Board will ratify the contract in January.
209 Commissioner Buermann seconded. Commissioner Brewer recommended a
210 friendly amendment to include that the start date could occur before the
211 final ratification in January. Commissioners Dimitruk and Buermann accepted
212 the amendment. Chair Davis offered that the Board is extending this contract
213 because of feedback received from staff that culture and communication
214 style are the immediate needs and that there is no dearth of transit talent
215 and knowledge. Clayton Clark's vetting showed him to be a strong and
216 servant leader especially in times of crisis. The Board feels that Clayton's skills
217 are complimentary to the talented transit staff we have in place at GMT.

218

219 All were in favor and the motion carried.

220

221 **General Commissioner Comments**

222 None at this time.

223

224 **Adjourn**

225 Commissioner Wallis made a motion to adjourn, Commissioner Bohne
226 seconded. All were in favor and the meeting adjourned at 9:46AM.