

Green Mountain Transit Board Minutes

Date: December 19th, 2017

Time: 7:30 am

Place: GMT Board Room

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

Katherine Miles, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Robert Moore, Commissioner, Lamoille County (via phone)

Bob Buermann, Commissioner, Grand Isle County

Phil Pouech, Commissioner, Hinesburg

Paul Bohne, Commissioner, Essex

Chapin Spencer, Commissioner, Burlington

Bonnie Waninger, Commissioner, Washington County

Raghu Acharya, Commissioner, Winooski (via phone)

Mark A. Sousa, General Manager

Bob Young, Director of Operations

Jon Moore, Director of Maintenance and Planning

Michelle Daley, Director of Finance

Trish Redalieu, Director of Human Resources

Jamie Smith, Marketing and Public Affairs Manager

Jordan Nelle, Controller

Kimberly Wall, Grants Manager

Alma Hebib, Executive Assistant

Not Present:

1. Open Meeting

Chair Kaynor opened the meeting at 7:30 am. A quorum of the Board was present.

2. Adjustment on the Agenda

Chair Kaynor requested an addition to the agenda to include "commissioner comments and announcements" to item #10 on the Agenda.

3. Public Comment

No public comment.

4. Consent Agenda

Commissioner Miles made a correction to the HR report of “fur” to “four”. Commissioner Bohne had questions regarding the Operations report in the Board packet. A motion to approve the consent agenda with the adjust to the Human Resources report and the holding of the Operations Report was made by Commissioner Bohne and seconded by Commissioner Pouech. The consent agenda was approved.

Commissioner Bohne had questions regarding RouteMatch in the Operations report. Mr. Sousa, General Manager, discussed those issues, stating that GMT is continuously working on improvements to RouteMatch.

Commissioner Spencer made a motion to approve the consent agenda as amended with a request of updates from Operations regarding RouteMatch, and Commissioner Barton seconded. All were in favor and the Operations report was approved.

5. NextGen Update

Jon Moore, Director of Maintenance, discussed the NextGen updates and progress with the Nelson Nygaard consultants. He stated that they have started the public meeting process and have held public meetings in all regions except Washington County, which had to be canceled due to weather conditions. The meeting has been rescheduled for January 11, at the Montpelier City Hall. Mr. Moore stated that they have received good feedback from the meetings.

There was a discussion about fares, fare media, service scenarios, fare analysis, increasing revenue, and feedback from all regions. He said that there will be more updates at the next Board meeting. He stated that we are focusing on municipal outreach.

Mr. Moore also discussed the implementation of the NextGen project stating that it will be implemented in February 2019, following the bid cycle, however, staff will begin to implement suggestions prior to February 2019 that are feasible. Mr. Moore also stated that staff will be researching the potential impacts of communities within the service scenarios.

Updated timeline to the NextGen project will include:

- December and January will consist of public outreach
- January will have the draft implementation
- February- Present draft to Advisory Committee
- March- final recommendation to Board for final implementation

In order to maximize the study, the timeline will be pushed back a month or two.

6. Strategic Goals

Mr. Sousa discussed the strategic goals. He stated that staff has been working on the goals and making edits. The draft will continue to receive modifications from staff and Committee members. Secretary Barton stated that committees should review the strategic goals during their meetings to add more measure and possible modifications to their goals.

7. FY18 Operating and Capital Adjustment*

Ms. Daley discussed the FY18 Operating and Capital Adjustment. She stated that the budget looks exactly as it did last month. She said that staff are looking and will continue to look at cost containment strategies for FY18 and FY19 budgets.

Mr. Sousa spoke about cost containment measures that include holding off benefits for employees during their probationary period. He stated that this could be a cost containment measure and staff will continue to research this method. Mr. Sousa stated that these are some of the cost containment measures that we are looking at and will get back to the Board next month with further findings.

Treasurer Dimitruk made a motion to approve the FY18 Operating budget in the amount of \$20,627,053.00 and Capital budget adjustment in the amount of \$987,000.00 and was seconded by Commissioner Bohne. All were in favor and the budget was approved.

8. FY19 Operating and Capital Budget*

The Board discussed the FY19 Operating and Capital Budget. Ms. Daley stated that a few changes were made to the budget. This included the change of assumption of recommendations of fare increase and the explanation under the passenger revenue on page 2 of the memo, we are not anticipating a fare increase but are finding ways to increase fare revenue.

Ms. Daley said that staff will continue to look at cost containment and recommendations for the FY19 Budget.

Treasurer Dimitruk made a motion to approve the FY19 Operating budget in the amount of \$20,921,312.00 and the FY19 Capital budget in the amount of \$7,485,500.00 and was seconded by Commissioner Bohne. All were in favor of the FY19 Operating and Capital budget and was approved by the Board.

The Board also discussed the extra dirt we have at our facility and the procedure to remove the dirt within the state regulations.

9. VW Settlement Process

Mr. Sousa discussed the VW Settlement Process, stating that there was a public hearing, which he presented on behalf of GMT. He said that he would like to put together a memo of support for more buses from the staff and Board for an RFP. The letter would need to go out by January 15th.

10. GM & Committee Reports

General Manager Update: Mr. Sousa stated that our new buses are coming. We are expected to get all 12 by the end of the holidays.

Chair Kaynor had questions regarding the downtown transit center and the construction of the new mall. Bob Young, Director of Operations, stated that everything is going well and there are no issues with the construction affecting our Downtown Transit Center.

The Finance Committee did not have any updates.

The Leadership Committee will begin the GM Evaluation in January. Chair Kaynor stated that the process will be the same as recent years.

The Operations Committee met in Berlin and discussed the facility, strategic goals, on time performance, staffing levels, recruitment, and toured the Berlin facility.

The Strategy Committee met and discussed financial sustainability.

Commissioner Comments/Announcements:

Chair Kaynor stated that the assessment letters should be going out to town officials and encouraged the commissioner to follow up with their town members regarding local assessment information.

Commissioner Dimitruk thanked the staff for working during the Holidays on the new buses.

Chair Kaynor wished to recognize and thank those employees who have been managing the recent weather challenges and the great job they have done.

11. Adjourn

Chair Kaynor made a motion to adjourn and Commissioner Waniger seconded. All were in favor and the meeting was adjourned at 9:44 AM.

Respectfully Submitted,

Denis Barton, Secretary