

AGENDA
Green Mountain Transit Board of Commissioners
February 20th 2018, 7:30 a.m.
15 Industrial Pkwy, Burlington, VT 05401

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

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:36 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda*
- January 16th, 2018 Board Meeting Minutes (pages 3-6)
 - Check Register (pages 7-16)
 - Finance & Project Development Report (pages 17-27)
 - ADA and Broker Services Report (pages 28-30)
 - Maintenance Report (page 31)
 - Operations Report (page 32)
 - Planning Report (page 33)
 - Marketing Report (page 34)
 - IT Support, Human Resources & Training Report (page 35)
 - Ridership Reports (pages 36-37)
- 7:35 a.m. 5. 2017 Audit Report
- 7:50 a.m. 6. NextGen Update (page 38)
- 8:05 a.m. 7. Treasurer Election
- 8:15 a.m. 8. Jeffersonville Commuter
- 8:25 a.m. 9. Employee Survey
- 8:40 a.m. 10. Medicaid Discussion

8:50 a.m. 11. GM & Committee reports

- *General Manager Update*
- *Finance Committee: Next scheduled meeting is March 13th @ 9 am.*
- *Leadership Committee: Next scheduled meeting is March 15th @ 9 am.*
- *Operations Committee: Next scheduled meeting is March 12th, @ 9 am.*
- *Strategy Committee: Next schedules meeting is March 12th @ 8:30 am.*
- *Commissioner Comments and Announcements*

9:05 a.m. 12. GM Evaluation – Possible Executive Session

9:30 a.m. 13. Adjourn

Next GMT Board meeting date: March 20th, 2018 @ 7:30 am.

NOTES:

- * Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact John Robinson at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-864-2282.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.

GMT Board Minutes

Date: January 16, 2018
 Time: 7:30 AM
 Place: GMT Board Room
 15 Industrial Parkway
 Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston
 Thomas Chittenden, Vice Chair, South Burlington
 Robert Moore, Commissioner, Lamoille County (via phone)
 Bob Buermann, Commissioner, Grand Isle County
 Katherine Miles, Commissioner, Burlington
 John Sharrow, Commissioner, Milton
 Phil Pouech, Commissioner, Hinesburg (via phone)
 Bonnie Waninger, Commissioner, Washington County (via phone)
 Paul Bohne, Commissioner, Essex
 Chapin Spencer, Commissioner, Burlington (via phone)
 Amanda Holland, Alternate Commissioner, Franklin County
 Robert Millar, Alternate Commissioner, Winooski

Mark A. Sousa, General Manager
 Michelle Daley, Director of Finance and Grants
 Trish Redalieu, Director of Human Resources
 Jon Moore, Director of Maintenance and Planning
 Jamie L. Smith, Marketing and Public Affairs Manager
 Jordan Nellé, Controller
 Katie Mischke, Marketing Coordinator
 John Robinson, Human Resources Coordinator

Not Present:

Denis Barton, Secretary, Shelburne
 Catherine Dimitruk, Treasurer, Franklin County

Members of the Public:

Ross McDonald, VTrans
 Amy Brewer, Alternate Commissioner, Williston

1. Open Meeting

Chair Kaynor opened the meeting at 7:33 AM. A quorum of the Board was present.

Commissioner Bauerman entered at 7:34 AM.

2. Adjustment to the Agenda

There were no adjustments to the agenda.

3. Public Comment

There was no public comment.

4. Consent Agenda

Mr. Sousa, GMT General Manager, asked to have the FY18 and FY19 operating and capital budget amounts added to the December 19, 2017 GMT Board Minutes. Commissioner Bohne made a motion to accept the Consent Agenda with the holding of the minutes, seconded by Commissioner Sharrow and all were in favor.

Commissioner Bohne congratulated Ms. Redalieu, Director of Human Resources, on the Vermont Department of Economic Development grant.

Chair Kaynor asked that under item #10, Commissioner Comments, "Consent" be removed from under the Consent Agenda and moved to Adjustment to the Agenda in the December 19, 2017 GMT Board Minutes. In addition, please change title of #10 subtitle to "Commissioner Comments and Announcements".

Clarification was asked about the NextGen implementation timeline in the December 19, 2017 Board Minutes. Mr. Moore, Director of Maintenance and Planning, said low hanging fruit can be tackled initially, but the earliest the large changes can be implemented is February 2019, in conjunction with the urban operators' bid.

Chair Kaynor also asked that December's minutes reflect that he expressed gratitude for the hard work by operators and staff during the challenging weather.

Commissioner Buermann made a motion to accept the December 19, 2017 GMT Board Minutes as amended, seconded by Commissioner Sharrow and all were in favor.

5. NextGen Update

Mr. Moore and Mr. Sousa met with and are in ongoing talks with the Town of Shelburne and its business community with regards to providing bus service that matches both need and efficiency.

Commissioner Miles and Alternate Commissioner Holland entered at 7:43 AM.

Mr. Moore presented Nelson Nygard's fare structure analysis. Industry standard analysis methodology was employed. Fare free considerations were discussed: most often found in small rural communities, resort areas, and regions dominated by college ridership (75%+). Five fare structure alternatives were presented and how each would potentially impact ridership and annual revenue.

Members of the Board discussed the validity of the numbers presented by Mr. Moore. They requested that Nelson Nygard include the operating costs and overhead savings that is associated with fare free service (fare box cost and maintenance, administrative and operator costs for cash handling, and time savings for route speed). The Board also requested that the alternatives for the fare structure take into account the different funding individual routes receive. Lastly, the Board requested that the three regions may require different fare structures and all options should be reviewed.

Commissioner Waninger entered at 7:51 AM.

6. GM Evaluation Process

Chair Kaynor discussed Mr. Sousa's upcoming 360° evaluation. A Survey Monkey will be sent out to all Board Members and a sampling of union employees and staff. Data will be

compiled prior to the February GMT Board Meeting. Adjustments to salary will be made on Mr. Sousa's anniversary date.

7. Jeffersonville Commuter Agenda

Chair Kaynor explained Underhill is putting their local match funding on Australian Ballot again, which raises the chances it will not pass. He is concerned we once again may be faced with partial funding. Working with Mr. Moore and Mr. Sousa, Chair Kaynor has spoken with Select Board members in both Underhill and Cambridge and believes the funding will pass in Jericho and has a good chance of passing in Cambridge. It does not appear that Underhill will change how it is voting, therefore Chair Kaynor alerted the Board that GMT may be faced with the same situation as last year: the route will have to be funded from reserves if we are to continue operating it.

Ridership this past year was acceptable by the state's rural commuter route criteria, but a 50% increase in ridership would reach the benchmark for a successful route. To understand the level of citizen support, Chair Kaynor, Vice Chair Chittenden and Mr. Loyer, GMT Public Affairs Coordinator, attended an "Alternative Transportation" meeting in Underhill last week. The meeting included presentations by CATMA and the Mount Mansfield Village Community organization. It was a well-attended meeting with great interest in making the Jeffersonville Commuter work better.

Chair Kaynor has volunteered to attend the Cambridge Town meeting and will attend the Underhill Town meeting as well, if possible. Staff will be stretched thin on Town Meeting Day and if any other commissioners are interested in attending either of these town meetings, it would be valuable.

8. Employee Survey

Ms. Redalieu is redesigning the employee survey. It will be more concise, frequent and endeavor data on three topics: communication, employee engagement and job satisfaction. Ms. Redalieu is working on increasing Bloomfire participation in the process.

9. VW Settlement Process

Mr. Sousa shared GMT's letter of written support for the Volkswagen settlement funds to be allocated to electric transit vehicles. Once funds are allocated, the distribution will be transparent and organizations will have ten years to utilize awarded funds.

10. GM & Committee Reports

General Manager Report

Route Shout 2.0 continues to experience occasional technical issues. Route Match stated the beacons that talk to buses at the Downtown Transit Center will be operational by this Friday, January 19, 2018.

Elderly and Disabled grant funding is trending towards running out prior to the conclusion of the FY18.

Leadership Vermont is at its half way point. The last meeting focused on systems and the next meeting will be at the Vermont State House.

Rep. Curtis McCormack has submitted the name change request (H.604) from Chittenden County Transportation Authority to Green Mountain Transit Authority. It is not yet scheduled.

Executive and union leadership will be attending Relationship by Objective (RBO) training in February.

Some reorganization will be taking place: Mr. Moore will shift to focusing 100% on Maintenance and GMT will be looking to hire a Senior Planner whom will be a direct report to Mr. Sousa.

Finance Committee Report

The Finance Committee has not met since the last GMT Board Meeting.

Leadership Committee Report

Raghu Acharya, Commissioner, Winooski, has resigned. Mr. Sousa has initiated the conversation with Jessie Baker, Winooski City Manager, on getting a new Winooski representative.

Chair Kaynor provided a reminder that Officers of the Board are up for election, effective July 1, 2018.

Operations Committee Report

The Operations Committee has not met since the last Board Meeting. They are scheduled to meet again in February.

Strategy Committee Report

Commissioner Buermann shared that Strategy Committee has continued the discussion on funding mechanisms for transportation. They will be setting up meetings with Planning Districts very soon to help direct this.

Commissioner Comments and Announcements

Commissioner Waninger and Chair Kaynor shared gratitude for staff whom worked First Night Burlington.

11. Adjourn

Commissioner Chittenden made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 9:25 am.

Respectfully Submitted,

Denis Barton, Secretary

| Document Date | Vendor ID | Vendor Name | Document Number | Document Amount | |
|---------------|-----------|--|-----------------|-----------------|----------------------------|
| 12/29/17 | V1467 | Charles Schwab | V1467 2017 1229 | 15,804.67 | Retirement |
| 12/29/17 | V265 | ICMA | V265 2017 1229 | 883.20 | Retirement |
| 12/29/17 | V266 | IRS-EFTPS | V266 2017 1229 | 101,400.63 | Federal Payroll Taxes |
| 12/29/17 | V364 | Vt Dept Of taxes | V364 2017 1229 | 12,446.90 | State Payroll Taxes |
| 1/5/18 | V99 | Bergeron, Nathan | 83891 | 250.00 | Vision |
| 1/5/18 | V102 | Capponi, Andrew | 83892 | 144.00 | FSA |
| 1/5/18 | V1066 | Cassell, Robert Jr. | 83893 | 130.00 | FSA |
| 1/5/18 | V1487 | Chamberlin, Justin | 83894 | 192.00 | DCAP |
| 1/5/18 | V1326 | Duale, Noor | 83895 | 100.00 | Shoe reimbursement |
| 1/5/18 | V1210 | Howard, Andrew | 83896 | 100.00 | Shoe reimbursement |
| 1/5/18 | V150 | Walker, Michael | 83897 | 280.00 | FSA and Shoe Reimbursement |
| 1/5/18 | V1025 | Alter, Charles | 83898 | 169.63 | Volunteer |
| 1/5/18 | V1480 | Andrews-Ford, Sheri | 83899 | 115.04 | Volunteer |
| 1/5/18 | V156 | Anthony, Peter | 83900 | 397.00 | Volunteer |
| 1/5/18 | V1482 | Cady, Duane | 83901 | 42.28 | |
| 1/5/18 | V471 | Constantine, Julia | 83902 | 383.12 | Volunteer |
| 1/5/18 | V554 | Desarno, David | 83903 | 43.87 | |
| 1/5/18 | V168 | Fay, Carol | 83904 | 25.69 | |
| 1/5/18 | V947 | Howland, Anne | 83905 | 31.03 | |
| 1/5/18 | V1194 | Joseph, Ben | 83906 | 42.80 | |
| 1/5/18 | V175 | LeBlanc, Richard | 83907 | 93.11 | |
| 1/5/18 | V1397 | McGinnis, Devan | 83908 | 195.83 | Volunteer |
| 1/5/18 | V1594 | McHugh, Daniel | 83909 | 54.58 | |
| 1/5/18 | V181 | Owen, Helen | 83910 | 451.65 | Volunteer |
| 1/5/18 | V209 | Pelkey, Linda | 83911 | 39.59 | |
| 1/5/18 | V1478 | Starbuck, Pammella | 83912 | 14.98 | |
| 1/5/18 | V1595 | Waller, Marlys | 83913 | 11.24 | |
| 1/5/18 | V1566 | Wisell, David | 83914 | 50.83 | |
| 1/5/18 | V944 | Woodward, Patricia | 83915 | 281.98 | Volunteer |
| 1/5/18 | V279 | ABC Bus Companies-Muncie | 83916 | 865.58 | |
| 1/5/18 | V156 | Anthony, Peter | 83917 | 422.17 | Volunteer |
| 1/5/18 | V219 | Aubuchon C/O Blue Tarp Financial, Inc. | 83918 | 132.79 | |
| 1/5/18 | V590 | Barrett Trucking Co., Inc. | 83919 | 574.98 | |
| 1/5/18 | V1282 | Bernard Group, The | 83920 | 151.94 | |

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|--------|-------|-------------------------------|-------|-----------|---------------------|
| 1/5/18 | V1481 | Blue Flame Gas | 83921 | 119.16 | |
| 1/5/18 | V223 | Bond Auto Parts | 83922 | 906.23 | |
| 1/5/18 | V224 | Burlington Communications | 83923 | 396.50 | |
| 1/5/18 | V226 | Burlington Public Works-Water | 83924 | 140.36 | |
| 1/5/18 | V159 | Champlain Oil Company, Inc. | 83925 | 19,927.47 | Fuel |
| 1/5/18 | V220 | Class C Solutions Group | 83926 | 214.20 | |
| 1/5/18 | V241 | D & W Diesel, Inc. | 83927 | 1,602.58 | 1 Part Invoice |
| 1/5/18 | V417 | Dion Security, Inc. | 83928 | 29.90 | |
| 1/5/18 | V245 | DRIVE | 83929 | 63.00 | |
| 1/5/18 | V250 | Fisher Auto Parts | 83930 | 39.24 | |
| 1/5/18 | V252 | FleetPride, Inc | 83931 | 547.43 | |
| 1/5/18 | V253 | FleetWave Partners, LLP | 83932 | 3,168.00 | 3 radio Invoices |
| 1/5/18 | V257 | Gillig Corp. | 83933 | 520.66 | |
| 1/5/18 | V260 | Green Mountain Kenworth, Inc. | 83934 | 207.32 | |
| 1/5/18 | V261 | Green Mountain Power | 83935 | 38.51 | |
| 1/5/18 | V264 | IBF Solutions, Inc. | 83936 | 9,546.91 | 16 uniform Invoices |
| 1/5/18 | V328 | Kirk's Automotive Inc. | 83937 | 1,394.75 | 1 Part Invoice |
| 1/5/18 | V1455 | Mag & Sons Clothing | 83938 | 5,109.25 | 3 uniforms Invoices |
| 1/5/18 | V1397 | McGinnis, Devan | 83939 | 311.14 | Volunteer |
| 1/5/18 | V1594 | McHugh, Daniel | 83940 | 26.22 | |
| 1/5/18 | V273 | MCI | 83941 | 733.14 | |
| 1/5/18 | V274 | McMaster-Carr | 83942 | 191.07 | |
| 1/5/18 | V1068 | Midwest Bus Corporation | 83943 | 19.00 | |
| 1/5/18 | V278 | Mohawk Mfg. & Supply Co. | 83944 | 175.97 | |
| 1/5/18 | V283 | Neopart LLC | 83945 | 671.25 | |
| 1/5/18 | V996 | New England Air Systems | 83946 | 293.00 | |
| 1/5/18 | V284 | New G.H. Berlin Oil Company | 83947 | 914.97 | |
| 1/5/18 | V181 | Owen, Helen | 83948 | 832.06 | Volunteer |
| 1/5/18 | V296 | Rouse Tire Sales | 83949 | 2,409.04 | 2 Tire Invoices |
| 1/5/18 | V297 | Safety-Kleen Systems, Inc. | 83950 | 342.39 | |
| 1/5/18 | V298 | Sanel Auto Parts Co. | 83951 | 319.94 | |
| 1/5/18 | V299 | SB Collins, Inc. | 83952 | 17,954.24 | Fuel |

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|--------|-------|-----------------------------------|-----------------|----------|----------------------------|
| 1/5/18 | V686 | Shearer Chevrolet | 83953 | 1,451.41 | 2 Part and repair Invoices |
| 1/5/18 | V302 | Sports & Fitness Edge Inc. | 83954 | 957.50 | |
| 1/5/18 | V1030 | UniFirst Corporation | 83955 | 317.58 | |
| 1/5/18 | V315 | United Parcel Service | 83956 | 219.53 | |
| 1/5/18 | V876 | Vehicle Maintenance Program, Inc. | 83957 | 1,360.69 | 6 Part Invoices |
| 1/5/18 | V410 | Vermont Gas Systems, Inc. | 83958 | 324.56 | |
| 1/5/18 | V1595 | Waller, Marlys | 83959 | 19.81 | |
| 1/5/18 | V59 | Armstrong, David | EFT000000012779 | 1,908.79 | FSA Dcap And mileage |
| 1/5/18 | V44 | Chadwick, Patricia | EFT000000012780 | 245.00 | FSA |
| 1/5/18 | V1182 | Charissakis, John | EFT000000012781 | 111.00 | FSA |
| 1/5/18 | V108 | Daley, Michelle | EFT000000012782 | 313.41 | FSA |
| 1/5/18 | V25 | Frechette, Normand | EFT000000012783 | 431.11 | Fsa |
| 1/5/18 | V1473 | Hawes, Karen | EFT000000012784 | 187.89 | FSA |
| 1/5/18 | V29 | Hirsch, Alain | EFT000000012785 | 60.00 | |
| 1/5/18 | V124 | Kimball, Matt | EFT000000012786 | 2,515.39 | Trip to Gilig and FSA |
| 1/5/18 | V35 | McDonald, Pam | EFT000000012787 | 25.00 | |
| 1/5/18 | V38 | Moore, Jon | EFT000000012788 | 499.42 | FSA Dcap And mileage |
| 1/5/18 | V1464 | Nold-Laurendeau, Phil | EFT000000012789 | 641.82 | FSA |
| 1/5/18 | V135 | Norton, Michael | EFT000000012790 | 1,173.84 | FSA |
| 1/5/18 | V137 | Plante, Karen | EFT000000012791 | 50.00 | |
| 1/5/18 | V17 | Smith, Jamie L | EFT000000012792 | 192.30 | DCAP |
| 1/5/18 | V1474 | Whitaker, Cheryl | EFT000000012793 | 62.49 | |
| 1/5/18 | V153 | Alburgh Taxi | EFT000000012794 | 1,728.90 | Volunteer |
| 1/5/18 | V974 | Baker, Kristina | EFT000000012795 | 117.17 | Volunteer |
| 1/5/18 | V55 | Boudreau, James | EFT000000012796 | 593.42 | Volunteer |
| 1/5/18 | V1007 | Bova, Wendy | EFT000000012797 | 531.34 | Volunteer |
| 1/5/18 | V1150 | Bruley SR, Mark | EFT000000012798 | 755.55 | Volunteer |
| 1/5/18 | V548 | Burnor, David | EFT000000012799 | 861.97 | Volunteer |
| 1/5/18 | V1291 | Callan, Linda | EFT000000012800 | 553.87 | Volunteer |
| 1/5/18 | V1575 | Dudley, Myron | EFT000000012801 | 363.29 | Volunteer |
| 1/5/18 | V1434 | Giuffre, Martin | EFT000000012802 | 48.17 | |
| 1/5/18 | V1097 | Graham JR., Lewis | EFT000000012803 | 409.90 | Volunteer |
| 1/5/18 | V1586 | Gross, Robert | EFT000000012804 | 813.25 | Volunteer |
| 1/5/18 | V1117 | Hall, John | EFT000000012805 | 376.67 | Volunteer |
| 1/5/18 | V170 | Hertz, Kenneth | EFT000000012806 | 69.57 | |
| 1/5/18 | V67 | Jewett, Sheryl | EFT000000012807 | 143.93 | Volunteer |

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|---------|-------|--------------------------------------|-----------------|----------|----------------------------|
| 1/5/18 | V174 | Langlois, Paulette | EFT000000012808 | 172.32 | Volunteer |
| 1/5/18 | V1420 | Lawyer, Ronald | EFT000000012809 | 358.04 | Volunteer |
| 1/5/18 | V70 | LeClair, Raymond | EFT000000012810 | 299.10 | Volunteer |
| 1/5/18 | V75 | Martin, Ronald | EFT000000012811 | 573.58 | Volunteer |
| 1/5/18 | V1018 | Metivier, Shelli | EFT000000012812 | 423.72 | Volunteer |
| 1/5/18 | V1570 | Murphy Sandra | EFT000000012813 | 86.68 | |
| 1/5/18 | V82 | Parah, Donna | EFT000000012814 | 155.17 | Volunteer |
| 1/5/18 | V83 | Parah, Maurice | EFT000000012815 | 802.05 | Volunteer |
| 1/5/18 | V86 | Pike, Gail | EFT000000012816 | 686.44 | Volunteer |
| 1/5/18 | V89 | Sayers, Gail | EFT000000012817 | 319.96 | Volunteer |
| 1/5/18 | V1523 | Smith, Erika | EFT000000012818 | 345.97 | Volunteer |
| 1/5/18 | V93 | Timm, Marta | EFT000000012819 | 752.84 | Volunteer |
| 1/5/18 | V97 | Yandow, Dennis | EFT000000012820 | 556.97 | Volunteer |
| 1/5/18 | V974 | Baker, Kristina | EFT000000012821 | 62.61 | |
| 1/5/18 | V60 | Farr, Delores | EFT000000012822 | 262.70 | Volunteer |
| 1/5/18 | V1097 | Graham JR., Lewis | EFT000000012823 | 518.92 | Volunteer |
| 1/5/18 | V170 | Hertz, Kenneth | EFT000000012824 | 222.59 | Volunteer |
| 1/5/18 | V174 | Langlois, Paulette | EFT000000012825 | 333.89 | Volunteer |
| 1/5/18 | V71 | Lightholder, Stephen | EFT000000012826 | 246.67 | Volunteer |
| 1/5/18 | V74 | Markham, Laurel | EFT000000012827 | 173.92 | Volunteer |
| 1/5/18 | V89 | Sayers, Gail | EFT000000012828 | 452.67 | Volunteer |
| 1/5/18 | V1236 | Sayers, James | EFT000000012829 | 39.60 | |
| 1/10/18 | V1446 | M T Wallets, LLC | EFT000000012830 | 2,700.00 | Lease |
| 1/12/18 | V279 | ABC Bus Companies-Muncie | 83960 | 323.75 | |
| 1/12/18 | V316 | Able Paint, Glass & Flooring Co. | 83961 | 931.26 | |
| 1/12/18 | V415 | Amazon | 83962 | 900.36 | |
| 1/12/18 | V214 | AT&T Mobility | 83963 | 71.92 | |
| 1/12/18 | V1334 | Background Investigation Bureau, LLC | 83964 | 529.00 | |
| 1/12/18 | V590 | Barrett Trucking Co., Inc. | 83965 | 371.36 | |
| 1/12/18 | V872 | Bellwether Craftsmen, LLC | 83966 | 7,150.00 | storage and shelter repair |
| 1/12/18 | V1571 | Bloomfire, Inc. | 83967 | 450.00 | |
| 1/12/18 | V845 | BLR | 83968 | 479.00 | |
| 1/12/18 | V223 | Bond Auto Parts | 83969 | 774.97 | |
| 1/12/18 | V224 | Burlington Communications | 83970 | 874.05 | |
| 1/12/18 | V226 | Burlington Public Works-Water | 83971 | 1,788.59 | 2 Water bills |
| 1/12/18 | V227 | Burlington Telecom | 83972 | 2,041.18 | 1 It Invoice |
| 1/12/18 | V412 | Capitol Copy | 83973 | 42.00 | |

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|---------|-------|--|-------|----------|---------------------|
| 1/12/18 | V443 | Central Vermont Chamber | 83974 | 43.00 | |
| 1/12/18 | V851 | Champlain Medical | 83975 | 100.00 | |
| 1/12/18 | V293 | Charlebois, R.R Inc. | 83976 | 595.00 | |
| 1/12/18 | V220 | Class C Solutions Group | 83977 | 716.91 | |
| 1/12/18 | V600 | Cody Chevrolet | 83978 | 5,231.61 | 3 Part Invoices |
| 1/12/18 | V236 | Colonial Supplemental Insurance | 83979 | 34.95 | |
| 1/12/18 | V928 | Conway Office Solutions | 83980 | 145.68 | |
| 1/12/18 | V238 | Crystal Rock Bottled Water | 83981 | 140.00 | |
| 1/12/18 | V241 | D & W Diesel, Inc. | 83982 | 2,081.94 | 3 Part Invoices |
| 1/12/18 | V242 | Danform Shoes | 83983 | 170.95 | |
| 1/12/18 | V421 | Dossier Systems (was Arsenault) | 83984 | 3,454.20 | Maintenance Program |
| 1/12/18 | V321 | Empire Janitorial Supply Company | 83985 | 463.70 | |
| 1/12/18 | V250 | Fisher Auto Parts | 83986 | 1,797.99 | 20 Part Invoices |
| 1/12/18 | V252 | FleetPride, Inc | 83987 | 35.05 | |
| 1/12/18 | V202 | Franklin County I Chamber of Commerce | 83988 | 89.00 | |
| 1/12/18 | V799 | Gauthier Trucking Company, Inc. | 83989 | 297.96 | |
| 1/12/18 | V257 | Gillig Corp. | 83990 | 3,020.90 | 2 Part Invoices |
| 1/12/18 | V260 | Green Mountain Kenworth, Inc. | 83991 | 1,884.50 | 3 Part Invoices |
| 1/12/18 | V262 | Hall Communication, Inc. | 83992 | 1,368.00 | 1 Mechanic Ad |
| 1/12/18 | V263 | Heritage Ford | 83993 | 112.81 | |
| 1/12/18 | V264 | IBF Solutions, Inc. | 83994 | 488.09 | |
| 1/12/18 | V1204 | Interstate Batteries | 83995 | 1,179.12 | 2 Battery Invoices |
| 1/12/18 | V462 | Lake Champlain Regional Chamber of Commerce | 83996 | 380.00 | |
| 1/12/18 | V1509 | Lawson Products, Inc | 83997 | 360.30 | |
| 1/12/18 | V270 | Lowe's | 83998 | 307.79 | |
| 1/12/18 | V73 | Mad River Valley Chamber of Commerce | 83999 | 356.25 | |
| 1/12/18 | V273 | MCI | 84000 | 887.10 | |
| 1/12/18 | V275 | McNeil Leddy & Sheahan | 84001 | 55.50 | |
| 1/12/18 | V1599 | Miller, Holly & Bob 2017 Charitable Lead Trust | 84002 | 936.36 | |
| 1/12/18 | V283 | Neopart LLC | 84003 | 116.99 | |
| 1/12/18 | V1576 | New England Auto Glass LLC | 84004 | 190.00 | |
| 1/12/18 | V284 | New G.H. Berlin Oil Company | 84005 | 1,440.80 | 1Part Invoice |

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|---------|-------|---------------------------------------|-----------------|------------|------------------------|
| 1/12/18 | V295 | Ribbon Recyclers | 84006 | 107.85 | |
| 1/12/18 | V864 | Rick's Towing & Repair, Inc. | 84007 | 875.00 | |
| 1/12/18 | V296 | Rouse Tire Sales | 84008 | 2,559.66 | 2 Tire Invoices |
| 1/12/18 | V299 | SB Collins, Inc. | 84009 | 6,595.16 | 5 Fuel Invoices |
| 1/12/18 | V686 | Shearer Chevrolet | 84010 | 160.14 | |
| 1/12/18 | V301 | Sovernet | 84011 | 1,156.41 | It Invoice |
| 1/12/18 | V1560 | State Industrial Products Corporation | 84012 | 117.70 | |
| 1/12/18 | V312 | Stowe, Town of | 84013 | 510.61 | |
| 1/12/18 | V311 | Teamsters Local 597 | 84014 | 9,308.00 | Union Dues |
| 1/12/18 | V186 | Tech Group, The | 84015 | 150.00 | |
| 1/12/18 | V1030 | UniFirst Corporation | 84016 | 474.63 | |
| 1/12/18 | V876 | Vehicle Maintenance Program, Inc. | 84017 | 675.68 | |
| 1/12/18 | V1459 | Vermont Information Consortium LLC | 84018 | 1,392.00 | 2 Background Check Inv |
| 1/12/18 | V385 | Vermont Offender Work Program | 84019 | 335.00 | |
| 1/12/18 | V1564 | Vt Back & Body Care dba VT CDL Exams | 84020 | 190.00 | |
| 1/12/18 | V336 | W.B Mason Co., Inc. | 84021 | 772.35 | |
| 1/12/18 | V251 | Wex Fleet Universal | 84022 | 18,966.68 | Fuel |
| 1/12/18 | V433 | Workplace Solutions, Inc. | 84023 | 1,450.00 | Employee EAP Contract |
| 1/12/18 | V10 | Office of Child | EFT000000012831 | 746.44 | |
| 1/15/18 | V266 | IRS - EFTPS | V266 2018 0115 | 224.68 | |
| 1/16/18 | V1467 | Charles Schwab | V1467 2018 0112 | 16,317.28 | Retirement |
| 1/16/18 | V265 | ICMA | V265 2018 0116 | 1,469.05 | Retirement |
| 1/16/18 | V266 | IRS - EFTPS | V266 2018 0116 | 100,374.34 | Federal payroll Tax |
| 1/16/18 | V364 | Vermont Dept of Taxes | V364 2018 0116 | 11,859.30 | Payroll Taxes |
| 1/19/18 | V217 | Airgas USA, LLC | 84024 | 295.96 | |
| 1/19/18 | V1305 | Allegiant Care | 84025 | 221,709.25 | Health Insurance |
| 1/19/18 | V590 | Barrett Trucking Co., Inc. | 84026 | 185.68 | |
| 1/19/18 | V159 | Champlain Oil Company, Inc. | 84027 | 22,221.22 | Fuel |
| 1/19/18 | V220 | Class C Solutions Group | 84028 | 2,179.39 | 7 Part Invoices |
| 1/19/18 | V239 | Cummins Northeast LLC | 84029 | 18,718.61 | 4 Part Invoices |
| 1/19/18 | V241 | D & W Diesel, Inc. | 84030 | 2,595.10 | 1 Part Invoice |
| 1/19/18 | V250 | Fisher Auto Parts | 84031 | 899.02 | |
| 1/19/18 | V252 | FleetPride, Inc | 84032 | 152.20 | |
| 1/19/18 | V1347 | Foley Distributing Corp. | 84033 | 267.75 | |
| 1/19/18 | V257 | Gillig Corp. | 84034 | 678.99 | |
| 1/19/18 | V259 | Grainger | 84035 | 697.82 | |
| 1/19/18 | V260 | Green Mountain Kenworth, Inc. | 84036 | 1,325.00 | 3 Part Invoices |

| | | | | | |
|---------|-------|---|-------|-----------|-----------------------|
| 1/19/18 | V261 | Green Mountain Power | 84037 | 2,267.26 | 3 Electric Bills |
| 1/19/18 | V264 | IBF Solutions, Inc. | 84038 | 477.71 | |
| 1/19/18 | V328 | Kirk's Automotive Inc. | 84039 | 89.18 | |
| 1/19/18 | V1509 | Lawson Products, Inc | 84040 | 434.77 | |
| 1/19/18 | V1191 | Lucky's Trailer Sales Inc. | 84041 | 2,031.00 | 1 Repair Invoice |
| 1/19/18 | V272 | Magee Office Plus | 84042 | 155.70 | |
| 1/19/18 | V278 | Mohawk Mfg. & Supply Co. | 84043 | 1,202.04 | 1 Part Invoice |
| 1/19/18 | V283 | Neopart LLC | 84044 | 147.74 | |
| 1/19/18 | V996 | New England Air Systems | 84045 | 136.00 | |
| 1/19/18 | V1484 | Parsons Environment & Infrastructure Group Inc. | 84046 | 61.88 | |
| 1/19/18 | V993 | Paws Trucking, LLC | 84047 | 195.00 | |
| 1/19/18 | V492 | R&J Trucking | 84048 | 760.00 | |
| 1/19/18 | V298 | Sanel Auto Parts Co. | 84049 | 92.76 | |
| 1/19/18 | V414 | Seon Systems Sales Inc. | 84050 | 415.00 | |
| 1/19/18 | V686 | Shearer Chevrolet | 84051 | 780.31 | |
| 1/19/18 | V306 | Staples Credit Plan | 84052 | 148.38 | |
| 1/19/18 | V308 | Steadman Hill Consulting, Inc. | 84053 | 8,192.00 | Consulting Invoice |
| 1/19/18 | V451 | Stowe, Town of Electric Department | 84054 | 283.97 | |
| 1/19/18 | V1030 | UniFirst Corporation | 84055 | 311.00 | |
| 1/19/18 | V334 | Vanasse Hangen Brustlin, Inc. | 84056 | 10,815.44 | Professional Services |
| 1/19/18 | V876 | Vehicle Maintenance Program, Inc. | 84057 | 239.44 | |
| 1/19/18 | V385 | Vermont Offender Work Program | 84058 | 787.50 | |
| 1/19/18 | V336 | W.B Mason Co., Inc. | 84059 | 302.23 | |
| 1/19/18 | V335 | Vermont Department of Labor | 84060 | 9,594.62 | Unemployemnt tax |
| 1/19/18 | V1602 | Peck Electric Company | 84061 | 12,258.00 | Solar Lighing install |
| 1/19/18 | V99 | Bergeron, Nathan | 84062 | 100.00 | Shoe reimbursement |
| 1/19/18 | V355 | Fleming, Ronald | 84063 | 76.97 | |
| 1/19/18 | V1354 | Mischke, Katie | 84064 | 125.00 | FSA |
| 1/19/18 | V615 | Phelps, Denis | 84065 | 100.00 | Shoe reimbursement |
| 1/19/18 | V100 | Raymond, Kerry | 84066 | 75.73 | |
| 1/19/18 | V1296 | Young, Matthew | 84067 | 176.84 | Costco reimburse |
| 1/19/18 | V1025 | Alter, Charles | 84068 | 156.94 | Volunteer |
| 1/19/18 | V156 | Anthony, Peter | 84069 | 240.40 | Volunteer |
| 1/19/18 | V1601 | Antillon, Jill | 84070 | 91.02 | |
| 1/19/18 | V1099 | Barnett, Wendy | 84071 | 250.56 | Volunteer |
| 1/19/18 | V975 | Busch, Greta | 84072 | 10.90 | |
| 1/19/18 | V1482 | Cady, Duane | 84073 | 42.51 | |

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|---------|-------|----------------------|-----------------|----------|--------------------|
| 1/19/18 | V1600 | Champaine, Donna | 84074 | 130.98 | Volunteer |
| 1/19/18 | V471 | Constantine, Julia | 84075 | 249.27 | Volunteer |
| 1/19/18 | V1573 | Fairbanks, Dori | 84076 | 121.88 | Volunteer |
| 1/19/18 | V168 | Fay, Carol | 84077 | 20.34 | |
| 1/19/18 | V1516 | Gagnon, Chaz | 84078 | 240.12 | Volunteer |
| 1/19/18 | V1581 | Hubbard, Lisa | 84079 | 63.14 | |
| 1/19/18 | V1297 | Lund, Theresa | 84080 | 138.24 | Volunteer |
| 1/19/18 | V1397 | McGinnis, Devan | 84081 | 107.03 | Volunteer |
| 1/19/18 | V1594 | McHugh, Daniel | 84082 | 172.15 | Volunteer |
| 1/19/18 | V181 | Owen, Helen | 84083 | 1,027.09 | Volunteer |
| 1/19/18 | V1138 | Pease, Charles | 84084 | 205.92 | Volunteer |
| 1/19/18 | V1588 | Provost, Meaghan | 84085 | 42.66 | |
| 1/19/18 | V1562 | Roberts, Carrie | 84086 | 14.98 | |
| 1/19/18 | V1592 | Stiles, Janet | 84087 | 39.24 | |
| 1/19/18 | V1549 | Ware, Michael | 84088 | 81.33 | |
| 1/19/18 | V1561 | Webber, Rebecca | 84089 | 85.60 | |
| 1/19/18 | V962 | Williams, Kenneth | 84090 | 68.76 | |
| 1/19/18 | V944 | Woodward, Patricia | 84091 | 208.08 | Volunteer |
| 1/19/18 | V1182 | Charissakis, John | EFT000000012832 | 45.00 | |
| 1/19/18 | V19 | Delphia, Pam | EFT000000012833 | 105.00 | FSA |
| 1/19/18 | V29 | Hirsch, Alain | EFT000000012834 | 44.96 | |
| 1/19/18 | V124 | Kimball, Matt | EFT000000012835 | 13.99 | |
| 1/19/18 | V35 | McDonald, Pam | EFT000000012836 | 25.00 | |
| 1/19/18 | V36 | McLaughlin, Timothy | EFT000000012837 | 108.71 | FSA |
| 1/19/18 | V37 | Meigs, Dale | EFT000000012838 | 505.80 | FSA |
| 1/19/18 | V135 | Norton, Michael | EFT000000012839 | 100.00 | Shoe reimbursement |
| 1/19/18 | V137 | Plante, Karen | EFT000000012840 | 40.00 | |
| 1/19/18 | V141 | Riley, Shawn | EFT000000012841 | 4.14 | |
| 1/19/18 | V17 | Smith, Jamie L | EFT000000012842 | 160.26 | FSA |
| 1/19/18 | V153 | Alburgh Taxi | EFT000000012843 | 1,414.10 | Volunteer |
| 1/19/18 | V974 | Baker, Kristina | EFT000000012844 | 68.48 | |
| 1/19/18 | V55 | Boudreau, James | EFT000000012845 | 499.27 | Volunteer |
| 1/19/18 | V1007 | Bova, Wendy | EFT000000012846 | 282.73 | Volunteer |
| 1/19/18 | V1150 | Bruley SR, Mark | EFT000000012847 | 444.56 | Volunteer |
| 1/19/18 | V548 | Burnor, David | EFT000000012848 | 564.05 | Volunteer |
| 1/19/18 | V1291 | Callan, Linda | EFT000000012849 | 477.02 | Volunteer |
| 1/19/18 | V1575 | Dudley, Myron | EFT000000012850 | 286.46 | Volunteer |
| 1/19/18 | V60 | Farr, Delores | EFT000000012851 | 480.51 | Volunteer |
| 1/19/18 | V1586 | Gross, Robert | EFT000000012852 | 407.44 | Volunteer |
| 1/19/18 | V1117 | Hall, John | EFT000000012853 | 194.90 | Volunteer |
| 1/19/18 | V170 | Hertz, Kenneth | EFT000000012854 | 99.53 | |
| 1/19/18 | V67 | Jewett, Sheryl | EFT000000012855 | 33.17 | |
| 1/19/18 | V174 | Langlois, Paulette | EFT000000012856 | 69.55 | |
| 1/19/18 | V1420 | Lawyer, Ronald | EFT000000012857 | 151.36 | Volunteer |
| 1/19/18 | V70 | LeClair, Raymond | EFT000000012858 | 189.03 | Volunteer |
| 1/19/18 | V71 | Lightholder, Stephen | EFT000000012859 | 193.77 | Volunteer |
| 1/19/18 | V74 | Markham, Laurel | EFT000000012860 | 271.43 | Volunteer |
| 1/19/18 | V75 | Martin, Ronald | EFT000000012861 | 311.64 | Volunteer |
| 1/19/18 | V1440 | Menard, Leighanne | EFT000000012862 | 87.55 | |
| 1/19/18 | V1018 | Metivier, Shelli | EFT000000012863 | 286.44 | Volunteer |
| 1/19/18 | V1570 | Murphy Sandra | EFT000000012864 | 132.17 | Volunteer |

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|---------|-------|---|-----------------|------------|-------------------|
| 1/19/18 | V82 | Parah, Donna | EFT000000012865 | 368.68 | Volunteer |
| 1/19/18 | V83 | Parah, Maurice | EFT000000012866 | 411.33 | Volunteer |
| 1/19/18 | V86 | Pike, Gail | EFT000000012867 | 320.39 | Volunteer |
| 1/19/18 | V691 | Rogers, Robert | EFT000000012868 | 92.88 | |
| 1/19/18 | V89 | Sayers, Gail | EFT000000012869 | 476.37 | Volunteer |
| 1/19/18 | V1236 | Sayers, James | EFT000000012870 | 163.26 | Volunteer |
| 1/19/18 | V1523 | Smith, Erika | EFT000000012871 | 52.56 | |
| 1/19/18 | V93 | Timm, Marta | EFT000000012872 | 476.06 | Volunteer |
| 1/19/18 | V522 | Turcotte, S Jeanette | EFT000000012873 | 44.11 | |
| 1/19/18 | V97 | Yandow, Dennis | EFT000000012874 | 201.44 | Volunteer |
| 1/25/18 | v257 | Gillig Corp. | 84145 | 467,637.00 | New Bus |
| 1/25/18 | V257 | Gillig Corp. | void | | |
| 1/26/18 | V727 | Addison County Transit Resources | 84093 | 9,916.50 | Service Agreement |
| 1/26/18 | V590 | Barrett Trucking Co., Inc. | 84094 | 180.41 | |
| 1/26/18 | V223 | Bond Auto Parts | 84095 | 12.99 | |
| 1/26/18 | V1327 | Bucks-Mont Technology Group, LLC dba Synergy Mounting Systems | 84096 | 802.00 | |
| 1/26/18 | V225 | Burlington Electric Department | 84097 | 7,573.56 | 7 Electric Bills |
| 1/26/18 | V362 | Burlington Free Press | 84098 | 400.50 | |
| 1/26/18 | V228 | C.I.D.E.R., Inc. | 84099 | 17,268.33 | E & D |
| 1/26/18 | V1369 | Capitol City Auto Mart Inc dba | 84100 | 2,989.77 | 2 part Invoices |
| 1/26/18 | V1357 | CleanPro, Inc | 84101 | 599.46 | |
| 1/26/18 | V374 | Clear Choice Auto Glass, A | 84102 | 280.00 | |
| 1/26/18 | V1240 | ClearChoiceMD | 84103 | 378.00 | |
| 1/26/18 | V236 | Colonial Supplemental Insurance | 84104 | 34.95 | |
| 1/26/18 | V238 | Crystal Rock Bottled Water | 84105 | 82.27 | |
| 1/26/18 | V239 | Cummins Northeast LLC | 84106 | 2,745.75 | 3 Part Invoices |
| 1/26/18 | V417 | Dion Security, Inc. | 84107 | 70.00 | |
| 1/26/18 | V246 | Duffy Waste & Recycling | 84108 | 57.52 | |
| 1/26/18 | V250 | Fisher Auto Parts | 84109 | 2,620.38 | 30 Part Invoices |
| 1/26/18 | V257 | Gillig Corp. | 84110 | 2,278.07 | 1 Part Invoice |
| 1/26/18 | V258 | Gordon Stamp & Engraving | 84111 | 124.63 | |
| 1/26/18 | V260 | Green Mountain Kenworth, Inc. | 84112 | 225.56 | |
| 1/26/18 | V262 | Hall Communication, Inc. | 84113 | 1,000.00 | Marketing |
| 1/26/18 | V263 | Heritage Ford | 84114 | 9,287.21 | 1 Repair Invoice |
| 1/26/18 | V646 | Keystone | 84115 | 191.75 | |
| 1/26/18 | V826 | LaRoche Towing & Recovery | 84116 | 612.50 | |

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|---------|-------|--|-----------------|------------|--------------------------------------|
| 1/26/18 | V1509 | Lawson Products, Inc | 84117 | 698.40 | |
| 1/26/18 | V267 | Lincoln Financial Group | 84118 | 10.21 | |
| 1/26/18 | V268 | Loomis | 84119 | 197.62 | |
| 1/26/18 | V273 | MCI | 84120 | 558.77 | |
| 1/26/18 | V275 | McNeil Leddy & Sheahan | 84121 | 1,703.50 | legal |
| 1/26/18 | V276 | Metalworks | 84122 | 321.96 | |
| 1/26/18 | V1603 | Milton Rescue Service | 84123 | 50.00 | |
| 1/26/18 | V278 | Mohawk Mfg. & Supply Co. | 84124 | 29.26 | |
| 1/26/18 | V280 | Mutual of Omaha Insurance Co. | 84125 | 118.77 | |
| 1/26/18 | V996 | New England Air Systems | 84126 | 1,986.00 | replaced pump in berlin |
| 1/26/18 | V611 | Northwestern Occupational Health | 84127 | 115.00 | |
| 1/26/18 | V534 | Omega Electric | 84128 | 1,369.54 | replaced lamps and ballast in garage |
| 1/26/18 | V863 | P & P Septic Service, Inc | 84129 | 3,297.50 | 2 Pumping Invoices |
| 1/26/18 | V289 | People's United Businesscard Services | 84130 | 3,019.28 | 5 Credit cards |
| 1/26/18 | V232 | Petty Cash | 84131 | 77.89 | |
| 1/26/18 | V408 | Pitney Bowes - Purchase Power | 84132 | 150.00 | |
| 1/26/18 | V296 | Rouse Tire Sales | 84133 | 2,406.00 | 4 Tire Invoices |
| 1/26/18 | V297 | Safety-Kleen Systems, Inc. | 84134 | 250.51 | |
| 1/26/18 | V298 | Sanel Auto Parts Co. | 84135 | 629.96 | |
| 1/26/18 | V299 | SB Collins, Inc. | 84136 | 41,049.28 | 2 Fuel Invoices |
| 1/26/18 | V300 | Seven Days | 84137 | 1,031.50 | Job Advertising |
| 1/26/18 | V303 | SSTA | 84138 | 88,755.29 | ADA Dec |
| 1/26/18 | V313 | Travelers | 84139 | 289,606.00 | Insurance |
| 1/26/18 | V1030 | UniFirst Corporation | 84140 | 474.63 | |
| 1/26/18 | V391 | Verizon Wireless | 84141 | 3,568.59 | Tablets for the buses inv. |
| 1/26/18 | V626 | VERMONT BUSINESS FOR SOCIAL RESPONSIBILITY | 84142 | 500.00 | |
| 1/26/18 | V410 | Vermont Gas Systems, Inc. | 84143 | 11,150.91 | 6 Gas Bills |
| 1/26/18 | V336 | W.B Mason Co., Inc. | 84144 | 42.59 | |
| 1/26/18 | V10 | Vt Office of Child | EFT000000012876 | 746.44 | |



To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance
Jordan Nelle, Controller
Kim Wall, Grants Manager
Matt Kimball, Capital Projects Manager

Date: February 14, 2018

RE: Finance/Grants/Capital Projects

The end of the calendar year triggers various reporting requirements for the finance department. Of particular note are the employee's W-2s and 1095 forms, 941 and payroll tax filings and vendor 1099-misc forms. All of these have been completed and filed on time.

Ron Smith attended the Finance Committee meeting in February to brief the Committee on the results of the FY17 audit, he will also be available on the phone for the full board to ask questions.

Members of the finance department also reviewed and updated the Finance Policy and Procedure Manual to provide to our reviewers as part of the upcoming Triennial review. A copy of this will also be provided to the auditors during the next audit. Bids were received for the next five year audit period and will be assessed and a contract will be awarded shortly.

The grants team has submitted the documentation for the triennial review. The reviewers will be on site in July, and there may be additional requests for information before then.

The information for the state management review has been submitted to VTrans. This is for the FTA's review of the State. Their on-site review will take place in March. We expect that there will also be additional requests for information from their review.

We are working with VTrans to amend the FY18 state grant. Of note, this amendment will include a \$30,000 increase to Chittenden County E&D funding.

Grants staff has sent the updated purchasing policy presentation and purchasing forms to all staff members. They will begin scheduling presentation times for staff to attend.

We have submitted GMT's FY19 indirect cost rate calculation for approval, which has been calculated as 9.15%. For comparison, our approved indirect cost rate for FY18 is 9.865% and in FY17 the rate was 9.55%.

Attached are the December 31, 2017 financials for your review. The total reconciled balance of the operating cash balance for the month ended December 31, 2017 is \$1,497,162. For comparison, the balance at November 30, 2017 was \$2,653,316. A large portion of this cash balance is directly attributable to several drawdowns and deposits from the State of Vermont for grant funding, as well as payments received from Member Community Assessments. Large inflows and outflows of cash occurred in December and are expected to continue as we pay for the new Gillig buses we recently received and as we receive payment or reimbursement for these purchases from FTA and VTrans. Additionally, due to the timing of pay dates, there was a third pay date in December and GMT issued CTO cash out checks in December per our policy.

The aged trade Accounts Receivable balance for December 31, 2017 was \$6,605,556. This balance is broken out as \$6,161,090 attributable to the Urban Program and \$444,466 attributable to the Rural Program. For comparison, the aged trade Accounts Receivable balance on 11/30/17 was \$2,024,141. The large increase in the Urban receivable balance from

November to December is directly attributable to the amount receivable from VTrans for the Gillig buses (paid as of the date of this memo). The combined aging details are as follows:

| | Current Month | As of 11/30/17 |
|-------------|----------------------|-----------------------|
| Current | \$6,545,305 | 1,979,298 |
| 30-60 Days | 23,658 | 19,752 |
| 61-90 Days | 16,230 | 11,400 |
| 91 and Over | 20,363 | 13,691 |

As of the date of this memo, we have collected 43.87% in subsequent payments on the aged receivables in the 61 days and over categories. Balances remaining in those categories, after taking these payments into consideration, are as follows:

| | | | |
|------------------|-----------|---|--|
| Villa Rehab* | 5,427.72 | } | Total due as of the date of this memo \$20,537.57 |
| VTrans | 15,004.22 | | |
| WRJ-VA Med. Ctr. | 105.63 | | |

**Villa Rehab is a facility in St. Albans that has had some financial difficulties, we have been in touch with the Executive Director and assured that they will pay this balance in full, it will take them some time as they reorganize their business model. We have been receiving small payments periodically. The last payment was on 12/1/2017 in the amount of \$1,225.*

As we review the revenues and expenses for the month ended December 31, 2017, we use a benchmark to determine how well we are following our budget. We calculate this benchmark as the percentage of the budget that we'd expect to be earned/spent if all revenues and expenses were spent/earned equally over twelve months. Therefore we would expect to see budgets at 50.00% for the Fiscal Year to date December 31, 2017.

The Federal, State and Local Revenues for the Urban system are tracking within the budgeted revenues. Other State grants for the Urban system appear low because GMT hadn't executed the grant with the State until mid-December and therefore had not had a chance to bill for FY18 prior to the date of execution. We are currently in the process of preparing this billing now that the books are closed through December 31, 2017 and we expect to see this number come in line with the benchmark shortly. The Urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to our Federal Urban Formula Grant (5307) which, at best allows us to breakeven.

The Rural operating budget does not have a similar grant to break even, and since the Rural grants are prepaid, each month we recognize the revenue as it is earned based on the earnings percentages from the previous year, "catching up" when the actual billing is reported. The trend for Rural grants has typically been lower earnings at the beginning of the fiscal year, with higher earnings in the winter months, which is perfectly aligned with what these statements are reflecting. We expect these revenues to come in line with the benchmark the closer we get to the end of the fiscal year.

The Rural system is currently showing deficit spending of approximately \$389K, part of the issue here is that some of the revenues are behind in billing, however that being said we will be making reasonable estimates going forward to recognize this revenue to better reflect how the Rural system is performing financially. Approximately a third of this deficit spending is due to the fact that the Medicaid program is losing money. The most recent analysis, completed through November 30, 2017, indicated that the program has lost approximately \$125K in the first 5 months of the year. It has been identified that the methadone clinic rides account for approximately 40% of our ridership for this program. VPTA is putting together information from all the providers to show changes in Medicaid transportation over the past few years and how riders ride patterns have changed. Included at the end of the memo is the information we provided to VPTA.

Since we received the state grant amendment in December, we have been working on catching up on the state grant billing. Since the grant amendment was so late, we were not sure we'd get these funds, therefore the revenue is not fully reflected in the financials presented. Now that the books are closed for December we will continue to catch up on these billings.

Areas of note for the Operating Revenues include:

- Fares are trending slightly below the benchmark in both the Urban and Rural System. This is not considered unusual as warmer weather in the summer months mean more people going out on foot or using other recreational modes of transportations (bikes, etc.). Additionally, the national trend is lower ridership currently. With the 12 new buses going into service, we have experienced some hiccups with the new fareboxes. The new fareboxes in the new busses were not able to read our fare media and therefore operated fare free for a number of days in December. The fareboxes were not fully functioning until the beginning of February, to this end, fares will be down all year.
- Advertising – Per conversation with the Marketing Department, this revenue is trending low due to lower interest in bus advertising this year. This is not a political year, and political signs are a large advertising revenue generator. Marketing is working on a mailer and some hand out information to give out at mixers, as well as expanding advertising opportunities to include spaces at the DTC to bolster more interest.
- Planning Revenue – For the Rural system this revenue is exceeding the budget by \$8,000. This is money received from CVRPC for our Customer Service Survey that we were not anticipating at the time of the budget. The \$30,000 budget number for this line item is from VTrans to cover some of the costs of the NextGen Complete Service Analysis.
- Interest, miscellaneous & Sales of Equipment revenue – These are all trending below the benchmark for the Urban system. This is due to timing issues and the unpredictability of these types of revenues.
- Medicaid Purchase of Service – This Rural revenue is below our budgeted benchmark due to eligibility changes from Medicaid that impact the unduplicated number each week for payment. However, this line is showing as performing much better than in the previous set of financial statements due to recording the \$56K in revenue owed from VPTA for July through December 2017 recorded in the month of December.
- Warranty Revenue is well exceeding its budget. This is due to losses sustained on Bus #282 and the insurance proceeds received.

For the operating expenses, most of the variances are timing issues since many expenses are not evenly spent throughout the year. While we recognize that there are several variances from the benchmark of 50% in the expense categories of the attached report, our focus for explanations below will be those of note, rather than those solely due to timing:

- Salaries and Wages & Payroll Taxes – These line items appear to have large increases over the previous month. Note that this is due to two separate reasons as discussed above. First, there were three paychecks cut in the month of December due to the timing of pay dates and second, our CTO policy states that employees can cash out up to three weeks of CTO time in December, provided

they leave 3 days in their bank. Several employees, both Urban and Rural, across all employee pools, took advantage of this.

- Employee Development – These expenses appear to be over the benchmark for the Urban system and below the benchmark for the Rural system, however over all they are within a reasonable variance. We have a reimbursement grant for Rural training expenses that we have not yet billed for FY17. Due to the nature of our operations several of our administrative employees who are deemed to be Urban for our cost allocation plan also work on Rural tasks. After all true Rural employees are billed to this grant, we can also charge off training expenses for those administrative employees who also work on Rural aspects of the system. These expenses are coded to Urban and then reconciled as billing progresses, so we tend to look at this number as a whole when measuring it against the benchmark.
- Admin Supplies and Expenses – This is high for the Urban system due to purchases of ergonomic office equipment for several staff members. Without the Capital funding from the state being in place, these purchases were coded here. Now that we have secured Capital funding for these types of purchases and other office equipment, we expect this to come more in line with budget expectations in the second half of the year. No adjustments have been done as of the date of this memo.
- Recruiting Expenses – This is low for the Urban system and slightly high for the Rural system. Urban drivers are fully staffed currently so our recruiting needs have been low. For the Rural system we actively recruit for the Mountain season during October and into November. Now that the season has begun, we are starting to see this expense align more closely with the budget forecast.
- Dues and Subscriptions – While these are timing issues we wanted to draw attention to them as the variances from the benchmark are so high. In the Urban system we generally incur the majority of the dues expense at the beginning of the fiscal year, including our annual APTA dues of \$20,304 which make up the vast majority of the budget. For the Rural system our dues are typically invoiced more heavily toward the end of the fiscal year, so we expect this expense to trend below the benchmark for the majority of the fiscal year.
- Travel and Meetings, Computer Services Expense and Legal Fees – These are as needed expenses and due to the nature of them they are difficult to budget and anticipate spending throughout the fiscal year.
- Audit Fees – This is a progress billed service. Now that Ron has presented the financial statements for FY17 to the Finance Committee and will be communicating the results of the audit to the full Board on February 20, 2017, we anticipate final invoices will be sent.
- Background Checks & DOT Testing – These expenses are tied to hiring, and with the seasonal hiring and the annual background checks needing to occur for the Medicaid contract, expenses are always higher in the beginning of the fiscal year.
- Drug & Alcohol Testing – Subsequent to setting the initial budget for this expense category we determined that there would be cost savings in joining the State of Vermont's Drug & Alcohol Program. Our drivers are now tested as part of the larger State Driver Pool and the State incurs the expense. We were the only Transit Agency in the State of Vermont that was funding our own Drug & Alcohol Program. The approved budget is adjusted to reflect this change.

- Employee Recruitment Program – This is a variable expense incurred as current employees recommend new employees who are hired and subsequently are retained for certain lengths of time. This has proven to be a valuable recruitment tool for GMT and difficult to predict.
- Driver's Uniforms – A large order for uniforms has been placed and payment for these will be reflected in the December financials. Large uniform orders are placed seasonally so this line is not expected to conform to monthly benchmarks.
- Other Planning Expenses and MPO Planning Expenses – These are high compared to their budgets due to the Comprehensive Service Analysis (CSA) discussed in the revenue section above. This project is carrying over from FY17 and is anticipated to be completed in FY18.
- Maintenance Expenses – In discussions with the Director of Maintenance our vehicle maintenance costs have been rising in recent years because of the inability to replace vehicles, especially in the rural area. We will be working closely with VTRANS for the FY19 grant application to ensure we receive replacement buses, until then we are having to manage our current fleet the best we can with what we have.
 - Parts Expense – These expenses are due to timing and need for parts, as well as mid-life engine overhauls required on aging buses. Since we have finally worked out our Capital grant award with the State and there are funds awarded to maintenance for parts invoices will begin to be coded to the capital line items until fully utilized.

Maintenance will be an area we watch closely in the coming months.

- Marketing Expenses – these are below the budget benchmark due to the focus of the marketing department at the end of FY17 and the beginning of FY18 being on our rebrand. We had capital funds set aside for the projects associated with the rebrand, so operating marketing expenses have not been the focus of their spending. These will come in line with the benchmark as new bus map & guides are issued and focus shifts to other marketing campaigns.
- Debt Service – This expense is complete for the year. We make a yearly payment on 7/1 for the 12 year capital lease. The FY18 payment is the fifth payment on this lease. This expense is a component of the Member Assessment formula.

The following is an update of the ongoing capital projects staff continue to work on:

☆ **Passenger Shelters:**

- Met with members of the Cambrian Rise development team to discuss service and amenities for the new property when construction is completed.
- Continuing to evaluate bus stops within the service area for the installation of shelters, benches, and bike racks during the spring and summer.

☆ **Downtown Transit Center:**

- Two higher-BTU platform heaters have been installed on the platform. There is definitely a noticeable improvement in heat output, and performance will be monitored over different weather conditions, particularly differences in wind speed.
- All of the soil required to be disposed in Clinton County, NY has been removed. The remaining soil has been moved to the back of the 1 Industrial lot to create

space for bus flow into and out of the back bays at 1 Industrial. Will continue to coordinate with VHB to ensure that pile is properly maintained while it remains stored on the property.

- o Working with VT Electric to set up a second power source in the IT room. Also looking into installing ventilation in the IT closet to help regulate heat during warmer days. Determining possible locations for ventilation on the wall between the IT room and the hallway outside of the mechanical room.

☆ **Industrial Parkway Driveway Ramp:**

- o Continuing to review the ramp designs with staff. Currently looking into possibilities to reduce the slope of the ramp. Upon concurrence of the ramp slope and travel path, the wastewater permit can be signed and submitted. Local permits are close to being finalized and will require incorporation of design changes to the ramp as well as concurrence on items such as lighting and guard rails. Will begin preparing IFB documents in preparation of a procurement taking place in late winter/early spring.

☆ **GMTA Facility Renovation:**

- o Budget estimating work is underway. 60% security design documents have been submitted for staff review. Once the design has been reviewed, the security design consultant can work with the budget estimator to incorporate the security component of the project into the budget estimates. Working with the consultants to have this completed by the end of the month.

☆ **Decommissioning of Former Cherry Street Terminal:**

- o No recent developments. Still planning to get someone secured to finish the prep work in early spring.

☆ **Facility Security Upgrades:**

- o Quotes for the project came in higher than expected. After review of the quotes and clarifying information from the proposers, we have determined to revise the scope of work and issue a new procurement. A new IFB should be advertised within the next couple of weeks.

☆ **Big Bus Buy:**

- o All twelve buses have been delivered and placed into service. All post-delivery documentation has been finalized and all invoices have been paid. Will work with Gillig to schedule the pre-production meeting for the 3 buses currently on order.

☆ **Electric Bus Buy:**

- o Continuing to work with staff and VEIC in the development of the electric bus specification and RFP. A completed draft was sent to VEIC for comment, and VEIC has since responded with feedback. Currently incorporating VEIC comments into specification to complete draft. Working with Maintenance to ensure that GMT build specs and requirements are incorporated as much as feasible while not conflicting with electric bus builds. Goal is to have an RFP ready for release in February.

Rural Broker Services update – We completed the required reporting information requested from VT Public Transportation Agency (VPTA) so they could go back to the Dept. of VT Health Access (DVHA) for a rate increase for the Medicaid transportation program. For the first five months of the year we are losing \$125,437. So far to date we have provided 27,619 trips at an average of 11.75 trips per unique passenger, on average we have 470 unique passengers a month. On average YTD we serve 60 unique “clinic” passengers per month whom average 34 trips per unique rider. Medicaid trips account for 65% of all trips we book, so it is a large portion of the

work we perform. On average we handle 3,300 calls per month amongst four (4) CSRs that is over 41 calls per day each. This is only what is handled in the call center and excludes the numerous calls handled at the two local offices in our rural areas.

We will be training volunteers this coming Saturday on the use of the tablets in the Central VT office. Once training is complete, we will start to assign volunteers with tablets. This will help to streamline the flow of information and begin to eliminate the large amount of data entry required currently. If all goes smooth in Central VT, we will begin the task to train the Franklin County volunteers.

Chittenden County Transportation Authority
Statement of Net Assets
As of 12/31/2017

| | As Of 2017 | As Of 2016 |
|---|----------------------|----------------------|
| ASSETS | | |
| Current Assets: | | |
| Cash and Investments | 1,994,311.69 | 2,363,886.09 |
| Receivables: | | |
| Grant | 3,650,500.51 | 3,939,434.44 |
| Other | 6,662,158.10 | 1,839,596.08 |
| Deferred Cost Pool | (279,162.12) | (88,643.31) |
| Inventories | 640,987.06 | 637,717.72 |
| Prepaid Expenses | 258,273.64 | 257,053.48 |
| Total Current Assets | 12,927,068.88 | 8,949,044.50 |
| Noncurrent Assets: | | |
| Land, Structures And | | |
| Equipment - net of accumulated depreciation | 29,940,459.34 | 28,380,635.16 |
| TOTAL ASSETS | 42,867,528.22 | 37,329,679.66 |
| LIABILITIES AND FUND EQUITY | | |
| Current Liabilities: | | |
| Accounts Payable | 3,656,203.40 | 1,003,695.05 |
| Accrued Payroll Expenses | 152,669.57 | 335,499.91 |
| Other Accrued Expenses | 131,875.79 | 107,708.44 |
| Deferred Revenue | 3,779,845.24 | 4,161,922.64 |
| Total Current Liabilities | 7,720,594.00 | 5,608,826.04 |
| Long-Term Liabilities: | | |
| Accrued Compensated Absences | 798,057.01 | 730,601.30 |
| Total Long-Term Liabilities | 798,057.01 | 730,601.30 |
| Total Liabilities | 8,518,651.01 | 6,339,427.34 |
| Fund Equity: | | |
| Invested in capital assets, net of related debt | 28,031,330.04 | 29,537,091.88 |
| Restricted | 1,547,481.95 | 1,484,414.58 |
| Unrestricted | 2,220,486.83 | 1,999,581.05 |
| Current Year Change in Net Assets | 2,549,578.39 | (2,030,835.19) |
| Total Fund Equity | 34,348,877.21 | 30,990,252.32 |
| TOTAL LIABILITIES AND FUND EQUITY | 42,867,528.22 | 37,329,679.66 |

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Six Months Ending Sunday, December 31, 2017

| | Urban | | | Rural | | | Combined | | | Rural Budget Variance | Combined | Prior Yr Actuals Total |
|--|-----------------------------|---------------------|---------------------|----------------------|---------------------|----------------------|---------------|---------------|---------------|--------------------------|----------|------------------------------|
| | Current Fiscal Year To Date | Urban | Combined | Urban | Rural | Combined | Urban | Rural | Combined | | | |
| REVENUES | | | | | | | | | | | | |
| FEDERAL, STATE AND LOCAL REVENUE | | | | | | | | | | | | |
| Municipal Member Assessments | 1,158,098.40 | 0.00 | \$1,158,098.40 | 2,279,715.00 | 0.00 | \$2,279,715.00 | 50.80% | 0.00% | 50.80% | 2,182,179.99 | | |
| Municipal Paratransit Assessments | 313,953.96 | 0.00 | 313,953.96 | 627,908.00 | 0.00 | 627,908.00 | 50.00% | 0.00% | 50.00% | 691,231.00 | | |
| Local Operating Assistance | 41,525.04 | 178,701.12 | 220,226.16 | 78,050.00 | 421,725.00 | 495,775.00 | 53.20% | 42.37% | 44.07% | 469,209.40 | | |
| Federal Urban Formula Grant | 1,822,378.05 | 0.00 | 1,822,378.05 | 2,706,098.00 | 0.00 | 2,706,098.00 | 67.34% | 0.00% | 67.34% | 2,298,273.00 | | |
| Federal Rural Operating Grant | 0.00 | 507,400.00 | 507,400.00 | 0.00 | 1,180,000.00 | 1,180,000.00 | 0.00% | 43.00% | 43.00% | 1,220,850.57 | | |
| State Regular Subsidy Operating Grant | 1,218,806.00 | 387,000.00 | 1,605,806.00 | 2,437,612.00 | 900,000.00 | 3,337,612.00 | 50.00% | 43.00% | 48.11% | 3,237,179.00 | | |
| E&D Grants and Local Match | 0.00 | 545,094.84 | 545,094.84 | 0.00 | 1,117,698.00 | 1,117,698.00 | 0.00% | 48.77% | 48.77% | 1,192,836.10 | | |
| Other State Grants | 11,363.78 | 4,898.42 | 16,262.20 | 72,122.00 | 18,000.00 | 90,122.00 | 15.76% | 27.21% | 18.04% | 121,649.71 | | |
| Other Federal Grants | 1,276,215.00 | 304,494.57 | 1,580,709.57 | 2,536,427.00 | 853,118.00 | 3,389,545.00 | 50.32% | 35.69% | 46.63% | 3,479,637.07 | | |
| Fund Balance Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 148,614.00 | 148,614.00 | 0.00% | 0.00% | 0.00% | 0.00 | | |
| Capital Reserve Revenue | 88,150.00 | 10,000.00 | 98,150.00 | 176,300.00 | 20,000.00 | 196,300.00 | 50.00% | 50.00% | 50.00% | 310,671.00 | | |
| Total Federal, State and Local Revenues | 5,930,490.23 | 1,937,588.95 | 7,868,079.18 | 10,914,232.00 | 4,659,155.00 | 15,573,387.00 | 54.34% | 41.59% | 50.52% | 15,203,716.84 | | |

OPERATING REVENUE

| | | | | | | | | | | |
|-----------------------------|---------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|---------------------|
| Passenger Revenue | 1,080,804.29 | 49,425.63 | 1,130,229.92 | 2,320,000.00 | 123,000.00 | 2,443,000.00 | 46.59% | 40.18% | 46.26% | 2,340,516.14 |
| Paratransit Passenger Fares | 48,700.00 | 0.00 | 48,700.00 | 115,000.00 | 0.00 | 115,000.00 | 42.35% | 0.00% | 42.35% | 99,511.25 |
| Advertising Revenue | 38,734.00 | 0.00 | 38,734.00 | 200,000.00 | 50,000.00 | 250,000.00 | 19.37% | 0.00% | 15.49% | 158,671.35 |
| Planning Revenue | 170,243.29 | 38,000.00 | 208,243.29 | 362,106.00 | 30,000.00 | 392,106.00 | 47.01% | 126.67% | 53.11% | 371,918.18 |
| Interest Earnings | 400.24 | 2,049.05 | 2,449.29 | 3,000.00 | 4,000.00 | 7,000.00 | 13.34% | 51.23% | 34.99% | 5,326.42 |
| Miscellaneous Revenue | 2,175.81 | 80.57 | 2,256.38 | 19,000.00 | 0.00 | 19,000.00 | 11.45% | 0.00% | 11.88% | 14,886.24 |
| Sales Of Equipment | 481.00 | 0.00 | 481.00 | 11,000.00 | 3,000.00 | 14,000.00 | 4.37% | 0.00% | 3.44% | 16,165.15 |
| Medicaid Purchase Of Svc | 0.00 | 666,523.22 | 666,523.22 | 0.00 | 1,540,000.00 | 1,540,000.00 | 0.00% | 43.28% | 43.28% | 1,564,826.44 |
| Purchase of Service | 26,742.25 | 95,876.65 | 122,618.90 | 43,844.00 | 225,716.00 | 269,560.00 | 60.99% | 42.48% | 45.49% | 252,992.12 |
| Warranty Revenue | 5,310.00 | 0.00 | 5,310.00 | 2,000.00 | 2,000.00 | 4,000.00 | 265.50% | 0.00% | 132.75% | 1,911.39 |
| Operating Revenue | 1,373,590.88 | 851,955.12 | 2,225,546.00 | 3,075,950.00 | 1,977,716.00 | 5,053,666.00 | 44.66% | 43.08% | 44.04% | 4,826,724.68 |

Total Revenue

| | | | | | | | | | | |
|----------------------|---------------------|---------------------|----------------------|----------------------|---------------------|----------------------|---------------|---------------|---------------|----------------------|
| Total Revenue | 7,304,081.11 | 2,789,544.07 | 10,093,625.18 | 13,990,182.00 | 6,636,871.00 | 20,627,053.00 | 52.21% | 42.03% | 48.93% | 20,030,441.52 |
|----------------------|---------------------|---------------------|----------------------|----------------------|---------------------|----------------------|---------------|---------------|---------------|----------------------|

EXPENSES

SALARIES AND WAGES

| | | | | | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|---------------------|
| Other Wages | 880,063.20 | 484,012.18 | 1,364,075.38 | 1,714,621.00 | 984,255.00 | 2,698,876.00 | 51.33% | 49.18% | 50.54% | 2,633,587.32 |
| Driver/Operator Wages | 2,161,339.94 | 656,027.76 | 2,817,367.70 | 4,226,302.00 | 1,499,979.00 | 5,726,281.00 | 51.14% | 43.74% | 49.20% | 5,503,191.45 |
| Vehicle Repair Wages | 455,757.63 | 71,113.34 | 526,870.97 | 960,901.00 | 163,784.00 | 1,124,685.00 | 47.43% | 43.42% | 46.85% | 998,243.36 |
| Salaries and Wages | 3,497,160.77 | 1,211,153.28 | 4,708,314.05 | 6,901,824.00 | 2,648,018.00 | 9,549,842.00 | 50.67% | 45.74% | 49.30% | 9,135,022.13 |

PERSONNEL TAXES AND BENEFITS

| | | | | | | | | | | |
|-------------------------------------|---------------------|-------------------|---------------------|---------------------|-------------------|---------------------|---------------|---------------|---------------|---------------------|
| Payroll Taxes (FICA/MC) | 268,376.65 | 92,862.62 | 361,239.27 | 527,990.00 | 202,573.00 | 730,563.00 | 50.83% | 45.84% | 49.45% | 688,868.02 |
| Unemployment Tax Exp | 8,143.37 | 6,985.27 | 15,128.64 | 22,000.00 | 20,000.00 | 42,000.00 | 37.02% | 34.93% | 36.02% | 38,274.06 |
| Medical Insurance/HRA | 818,982.01 | 327,946.39 | 1,146,928.40 | 1,519,767.00 | 557,226.00 | 2,076,993.00 | 53.89% | 58.85% | 55.22% | 2,050,012.08 |
| Pension Plan Expenses | 143,993.63 | 33,292.44 | 177,286.07 | 287,116.00 | 60,904.00 | 348,020.00 | 50.15% | 54.66% | 50.94% | 334,839.35 |
| Employee Development | 28,829.60 | 10,608.00 | 39,437.66 | 35,500.00 | 32,500.00 | 68,000.00 | 81.21% | 32.64% | 58.00% | 49,794.18 |
| Other Employee Benefits | 133,468.15 | 51,302.71 | 184,770.86 | 250,407.00 | 92,030.00 | 342,437.00 | 53.30% | 55.75% | 53.96% | 349,990.34 |
| Personnel Taxes and Benefits | 1,401,793.41 | 522,997.49 | 1,924,790.90 | 2,642,780.00 | 965,233.00 | 3,608,013.00 | 53.04% | 54.18% | 53.35% | 3,511,778.03 |

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Six Months Ending Sunday, December 31, 2017

| | Urban | | Rural | | Combined | | FY18 Adjusted Budget Approved Dec 2017 | | Urban | | Rural | | Combined | | Prior Yr Actuals Total |
|-----------------------------------|-----------------------------|-------------------|-------------------|---------------------|-------------------|---------------------|--|---------------|---------------|---------------------|-------|-----------------|----------|--|------------------------|
| | Current Fiscal Year To Date | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Budget Variance | Combined | | |
| GENERAL AND ADMIN EXPENSES | | | | | | | | | | | | | | | |
| Admin Supplies and Expenses | 25,793.65 | 6,727.37 | 32,521.02 | 43,740.00 | 21,600.00 | 65,340.00 | 58.97% | 31.15% | 49.77% | 62,382.75 | | | | | |
| Recruiting Expenses | 4,462.92 | 6,787.28 | 11,250.20 | 18,400.00 | 12,000.00 | 30,400.00 | 24.26% | 56.56% | 37.01% | 33,990.27 | | | | | |
| Dues and Subscriptions | 26,257.00 | 4,376.25 | 30,633.25 | 27,838.00 | 10,033.00 | 37,871.00 | 94.32% | 43.62% | 80.89% | 33,714.72 | | | | | |
| Travel and Meetings | 1,138.47 | 621.16 | 1,759.63 | 3,500.00 | 3,500.00 | 7,000.00 | 32.53% | 17.75% | 25.14% | 7,386.53 | | | | | |
| Board Development | 0.00 | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 4,000.00 | 0.00% | 0.00% | 0.00% | 0.00 | | | | | |
| Communications | 24,117.04 | 14,767.36 | 38,884.40 | 58,880.00 | 28,336.00 | 87,216.00 | 40.96% | 52.12% | 44.58% | 77,450.70 | | | | | |
| Computer Service Exp | 18,445.39 | 5,057.94 | 23,503.33 | 124,320.00 | 57,164.00 | 181,484.00 | 14.84% | 8.85% | 12.95% | 72,851.40 | | | | | |
| Legal Fees | 3,675.76 | 327.90 | 4,003.66 | 10,000.00 | 3,000.00 | 13,000.00 | 36.76% | 10.93% | 30.80% | 7,987.44 | | | | | |
| Insurance | 416,686.93 | 175,544.69 | 592,231.62 | 758,412.00 | 305,132.00 | 1,063,544.00 | 54.94% | 57.53% | 55.68% | 1,221,595.65 | | | | | |
| Audit Fees | 7,245.00 | 3,105.00 | 10,350.00 | 19,425.00 | 8,325.00 | 27,750.00 | 37.30% | 37.30% | 37.30% | 27,750.00 | | | | | |
| Consulting Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 2,109.75 | | | | | |
| General and Admin Expenses | 527,822.16 | 217,314.95 | 745,137.11 | 1,066,515.00 | 451,090.00 | 1,517,605.00 | 49.49% | 48.18% | 49.10% | 1,547,219.21 | | | | | |

OPERATIONS EXPENSES

| | | | | | | | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|---------------|---------------|---------------|-------------------|
| Background Checks | 1,292.00 | 9,546.00 | 10,838.00 | 1,900.00 | 8,325.00 | 10,225.00 | 68.00% | 114.67% | 106.00% | 11,028.60 |
| Drug & Alcohol Testing | 558.00 | 527.00 | 1,085.00 | 13,755.00 | 7,898.00 | 21,653.00 | 4.06% | 6.67% | 5.01% | 19,884.25 |
| DOT Testing | 4,085.00 | 3,760.00 | 7,845.00 | 5,850.00 | 7,920.00 | 13,770.00 | 69.83% | 47.47% | 56.97% | 12,454.70 |
| Employment Recruitment Program | 1,000.00 | 0.00 | 1,000.00 | 800.00 | 400.00 | 1,200.00 | 125.00% | 0.00% | 83.33% | 600.00 |
| Driver's Uniforms | 17,420.20 | 6,648.40 | 24,068.60 | 24,996.00 | 20,170.00 | 45,166.00 | 69.69% | 32.96% | 53.29% | 77,788.32 |
| Safety Expense | 936.53 | 0.00 | 936.53 | 2,050.00 | 1,700.00 | 3,750.00 | 45.68% | 0.00% | 24.97% | 3,636.21 |
| Misc. Operating Exp | 1,139.71 | 56.17 | 1,195.88 | 7,100.00 | 2,675.00 | 9,775.00 | 16.05% | 2.10% | 12.23% | 8,128.47 |
| Operations Expenses | 26,431.44 | 20,537.57 | 46,969.01 | 56,451.00 | 49,088.00 | 105,539.00 | 46.82% | 41.84% | 44.50% | 133,520.55 |

PLANNING EXPENSES

| | | | | | | | | | | |
|--------------------------|------------------|------------------|-------------------|-------------------|------------------|-------------------|---------------|----------------|---------------|-------------------|
| Other Planning Expenses | 0.00 | 75,207.08 | 75,207.08 | 0.00 | 60,000.00 | 60,000.00 | 0.00% | 125.35% | 125.35% | 53,666.06 |
| MPO Planning Expenses | 93,154.98 | 0.00 | 93,154.98 | 150,000.00 | 0.00 | 150,000.00 | 62.10% | 0.00% | 62.10% | 96,577.94 |
| Planning Expenses | 93,154.98 | 75,207.08 | 168,362.06 | 150,000.00 | 60,000.00 | 210,000.00 | 62.10% | 125.35% | 80.17% | 150,244.00 |

VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)

| | | | | | | | | | | |
|---|---------------------|-------------------|---------------------|---------------------|-------------------|---------------------|---------------|---------------|---------------|---------------------|
| Parts Expense - Non-Revenue Vehicles | 5,192.96 | 804.97 | 5,997.93 | 7,000.00 | 4,800.00 | 11,800.00 | 74.19% | 16.77% | 50.83% | 11,738.07 |
| Parts Expense - Revenue Vehicles | 391,290.12 | 177,879.09 | 569,169.21 | 408,394.00 | 191,000.00 | 599,394.00 | 95.81% | 93.13% | 94.96% | 807,595.18 |
| Tires | 49,323.76 | 19,638.14 | 68,961.90 | 90,000.00 | 30,000.00 | 120,000.00 | 54.80% | 65.46% | 57.47% | 117,176.85 |
| Facility Maintenance | 49,483.14 | 28,839.10 | 78,322.24 | 70,000.00 | 79,200.00 | 149,200.00 | 70.69% | 36.41% | 52.49% | 151,435.35 |
| Passenger Facility Expenses | 11,872.72 | 0.00 | 11,872.72 | 42,988.00 | 1,000.00 | 43,988.00 | 27.62% | 0.00% | 26.99% | 38,182.23 |
| Cleaning Expense | 7,500.00 | 5,218.30 | 12,718.30 | 58,000.00 | 7,200.00 | 65,200.00 | 12.93% | 72.48% | 19.51% | 35,568.49 |
| Repeater Fees | 12,582.00 | 9,450.00 | 22,032.00 | 21,600.00 | 16,200.00 | 37,800.00 | 58.25% | 58.33% | 58.29% | 34,074.00 |
| Light, Heat and Water | 62,924.07 | 17,144.67 | 80,068.74 | 115,000.00 | 55,000.00 | 170,000.00 | 54.72% | 31.17% | 47.10% | 184,036.52 |
| Fuel - Vehicles | 406,909.11 | 150,508.73 | 557,417.84 | 971,584.00 | 313,408.00 | 1,284,992.00 | 41.88% | 48.02% | 43.38% | 1,011,873.97 |
| Maintenance Tools/Supplies/Uniforms | 52,619.11 | 9,026.99 | 61,646.10 | 91,075.00 | 12,544.00 | 103,619.00 | 57.78% | 71.96% | 59.49% | 90,163.85 |
| Misc Maint Expenses and fees | 4,185.42 | 769.03 | 4,954.45 | 5,000.00 | 1,350.00 | 6,350.00 | 83.71% | 56.97% | 78.02% | 5,221.27 |
| Vehicle/Building Maintenance Exp | 1,053,882.41 | 419,279.02 | 1,473,161.43 | 1,880,641.00 | 711,702.00 | 2,592,343.00 | 56.04% | 58.91% | 56.83% | 2,487,065.78 |

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Six Months Ending Sunday, December 31, 2017

| | Urban | | Rural | | Combined | | FY18 Adjusted Budget Approved Dec 2017 | | Urban | | Rural | | Combined | | Rural | | Urban | | Combined | | Prior Yr Actuals Total |
|---------------------------------------|---------------------|---------------------|----------------------|----------------------|---------------------|---------------------|--|----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|---------------|---------------|-----------------------|------------------------|
| | Current | Fiscal Year To Date | Urban | Rural | Urban | Rural | Urban | Rural | Urban | Rural | Urban | Rural | Urban | Rural | Urban | Rural | Budget Variance | Urban | Rural | Combined | |
| CONTRACTOR EXPENSES | | | | | | | | | | | | | | | | | | | | | |
| ADA/SSTA Paratransit | 580,291.62 | 0.00 | 580,291.62 | 1,266,007.00 | 0.00 | 0.00 | 1,266,007.00 | 0.00 | 0.00 | 45.84% | 0.00% | 0.00% | 0.00% | 45.84% | 0.00% | 0.00% | 45.84% | 0.00% | 0.00% | 1,156,939.31 | |
| Partner Local Share | 9,916.50 | 0.00 | 9,916.50 | 19,833.00 | 0.00 | 0.00 | 19,833.00 | 0.00 | 0.00 | 50.00% | 0.00% | 0.00% | 0.00% | 50.00% | 0.00% | 0.00% | 50.00% | 0.00% | 0.00% | 19,833.00 | |
| Functional Assessment Costs | 4,390.22 | 0.00 | 4,390.22 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 | 43.90% | 0.00% | 0.00% | 0.00% | 43.90% | 0.00% | 0.00% | 43.90% | 0.00% | 0.00% | 9,274.56 | |
| Volunteer Drivers | 0.00 | 258,063.56 | 258,063.56 | 0.00 | 0.00 | 0.00 | 600,000.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 575,416.34 | |
| Other Transportation (incl Cabs) | 5,946.90 | 272,835.67 | 278,782.57 | 21,331.00 | 0.00 | 0.00 | 700,000.00 | 0.00 | 0.00 | 27.88% | 0.00% | 0.00% | 0.00% | 27.88% | 0.00% | 0.00% | 27.88% | 0.00% | 0.00% | 824,032.68 | |
| Contractor Expenses | 600,545.24 | 530,899.23 | 1,131,444.47 | 1,317,171.00 | 1,300,000.00 | 1,300,000.00 | 2,617,171.00 | 2,617,171.00 | 45.59% | 40.84% | 43.23% | 40.84% | 43.23% | 40.84% | 43.23% | 40.84% | 43.23% | 40.84% | 43.23% | 2,585,495.89 | |
| MARKETING EXPENSE | | | | | | | | | | | | | | | | | | | | | |
| Bus Tickets/Fare Media | 6,127.89 | (40.48) | 6,087.41 | 20,000.00 | 2,400.00 | 0.00 | 22,400.00 | 0.00 | 0.00 | 30.64% | -1.69% | 0.00% | 0.00% | 30.64% | -1.69% | 0.00% | 30.64% | 0.00% | 0.00% | 14,583.92 | |
| Marketing Expense | 10,214.99 | 10,190.57 | 20,405.56 | 52,000.00 | 45,840.00 | 0.00 | 97,840.00 | 0.00 | 0.00 | 19.64% | 22.23% | 0.00% | 0.00% | 20.86% | 22.23% | 0.00% | 20.86% | 0.00% | 0.00% | 50,567.84 | |
| Public Information | 6,113.00 | 8,526.06 | 14,639.06 | 37,000.00 | 23,000.00 | 0.00 | 60,000.00 | 0.00 | 0.00 | 16.52% | 37.07% | 0.00% | 0.00% | 24.40% | 37.07% | 0.00% | 24.40% | 0.00% | 0.00% | 63,836.36 | |
| Marketing Expense | 22,455.88 | 18,676.15 | 41,132.03 | 109,000.00 | 71,240.00 | 0.00 | 180,240.00 | 0.00 | 0.00 | 20.60% | 26.22% | 0.00% | 0.00% | 22.82% | 26.22% | 0.00% | 22.82% | 0.00% | 0.00% | 128,988.12 | |
| OTHER EXPENSES | | | | | | | | | | | | | | | | | | | | | |
| Debt Service/Capital Reserve | 46,442.51 | 0.00 | 46,442.51 | 50,000.00 | 0.00 | 0.00 | 50,000.00 | 0.00 | 0.00 | 92.89% | 0.00% | 0.00% | 0.00% | 92.89% | 0.00% | 0.00% | 92.89% | 0.00% | 0.00% | 46,442.51 | |
| Capital Match | 88,150.00 | 10,000.00 | 98,150.00 | 176,300.00 | 20,000.00 | 0.00 | 196,300.00 | 0.00 | 0.00 | 50.00% | 50.00% | 0.00% | 0.00% | 50.00% | 50.00% | 0.00% | 50.00% | 0.00% | 0.00% | 651,542.00 | |
| Other Expenses | 134,592.51 | 10,000.00 | 144,592.51 | 226,300.00 | 20,000.00 | 0.00 | 246,300.00 | 246,300.00 | 59.48% | 50.00% | 58.71% | 50.00% | 58.71% | 50.00% | 58.71% | 50.00% | 58.71% | 50.00% | 58.71% | 697,984.51 | |
| TOTAL EXPENSES | 7,357,838.80 | 3,026,064.77 | 10,383,903.57 | 14,350,682.00 | 6,276,371.00 | 0.00 | 20,627,053.00 | 20,627,053.00 | 51.27% | 48.21% | 50.34% | 48.21% | 50.34% | 48.21% | 50.34% | 48.21% | 50.34% | 48.21% | 50.34% | 20,377,318.22 | |
| Current Year Deferred Costs | (98,643.23) | 0.00 | (98,643.23) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | (61,937.58) | |
| ALLOCATIONS BETWEEN PROGRAMS | 152,400.92 | (152,400.92) | 0.00 | 360,500.00 | (360,500.00) | 0.00 | 0.00 | 0.00 | 0.00 | 42.27% | 42.27% | 0.00% | 0.00% | 42.27% | 42.27% | 0.00% | 42.27% | 42.27% | 0.00% | 0.00 | |
| Balance Of Operating Budget | (0.00) | (388,921.62) | (388,921.62) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | (408,814.28) | |
| Capital Revenue | | | | | | | | | | | | | | | | | | | | | |
| Federal Revenue | 4,159,297.00 | 0.00 | 4,159,297.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 3,154,183.69 | |
| State Revenue | 546,837.13 | 0.00 | 546,837.13 | 126,068.99 | 0.00 | 0.00 | 126,068.99 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 460,196.29 | |
| Paratransit Lease Revenue | 0.00 | 3,735.60 | 3,735.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 55,056.77 | |
| Local Match Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 340,871.00 | |
| Total Capital Revenue | 4,706,134.13 | 3,735.60 | 4,709,869.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 4,010,307.75 | |
| Capital Expenses | | | | | | | | | | | | | | | | | | | | | |
| Vehicles | 3,357,652.82 | 59,128.00 | 3,416,780.82 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 890,164.41 | |
| Maintenance Parts and Equipment | 124,857.23 | 1,211.76 | 126,068.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 347,679.83 | |
| Passenger Amenities | 41,646.60 | 5,780.20 | 47,426.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 373,703.52 | |
| Facility Repairs and Improvements | 33,578.34 | 56,654.07 | 90,232.41 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 1,678,378.39 | |
| Total Capital Expenses | 3,557,734.99 | 122,774.03 | 3,680,509.02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 3,289,926.15 | |
| Balance of Capital Budget | 1,148,399.14 | (119,038.43) | 1,029,360.71 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 720,381.60 | |
| Transfer of Purchases to Fixed Assets | 3,358,998.80 | 112,329.38 | 3,471,328.18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 1,795,589.03 | |
| Deferred Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 883.00 | |
| Depreciation Expense | (1,243,703.12) | (318,485.76) | (1,562,188.88) | (318,485.76) | (1,562,188.88) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | (3,329,828.04) | |
| Subtotal | 2,115,295.68 | (206,156.38) | 1,909,139.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | (1,533,356.01) | |
| Current Change in Net Assets | 3,263,694.82 | (714,116.43) | 2,549,578.39 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | (1,221,788.69) | |

To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance
Donna Gallagher, Broker Services Manager
Jordan Posner, ADA Coordinator



Date: February 14, 2018

RE: ADA and Broker Services

We completed the required reporting information requested from VT Public Transportation Agency (VPTA) so they could go back to the Dept. of VT Health Access (DVHA) for a rate increase for the Medicaid transportation program. For the first five months of the year we are losing \$125,437. So far to date we have provided 27,619 trips at an average of 11.75 trips per unique passenger, on average we have 470 unique passengers a month. On average YTD we serve 60 unique "clinic" passengers per month whom average 34 trips per unique rider. Medicaid trips account for 65% of all trips we book, so it is a large portion of the work we perform. On average we handle 3,300 calls per month amongst four (4) CSRs that is over 41 calls per day each. This is only what is handled in the call center and excludes the numerous calls handled at the two local offices in our rural areas.

For the month of December we reported the following stats to VPTA as part of our monthly reporting for Medicaid.

| Total Rides Scheduled | 7430 | Total # of calls | 3032 |
|------------------------------|-------------|------------------------------|-------------|
| Total Rides Provided | 5530 | Total # of calls abandoned | 58 |
| Total No Shows | 523 | Total # of calls trnsf to VM | 184 |
| Total Cancelled Trips | 1744 | Number of MDCD Complaints | 0 |

We will be training volunteers this coming Saturday on the use of the tablets in the Central VT office. Once training is complete, we will start to assign volunteers with tablets. This will help to streamline the flow of information and begin to eliminate the large amount of data entry required currently. If all goes smooth in Central VT, we will begin the task to train the Franklin County volunteers.

We met with the Chittenden County E&D Local Partners and discussed the cost increases for the Elders and Disabled program in FY18 and how best to manage those increasing costs. Volunteer driver usage is the best approach and we are beginning to develop a strategy to better manage the volunteer eligible trips in Chittenden County so to maximize the rides we are able to perform.

The ADA advisory committee met this month and discussed the changes to the accessibility of our website. This group is going to review it for visually impaired passengers and provide us feedback for improvements. Jamie Cram Smith recently updated and added accessibility features directly to our main web page.

The ADA trip report shows that ridership overall is aligned with FY17. The highest increase in ridership is out of Colchester, while the biggest decrease in ridership is attributable to Winooski.

ADA Ridership Report (by Town) : FY18

| Total Rides | | Benchmark for comparison is 58% | | | | | | | | | | | |
|---------------------------------------|--|---------------------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|------------------|----------------------------|--|--|
| % increase/(decrease) from prior year | | July | August | September | October | November | December | January | Total FY18 YTD | Total FY17 Rides | % of FY18 compared to FY17 | | |
| CITY/TOWN | | | | | | | | | | | | | |
| BURLINGTON | | 1,282 -0.93% | 1,229 -11.58% | 1,170 -4.96% | 1,275 0.79% | 1,186 10.12% | 1,133 8.21% | 1,180 3.33% | 8,455 | 14,398 | 59% | | |
| COLCHESTER | | 116 87.10% | 103 17.05% | 97 42.65% | 107 46.58% | 100 21.95% | 99 19.28% | 150 31.58% | 772 | 1,037 | 74% | | |
| ESSEX | | 288 19.01% | 288 -6.80% | 278 -23.20% | 317 -11.20% | 300 3.09% | 317 -1.25% | 302 -4.73% | 2,090 | 3,751 | 56% | | |
| OTHER | | 9 -62.50% | 9 -70.97% | 4 -69.23% | 6 -62.50% | 12 33.33% | 9 28.57% | 29 93.33% | 78 | 207 | 38% | | |
| SHELBURNE | | 252 -1.95% | 276 3.76% | 229 6.02% | 261 5.67% | 250 -3.47% | 226 -22.87% | 306 5.52% | 1,800 | 3,271 | 55% | | |
| SO. BURLINGTON | | 963 1.48% | 1,092 6.33% | 1,091 -3.71% | 1,204 -4.90% | 1,132 2.54% | 1,105 -2.81% | 1,083 -4.16% | 7,670 | 13,829 | 55% | | |
| WILLISTON | | 96 -21.31% | 101 -8.18% | 75 -41.86% | 62 -32.61% | 76 -20.00% | 100 21.95% | 118 26.88% | 628 | 1,126 | 56% | | |
| WINOOSKI | | 392 -12.11% | 456 -11.28% | 449 -11.26% | 439 1.86% | 448 -5.88% | 442 -15.00% | 461 -12.52% | 3,087 | 5,761 | 54% | | |
| TOTAL | | 3,398 | 3,554 | 3,393 | 3,671 | 3,504 | 3,431 | 3,629 | 24,580 | 43,380 | 57% | | |
| Cost to Members | | \$ 84,904.23 | \$ 89,416.24 | \$ 86,067.45 | \$ 93,902.23 | \$ 89,303.77 | \$ 88,176.72 | \$ 93,488.04 | \$ 625,258.69 | | | | |
| Cost/Trip | | \$ 24.99 | \$ 25.16 | \$ 25.36617978 | \$ 25.57946886 | \$ 25.48623587 | \$ 25.70 | \$ 25.76 | \$ 25.44 | | | | |

| Medicaid FY'16 | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | totals |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| All MDCCD Trips Provided | 6800 | 6523 | 6994 | 7232 | 5826 | 6647 | 5930 | 6667 | 6959 | 6616 | 7399 | 8402 | 81995 |

unduplicated riders
rides per rider
unduplicated CLINIC riders
total CLINIC rides
average rides per CLINIC rider
% of CLINIC rides to total

We began using RM in May of 2016

606
12.21
68
2914
42.853
39%
612
13.73
75
3598
47.973
43%

| Medicaid FY'17 | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | totals |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| All MDCCD Trips Provided | 7308 | 7670 | 7559 | 7055 | 6416 | 6278 | 6222 | 6163 | 6481 | 5845 | 6230 | 6455 | 79682 |

unduplicated riders
rides per rider
unduplicated CLINIC riders
total CLINIC rides
average rides per CLINIC rider
% of CLINIC rides to total

531
13.76
63
2584
41.02
35%

558
13.75
73
2934
40.19
38%

557
13.57
77
3272
42.49
43%

540
13.06
68
3084
45.35
44%

470
13.65
70
2904
41.49
45%

484
12.97
67
2852
42.57
45%

473
13.15
54
2582
47.81
41%

487
12.66
56
2322
41.46
38%

488
13.28
62
2524
40.71
39%

447
13.08
56
2480
44.29
42%

498
12.51
64
2642
41.28
42%

476
13.56
64
2614
40.84
40%

| Medicaid FY'18 | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | totals |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|------|------|------|-------|-------|-----|------|--------------|
| All MDCCD Trips Provided | 5159 | 5677 | 5350 | 5859 | 5574 | | | | | | | | 27619 |

unduplicated riders
rides per rider
unduplicated CLINIC riders
total CLINIC rides
average rides per CLINIC rider
% of CLINIC rides to total

443
11.65
57
1980
34.74
38%

472
12.03
61
1918
31.44
34%

478
11.19
62
2004
32.32
37%

505
11.60
58
2126
36.66
36%

454
12.28
65
2226
34.25
40%

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FY18 Profitability Analysis

July through Nov, 2017

| | GMT | Medicaid |
|----------|---|-----------|
| Revenue | PMPW Revenue | 505,952 |
| | | 505,952 |
| Expenses | Administrative OH(Brokerage Sv) | 149,761 |
| | Van/Sedan | 270,149 |
| | Medicaid cabs | 16,146 |
| | Vol Drive mileage | 151,238 |
| | Other contracted transportation (CIDER) | 44,095 |
| | | 631,389 |
| | Profit/(Loss) | (125,437) |
| | Profit as % of Total Revenue | -24.8% |



Monthly Maintenance Performance Report

Month: January 2018

| Urban Data | Data | Notes |
|---------------------------------|----------------|--|
| Miles Operated: | 158,860 | Revenue Vehicles |
| Major Road Calls: | 11 | Failure prevented a vehicle from completing or starting a scheduled revenue trip |
| Major Road Calls/100,000 Miles: | 6.96 | |
| Minor Road Calls: | 7 | Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC) |
| Total Road Calls/100,000 Miles: | 11.39 | |
| "C" PM's Completed: | 28 | "C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, performed every 6,000 miles |
| "C" PM On-time % | 100% | Within 10% of the scheduled mileage per the FTA |
| Active Fleet Avg. Age | 7.34 | Transit buses have a 12 year life expectancy |
| Rural Data | Data | Notes |
| Miles Operated: | 122,422 | Revenue Vehicles |
| Major Road Calls: | 9 | Failure prevented a vehicle from completing or starting a scheduled revenue trip |
| Major Road Calls/100,000 Miles: | 7 | |
| Minor Road Calls: | 7 | Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC) |
| Total Road Calls/100,000 Miles: | 14.75 | |
| "C" PM's Completed: | 28 | "C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, performed every 6,000 miles |
| "C" PM On-time % | 86% | Within 10% of the scheduled mileage per the FTA |
| Cut-away Active Fleet Avg. Age | 4.65 | Cut-away buses have a 5 year life expectancy |

As of the end of January all of the twelve new Gillig buses are in revenue service.

Three of GMT's Burlington second shift mechanics, Adan, Nick and Steve, attended an Air Brake Training hosted by Sanel Auto Parts. Maintenance staff are in the process of creating a more detailed bus and facility program to create standards and ensure resources are deployed as efficiently as possible.



To: GMT Board of Commissioners
From: Bob Young, Director of Operations
Mev Bahonjic, Urban Operations Manager – Burlington
Rich Gorton, Rural Operations Manager – FGI
Jamie Smith, Rural Operations Manager - Berlin
Date: 02/08/18
RE: GMT Operations Report

This winter has been a season with lots of snow and very cold conditions. This is good news for our ski areas and the State of Vermont for bringing in more business to all of Vermont. However, the conditions have made it difficult at times for our operations. We are pleased to say our drivers prevail all the conditions this winter has placed in front of them. Their efforts for safety and customer service is showing the quality of personnel we have here at GMT.

The Scheduling Committees met last month and the new bids are almost complete. The new bids start on February 19 for Urban-Burlington and Rural-Berlin. Planning has done a terrific job in making this efficient process.

Quarterly safety meeting is being held on a regular basis in both urban and rural. They are made up of directors, managers, supervisors, union stewards, and drivers. The teams are always looking for ways of developing and implementing higher quality safety habits.

We've had numerous personnel and family members with serious illness recently. Please keep good thoughts for all to have improved health, and speedy recovery.

Stay safe and healthy!

To: GMT Board of Commissioners
From: Jon Moore, Director of Maintenance & Planning
Date: February 20, 2018
RE: Planning Report

Nextgen: The Nextgen Advisory Committee met on Tuesday 2/13 and the Fare Analysis presentation was presented by Nelson Nygaard. After the meeting Nelson Nygaard and GMT staff had a workshop to start developing the plan recommendations based from the service scenarios and the feedback received to date.

Draft recommendations will be presented to the Advisory Committee in March and to the full Board in April for adoption. Once the plan recommendations are approved by the Board another round of public and municipal meetings will be scheduled prior to any service change implementations.

Planning staff met with Burlington DPW and Planning & Zoning staff to present the scenarios and get their feedback. Staff also met with Shelburne Planning staff to discuss the study

To: GMT Board of Commissioners
From: Jamie L. Smith, Marketing and Public Affairs Manager
Date: February 15, 2018
Re: Marketing and Public Affairs Report

- Marketing staff, along with Neighbor Rides, attended the 50+ Expo held by the Williston Observer. This event allowed us to have direct access to many potential volunteer drivers, as well as a community of seniors. The event was very well attended and we received lots of positive feedback. Additional Volunteer Driver program tasks completed: Staff met with CV Council on Aging as a first step in CVCOA helping to recruit volunteer drivers, updated the online application, began working with United Way to have a feature column in the St. Albans Messenger (on a rotating basis) that focuses on the need for volunteers in Franklin County, updated the volunteer driver manual, and created a bus buddy/volunteer driver one sheet.
- As mentioned in previous reports, Sugarbush has been working on having a student intern on buses to survey passengers about ski service. The resort is gathering their own internal data, however they have extended the opportunity for GMT to have some survey questions of our own so we can gather any feedback that would help us. Public Affairs staff has been working with Sugarbush to develop these questions, and the student intern will begin riding the buses shortly to collect responses.
- Marketing staff is working on a completely revised bus advertising program in hopes that some fresh ideas will help generate some more advertising business. We recently purchased some advertising in Seven Days that focuses on the benefits of bus advertising, they will run through the month of February. Some additional changes to the program will include: vinyl sign option (versus the current frame), additional ad sizes, a regional rate, and advertising at the DTC.
- Marketing staff is about to start a full 360 evaluation of the RideGMT.com site. There are many places to gain some efficiencies on the site to make it a more user-friendly experience. Some improvements include: a trip planner on the homepage (similar to how Google Transit functions), and a Finance page to display information about the audit and budget.

To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: February 20, 2018

RE: IT Support, Administrative Support, Training, and HR

Human Resources and Training

HR applied for and received a second grant totaling \$22, 500.00 from the Vermont Department of Labor. This grant is specific to improving the skills of Vermont workers and activities under this grant must include occupational/workforce training. GMT will use the grant to offset some of the cost associated with adding a second Training Supervisor.

The Training department has developed several initiatives that not only improve the delivery of training to new employees but also assists in the continuous improvement and quality of performance of our existing employees. These initiatives include, but are not limited to:

- One-on-one Operator refresher training: trainings are designed to reacquaint Operators with bus routes or bus controls (re MCI). These trainings occur prior to the beginning of a new bid and afford the operator to drive the route/bus in a controlled environment.
- Annual evaluations: Trainers ride along with Operators in revenue service.
- New Operator evaluations (approximately 30 days after entering revenue service). These evaluations inform the Trainers how new Operators are applying the training they learned during the training phase (bus maneuvering, Smith System, customer service, ADA protocols, pivot points, backing).
- Developing an Operations Supervisor training program. This is still in development.

The Training Supervisors have tablets uploaded with fillable forms for on-site evaluations (one course, annual and new operator evaluations, etc.). Trainers now have the ability to provide timely feedback to the Operator so they may adjust their work. Immediate feedback ensures continuous improvement and helps Operators to work with confidence and independence.

The results of the GMT's Employee Satisfaction Survey will be available to employees on February 19th. HR will schedule meetings in each location in February and March to discuss the results and gain insight on the responses. GMT will conduct another short survey in June.

FY18 GMT Urban Ridership by Month

| # | Route Name | Number of Service Days | | | | | | | | | | | | FY17 YTD | FY18 YTD | Difference (FY18-FY17) | riders | % | Difference (FY18-FY17) | riders | % |
|------------------------|-------------------------|------------------------|---------|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|----------|----------|------------------------|-----------|-----------|------------------------|---------|---|
| | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | | | | | | | | |
| 1 | Williston-Wal-Mart | 29,831 | 35,096 | 39,027 | 40,942 | 38,236 | 36,005 | 30,610 | | | | | | | | | 251,170 | 247,747 | -3,423 | -1.36% | |
| 1V | Williston Village | 1,365 | 1,506 | 1,482 | 1,588 | 1,414 | 1,500 | 1,178 | | | | | | | | | 6,492 | 10,033 | 1,541 | 18.15% | |
| 10 | Williston-Amtrak | 1,618 | 1,734 | 1,387 | 1,474 | 1,441 | 1,024 | 1,960 | | | | | | | | | 9,829 | 10,638 | 809 | 8.23% | |
| 2 | Essex Junction | 34,294 | 38,164 | 40,729 | 43,229 | 38,433 | 31,844 | 31,087 | | | | | | | | | 271,201 | 257,780 | -13,421 | -4.95% | |
| 3 | Lakeside Commuter | 127 | 150 | 164 | 208 | 114 | 114 | 211 | | | | | | | | | 1,157 | 1,098 | -69 | -5.96% | |
| 4 | Essex Center | 1,207 | 1,464 | 1,537 | 1,666 | 1,722 | 1,380 | 1,568 | | | | | | | | | 11,054 | 10,544 | -510 | -4.61% | |
| 5 | Pine Street | 8,708 | 8,992 | 8,914 | 10,184 | 8,509 | 8,066 | 9,759 | | | | | | | | | 65,743 | 63,132 | -2,611 | -3.97% | |
| 6 | Shelburne Rd. | 19,641 | 20,337 | 19,741 | 20,749 | 19,339 | 14,698 | 17,556 | | | | | | | | | 136,160 | 132,021 | -4,139 | -3.04% | |
| 7 | North Avenue | 17,665 | 18,518 | 21,141 | 24,047 | 22,424 | 16,841 | 20,292 | | | | | | | | | 146,959 | 140,928 | -6,031 | -4.10% | |
| 8 | City Loop | 4,638 | 5,149 | 5,841 | 6,454 | 6,536 | 4,780 | 5,990 | | | | | | | | | 37,699 | 39,388 | 1,689 | 4.48% | |
| 9 | Riverside/Winooski | 8,808 | 10,004 | 10,335 | 10,984 | 10,211 | 7,756 | 9,855 | | | | | | | | | 73,071 | 67,953 | -5,118 | -7.00% | |
| 11 | College Street Shuttle | 16,832 | 18,605 | 16,120 | 13,289 | 10,443 | 7,755 | 6,932 | | | | | | | | | 94,095 | 89,976 | -4,119 | -4.38% | |
| 12 | UMail/Airport | 4,466 | 4,351 | 5,477 | 6,287 | 6,017 | 4,932 | 5,689 | | | | | | | | | 43,575 | 37,219 | -6,356 | -14.59% | |
| 16 | Hannaford's | 108 | 258 | 80 | 242 | 172 | 148 | 172 | | | | | | | | | 1,420 | 1,180 | -240 | -16.90% | |
| 19 | Price Chopper #1 | 200 | 288 | 248 | 310 | 310 | 138 | 254 | | | | | | | | | 1,742 | 1,748 | 6 | 0.34% | |
| 20 | Price Chopper #2 | 98 | 80 | 90 | 136 | 186 | 122 | 240 | | | | | | | | | 1,040 | 952 | -88 | -8.48% | |
| 21 | School Trippers | 0 | 1,111 | 15,964 | 19,364 | 16,559 | 16,360 | 15,075 | | | | | | | | | 91,210 | 84,413 | -6,797 | -7.45% | |
| 18 | Sunday Service | 495 | 332 | 376 | 479 | 461 | 425 | 272 | | | | | | | | | 3,254 | 2,840 | -414 | -12.72% | |
| 26 | Other | 7,856 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | 9,272 | 7,856 | -1,416 | -15.27% | |
| 56 | Milton Commuter | 1,120 | 1,486 | 1,361 | 1,438 | 1,385 | 1,191 | 1,193 | | | | | | | | | 9,502 | 9,154 | -349 | -3.67% | |
| 76 | Middlebury Link | 1,010 | 1,183 | 1,148 | 1,136 | 1,107 | 957 | 1,211 | | | | | | | | | 8,066 | 7,752 | -314 | -3.89% | |
| 86 | Montpelier Link | 8,545 | 10,024 | 9,444 | 10,671 | 10,216 | 8,990 | 11,078 | | | | | | | | | 72,773 | 68,968 | -3,805 | -5.23% | |
| 96 | St. Albans Link | 1,172 | 1,302 | 1,284 | 1,397 | 1,281 | 1,222 | 1,626 | | | | | | | | | 9,596 | 9,284 | -312 | -3.25% | |
| 46 | 116 Commuter | 277 | 337 | 359 | 321 | 300 | 250 | 346 | | | | | | | | | 2,287 | 2,190 | -97 | -4.24% | |
| 36 | Jeffersonville Commuter | 716 | 770 | 708 | 818 | 737 | 586 | 672 | | | | | | | | | 5,081 | 5,007 | -74 | -1.46% | |
| SUBTOTAL | | 170,797 | 181,221 | 202,957 | 217,413 | 197,533 | 165,044 | 174,826 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,365,449 | 1,309,791 | -55,658 | -4.08% | |
| ADA Paratransit | | 3,444 | 3,571 | 3,393 | 3,671 | 3,504 | 3,431 | 3,624 | | | | | | | | | 21,608 | 24,638 | 3,230 | 15.09% | |
| TOTAL | | 174,241 | 184,792 | 206,350 | 221,084 | 201,037 | 168,475 | 178,450 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,386,857 | 1,334,429 | -52,428 | -3.78% | |
| FY16 YTD | | | | | | | | | | | | | | | | | 273,601 | 273,601 | -25,854 | -9.45% | |
| FY17 YTD | | | | | | | | | | | | | | | | | 9,975 | 9,975 | 58 | 0.58% | |
| FY18 YTD | | | | | | | | | | | | | | | | | 289,560 | 289,560 | -31,780 | -10.98% | |
| Difference (FY18-FY17) | | | | | | | | | | | | | | | | | 13,105 | 13,105 | 13 | 1.21% | |
| Difference (FY18-FY16) | | | | | | | | | | | | | | | | | 13,105 | 13,105 | -2,561 | -19.54% | |

FY18 GMT Rural Ridership by Month
 Number of Service Days

| # | Route Name | FY18 YTD | | | | | | | | | | | | FY17 YTD | | FY16 YTD | | % Difference (FY18-FY17) | % Difference (FY18-FY16) |
|-----|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------|----------------|----------------|---------------|----------------|----------------|--------------------------|--------------------------|
| | | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY18 YTD | FY17 YTD | FY18 YTD | FY16 YTD | | |
| 79 | CVMC Barre Health Shuttle | 182 | 193 | 132 | 145 | 147 | 117 | 131 | | | | | 1,047 | 1,242 | -195 | 1,332 | -285 | -13.7% | -15.7% |
| 80 | City Route Mid-day | 2,105 | 2,366 | 2,249 | 2,167 | 2,127 | 1,854 | 1,843 | | | | | 14,711 | 14,900 | -189 | 15,778 | -1,067 | -1.3% | -6.8% |
| 81 | Barre Hospital Hill | 2,337 | 2,579 | 2,536 | 2,470 | 2,136 | 2,013 | 1,998 | | | | | 16,069 | 14,300 | 1,769 | 19,627 | -3,558 | 12.4% | -18.1% |
| 82 | Montpelier Hospital Hill | 1,725 | 1,930 | 1,853 | 1,962 | 1,570 | 1,620 | 1,618 | | | | | 12,278 | 12,322 | -44 | 13,132 | -854 | -0.4% | -6.5% |
| 83 | Waterbury Commuter | 945 | 924 | 884 | 940 | 975 | 819 | 896 | | | | | 6,383 | 6,334 | 49 | 5,849 | 534 | 0.8% | 9.1% |
| 84 | US 2 Commuter | 617 | 712 | 616 | 670 | 593 | 450 | 571 | | | | | 4,229 | 4,655 | -426 | 5,488 | -1,259 | -9.2% | -22.9% |
| 85 | Hannaford Shopping Special | 207 | 255 | 228 | 245 | 200 | 158 | 254 | | | | | 1,547 | 1,695 | -148 | 1,696 | -149 | -8.7% | -8.8% |
| 87 | Northfield Shuttle | 81 | 122 | 65 | 113 | 120 | 68 | 129 | | | | | 698 | 574 | 124 | 754 | -56 | 21.6% | -7.4% |
| 88 | Capital Shuttle | 0 | 0 | 150 | 290 | 231 | 291 | 489 | | | | | 1,451 | 1,181 | 270 | 1,305 | 146 | 0.0% | 0.0% |
| 89 | City Commuter | 2,886 | 3,439 | 3,089 | 3,507 | 3,173 | 2,574 | 2,823 | | | | | 21,491 | 21,826 | -335 | 22,110 | -619 | -1.5% | -2.8% |
| 90 | Plainfield Shuttle | 35 | 104 | 47 | 50 | 67 | 57 | 60 | | | | | 420 | 441 | -21 | 530 | -110 | -4.8% | -20.8% |
| 91 | Hospital Hill Demand Response | 106 | 146 | 89 | 117 | 63 | 60 | 69 | | | | | 640 | 396 | 244 | 873 | -233 | 61.6% | -26.7% |
| 92 | Montpelier Circulator | 1,392 | 1,320 | 1,279 | 1,750 | 1,622 | 1,354 | 1,545 | | | | | 10,262 | 9,860 | 402 | 10,550 | -288 | 4.1% | -2.7% |
| 93 | Northfield Commuter | 529 | 591 | 721 | 655 | 582 | 461 | 568 | | | | | 4,107 | 3,768 | 339 | 3,565 | 542 | 9.0% | 15.2% |
| 100 | Route 100 Commuter | 568 | 590 | 650 | 745 | 882 | 621 | 772 | | | | | 4,828 | 6,002 | -1,174 | 7,379 | -2,551 | -19.6% | -34.6% |
| 108 | Mountain Road Shuttle | 0 | 0 | 0 | 0 | 637 | 12,620 | 16,294 | | | | | 29,551 | 28,408 | 1,143 | 27,809 | 742 | 4.0% | 6.3% |
| 102 | Morrisville Loop | 340 | 392 | 339 | 413 | 415 | 332 | 368 | | | | | 2,599 | 2,782 | -183 | 2,989 | -390 | -6.6% | -13.0% |
| 103 | Morrisville Shopping Shuttle | 218 | 209 | 324 | 412 | 401 | 371 | 557 | | | | | 2,492 | 2,889 | -397 | 3,138 | -646 | -13.7% | -20.6% |
| 109 | Tuesday Shopping Shuttle (FGI) | 52 | 65 | 59 | 73 | 54 | 13 | 76 | | | | | 392 | 476 | -84 | 574 | -182 | -17.6% | -31.7% |
| 110 | St.Albans DT Shuttle | 1,838 | 1,989 | 1,917 | 1,759 | 1,719 | 1,515 | 1,571 | | | | | 12,308 | 12,495 | -187 | 12,564 | -256 | -1.5% | -2.0% |
| 115 | Albany-Georgia Commuter | 467 | 606 | 446 | 431 | 401 | 399 | 412 | | | | | 3,162 | 3,834 | -672 | 5,131 | -1,969 | -17.5% | -38.4% |
| 116 | Richford-St.Albans Commuter | 488 | 742 | 642 | 673 | 547 | 614 | 625 | | | | | 4,331 | 3,862 | 469 | 5,150 | -819 | 12.1% | -15.9% |
| 120 | Valley Floor | 0 | 0 | 0 | 0 | 0 | 900 | 1,763 | | | | | 2,663 | 2,778 | -115 | 1,609 | 1,054 | -4.1% | 65.5% |
| 121 | Valley Evening Service | 0 | 0 | 0 | 0 | 0 | 308 | 533 | | | | | 841 | 944 | -103 | 711 | 130 | -10.9% | 18.3% |
| 122 | Mount Ellen | 0 | 0 | 0 | 0 | 0 | 2,253 | 4,313 | | | | | 6,566 | 8,251 | -1,685 | 6,682 | -116 | -20.4% | -1.7% |
| 124 | Mountain Condos | 0 | 0 | 0 | 0 | 0 | 1,474 | 2,184 | | | | | 3,658 | 7,136 | -3,478 | 4,958 | -1,300 | -48.7% | -26.2% |
| 125 | Access Road | 0 | 0 | 0 | 0 | 0 | 1,775 | 2,120 | | | | | 3,895 | 6,053 | -2,158 | 3,329 | 566 | -35.7% | 17.0% |
| 126 | SnowCap Commuter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 | 96 | -96 | 0 | 0 | 0.0% | 0.0% |
| 99 | Special Services | 2,384 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 2,384 | 1,702 | 682 | 2,242 | 142 | 40.1% | 6.3% |
| | SUBTOTAL | 19,320 | 19,081 | 18,183 | 19,442 | 18,515 | 34,964 | 44,451 | 0 | 0 | 0 | 0 | 175,003 | 181,202 | -6,199 | 186,854 | -11,851 | -3.4% | -6.3% |

Saturday 5 4 5 4 4 5 4 4 4 4 5 4 4

Sunday 20 23 0 2 20 21 17 16 20

Weekday 5 4 4 4 4 5 4 4 4 4 5 4 4

School Days 0 2 20 21 17 16 20

FY18 YTD 31 31 31 31 206

FY17 YTD 150 149 97

FY16 YTD 208 149 97

To: GMT Board of Commissioners
 From: Jon Moore, Director of Maintenance & Planning
 Date: February 20, 2018
 RE: Fare Collection Costs

As a follow up to the Fare Analysis presentation from the January Board Meeting please find a summary of costs below associated with fare collection and processing.

| Urban Fare Collection Costs | | |
|----------------------------------|-------------|---|
| Item | Cost | Notes |
| Armored car service | \$2,600.00 | |
| Coin counter service | \$1,270.00 | Annual service agreement |
| Coin bags and bill straps | \$1,000.00 | |
| Local pass & transfer card stock | \$13,000.00 | FY14 - 17 average |
| Farebox parts | \$9,200.00 | Projected FY18 based on YTD actuals |
| Deposit reconciliation | \$1,250.00 | 1 hour/week |
| Deposit preparation | \$12,480.00 | 12 hours/week, split between multiple employees |
| Maintenance Labor | \$19,200.00 | 15 hours/week |
| Direct Costs | \$27,070.00 | |
| Indirect Costs | \$32,930.00 | Labor |
| Urban Operating Costs | \$60,000.00 | |
| Farebox Replacement | \$16,714.00 | Price for recent delivery's |

Total operating costs associated with fare collection is \$60,000 annually. Out of this total \$32,930 are labor costs for deposit preparation, reconciliation and farebox maintenance and repairs. These costs are classified as indirect costs as they are spread amongst multiple employees and no staff positions would be eliminated if collecting and processing fares was eliminated.

The estimated indirect labor costs of collecting fares in the rural system is \$14,350 (roughly 12 hours/week).

In FY17 there was roughly \$1,780,000 (including CSS and Neighborhood Special revenue) collected in urban local fares and \$122,000 collected in total rural fares

The FY18 capital replacement cost of a farebox is \$16,714. As stated last month if the urban area went to a fare free system other capital investments would be required for passenger counting purposes such as an Automated Passenger Counting (APC) system.