



**AGENDA**  
**Green Mountain Transit Board of Commissioners**  
**July 18<sup>th</sup> 2017, 4:30 p.m.**  
**Vermont State Police Barracks**  
**140 Fisher Pond Road St. Albans, VT 05478**

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

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- 4:30 p.m. 1. Open Meeting
- 4:31 p.m. 2. Adjustment of the Agenda
- 4:36 p.m. 3. Public Comment
- 4:40 p.m. 4. Consent Agenda \*
- June 20<sup>th</sup>, 2017 Board Meeting Minutes *pages 3-6*
  - Check Register *pages 7-12*
  - Finance Report *pages 13-21*
  - Maintenance Report *page 22*
  - Operations and Planning Report *pages 23-24*
  - Marketing *page 25*
  - IT Support, & HR Report *page 26*
  - Ridership Reports *pages 27-31*
    - ADA
    - GMT
- 4:45 p.m. 5. Annual Meeting
- Vote on Officers
  - Committee Assignments
- 5:05 p.m. 6. NextGen Update & Exercise
- 5:40 p.m. 7. September 19<sup>th</sup> Board Retreat
- A. Regular September meeting business – 30 minutes
  - B. Financial Update – 20 Minutes
    - History/Fund Balance/Future Forecast
  - C. GMT Funding & Assessments
    - Understanding assessments, ADA, E&D, Medicaid & Local Match – 15 Minutes
    - Funding and Equity Discussion – 75 Minutes



- Car Registration Legislation – 30 minutes
- D. Legislative Discussion – 30 minutes
- E. Fleet Composition Needs – 60 to 90 Minutes (possible speaker)
- F. Strategic Planning Process – 60 to 90 Minutes

5:55 p.m. 8. GM & Committee reports

- *Finance Committee: Next scheduled meeting is Tuesday August 8<sup>th</sup> @ 9am*
- *Leadership Committee: Next scheduled meeting is Thursday, August 10<sup>th</sup> @ am*
- *Operations Committee: Next scheduled meeting is Monday 7<sup>th</sup> @ 9:30am*
- *Strategy Committee: Next schedules meeting is Monday August 7<sup>th</sup> @ 8:15am*

6:25 p.m. 9. Contract Negotiations (Possible Executive Session) \*      *pages 32-33*

7:00 p.m. 10. Adjourn

Next GMT Board meeting date: August 15<sup>th</sup>, 2017 @ 7:00 a.m.

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 Kaitlin McCarthy at 802-540-2537 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.

## **Green Mountain Transit Board Minutes**

Date: June 20, 2017

Time: 7:30 AM

Place: GMT

15 Industrial Parkway

Burlington, VT 05401

### **Present:**

Chapin Kaynor, Chair, Williston (Via Phone)

Tom Chittenden, Vice Chair, South Burlington

Denis Barton, Secretary, Shelburne

Marti Powers, Treasurer, Essex (Via Phone)

Catherine Dimitruk, Commissioner, Franklin County

Rob Moore, Commissioner, Lamoille County (Via Phone)

Bob Buermann, Commissioner, Grand Isle County

Katherine Miles, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Raghu Acharya, Commissioner, Winooski

Phil Pouech, Commissioner, Hinesburg (Via Phone)

Chapin Spencer, Commissioner, Burlington

Mark Sousa, General Manager

Jon Moore, Director of Operations and Planning

Michelle Daley, Director of Finance

Trish Redalieu, Director of Human Resources

Bob Young, Operations Manager

Kim Wall, Grants Manager

David Armstrong, Planning Manager

Jamie Smith, Marketing and Public Affairs Manager

John Robinson, Human Resources Coordinator

Jordan Nelle, Controller

Jordan Posner, Mobility Management Coordinator

Kaitlin McCarthy, Executive Assistant

### **Members of the Public:**

Steve Carlson, Previous GMT Project and Development Manager

Amy Brewer, Alternate Commissioner, Williston

### **Not Present:**

Harold Garabedian, Commissioner, Washington County

### **1. Open Meeting**

Vice Chair Chittenden opened the meeting at 7:31 AM. A quorum of the Board was present.

### **2. Adjustment of the Agenda**

Vice Chair Chittenden proposed moving item 12 above item 11 in order to not keep the scribe around for after Executive Session.

### **3. Public Comment**

There is no public comment.

### **4. Consent Agenda**

Mark Sousa, General Manager, noted the date needs to be changed to May 16<sup>th</sup>. A motion to approve the Consent Agenda was made by Commissioner Dimitruk and seconded by Secretary Barton. All were in favor and the Consent Agenda was approved.

### **5. Staff Recognition**

Mr. Sousa recognized the 25<sup>th</sup> anniversary of Howard Guyette working for GMT. Mr. Guyette was not in attendance and will be recognized at a later date. Mr. Sousa recognized Steve Carlson for Distinguished Service during his employment with GMT. Commissioner Spencer moved to approve the award and was seconded by Secretary Barton. All were in favor and the award was approved.

### **6. ADA Committee Introduction**

Jordan Posner, Mobility Management Coordinator, stated that Nate Bezio was appointed Chair of the Committee in February. The Committee was formed about year ago and now has seven (7) members. Mr. Posner gives a brief update on what the committee has been doing. He explained that they are working to create a guide on how to ride the bus – for example, how to get on with a wheelchair and what you should tell the bus driver. Per DTC advice, domes were installed and curbs have been painted yellow. Commissioner Dimitruk inquired if the ADA Committee will be involved in the NextGen assessment and Mr. Posner answers that they will be. Secretary Barton asked what organizations are represented in the committee and Mr. Posner answers with the following: Neighbor Rides/United Way, CCRPC, VABVI, and VCIL.

### **7. NextGen Update**

Jon Moore, Director of Operations and Planning, provided a handout with updates on the NextGen project. Board decides to include an hour of time during the July meeting to further look into the project. Commissioner Dimitruk encourages everyone to look at the service guidelines on the website as they will be crucial in upcoming decision making. Chair Kaynor emphasizes the important of treating the rural and urban routes the same as this is an opportunity to unify GMT into one system.

### **8. Board Business**

#### **a. Annual Retreat**

Slate of Officers – Vice Chair Chittenden proposed a slate of officers to the Board but encourages any nominations or recommendations. At the July meeting, the Board will be voting on the Chair, Vice Chair, Secretary, and Treasurer positions.

Board Membership – All appointments are up at the end of the month. Please confirm with Chair Kaynor that you have been elected to continue. Jackie Weinstock will be stepping down from the chair. In looking for a replacement Alternate Commissioner for South Burlington, someone with a financial background would be ideal to join the Finance Committee. Milton now has an Alternate Commissioner as well as Shelburne.

Committee Membership - Now is the time for Board Members to change committees if desire. Please email or call Chair Kaynor to do so.

The Annual Retreat will be at the St. Alban's State Police Barracks. Vice Chair Chittenden asks if there will be a bus available to bring people to the meeting. Mr. Sousa states that shouldn't be an issue.

Vice Chair Chittenden introduced Miss McCarthy to the Board. Mr. Sousa stated she is taking over as Executive Assistant and is on her third week at GMT.

**b. Board Retreat**

The Board reviewed the proposed agenda for the Board Retreat in September. They need to decide what the priorities are as the proposed agenda is currently too long. Chair Kaynor welcomed emails to him, Mr. Sousa, or any Board Member for any suggestions or comments. Vice Chair Chittenden asked for a proposed agenda for the Retreat at the July meeting and Chair Kaynor ensured one will be in the Board packet.

**9. Purchasing Policy**

Michelle Daley, Director of Finance, went over the updates and changes made to the Purchasing Policy after the audit and FDA regulation changes. After a Board discussion, a grammar change was requested on Page 15. A motion was made by Commissioner Dimitruk to approve the Purchasing policy with the caveat that wording on Page 15, Capital Project Approval be considered for future grammatical improvements by the Finance Committee. This was seconded by Commissioner Miles. All were in favor and the Policy was approved.

Phil Pouech called in at 8:37 AM.

**10. Peer Transit Agencies Ridership Analysis**

Mr. Sousa presented a document showing ridership analysis of GMT's peers. Overall, ridership is down within the industry. Commissioner Pouech inquired if the decrease in ridership will affect funding and if there is pressure from the Statehouse or others. Mr. Sousa discussed STIC factors and stated that we are right where we need to be based on those factors. Vice Chair Chittenden reminded the Board that the NextGen project will be addressing the decrease and how to turn it around.

**11. GM & Committee Reports**

Finance – Treasurer Powers said that everything the committee has been working on was already discussed today.

Leadership – Vice Chair Chittenden discussed sending two (2) Board Members to the APTA Conference in Atlanta, Georgia who will then present to the Board what they learned. Please reach out to Chair Kaynor if you are interested in attending. Vice Chair Chittenden discussed the complaint response process. Mr. Sousa stated that GMT uses Facebook, Twitter, email, phone calls, and the webpage to receive complaints and there is no preferred method. He discussed the Hinesburg 116 complaint and what was changed in response to the issue. An official response was made and free bus passes were given to the Hinesburg riders. There was discussion on how to respond to public postings.

Rob Moore called in at 8:51 AM.

Chapin Spencer left at 8:51 AM.

Operations – Secretary Barton stated the committee had been looking at the Performance Plan and we are currently on track. They have looked at maintenance issues and are sure that new staff will make a big difference in preventative maintenance. At the meeting in August, the committee plans on looking at an On Time Performance analysis that will have been completed by then. They are going to look at how much data GMT is collecting and decipher what is necessary and how often it needs to be collected. Energy efficiency is still part of the strategic plan, but at this time there is nothing specifically planned. Mr. Sousa has spoken to VEIC to see if they can assist in putting together a comprehensive energy plan.

Strategy – Commissioner Buermann announced that the next meeting will begin at 8:00 AM instead of 8:15 AM. The committee has spent time on reviewing objectives and are waiting for RouteMatch to get started so they can move forward with customer enhancement. They have discussed the pass management tool and the purchase of the new fare boxes.

GM Report – Mr. Sousa discussed meetings with VPTA, DIVA, and Medicaid. Medicaid overpaid GMT on their error so there will be meetings to discuss how to rectify the issue. Mr. Sousa provided an update on the electric buses and the cost gap between diesel and electric. The grant application will be submitted tomorrow and a funding plan will be brought before the Board at a later date. Mr. Sousa discussed a operations with Stowe/Vail. He touched upon the bus fire and bus accident incidents. The bus fire was a mechanical issue. Appropriate actions have been taken following the bus accident. Chair Kaynor stated further details of the accident were discussed in the Leadership Committee meeting. Any further questions or comments will be discussed in Executive Session. The Intranet will be up and running this week. Chair Kaynor inquired about an updated copy of the New Board Member Packet and Mr. Sousa answered it will be available at the Board Retreat. Mr. Sousa has been accepted to Vermont Leadership.

## **12. Maintenance Contract**

Secretary Barton made a motion to enter Executive Session to discuss that premature public knowledge gives GMT a significant disadvantage and the fact that it has already been voted on by Maintenance. The motion was seconded by Commissioner Sharrow. All are in favor and the Board approves motion to enter Executive Session.

A motion to enter Executive Session with inclusion of Ms. Daley and Ms. Redalieu was made by Commissioner Buermann and seconded by Commissioner Miles. All were in favor and the Board entered Executive Session at 9:14 AM. No action was taken. Commissioner Buerman moved to exit Executive Session and was seconded by Commissioner Miles. All were in favor and the Board exited Executive Session at 9:52 AM.

Commissioner Buermann moved to accept CBA effective July 1<sup>st</sup>. The motion was seconded by Commissioner Miles. All were unanimously in favor and the contract was approved. Thank you to all staff involved and to Tony St. Hilaire.

## **13. Adjourn**

Commissioner Sharrow made a motion to adjourn and was seconded by Commissioner Miles. All were in favor and the meeting adjourned at 9:57 AM.

Respectfully Submitted,

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Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount
6/1/2017	V265	ICMA	V265 2017 0601	580.88
6/1/2017	V266	IRS - EFTPS	V266 2017 0601	4388.76 Payroll taxes
6/1/2017	V364	Vermont Dept of Taxes	V364 2017 0601	549.29
6/2/2017	V1276	PC Construction Company	81923	376476.00 Capital Asset Burlington Sitework
6/2/2017	V1366	Berlinghoff Site Work LLC	81924	14713.20 Cherry Terminal Decommission
6/2/2017	V10	Vermont Office of Child Support	EFT000000012114	746.44
6/2/2017	V1467	Charles Schwab	V1467 2017 0602	13560.28 retirement
6/2/2017	V265	ICMA	V265 2017 0602	1165.55
6/2/2017	V266	IRS - EFTPS	V266 2017 0602	86319.40 Taxes
6/2/2017	V364	Vermont Dept of Taxes	V364 2017 0602	10551.57 Payroll taxes
6/9/2017	V1423	Alling, Andrew	81926	31.04
6/9/2017	V1025	Alter, Charles	81927	252.02 volunteer
6/9/2017	V1480	Andrews-Ford, Sheri	81928	105.94 volunteer
6/9/2017	V156	Anthony, Peter	81929	768.39 volunteer
6/9/2017	V1539	Bates, Christal	81930	68.49
6/9/2017	V1435	Bessette, Greg	81931	180.22 volunteer
6/9/2017	V1289	Blanchard, Anne	81932	119.84 volunteer
6/9/2017	V1135	Blanchard, Thomas	81933	40.66
6/9/2017	V935	Bourbeau, Brittany	81934	86.76
6/9/2017	V1482	Cady, Duane	81935	260.57 volunteer
6/9/2017	V1425	Cameron, Darwin	81936	109.16 volunteer
6/9/2017	V1436	Cameron, Darwin	81937	72.23
6/9/2017	V471	Constantine, Julia	81938	575.78 volunteer
6/9/2017	V168	Fay, Carol	81939	67.42
6/9/2017	V1084	Fisher, Allan	81940	33.18
6/9/2017	V1292	Fleming, Karen	81941	778.54 volunteer
6/9/2017	V1325	Fonda, Leah	81942	99.00
6/9/2017	V1516	Gagnon, Chaz	81943	259.20 volunteer
6/9/2017	V1527	Godin, Kitty	81944	438.12 volunteer
6/9/2017	V1156	Gove, Gail	81945	38.52
6/9/2017	V205	LeBlanc, Alice	81946	55.66
6/9/2017	V175	LeBlanc, Richard	81947	253.61 volunteer
6/9/2017	V1397	McGinnis, Devan	81948	524.38 volunteer
6/9/2017	V585	Nunes, Johenry	81949	26.76
6/9/2017	V181	Owen, Helen	81950	1425.75 volunteer
6/9/2017	V1478	Starbuck, Pammella	81951	29.96
6/9/2017	V881	Wakefield, Richard	81952	74.90
6/9/2017	V1324	Wales, David	81953	26.76
6/9/2017	V922	Waring, Russel	81954	25.68
6/9/2017	V944	Woodward, Patricia	81955	385.25 volunteer
6/9/2017	V1174	Eddy, Hunter	81956	306.63 Training
6/9/2017	V1082	Jusupovic, Mustafa	81957	100.00
6/9/2017	V129	Lawrence, Richard	81958	250.00 Vision
6/9/2017	V1365	Robinson, John	81959	93.08
6/9/2017	V1364	Smith, Al	81960	53.33
6/9/2017	V1538	Valdez, Michael	81961	119.06 shoes
6/9/2017	V906	Wright, Eugene	81962	500.00 FSA
6/9/2017	V279	ABC Bus Companies-Muncie	81963	2436.12 3 Part Invoices
6/9/2017	V316	Able Paint, Glass & Flooring Co.	81964	202.09
6/9/2017	V217	Airgas USA, LLC	81965	287.34
6/9/2017	V1305	Allegiant Care	81966	188707.00 Insurance
6/9/2017	V332	Alliance Bus Group Inc	81967	135937.74 2 Short Buses
6/9/2017	V218	Atlantic Detroit Diesel - Allison LLC	81968	265.80
6/9/2017	V219	Aubuchon C/O Blue Tarp Financial, Inc.	81969	62.43
6/9/2017	V781	Barre, City of	81970	80.00
6/9/2017	V223	Bond Auto Parts	81971	1366.64 10 Part Invoices
6/9/2017	V224	Burlington Communications	81972	776.50
6/9/2017	V362	Burlington Free Press	81973	138.00
6/9/2017	V226	Burlington Public Works-Water	81974	626.80
6/9/2017	V981	Burlington, City of	81975	15.00
6/9/2017	V228	C.I.D.E.R., Inc.	81976	1538.07 E and D
6/9/2017	V1369	Capitol City Auto Mart Inc dba	81977	2204.06 1 Part Nvoice
6/9/2017	V851	Champlain Medical	81978	480.00

6/9/2017	V293	Charlebois, R.R Inc.	81979	600.00	
6/9/2017	V235	Clark's Truck Center	81980	636.87	
6/9/2017	V220	Class C Solutions Group	81981	1437.51	4 Part Invoices
6/9/2017	V374	Clear Choice Auto Glass, A	81982	250.00	
6/9/2017	V1240	ClearChoiceMD	81983	632.00	
6/9/2017	V600	Cody Chevrolet	81984	2948.97	16 Part Invoices
6/9/2017	V236	Colonial Supplemental Insurance	81985	34.95	
6/9/2017	V928	Conway Office Solutions	81986	502.19	
6/9/2017	V238	Crystal Rock Bottled Water	81987	87.69	
6/9/2017	V241	D & W Diesel, Inc.	81988	6261.67	5 Part Invoices
6/9/2017	V242	Danform Shoes	81989	239.90	
6/9/2017	V417	Dion Security, Inc.	81990	49.75	
6/9/2017	V525	Enseicom Inc.	81991	21634.00	2 Solar lighting Invoices
6/9/2017	V402	Fastenal Company	81992	25.27	
6/9/2017	V250	Fisher Auto Parts	81993	3191.20	34 Part invoices
6/9/2017	V252	FleetPride, Inc	81994	667.90	
6/9/2017	V394	Formula Ford Inc.	81995	348.20	
6/9/2017	V202	Franklin County I Chamber of Commerce	81996	5.00	
6/9/2017	V799	Gauthier Trucking Company, Inc.	81997	297.96	
6/9/2017	V256	Genfare	81998	3214.83	3 Part Invoices
6/9/2017	V257	Gillig Corp.	81999	5929.98	11 Part Invoices
6/9/2017	V258	Gordon Stamp & Engraving	82000	33.69	
6/9/2017	V259	Grainger	82001	11.50	
6/9/2017	V260	Green Mountain Kenworth, Inc.	82002	2834.78	12 Part Invoices
6/9/2017	V261	Green Mountain Power	82003	21.70	
6/9/2017	V1409	Heritage Automobile Sales dba Heritage Toyota	82004	380.37	
6/9/2017	V264	IBF Solutions, Inc.	82005	13121.53	14 Uniform Invoices
6/9/2017	V1204	Interstate Batteries	82006	162.68	
6/9/2017	V1509	Lawson Products, Inc	82007	1054.12	6 Part invoices
6/9/2017	V702	Lincoln National Life Insurance Company, The	82008	10908.79	Insurance
6/9/2017	V268	Loomis	82009	177.71	
6/9/2017	V1191	Lucky's Trailer Sales Inc.	82010	7366.74	Engine Rebuilt
6/9/2017	V273	MCI	82011	758.16	
6/9/2017	V1068	Midwest Bus Corporation	82012	1418.01	2 Part Invoices
6/9/2017	V278	Mohawk Mfg. & Supply Co.	82013	60.93	
6/9/2017	V280	Mutual of Omaha Insurance Co.	82014	118.77	
6/9/2017	V792	Myers Container Service Corp.	82015	119.66	
6/9/2017	V996	New England Air Systems	82016	274.00	
6/9/2017	V284	New G.H. Berlin Oil Company	82017	1796.76	3 Part Invoices
6/9/2017	V1192	NS Corporation	82018	229.79	
6/9/2017	V534	Omega Electric	82019	151.29	
6/9/2017	V753	Philbrook, Paul	82020	55.64	
6/9/2017	V408	Pitney Bowes - Purchase Power	82021	100.00	
6/9/2017	V350	Point, The	82022	1000.00	Advertising
6/9/2017	V291	Prevost Parts	82023	1497.28	6 Part Invoices
6/9/2017	V1444	Print Factory, The	82024	225.00	
6/9/2017	V294	RHR Smith & Company	82025	10150.00	2 Audit Invoices
6/9/2017	V295	Ribbon Recyclers	82026	236.30	
6/9/2017	V296	Rouse Tire Sales	82027	4361.87	5 tire Invoices
6/9/2017	V297	Safety-Kleen Systems, Inc.	82028	143.32	
6/9/2017	V298	Sanel Auto Parts Co.	82029	39.45	
6/9/2017	V299	SB Collins, Inc.	82030	29367.75	4 Fuel Invoices
6/9/2017	V686	Shearer Chevrolet	82031	1017.94	6 Part Invoices
6/9/2017	V302	Sports & Fitness Edge Inc.	82032	890.75	
6/9/2017	V303	SSTA	82033	31521.38	E and D
6/9/2017	V308	Steadman Hill Consulting, Inc.	82034	10929.37	2 ride check Invoiced
6/9/2017	V734	Thermo King Northeast/Dattco	82035	508.88	
6/9/2017	V1503	Thingtech, LLC	82036	2420.00	Software Consulting
6/9/2017	V1030	UniFirst Corporation	82037	501.69	
6/9/2017	V315	United Parcel Service	82038	1.00	
6/9/2017	V314	Unum Life Insurance	82039	381.79	
6/9/2017	V876	Vehicle Maintenance Program, Inc.	82040	49.01	
6/9/2017	V391	Verizon Wireless	82041	3492.33	4 Utility Invoices
6/9/2017	V965	Villeneuve, David	82042	3550.00	3 plowing and sanding Invoices
6/9/2017	V336	W.B Mason Co., Inc.	82043	4195.35	4 Office Supply Inv.



6/9/2017	V796	Yipes Auto Accessories	82044	2253.50	2 Graphic Invoices
6/9/2017	V1540	K-D Associates, Inc	82045	150.00	
6/9/2017	V854	S2Technology	82046	7000.00	Software
6/9/2017	V352	Wiemann-Lamphere Architects Inc.	82047	3737.00	Professional Services
6/9/2017	V153	Alburgh Taxi	EFT000000012115	1585.45	volunteer
6/9/2017	V55	Boudreau, James	EFT000000012116	1050.87	volunteer
6/9/2017	V1007	Bova, Wendy	EFT000000012117	650.62	bol
6/9/2017	V1448	Buckley, Barbara	EFT000000012118	359.02	volunteer
6/9/2017	V548	Burnor, David	EFT000000012119	571.48	volunteer
6/9/2017	V1291	Callan, Linda	EFT000000012120	86.71	
6/9/2017	V196	Cheney, Lori	EFT000000012121	209.72	volunteer
6/9/2017	V1377	Cleary, Diane	EFT000000012122	57.25	
6/9/2017	V1519	Corcoran, Peter	EFT000000012123	299.70	
6/9/2017	V60	Farr, Delores	EFT000000012124	550.55	volunteer
6/9/2017	V1491	Gamelin, Roger	EFT000000012125	571.47	volunteer
6/9/2017	V1434	Giuffre, Martin	EFT000000012126	118.25	volunteer
6/9/2017	V1117	Hall, John	EFT000000012127	126.28	volunteer
6/9/2017	V170	Hertz, Kenneth	EFT000000012128	277.70	volunteer
6/9/2017	V65	Higgins, Richard	EFT000000012129	57.80	
6/9/2017	V67	Jewett, Sheryl	EFT000000012130	145.01	volunteer
6/9/2017	V174	Langlois, Paulette	EFT000000012131	780.57	volunteer
6/9/2017	V1420	Lawyer, Ronald	EFT000000012132	412.03	volunteer
6/9/2017	V70	LeClair, Raymond	EFT000000012133	578.49	volunteer
6/9/2017	V71	Lightholder, Stephen	EFT000000012134	70.64	
6/9/2017	V74	Markham, Laurel	EFT000000012135	392.77	volunteer
6/9/2017	V75	Martin, Ronald	EFT000000012136	657.09	volunteer
6/9/2017	V1018	Metivier, Shelli	EFT000000012137	635.58	volunteer
6/9/2017	V82	Parah, Donna	EFT000000012138	598.74	volunteer
6/9/2017	V83	Parah, Maurice	EFT000000012139	1115.11	volunteer
6/9/2017	V86	Pike, Gail	EFT000000012140	964.30	volunteer
6/9/2017	V1371	Riendeau, Donald	EFT000000012141	54.00	
6/9/2017	V691	Rogers, Robert	EFT000000012142	171.00	volunteer
6/9/2017	V771	Sammons, Chandra	EFT000000012143	669.91	volunteer
6/9/2017	V89	Sayers, Gail	EFT000000012144	691.28	volunteer
6/9/2017	V1236	Sayers, James	EFT000000012145	224.73	volunteer
6/9/2017	V93	Timm, Marta	EFT000000012146	527.03	volunteer
6/9/2017	V522	Turcotte, S Jeanette	EFT000000012147	142.87	volunteer
6/9/2017	V397	White, Brian	EFT000000012148	529.70	volunteer
6/9/2017	V97	Yandow, Dennis	EFT000000012149	569.30	volunteer
6/9/2017	V1225	Camdzic, Hamed	EFT000000012150	105.25	shoes
6/9/2017	V103	Carlson, Stephen	EFT000000012151	50.00	
6/9/2017	V44	Chadwick, Patricia	EFT000000012152	400.00	vision, Fsa
6/9/2017	V1182	Charissakis, John	EFT000000012153	25.00	
6/9/2017	V111	Driver, Toney	EFT000000012154	90.00	
6/9/2017	V1185	Gibson, Andrew	EFT000000012155	48.95	
6/9/2017	V29	Hirsch, Alain	EFT000000012156	179.19	FSA
6/9/2017	V35	McDonald, Pam	EFT000000012157	15.00	
6/9/2017	V38	Moore, Jon	EFT000000012158	192.31	DCAP
6/9/2017	V747	Nassau II, Jason	EFT000000012159	308.59	FSA
6/9/2017	V137	Plante, Karen	EFT000000012160	98.92	
6/9/2017	V17	Smith, Jamie L	EFT000000012161	192.30	DCAP
6/9/2017	V239	Cummins Northeast LLC	REMIT000000000000108	0.00	
6/9/2017	V1373	Williston Workwear, Hanco LLC	REMIT000000000000109	0.00	
6/9/2017	81987	Crystal Rock Bottled Water	void		Void

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount
6/9/2017	V1467	Charles Schwab	V1467 2017 0609	597.57
6/9/2017	V265	ICMA	V265 2017 0609	577.20
6/9/2017	V266	IRS - EFTPS	V266 2017 0609	4,161.35 Payroll Taxes
6/9/2017	V364	Vermont Dept of Taxes	V364 2017 0609	516.34
6/16/2017	V10	Vermont Office of Child Support	EFT000000012162	746.44
6/16/2017	V1467	Charles Schwab	V1467 2017 0616	15,931.94 Retirement
6/16/2017	V265	ICMA	V265 2017 0616	1,439.45 Taxes
6/16/2017	V266	IRS - EFTPS	V266 2017 0616	86,805.44 Payroll Taxes
6/16/2017	V364	Vermont Dept of Taxes	V364 2017 0616	10,114.79 Payroll Taxes
6/23/2017	Void	Void	82106	0.00
6/23/2017	V284	New G.H. Berlin Oil Company	82181	4,885.01 3 Part Invoices
6/23/2017	V1025	Alter, Charles	82048	265.94 Volunteer
6/23/2017	V1480	Andrews-Ford, Sheri	82049	47.62
6/23/2017	V156	Anthony, Peter	82050	952.95 Volunteer
6/23/2017	V1099	Barnett, Wendy	82051	158.40 Volunteer
6/23/2017	V1539	Bates, Christal	82052	54.05
6/23/2017	V1289	Blanchard, Anne	82053	308.16 Volunteer
6/23/2017	V1135	Blanchard, Thomas	82054	33.71
6/23/2017	V1482	Cady, Duane	82055	283.07 Volunteer
6/23/2017	V1436	Cameron, Darwin	82056	55.64
6/23/2017	V471	Constantine, Julia	82057	387.96 Volunteer
6/23/2017	V168	Fay, Carol	82058	81.88
6/23/2017	V1084	Fisher, Allan	82059	49.22
6/23/2017	V1292	Fleming, Karen	82060	735.70 Volunteer
6/23/2017	V1516	Gagnon, Chaz	82061	69.12
6/23/2017	V1524	Graham, Martha	82062	188.32
6/23/2017	V432	Jamieson, Mahlon Richard	82063	32.64
6/23/2017	V175	LeBlanc, Richard	82064	291.68 Volunteer
6/23/2017	V1397	McGinnis, Devan	82065	460.19 Volunteer
6/23/2017	V181	Owen, Helen	82066	1,405.16 Volunteer
6/23/2017	V1138	Pease, Charles	82067	221.76 Volunteer
6/23/2017	V1532	Riddle, Melanie	82068	18.20
6/23/2017	V881	Wakefield, Richard	82069	85.07
6/23/2017	V1324	Wales, David	82070	53.52
6/23/2017	V1052	White, Carolyn	82071	158.36 Volunteer
6/23/2017	V962	Williams, Kenneth	82072	124.56 Volunteer
6/23/2017	V944	Woodward, Patricia	82073	513.15 Volunteer
6/23/2017	V1544	Adam, Ali	82074	100.00 Shoe reimbur
6/23/2017	V122	Kerrigan, James	82075	663.86 FSA and Vision
6/23/2017	V1285	Loyer, Chris	82076	33.49
6/23/2017	V1045	Mead, Christopher	82077	73.32
6/23/2017	V1312	Tambon, Phil	82078	115.00 Shoe reimbur
6/23/2017	V1541	Young, Robert	82079	249.48 Mileage and Meals
6/23/2017	V279	ABC Bus Companies-Muncie	82080	40.80
6/23/2017	V1431	Aftermarket Parts Company, LLC, The dba New Flyer Parts	82081	45.14
6/23/2017	V217	Airgas USA, LLC	82082	348.95
6/23/2017	V332	Alliance Bus Group Inc	82083	187.12
6/23/2017	V1546	Alpine SnowGuards	82084	696.96
6/23/2017	V459	Amalgamated Culture Works	82085	2,628.41 T Shirts
6/23/2017	V415	Amazon	82086	1,585.17 12 computer parts and accessories Inv
6/23/2017	V575	American Payroll Association	82087	219.00
6/23/2017	V214	AT&T Mobility	82088	71.62
6/23/2017	V219	Aubuchon C/O Blue Tarp Financial, Inc.	82089	53.49
6/23/2017	V1334	Background Investigation Bureau, LLC	82090	272.00
6/23/2017	V248	Bay State Elevator Company	82091	249.80
6/23/2017	V1366	Berlinghoff Site Work LLC	82092	2,468.00 2 Labor Invoices for cherry Street
6/23/2017	V1481	Blue Flame Gas	82093	39.99
6/23/2017	V225	Burlington Electric Department	82094	7,003.56 7 Electric Bills
6/23/2017	V362	Burlington Free Press	82095	174.00
6/23/2017	V1227	Burlington Public Works-NON Water!!!	82096	300.00
6/23/2017	V226	Burlington Public Works-Water	82097	1,785.67 5 Water Bills
6/23/2017	V227	Burlington Telecom	82098	2,058.99 1 Utility Bill
6/23/2017	V443	Central Vermont Chamber	82099	10.00
6/23/2017	V1112	Chagnon Interior Contracting, Inc.	82100	2,500.00 1 invoice for Office Down Stairs
6/23/2017	V235	Clark's Truck Center	82101	3,420.32 6 Part Invoices
6/23/2017	V220	Class C Solutions Group	82102	574.55
6/23/2017	V1357	CleanPro, Inc	82103	568.98
6/23/2017	V1240	ClearChoiceMD	82104	95.00
6/23/2017	V600	Cody Chevrolet	82105	2,214.42 3 Part Invoices

6/23/2017	V238	Crystal Rock Bottled Water	82107	227.68	
6/23/2017	V241	D & W Diesel, Inc.	82108	2,281.12	3 Part Invoices
6/23/2017	V242	Danform Shoes	82109	239.90	
6/23/2017	V401	Dell Business Credit	82110	7,551.14	2 IT Invoices Computers and Accessories
6/23/2017	V243	Void	82111	void	
6/23/2017	V417	Dion Security, Inc.	82112	161.00	
6/23/2017	V246	Duffy Waste & Recycling	82113	58.50	
6/23/2017	V250	Fisher Auto Parts	82114	3,211.97	24 Part Invoices
6/23/2017	V252	FleetPride, Inc	82115	1,054.50	4 Part Invoices
6/23/2017	V1347	Foley Distributing Corp.	82116	2,106.50	5 Supply Inv.
6/23/2017	V1543	Gang, Matthew dba Grey Owl Design	82117	1,258.00	Gmt Magnets
6/23/2017	V256	Void	82118		
6/23/2017	V257	Gillig Corp.	82119	1,575.27	4 Part Invoices
6/23/2017	V258	Gordon Stamp & Engraving	82120	12.62	
6/23/2017	V259	Grainger	82121	1,217.68	8 Part Invoices
6/23/2017	V1506	Great Eastern Radio	82122	700.50	
6/23/2017	V260	Green Mountain Kenworth, Inc.	82123	1,097.40	5 Part invoices
6/23/2017	V261	Green Mountain Power	82124	1,125.98	3 Electric Inv
6/23/2017	V1183	Harlaine D Miller Trust	82125	918.00	
6/23/2017	V264	IBF Solutions, Inc.	82126	865.06	
6/23/2017	V1204	Interstate Batteries	82127	83.90	
6/23/2017	V646	Keystone	82128	1,050.00	1 Part Invoice
6/23/2017	V1246	Kids VT	82129	1,984.00	2 advertising Invoices
6/23/2017	V1509	Lawson Products, Inc	82130	194.68	
6/23/2017	V267	Lincoln Financial Group	82131	10.21	
6/23/2017	V268	Loomis	82132	177.71	
6/23/2017	V1545	Lovell, Daniel G dba Dan Lovell Photography	82133	625.00	
6/23/2017	V270	Lowe's	82134	260.06	
6/23/2017	V1455	Mag & Sons Clothing	82135	4,318.05	3 uniform Invoices
6/23/2017	V912	Maple Leaf Carpet & Tile Cleaning	82136	2,000.00	! Carpet cleaning Invoice
6/23/2017	V273	MCI	82137	2,302.91	3 Part Invoices
6/23/2017	V274	McMaster-Carr	82138	484.34	Volunteer
6/23/2017	V276	Metalworks	82139	164.75	
6/23/2017	V1068	Midwest Bus Corporation	82140	88.70	
6/23/2017	V329	Minuteman Press	82141	2,597.99	Pretrip Booklets
6/23/2017	V278	Mohawk Mfg. & Supply Co.	82142	393.97	
6/23/2017	V1529	Nelson Nygaard	82143	13,662.72	Consulting
6/23/2017	V283	Neopart LLC	82144	417.64	
6/23/2017	V996	New England Air Systems	82145	728.93	
6/23/2017	V285	New York Life	82146	43.32	
6/23/2017	V1132	Occupational Drug Testing, LLC	82147	1,819.85	1 Testing Invoice
6/23/2017	V1484	Parsons Environment & Infrastructure Group Inc.	82148	48.62	
6/23/2017	V289	People's United Businesscard Services	82149	5,284.63	Food Travel Hotels
6/23/2017	V290	Peterson Consulting, Inc.	82150	3,727.50	3 Project Management
6/23/2017	V350	Point, The	82151	3,000.00	
6/23/2017	V291	Prevost Parts	82152	1,715.88	7 Part Invoices
6/23/2017	V465	Queen City Printers, Ins.	82153	10,940.00	2 Bus Map Invoices
6/23/2017	V296	Rouse Tire Sales	82154	3,530.21	4 Tire Invoices
6/23/2017	V854	S2Technology	82155	290.00	
6/23/2017	V298	Sanel Auto Parts Co.	82156	74.09	
6/23/2017	V299	Void	82157	void	
6/23/2017	V686	Shearer Chevrolet	82158	555.97	
6/23/2017	V301	Sovernet	82159	999.22	
6/23/2017	V302	Sports & Fitness Edge Inc.	82160	890.75	
6/23/2017	V303	SSTA	82161	95,447.34	E and D
6/23/2017	V451	Stowe, Town of Electric Department	82162	113.80	
6/23/2017	V309	Stride Creative Group	82163	165.00	
6/23/2017	V734	Thermo King Northeast/Dattco	82164	1,392.00	1 Part Invoice
6/23/2017	V313	Travelers	82165	19,801.00	Insurance
6/23/2017	V1030	UniFirst Corporation	82166	1,189.78	4 supply Invoices
6/23/2017	V315	United Parcel Service	82167	22.32	
6/23/2017	V314	Unum Life Insurance	82168	364.00	
6/23/2017	V334	Vanasse Hangen Brustlin, Inc.	82169	2,236.66	2 Consulting Invoices
6/23/2017	V391	Verizon Wireless	82170	892.40	
6/23/2017	V364	Vermont Dept of Taxes	82171	30.18	
6/23/2017	V604	Vermont Fire Extinguisher	82172	1,059.55	1 Inspection Inv
6/23/2017	V410	Vermont Gas Systems, Inc.	82173	630.02	
6/23/2017	V1459	Vermont Information Consortium LLC	82174	510.00	
6/23/2017	V385	Vermont Offender Work Program	82175	100.00	
6/23/2017	V892	VOX AM/FM, LLC	82176	1,600.00	Radio Driver and Mechanic Inv
6/23/2017	V251	Wex Fleet Universal	82177	9,080.05	Fuel

6/23/2017 V1542	Worksafe Traffic Control Industries, Inc	82178	66.94
6/23/2017 V1262	Xtreme Grafix Signs & Solutions	82179	95,350.00 Capital Assets
6/23/2017 V796	Yipes Auto Accessories	82180	1,205.00 1 Invoice
6/23/2017 V153	Alburgh Taxi	EFT000000012163	1,831.45 Volunteer
6/23/2017 V55	Boudreau, James	EFT000000012164	1,059.43 Volunteer
6/23/2017 V1007	Bova, Wendy	EFT000000012165	453.72 Volunteer
6/23/2017 V1150	Bruley SR, Mark	EFT000000012166	35.34
6/23/2017 V1448	Buckley, Barbara	EFT000000012167	440.38 Volunteer
6/23/2017 V548	Burnor, David	EFT000000012168	717.53 Volunteer
6/23/2017 V1291	Callan, Linda	EFT000000012169	96.32
6/23/2017 V196	Cheney, Lori	EFT000000012170	299.60 Volunteer
6/23/2017 V1377	Cleary, Diane	EFT000000012171	142.35 Volunteer
6/23/2017 V1519	Corcoran, Peter	EFT000000012172	272.87 Volunteer
6/23/2017 V60	Farr, Delores	EFT000000012173	314.61 Volunteer
6/23/2017 V1491	Gamelin, Roger	EFT000000012174	432.87 Volunteer
6/23/2017 V1434	Giuffre, Martin	EFT000000012175	89.89
6/23/2017 V1117	Hall, John	EFT000000012176	197.98 Volunteer
6/23/2017 V170	Hertz, Kenneth	EFT000000012177	243.49 Volunteer
6/23/2017 V67	Jewett, Sheryl	EFT000000012178	140.17 Volunteer
6/23/2017 V174	Langlois, Paulette	EFT000000012179	506.11 Volunteer
6/23/2017 V1420	Lawyer, Ronald	EFT000000012180	389.56 Volunteer
6/23/2017 V70	LeClair, Raymond	EFT000000012181	174.98 Volunteer
6/23/2017 V71	Lightholder, Stephen	EFT000000012182	233.82 Volunteer
6/23/2017 V74	Markham, Laurel	EFT000000012183	406.11 Volunteer
6/23/2017 V75	Martin, Ronald	EFT000000012184	528.63 Volunteer
6/23/2017 V1018	Metivier, Shelli	EFT000000012185	635.58 Volunteer
6/23/2017 V82	Parah, Donna	EFT000000012186	406.10 Volunteer
6/23/2017 V83	Parah, Maurice	EFT000000012187	757.17 Volunteer
6/23/2017 V86	Pike, Gail	EFT000000012188	1,165.32 Volunteer
6/23/2017 V771	Sammons, Chandra	EFT000000012189	471.92 Volunteer
6/23/2017 V89	Sayers, Gail	EFT000000012190	581.62 Volunteer
6/23/2017 V1236	Sayers, James	EFT000000012191	121.46 Volunteer
6/23/2017 V93	Timm, Marta	EFT000000012192	444.10 Volunteer
6/23/2017 V522	Turcotte, S Jeanette	EFT000000012193	143.93 Volunteer
6/23/2017 V397	White, Brian	EFT000000012194	413.07 Volunteer
6/23/2017 V97	Yandow, Dennis	EFT000000012195	598.76 Volunteer
6/23/2017 V14	Bruce, Judith	EFT000000012196	39.59
6/23/2017 V1182	Charissakis, John	EFT000000012197	20.00
6/23/2017 V108	Daley, Michelle	EFT000000012198	339.93 FSA
6/23/2017 V20	Dion, Dennis	EFT000000012199	74.95
6/23/2017 V111	Driver, Toney	EFT000000012200	25.00
6/23/2017 V29	Hirsch, Alain	EFT000000012201	84.32
6/23/2017 V35	McDonald, Pam	EFT000000012202	75.00
6/23/2017 V36	McLaughlin, Timothy	EFT000000012203	49.14
6/23/2017 V38	Moore, Jon	EFT000000012204	192.31 Dcap Reimburse
6/23/2017 V17	Smith, Jamie L	EFT000000012205	192.30 Dcap Reimburse



To: GMT Board of Commissioners  
From: Michelle Daley, Director of Finance  
Date: July 13, 2017  
RE: Financial Monthly Report

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The Finance & Grants departments have been very busy with tasks necessary for FY17 year end and the start of FY18. Annual pay increases were approved for union and admin employees and had to be changed in the accounting software, along with employee deductions and union dues. Additionally, all employees are now paid on a bi-weekly schedule, so payroll will only be processed every other week from now on. We are still working on the implementation of CTO tracking through the accounting software. We have now processed two pay runs with this system and will be looking for exceptions that need correcting before we go live with printing available CTO balances on employee pay stubs in August.

A full inventory of our bus fare media was done, with help from employees in other departments, to count all of our tickets on hand to compare to our internal tracking. No exceptions were noted (all tickets were accounted for). Alec Robinson and Justin Town also did a full inventory of the parts in our maintenance shops, with help from Rural maintenance employees. Our auditors were on site July 3<sup>rd</sup> to do verification counts of this inventory and found no exceptions to the counts they performed. The value of the maintenance shop inventory is material to our financial statements and our audit.

We have done re-training on the internal Purchase Order Process with all departments and all locations. Employees are finding the changes to this process to be more user friendly, while still providing the Finance Department with the information they need, and still helping to ensure compliance with our Purchasing Policy. Cheryl Whitaker and Kim Wall are working on re-vamping the training materials on the Purchasing Policy and will be holding re-trainings for all employees with purchasing responsibilities.

The Finance department is hoping to put more emphasis on budget tracking and reconciling in the coming fiscal year. We are working on developing tools to assist employees in other departments as well as a training to educate staff on the importance of proper expense coding, budget tracking and reconciling to the General Ledger. This will help GMT spend our operating and capital funds more effectively and consistently throughout the year, make more informed purchasing decisions and help with planning and forecasting throughout the year.

VTrans has provided us with an amended grant award for FY18. We are currently working with them on a few funding items and we hope to have an executed grant award soon. This will allow us to receive upfront funding payments to assist with our cash flow.

Kim Wall has submitted additional information requested by the FTA for our Federal Grant application and it is in the review process. Drawdown's for Capital funding have been prepared and processed through April. Grants are being reconciled and true-ups are being performed to ensure that we have billed everything that can be billed so that we don't miss out on any revenue.

We are working on a procurement for Insurance Services and soon we will begin the procurement process for Audit Services. Grants staff is currently focusing on Quarterly Reports to VTrans and the FTA which are due this month.

GMT's indirect cost rate is calculated annually after the audit report is completed. This rate is submitted to the FTA for approval by December 31<sup>st</sup>. Our approved indirect cost rate for FY17 is 9.55%, for comparison in FY16 the rate was 9.29% and the closeout rate for FY18 is 9.86%.

Attached are the May 31, 2017 financials for your review. The total reconciled balance of the operating cash balance for the month ended May 31, 2017 is \$1,792,313.



The aged trade Accounts Receivable balance for May 31, 2017 was \$1,515,821. This balance is broken out as \$1,301,818 attributable to the Urban Program and \$214,003 attributable to the Rural Program. (For comparison, the aged trade Accounts Receivable balance on 4/30/17 was \$1,571,112.) The combined aging details are as follows:

	<i>Current Month</i>	<i>As of 4/30/17</i>
Current	\$1,130,446	1,449,977
30-60 Days	312,226	44,561
61-90 Days	2,228	64,959
91 and Over	70,921	11,615

As of the date of this memo, we have collected 12.92% in subsequent payments on the aged receivables in the 61 days and over categories. We are not expecting any collection issues with the remaining balances however. The following is a list of accounts remaining outstanding older than 61 days as of the date of this memo:

Holiday House	41.82	} Total due as of the date of this memo \$63,696.37
Villa Rehab	5,162.29	
VTrans	58,492.26	

The urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to one of our federal operating grants which, at best, allow us to breakeven. The rural operating budget does not have a similar grant, 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. A true up is done to “catch up” to actuals for the year when the actual billing is reported.

We continue to benchmark how well we are following our budget by calculating 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 approximately 92% for the Fiscal Year to date May 31, 2017.**

The Federal, State and Local Revenues for the Urban system are tracking within the budgeted revenues for the Urban system. The rural E&D grant revenue has been consistently behind at least a month, but with the transition to RouteMatch this lag time increased by several months. We have started to catch up our reporting as we get comfortable with RouteMatch and its capabilities. We have reported and recognized revenue for E&D for Franklin/Grand Isle and Washington County through April and for Chittenden County through March as of the date of this memo. It will be caught up to the budgeted amount subsequent to the end of the fiscal year. Other State Grants on the Rural Side consists of the RTAP training grant. Expenses have been incurred under this grant and we are currently working on gathering the data required to bill this grant to the State.

The Operating revenues are just slightly below our projected revenues. Areas of note include:

- Advertising Revenue is slightly below our benchmark at this time on both the Urban and Rural side. Per discussions with the Marketing Department, fall and early winter months are typically slow months in Bus Advertising and their projections and scheduled advertisements are expected to come closer to our bench marks by the end of the fiscal year.
- Planning Revenue is below the benchmark on the Urban side. This is funding we received from CCRPC. Some of this funding has been set aside to pay for the Complete Service Analysis, which we have not received many invoices for to date, so we have not requested much in the way of reimbursement.
- Miscellaneous Revenue is over budget due to a month (July 2016) of additional rent from 1 Industrial that was not anticipated our budgeted for in FY17 as all tenants were originally scheduled to be out by 6/30/17.
- Sale of Equipment Revenue on the Urban side is well over the anticipated budget for the year. GMT has disposed of two service vehicles so far in FY17. One of the bids came in much higher than anticipated and higher than any of the other bids on that vehicle. Sale of Equipment is negative on the Rural side due to disposing of a shelter in Waterbury that was not accounted for in the biennial fixed asset inventory. This asset still had a net book value when it was removed from our fixed asset list.



- Purchase of Service and Warranty Revenue are difficult to budget for, as they are revenues based on need. These are not typically expected to perform evenly with the budget benchmark over the course of the year.

For the operating expenses, most of the variances are timing issues since many expenses are not evenly spent throughout the year. Since the 92% benchmark assumes that expenses will be spent evenly over the course of twelve months we can only use this as a loose guideline to evaluate line items. Below are just a few of the expenses that warrant some additional explanation.

- Unemployment Tax Expense – These expenses are variable and depend on how many former employees are receiving unemployment during the year. Therefore this expense is difficult to budget for and is not expected to perform evenly with the budget benchmark over the course of the year.
- Pension Plan Expenses – These expenses vary year to year based on employee eligibility and level of employee contributions made. As such, these expenses are difficult to budget for and are not expected to perform evenly with the budget benchmark over the course of the year.
- Admin Supplies and Expenses – These expenses are over the benchmark on the Urban side due to purchasing all new chairs for the board room and the GM’s office, as well as due to a high level of requests for ergonomic standing desks by employees in the office.
- Recruiting Expense – These expenses are variable and depend on turnover in positions as well as growth and hiring needs. Rural expenses are often high against the benchmark in this area during the beginning of the year due to recruiting for the Rural Mountain Service. Additionally, we closed the FGI administrative office and had to recruit new positions for the call center, which was unexpected at the time the budget was created. Urban expenses are high due to hiring needs in the maintenance department and we are always actively recruiting drivers.
- Dues and Subscriptions – Many of our dues for the Urban program are paid at the beginning of the fiscal year, including our largest dues payment to the American Public Transportation Association, with is approximately 70% of the budgeted expense. The Rural program’s dues are historically paid mainly in February and later, so this is expected to catch up in the last quarter of the year.
- Travel and Meetings – These expenses are variable based on need. Higher use of company vehicles and better communication/planning to have staff travel together has helped keep these expenses low.
- Legal Fees/Consulting Fees – These expenses are variable and depend strictly on the organizations need for legal services or consultant services. Therefore this expense is difficult to budget for and is not expected to perform evenly with the budget benchmark over the course of the year.
- Background Checks – These expenses depend on the hiring needs of the organization. The more hiring we do, the more background checks we will need to perform. It is difficult to budget for this expense as it is based largely on need. There is an increase in these costs on the rural side as we geared up for the seasonal service, then they tend to come in line with the benchmark as the year progresses.
- Employment Recruitment Program – This is a bonus program for employee referrals that become new hires. This expense will fluctuate based on hiring needs and the number of referrals received.
- Safety Expense – This category is used for rewards, such as pizza lunches, when we go a certain number of days without a preventable accident. The expense in this category is a moving target and hard to define as it depends on several factors.
- Misc. Operating Expenses – this is a category where we account for the bid printings, driver pre-trip sheets, text alert costs. The expenses in this category are not expected to align with the budget benchmark as the timing of the purchases are variable based on need throughout the year.
- Planning Expenses – The amount budgeted in these accounts for FY17 will be used to help pay for the Complete Service Analysis the Planning Department is working on with a contracted organization. The consultant for this project is not as far along with the project as they planned to be at this point in time so they have not billed what we budgeted for in FY17. These expenses will not follow our benchmark, but rather will reflect the amount of work done on this project as it is invoiced to us.
- Parts Expense – Non-Revenue Vehicles – The manager of this budget was unaware that the designation between parts for revenue and non-revenue parts was required, so this was not done. Reclassifications have been done to this account to capture some expenses on the Urban side. We will discuss the Rural side with him and see if there are expenses that could be moved.



- Passenger Facility & Facility Maintenance Expenses – Expenses to these line items are incurred as needed and therefore they cannot be expected to be incurred evenly. The majority of the expenses for passenger facilities are incurred in the winter months as this line includes clearing access to shelters. Facility Maintenance in the Rural area is high due to unexpected repairs needed to garage doors and heating units in the Berlin facility.
- Cleaning Expenses are well below budget on the Urban side due to hiring internally for cleaning staff, rather than contracting with an outside party.
- Light, Heat and Water – The majority of this category is for heating costs, which are highest in the winter. We expect this line to come in line with the benchmark over the next few months. Urban expenses are likely higher than budgeted due to bringing two new buildings online and not having an accurate estimate of the operating costs of these buildings.
- Misc Maint Expenses and Fees – This expense category includes the purchase of a new radio that was not anticipated at the time the budget was created.
- Contracted Functional Assessment Costs – Functional Assessments are no longer being contracted out. They are now being performed in-house by our ADA Management Coordinator. However, we will have continued expenses for the travel accommodations of clients to CCTA for the functional assessments performed by Jordan Posner.
- Bus Tickets/Fare Media – This expense category is variable and based on need. We ordered more tickets in March and only recently received the invoice for these. Another order of tickets, placed in late March was recently received and will be invoice for these prior to the end of the year.
- Public Information – This expense category accounts for the printing costs associated with the bus map & guide. We reprinted all of the guides for the Urban system one time due to an error, and also had to print an extended run when we ran out of them. Both of these expenses were unplanned for. Expenses are expected to level out as these are one time costs.
- Debt Service is complete for the year. We make a yearly payment on 7/1 for the 12 year capital lease. The FY17 payment is the fourth payment on this lease. This expense is a component of the Member Assessment formula.

The following is a status update on the capital projects through the month of June.

#### **Passenger Shelters:**

##### **Urban:**

**Solar Shelter Lighting:** Assisting the contractor with determining fuse sizing requirements for the solar kits, so that they can begin installation of the solar lighting units. Installation is still expected to be completed by September 30, 2017.

**Identification of new shelter locations:** Have had discussions with the City of Winooski and City of South Burlington about shelter pad requirements for different shelter types. Scouted locations in Winooski to install the former CCV shelter. Peterson Consulting is working on a feasibility assessment of two locations to determine ability to install the shelter at either location. Also working with Ops/Planning to identify alternative locations.

**Maple Street Shelter:** There has been no activity on the installation of a shelter on Maple Street. We continue to wait for guidance from DPW on this.

**Removal of Bike Storage Lockers:** At the request of the property owners at Main Street Landing, ten bike storage lockers that were located on the back side of Union Station were removed. The lockers have been in place for over ten years but use of the lockers had declined over the years and the property owners wanted to utilize the space for other purposes. Six of the lockers were donated to ReSource.





**Rural:**

Solar lighting to be installed at Plainfield and Marshfield shelters as part of solar lighting project outlined above. Working with the Walmart corporate office to get approval to install a shelter at the store in St. Albans. Recently submitted an edited version of the license agreement provided by the Walmart office and am awaiting feedback from Walmart.

**Downtown Transit Center:**

We have agreed to accept the shelter repaired by ECI and are arranging to have it moved into storage until a new location is identified. Processing payment of the final \$15,000 of retainage that was withheld pending acceptance of the shelter. Working with contractors to make changes to the fans that were installed in the ticket booth ceiling so that the transitions and duct work above the ticket booth are less visible from the waiting area. There have been some recurring issues with breakers tripping, so I am working with the electrical subcontractor to identify the source of the tripped breakers. Still working on scheduling a walk-through of the facility with Maintenance and PC Construction. Working with VHB on disposal of the soil from St. Paul Street and reusing a portion of the soil for a ramp connecting 15 and 1 Industrial Pkwy.

**GMTA Facility Renovation:**

Continuing to work with staff and Wiemann-Lamphere to prioritize renovation areas and finalize the design of the facility improvements. Currently exploring the idea of demolishing the old 3-bay garage and constructing a new 4-bay maintenance garage in its place. Goal is to have an IFB for construction issued during this construction season. Also working on a procurement to renovate the floor in the current maintenance area.

**Decommissioning of Former Cherry Street Terminal:**

Still working with the new contractor to get the lead-safe prep and priming work on their schedule.

**Facility Security Upgrades:**

Recently met with the design consultant to review preliminary design of the security upgrades at both 15 Industrial Pkwy and 1 Industrial Pkwy. Additional locations were identified for cameras and keycard access. The consultant expects to have 30% design completed soon with preliminary budget estimates. Will work on procurement documents in conjunction so that it is ready to be released once construction documents are completed.

**Montpelier Transit Center:**

Over the past few months I have been attending bi-weekly project meetings for the Montpelier Transit Center. While this project is being managed by the City of Montpelier, I have represented the interests of GMT in ensuring that operating needs are met in the design of the transit center. I recently met with the architect for the project to discuss furnishings and equipment for the transit center, some of which will be purchased by GMT in FY19. Will coordinate with staff to finalize details on furnishings and equipment at the transit center.

**Big Bus Buy:**

Working with Gillig to get necessary information to their paint supplier for the new paint scheme that will be used for the buses that are on order. Recently sent over a color sample for them to match. Will begin to work on procuring a bus line inspector for this winter when the buses go on line at the factory.

**Supervisor Vehicle Purchase:**

Two new Ford Explorers for the urban area and one new Ford Escape for the rural area are on order and expected to be delivered within the next 1-2 weeks. Looking into purchasing options for amber LED caution lights to be installed on the vehicles after they are delivered.

Green Mountain Transit  
Statement of Net Assets  
As of 5/31/2017

	As Of 2017	As Of 2016
<b>ASSETS</b>		
Current Assets:		
Cash and Investments	2,284,939.14	2,894,682.21
Receivables:		
Grant	1,877,175.28	1,357,108.25
Other	1,545,271.19	939,409.36
Deferred Cost Pool	(165,166.15)	45,255.95
Inventories	636,900.33	668,554.03
Prepaid Expenses	515,453.82	381,227.10
Total Current Assets	6,694,573.61	6,286,236.90
Noncurrent Assets:		
Land, Structures And		
Equipment - net of accumulated depreciation	28,316,496.59	27,252,891.94
TOTAL ASSETS	35,011,070.20	33,539,128.84
<b>LIABILITIES AND FUND EQUITY</b>		
Current Liabilities:		
Accounts Payable	1,111,317.79	317,746.31
Accrued Payroll Expenses	335,499.91	286,398.35
Other Accrued Expenses	72,841.66	72,568.31
Deferred Revenue	851,052.93	1,042,371.44
Total Current Liabilities	2,370,712.29	1,719,084.41
Long-Term Liabilities:		
Accrued Compensated Absences	786,584.95	698,335.65
Retirement Benefits Accrued		359.87
Total Long-Term Liabilities	786,584.95	698,695.52
Total Liabilities	3,157,297.24	2,417,779.93
Fund Equity:		
Invested in capital assets, net of related debt	29,537,091.88	22,520,044.34
Restricted	1,484,414.58	1,979,110.43
Unrestricted	1,999,581.05	4,804,684.08
Current Year Change in Net Assets	(1,167,314.55)	1,817,510.06
Total Fund Equity	31,853,772.96	31,121,348.91
TOTAL LIABILITIES AND FUND EQUITY	35,011,070.20	33,539,128.84

Chittenden County Transportation Authority  
and CCTA dba Green Mountain Transit  
Urban Rural Budget Vs. Actuals  
For the Eleven Months Ending Wednesday, May 31, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17 Budget Approved March 2017			Budget Variance			
<b>REVENUES</b>										
<b>FEDERAL, STATE AND LOCAL REVENUE</b>										
Municipal Member Assessments	2,000,331.85	0.00	\$2,000,331.85	2,182,180.00	0.00	\$2,182,180.00	91.67%	0.00%	91.67%	\$2,128,095.00
Municipal Paratransit Assessments	633,628.49	0.00	633,628.49	691,229.00	0.00	691,229.00	91.67%	0.00%	91.67%	678,748.00
Local Operating Assistance	58,149.12	389,820.31	447,969.43	67,799.00	408,038.00	475,837.00	85.77%	95.54%	94.14%	461,971.40
Federal Urban Formula Grant	2,261,966.35	0.00	2,261,966.35	2,868,533.00	0.00	2,868,533.00	78.85%	0.00%	78.85%	1,873,942.00
Federal Rural Operating Grant	0.00	1,233,780.00	1,233,780.00	0.00	1,326,000.00	1,326,000.00	0.00%	93.05%	93.05%	1,463,100.00
State Regular Subsidy Operating Grant	2,142,414.00	837,000.00	2,979,414.00	2,337,179.00	900,000.00	3,237,179.00	91.67%	93.00%	92.04%	3,034,365.00
E&D Grants and Local Match	0.00	830,744.16	830,744.16	0.00	1,237,022.00	1,237,022.00	0.00%	67.16%	67.16%	1,101,108.41
Other State Grants	96,069.13	71.82	96,140.95	89,050.00	18,000.00	107,050.00	107.88%	0.40%	89.81%	152,223.90
Other Federal Grants	2,475,513.48	363,268.88	2,838,782.36	2,629,330.00	389,994.00	3,019,324.00	94.15%	93.15%	94.02%	2,919,121.37
Fund Balance Reserves	0.00	0.00	0.00	0.00	45,000.00	45,000.00	0.00%	0.00%	0.00%	0.00
Capital Reserve Revenue	284,016.75	0.00	284,016.75	310,671.00	0.00	310,671.00	91.42%	0.00%	91.42%	0.00
<b>Total Federal, State and Local Revenues</b>	<b>9,952,089.17</b>	<b>3,654,685.17</b>	<b>13,606,774.34</b>	<b>11,175,971.00</b>	<b>4,324,054.00</b>	<b>15,500,025.00</b>	<b>89.05%</b>	<b>84.52%</b>	<b>87.79%</b>	<b>13,812,675.08</b>
<b>OPERATING REVENUE</b>										
Passenger Revenue	2,041,859.82	113,646.38	2,155,506.20	2,232,049.00	124,352.00	2,356,401.00	91.48%	91.39%	91.47%	2,572,454.87
Paratransit Passenger Fares	91,657.50	0.00	91,657.50	110,000.00	0.00	110,000.00	83.33%	0.00%	83.33%	111,469.75
Advertising Revenue	131,261.35	21,800.00	153,061.35	200,000.00	30,000.00	230,000.00	65.63%	72.67%	66.55%	170,909.10
Planning Revenue	256,842.74	9,256.84	266,099.58	362,106.00	0.00	362,106.00	70.93%	0.00%	73.49%	361,839.55
Interest Earnings	1,296.40	3,805.28	5,101.68	1,600.00	4,000.00	5,600.00	81.03%	95.13%	91.10%	5,934.77
Miscellaneous Revenue	13,623.47	138.04	13,761.51	10,000.00	0.00	10,000.00	136.23%	0.00%	137.62%	125,101.68
Sales Of Equipment	10,609.00	(1,177.85)	9,431.15	6,000.00	3,000.00	9,000.00	176.82%	-39.26%	104.79%	17,703.94
Medicaid Purchase Of Svc	0.00	1,672,467.64	1,672,467.64	0.00	1,827,061.00	1,827,061.00	0.00%	91.54%	91.54%	1,769,571.08
Purchase of Service	46,494.22	185,214.48	231,708.70	48,516.00	273,000.00	321,516.00	95.83%	67.84%	72.07%	295,702.85
Warranty Revenue	1,911.39	0.00	1,911.39	2,500.00	0.00	2,500.00	76.46%	0.00%	76.46%	4,590.19
<b>Operating Revenue</b>	<b>2,595,555.89</b>	<b>2,005,150.81</b>	<b>4,600,706.70</b>	<b>2,972,771.00</b>	<b>2,261,413.00</b>	<b>5,234,184.00</b>	<b>87.31%</b>	<b>88.67%</b>	<b>87.90%</b>	<b>5,435,277.78</b>
<b>Total Revenue</b>	<b>12,547,645.06</b>	<b>5,659,835.98</b>	<b>18,207,481.04</b>	<b>14,148,742.00</b>	<b>6,585,467.00</b>	<b>20,734,209.00</b>	<b>88.68%</b>	<b>85.94%</b>	<b>87.81%</b>	<b>19,247,952.86</b>
<b>EXPENSES</b>										
<b>SALARIES AND WAGES</b>										
Other Wages	1,606,627.60	799,720.60	2,406,348.20	1,731,101.00	926,592.00	2,657,693.00	92.81%	86.31%	90.54%	2,383,995.81
Driver/Operator Wages	3,633,848.70	1,312,358.95	4,946,207.65	4,109,898.00	1,354,162.00	5,464,060.00	88.42%	96.91%	90.52%	5,337,104.30
Vehicle Repair Wages	798,648.96	120,722.46	919,371.42	918,692.00	130,171.00	1,048,863.00	86.93%	92.74%	87.65%	958,014.98
<b>Salaries and Wages</b>	<b>6,039,125.26</b>	<b>2,232,802.01</b>	<b>8,271,927.27</b>	<b>6,759,691.00</b>	<b>2,410,925.00</b>	<b>9,170,616.00</b>	<b>89.34%</b>	<b>92.61%</b>	<b>90.20%</b>	<b>8,679,115.09</b>
<b>PERSONNEL TAXES AND BENEFITS</b>										
Payroll Taxes (FICA/MC)	456,574.48	168,288.32	624,862.80	517,116.00	184,436.00	701,552.00	88.29%	91.24%	89.07%	644,942.20
Unemployment Tax Exp	10,826.61	21,016.14	31,842.75	22,000.00	40,000.00	62,000.00	49.21%	52.54%	51.36%	33,859.38
Medical Insurance/HRA	1,345,722.85	522,816.23	1,868,539.08	1,430,436.00	516,762.00	1,947,198.00	94.08%	101.17%	95.96%	1,917,482.62
Pension Plan Expenses	247,060.16	48,695.32	295,755.48	274,714.00	72,328.00	347,042.00	89.93%	67.33%	85.22%	312,936.84
Other Employee Benefits	270,410.80	108,806.21	379,217.01	315,175.00	119,506.00	434,681.00	85.80%	91.05%	87.24%	369,274.62
<b>Personnel Taxes and Benefits</b>	<b>2,330,594.90</b>	<b>869,622.22</b>	<b>3,200,217.12</b>	<b>2,559,441.00</b>	<b>933,032.00</b>	<b>3,492,473.00</b>	<b>91.06%</b>	<b>93.20%</b>	<b>91.63%</b>	<b>3,278,495.66</b>
<b>GENERAL AND ADMIN EXPENSES</b>										
Admin Supplies and Expenses	43,529.60	15,732.07	59,261.67	42,240.00	16,800.00	59,040.00	103.05%	93.64%	100.38%	61,277.07
Recruiting Expenses	22,996.65	11,333.62	34,330.27	18,400.00	8,500.00	26,900.00	124.98%	133.34%	127.62%	25,450.25
Dues and Subscriptions	28,389.47	4,311.25	32,700.72	27,788.00	8,928.00	36,716.00	102.16%	48.29%	89.06%	36,023.92
Travel and Meetings	3,071.85	2,239.14	5,310.99	3,500.00	3,500.00	7,000.00	87.77%	63.98%	75.87%	7,770.67
Communications	45,964.00	27,186.41	73,150.41	44,721.00	29,868.00	74,589.00	102.78%	91.02%	98.07%	61,782.95
Computer Service Exp	50,059.07	16,971.87	67,030.94	58,552.00	18,593.00	77,145.00	85.50%	91.28%	86.89%	84,579.98
Legal Fees	6,137.44	1,330.00	7,467.44	20,000.00	3,000.00	23,000.00	30.69%	44.33%	32.47%	17,769.21
Insurance	807,300.33	318,791.84	1,126,092.17	980,937.00	426,755.00	1,407,692.00	82.30%	74.70%	80.00%	1,172,327.59
Audit Fees	17,325.00	7,425.00	24,750.00	17,850.00	7,650.00	25,500.00	97.06%	97.06%	97.06%	24,450.00
Consulting Fees	873.62	1,236.13	2,109.75	3,000.00	3,000.00	6,000.00	29.12%	41.20%	35.16%	4,645.00
<b>General and Admin Expenses</b>	<b>1,025,647.03</b>	<b>406,557.33</b>	<b>1,432,204.36</b>	<b>1,216,988.00</b>	<b>526,594.00</b>	<b>1,743,582.00</b>	<b>84.28%</b>	<b>77.21%</b>	<b>82.14%</b>	<b>1,496,076.64</b>

Chittenden County Transportation Authority  
and CCTA dba Green Mountain Transit  
Urban Rural Budget Vs. Actuals  
For the Eleven Months Ending Wednesday, May 31, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17 Budget Approved March 2017			Budget Variance			
<b>OPERATIONS EXPENSES</b>										
Background Checks	1,935.80	8,027.80	9,963.60	1,900.00	8,325.00	10,225.00	101.88%	96.43%	97.44%	8,291.22
Drug & Alcohol Testing	11,117.05	5,706.55	16,823.60	13,755.00	7,898.00	21,653.00	80.82%	72.25%	77.70%	17,359.85
DOT Testing	5,576.70	5,153.00	10,729.70	5,850.00	5,120.00	10,970.00	95.33%	100.64%	97.81%	12,053.86
Employment Recruitment Program	600.00	0.00	600.00	2,000.00	2,000.00	4,000.00	30.00%	0.00%	15.00%	1,800.00
Driver's Uniforms	44,711.28	25,519.25	70,230.53	58,960.00	37,206.00	96,166.00	75.83%	68.59%	73.03%	45,454.16
Safety Expense	1,210.47	2,425.74	3,636.21	4,900.00	3,700.00	8,600.00	24.70%	65.56%	42.28%	1,158.99
Misc. Operating Exp	6,251.36	1,012.01	7,263.37	6,775.00	2,675.00	9,450.00	92.27%	37.83%	76.86%	12,483.65
<b>Operations Expenses</b>	<b>71,402.66</b>	<b>47,844.35</b>	<b>119,247.01</b>	<b>94,140.00</b>	<b>66,924.00</b>	<b>161,064.00</b>	<b>75.85%</b>	<b>71.49%</b>	<b>74.04%</b>	<b>98,601.73</b>
<b>PLANNING EXPENSES</b>										
Other Planning Expenses	0.00	19,141.18	19,141.18	0.00	60,000.00	60,000.00	0.00%	31.90%	31.90%	14,552.01
MPO Planning Expenses	50,382.36	0.00	50,382.36	100,000.00	0.00	100,000.00	50.38%	0.00%	50.38%	67,704.78
<b>Planning Expenses</b>	<b>50,382.36</b>	<b>19,141.18</b>	<b>69,523.54</b>	<b>100,000.00</b>	<b>60,000.00</b>	<b>160,000.00</b>	<b>50.38%</b>	<b>31.90%</b>	<b>43.45%</b>	<b>82,256.79</b>
<b>VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)</b>										
Parts Expense - Non-Revenue Vehicles	6,378.57	0.00	6,378.57	11,000.00	9,500.00	20,500.00	57.99%	0.00%	31.11%	673.31
Parts Expense - Revenue Vehicles	461,260.78	296,584.65	757,845.43	424,064.00	257,844.00	681,908.00	108.77%	115.02%	111.14%	420,894.20
Tires	77,390.67	32,708.43	110,099.10	76,646.00	39,718.00	116,364.00	100.97%	82.35%	94.62%	97,031.97
Facility Maintenance	63,816.15	84,469.29	148,285.44	114,500.00	50,350.00	164,850.00	55.73%	167.76%	89.95%	105,687.65
Passenger Facility Expenses	36,234.23	0.00	36,234.23	50,988.00	2,000.00	52,988.00	71.06%	0.00%	68.38%	42,766.36
Cleaning Expense	20,999.96	11,968.53	32,968.49	36,092.00	15,137.00	51,229.00	58.18%	79.07%	64.36%	25,573.92
Repeater Fees	19,224.00	14,850.00	34,074.00	21,888.00	15,552.00	37,440.00	87.83%	95.49%	91.01%	36,252.00
Light, Heat and Water	136,606.58	36,252.52	172,859.10	115,000.00	55,000.00	170,000.00	118.79%	65.91%	101.68%	161,105.44
Fuel - Vehicles	661,185.18	275,373.02	936,558.20	797,770.00	333,030.00	1,130,800.00	82.88%	82.69%	82.82%	973,434.79
Maintenance Tools/Supplies/Uniforms	75,901.78	7,349.51	83,251.29	79,210.00	12,600.00	91,810.00	95.82%	58.33%	90.68%	89,915.13
Misc Maint Expenses and fees	4,887.20	186.42	5,073.62	3,876.00	3,500.00	7,376.00	126.09%	5.33%	68.79%	37,695.00
<b>Vehicle/Building Maintenance Exp</b>	<b>1,563,885.10</b>	<b>759,742.37</b>	<b>2,323,627.47</b>	<b>1,731,034.00</b>	<b>794,231.00</b>	<b>2,525,265.00</b>	<b>90.34%</b>	<b>95.66%</b>	<b>92.02%</b>	<b>1,991,029.77</b>
<b>CONTRACTOR EXPENSES</b>										
ADA/SSTA Paratransit	1,034,584.98	0.00	1,034,584.98	1,210,934.00	0.00	1,210,934.00	85.44%	0.00%	85.44%	1,231,292.27
Partner Local Share	9,916.50	0.00	9,916.50	19,833.00	0.00	19,833.00	50.00%	0.00%	50.00%	19,833.00
Functional Assessment Costs	8,510.38	0.00	8,510.38	25,000.00	0.00	25,000.00	34.04%	0.00%	34.04%	24,233.61
Volunteer Drivers	0.00	549,121.90	549,121.90	0.00	629,089.00	629,089.00	0.00%	87.29%	87.29%	648,059.55
Other Transportation (incl Cabs)	12,900.00	478,023.91	490,923.91	17,421.00	735,150.00	752,571.00	74.05%	65.02%	65.23%	698,279.90
<b>Contractor Expenses</b>	<b>1,065,911.86</b>	<b>1,027,145.81</b>	<b>2,093,057.67</b>	<b>1,273,188.00</b>	<b>1,364,239.00</b>	<b>2,637,427.00</b>	<b>83.72%</b>	<b>75.29%</b>	<b>79.36%</b>	<b>2,621,698.33</b>
<b>MARKETING EXPENSE</b>										
Bus Tickets/Fare Media	13,461.22	662.30	14,123.52	20,000.00	2,400.00	22,400.00	67.31%	27.60%	63.05%	22,719.08
Marketing Expense	25,603.23	20,813.64	46,416.87	42,000.00	25,840.00	67,840.00	60.96%	80.55%	68.42%	78,007.98
Public Information	30,430.21	20,837.74	51,267.95	30,000.00	22,000.00	52,000.00	101.43%	94.72%	98.59%	41,475.17
<b>Marketing Expense</b>	<b>69,494.66</b>	<b>42,313.68</b>	<b>111,808.34</b>	<b>92,000.00</b>	<b>50,240.00</b>	<b>142,240.00</b>	<b>75.54%</b>	<b>84.22%</b>	<b>78.61%</b>	<b>142,202.23</b>
<b>OTHER EXPENSES</b>										
Allowance for Doubtful Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	530.00
Debt Service/Capital Reserve	46,442.51	0.00	46,442.51	50,000.00	0.00	50,000.00	92.89%	0.00%	92.89%	46,442.51
Capital Match	570,405.00	26,841.83	597,246.83	622,260.00	29,282.00	651,542.00	91.67%	91.67%	91.67%	269,597.00
<b>Other Expenses</b>	<b>616,847.51</b>	<b>26,841.83</b>	<b>643,689.34</b>	<b>672,260.00</b>	<b>29,282.00</b>	<b>701,542.00</b>	<b>91.76%</b>	<b>91.67%</b>	<b>91.75%</b>	<b>316,569.51</b>
<b>TOTAL EXPENSES</b>	<b>12,833,291.34</b>	<b>5,432,010.78</b>	<b>18,265,302.12</b>	<b>14,498,742.00</b>	<b>6,235,467.00</b>	<b>20,734,209.00</b>	<b>88.51%</b>	<b>87.11%</b>	<b>88.09%</b>	<b>18,706,045.75</b>
Current Year Deferred Costs	(45,701.84)	0.00	(45,701.84)	0.00	0.00	0.00	0.00%	0.00%	0.00%	81,317.62
ALLOCATIONS BETWEEN PROGRAMS	331,348.12	(331,348.12)	0.00	350,000.00	(350,000.00)	0.00	94.67%	94.67%	0.00%	0.00
<b>Balance Of Operating Budget</b>	<b>0.00</b>	<b>(103,522.92)</b>	<b>(103,522.92)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>623,224.73</b>

Chittenden County Transportation Authority  
and CCTA dba Green Mountain Transit  
Urban Rural Budget Vs. Actuals  
For the Eleven Months Ending Wednesday, May 31, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17 Budget Approved March 2017			Budget Variance			
<b>Capital Revenue</b>										
Federal Revenue	1,944,094.37	392,525.11	2,336,619.48	0.00	0.00	0.00	0.00%	0.00%	0.00%	6,883,178.73
State Revenue	299,549.96	56,952.00	356,501.96	0.00	0.00	0.00	0.00%	0.00%	0.00%	939,628.01
Paratransit Lease Revenue	51,447.27	3,609.50	55,056.77	0.00	0.00	0.00	0.00%	0.00%	0.00%	19,056.94
Local Match Revenue	286,388.25	26,841.83	313,230.08	0.00	0.00	0.00	0.00%	0.00%	0.00%	269,597.00
<b>Total Capital Revenue</b>	<b>2,581,479.85</b>	<b>479,928.44</b>	<b>3,061,408.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>8,111,460.68</b>
<b>Capital Expenses</b>										
Vehicles	538,656.73	351,507.68	890,164.41	0.00	0.00	0.00	0.00%	0.00%	0.00%	208,970.56
Maintenance Parts and Equipment	307,076.05	15,229.10	322,305.15	0.00	0.00	0.00	0.00%	0.00%	0.00%	436,628.20
Passenger Amenities	246,279.76	14,018.88	260,298.64	0.00	0.00	0.00	0.00%	0.00%	0.00%	161,936.29
Facility Repairs and Improvements	1,313,857.61	119,176.67	1,433,034.28	0.00	0.00	0.00	0.00%	0.00%	0.00%	8,504,103.06
<b>Total Capital Expenses</b>	<b>2,405,870.15</b>	<b>499,932.33</b>	<b>2,905,802.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>9,311,638.11</b>
Balance of Capital Budget	175,609.70	(20,003.89)	155,605.81	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,200,177.43)
Transfer of Purchases to Fixed Assets	1,278,596.97	395,729.39	1,674,326.36	0.00	0.00	0.00	0.00%	0.00%	0.00%	7,951,899.57
Deferred Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(155,346.00)
Depreciation Expense	(2,167,174.33)	(726,549.47)	(2,893,723.80)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(3,502,352.21)
Subtotal	(888,577.36)	(330,820.08)	(1,219,397.44)	0.00	0.00	0.00	0.00%	0.00%	0.00%	4,294,201.36
<b>Current Change in Net Assets</b>	<b>(712,967.66)</b>	<b>(454,346.89)</b>	<b>(1,167,314.55)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>3,717,248.66</b>



To: GMT Board of Commissioners  
From: Justin Town, Maintenance Supervisor  
RE: Green Mountain Transit Maintenance Report  
Date: June 2017

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#### **BURLINGTON PROVIDED RURAL MAINTENANCE**

Burlington location provided 174.00 hours in Rural maintenance services for the month of June.

#### **PREVENTATIVE MAINTENANCE**

Performed 48 Urban Preventative Maintenance B brake inspections in the month of June.

Performed 4 Rural, 23 Urban Preventive Maintenance C inspections in the month of June.

Berlin location performed (8) C inspections and (1) D inspection in the month of June.

#### **MAINTENANCE ACCIDENTS**

The Maintenance department didn't have any preventable or non-preventable accidents.

#### **ROAD CALLS**

Burlington location performed 3 road calls in the month of June.

Matt Reisdorff was hired as a Master Mechanic at the Burlington location.



To: Board Chair Chapin Kaynor and the GMT Board of Commissioners  
From: Jon Moore, Director of Operations & Planning  
David Armstrong, Planning Manager  
Jamie Smith, Berlin Operations Manager  
Rich Gorton, FGI Operations Manager  
Bob Young, Burlington Operations Manager  
Date: July 18, 2017  
Re: GMT Operations & Planning Report

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**Personal Matters:** Please see below for Operation employee updates. Our goal is to be fully staffed at all locations to minimize overtime for cost containment and operator forcing to improve job satisfaction. We will continue to analyze staffing needs and continue operator recruitment as necessary:

- Urban operations in Burlington has one full-time, and two part-time trainees currently in training. Rob Roy and Jerome Gails successfully completed Operator training and entered revenue service on July 10<sup>th</sup>. Berlin currently has on part-time trainee. All locations continue to recruit new operators.
- Clayton Reynolds was hired as ab Urban Operations Supervisor. Clayton previously drove for GMT and has supervisory experience from Premier Coach. We are excited to have Clayton on-board.

**July 3<sup>rd</sup> & 4<sup>th</sup> Fireworks Shuttles:** GMT provided shuttle service on July 3rd for the Burlington and Montpelier fireworks and on July 4th in Warren for their Independence Day celebration. 7,856 rides were taken on the Burlington shuttle service which is more than 2,000 additional rides over last year. 1,621 rides were provided in Warren on four buses and 109 rides were provided in Montpelier using one bus.

**Operator Bids:** The next Burlington bid takes effect on 8/28. The Scheduling Committee met on 6/8 & 6/29 to develop the August bid. The August bid contains 92% full-time bids which is an all-time high in Burlington. The FGI Scheduling Committee will meet the week of 7/31 to start developing their new bid now that the new opiate treatment clinic is open in St. Albans.

**GMT Comprehensive Service Analysis:** The GMT Next Gen Transit Plan is on schedule. The website [www.ridegmt.com/nextgen/](http://www.ridegmt.com/nextgen/) is up and running, and the public has started to utilize the live blog feature. Draft reports are being placed on the website as they come in from Nelson Nygaard, of particular note are existing route evaluations, which examine current routings, span-of-service, trip variants, ridership, etc., and make recommendations for improving that individual route. It is important to note that these recommendations may suit the individual route, but will be considered in relation to the entire system later in the study. Another crucial draft document available on the Plan website is the Draft Service Guidelines. These Guidelines would help GMT staff and the



Board evaluate and defend potential route changes with concrete numbers, such as boardings per hour on a specific trip. The Advisory Committee met on July 11, and were briefed on these evaluations and the outreach plan. Staff has been contacting farmer's markets, fairs, placed ads in local papers, and will be contacting towns' planners/managers/clerks to help raise Plan awareness. The next Advisory Group meeting will be held on August 8.





To: GMT Board of Commissioners  
From: Jamie L. Smith, Marketing and Public Affairs Manager  
Date: July 13, 2017  
Re: Marketing and Public Affairs Report

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- On June 30, marketing staff capped off a two-week diaper-drive with an event at Family Center of Washington County. In conjunction with Froggy 100.9, we broadcast live at FCWC from 3:00 – 6:00PM. The radio DJ was offering concert tickets, talking to GMT staff, and staff/volunteers from the family center. In total, we were able to donate roughly 3,000 diapers.
- On July 10, we participated in an event hosted by the Jericho Recreation Department. We brought a commuter bus to the summer camp for groups of young kids to explore and learn about our bus system. The Energy Committee also spoke at the event. The coordinator of the event put out a press notification and the Mountain Gazette covered the event.
- The Marketing and Public Affairs staff has been working hard to offer assistance in the NextGen Transit Study. We have helped create ads in many local papers, a business card directing people to the website/survey, and we are working on a list of public outreach events for the coming months.
- Katie Mischke attended an event hosted by Northwestern United Way and C.I.D.E.R focusing on volunteer drivers.
- GMT is hosting two nights at the Vermont Lake Monsters this summer. The first, July 23<sup>rd</sup>, we are sponsoring the Zooperstars for the second year. The second night, August 4<sup>th</sup>, is our annual sponsorship of Halloween in the ballpark. If any board member would like tickets to these nights, please let Jamie L. Smith know (Jamie@ridegmt or 802-540-1098).
- GMT staff tee shirts are in. Please let Kaitlin McCarthy or Jamie Smith know your shirt size and we will have them available at Tuesday's board meeting.



To: GMT Board of Commissioners  
From: Trish Redalieu, Director of Human Resources  
Date: July 12, 2017  
RE: IT Support, Administrative Support, and HR

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### **Human Resources**

We welcomed GMT's new Master Mechanic, Matthew Reisdorff to the team on June 28. He comes to us with years of experience and knowledge within the field and we look forward to his contribution to the team. We are also happy to announce that both Jeremy Whiting and Hunter Eddy, formally Operations Supervisors, accepted the Trainer positions. Both Burlington and Berlin's Operations teams welcomed new Supervisors too. Clayton Reynolds, formally a Driver for GMT, and Jason Boes, formally the Operations Manager for Colorado Mountain Express, started the week of June 26.

HR continues the recruiting process for Mechanics in Burlington, along with Drivers in Burlington, Berlin and St. Albans. We will begin the recruiting process for Seasonal Mountain service in the coming weeks.

### **IT Support**

With the start of the new fiscal year, IT has started new projects. We are ordering a presentation "smartboard" for the boardroom at 15 Industrial to replace the old and outdated overhead projector. The projected time for installation will be in by the middle of August.

IT has begun the working on a new emergency recovery procedure. When completed, the new procedure will decrease the downtime to a few hours in the event of an emergency. The server will have a mirror image at the DTC. The mirrored image will be moved to 1 Industrial at the appropriate time.

We are now required to record incoming customer service calls for Medicaid. We have moved the Customer Service department to a new phone system to facilitate that. We are waiting on a proposal to set up the call recording for Berlin and St. Albans. The proposal should be in by the end of the week.

The camera system at the DTC has been reconfigured to record in real-time. Before it was set to 1-second snapshots.

### **Administrative Support**

We have begun to purchase stand up desks to create a more healthy work environment for all employees who have requested them.

ADA Ridership Report (by Town) : FY17

Update 7/14/17

CITY/TOWN	July	August	September	October	November	December	January	February	March	April	May	June	Totals
BURLINGTON	1,294	1,390	1,231	1,265	1,077	1,047	1,142	1,101	1,146	1,156	1,321	1,228	14,398
COLCHESTER	62	88	68	73	82	83	114	79	99	79	99	111	1,037
ESSEX	242	309	362	357	291	321	317	333	298	311	297	313	3,751
OTHER	24	31	13	16	9	7	15	14	24	16	25	13	207
SHELBURNE	257	266	216	247	259	293	290	291	323	268	298	263	3,271
SO. BURLINGTON	949	1,027	1,133	1,266	1,104	1,137	1,130	1,122	1,219	1,259	1,322	1,161	13,829
WILLISTON	122	110	129	92	95	82	93	90	115	84	72	42	1,126
WINOOSKI	446	514	506	431	476	520	527	439	472	473	509	448	5,761
<b>TOTAL</b>	<b>3,396</b>	<b>3,735</b>	<b>3,658</b>	<b>3,747</b>	<b>3,393</b>	<b>3,490</b>	<b>3,628</b>	<b>3,469</b>	<b>3,696</b>	<b>3,646</b>	<b>3,943</b>	<b>3,579</b>	<b>43,380</b>

Cost to Members	\$ 80,299.80	\$ 88,904.37	\$ 86,344.40	\$ 88,315.98	\$ 79,696.38	\$ 82,809.42	\$ 85,298.84	\$ 83,142.55	\$ 87,928.35	\$ 86,947.56	\$ 93,239.83	\$ 83,703.80	\$ 1,026,631.28
Cost/Trip	\$ 23.65	\$ 23.80	\$ 23.60	\$ 23.56978383	\$ 23.48847038	\$ 23.73	\$ 23.51	\$ 23.97	\$ 23.79	\$ 23.85	\$ 23.65	\$ 23.39	\$ 23.67

ADA Ridership Report (by Town) : change from FY 15 to date to FY16 to date

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
<b>BURLINGTON</b>	(362)	(222)	(444)	(463)	(337)	(424)	(232)	(225)	(358)	(267)	(9)	(181)	(3,524)
	-21.86%	-13.77%	-26.51%	-26.79%	-23.83%	-28.82%	-16.89%	-16.97%	-23.80%	-18.76%	-0.68%	-12.85%	-19.66%
<b>COLCHESTER</b>	(21)	(4)	(35)	(56)	(1)	13	3	(2)	28	(22)	11	63	(23)
	-25.30%	-4.35%	-33.98%	-43.41%	-1.20%	18.57%	2.70%	-2.47%	39.44%	-21.78%	12.50%	131.25%	-2.17%
<b>ESSEX</b>	(212)	(122)	(134)	(146)	(97)	(98)	(60)	(17)	(109)	(98)	(58)	(2)	(1,153)
	-46.70%	-28.31%	-27.02%	-29.03%	-25.00%	-23.39%	-15.92%	-4.86%	-26.78%	-23.96%	-16.34%	-0.63%	-23.51%
<b>OTHER</b>	12	16	(19)	(9)	(16)	(18)	(14)	(12)	(12)	(12)	(9)	(13)	(106)
	100.00%	106.67%	-59.38%	-36.00%	-64.00%	-72.00%	-48.28%	-46.15%	-33.33%	-42.86%	-26.47%	-50.00%	-33.87%
<b>SHELBURNE</b>	(22)	(30)	(49)	(79)	(38)	(8)	5	25	42	29	6	-	(119)
	-7.89%	-10.14%	-18.49%	-24.23%	-12.79%	-2.66%	1.75%	9.40%	14.95%	12.13%	2.05%	0.00%	-3.51%
<b>SO. BURLINGTON</b>	(135)	23	106	132	40	10	58	66	75	197	279	187	1,038
	-12.45%	2.29%	10.32%	11.64%	3.76%	0.89%	5.41%	6.25%	6.56%	18.55%	26.75%	19.20%	8.12%
<b>WILLISTON</b>	(65)	(80)	(49)	(104)	(105)	(61)	(112)	(104)	(36)	(21)	(55)	(81)	(873)
	-34.76%	-42.11%	-27.53%	-53.06%	-52.50%	-42.66%	-54.63%	-53.61%	-23.84%	-20.00%	-43.31%	-65.85%	-43.67%
<b>WINOOSKI</b>	(185)	(3)	(96)	(150)	11	(17)	34	(34)	(52)	(20)	(53)	(43)	(608)
	-29.3%	-0.6%	-15.9%	-25.8%	2.4%	-3.2%	6.9%	-7.2%	-9.9%	-4.1%	-9.4%	-8.8%	-9.55%
<b>TOTAL</b>	(990)	(422)	(720)	(875)	(543)	(603)	(318)	(303)	(422)	(214)	112	(70)	(5,368)
	-22.57%	-10.15%	-16.45%	-18.93%	-13.80%	-14.73%	-8.06%	-8.03%	-10.25%	-5.54%	2.92%	-1.92%	-11.01%

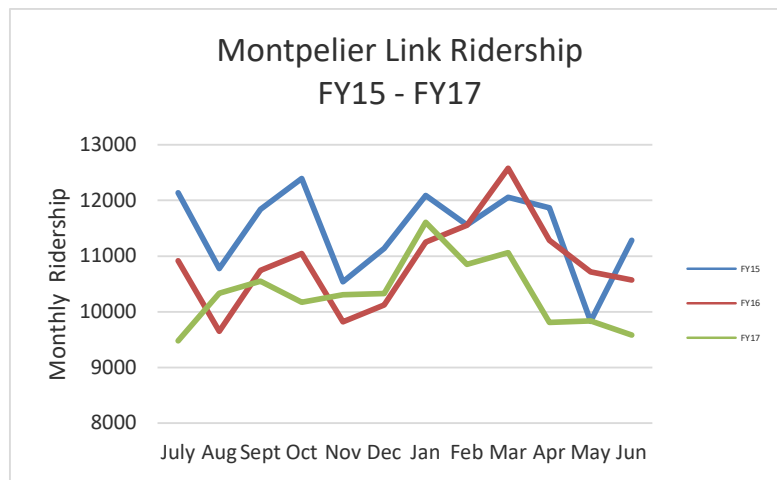
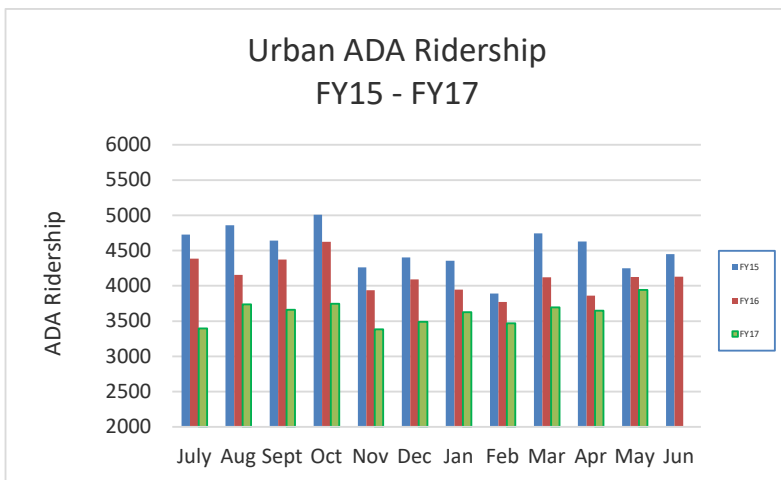
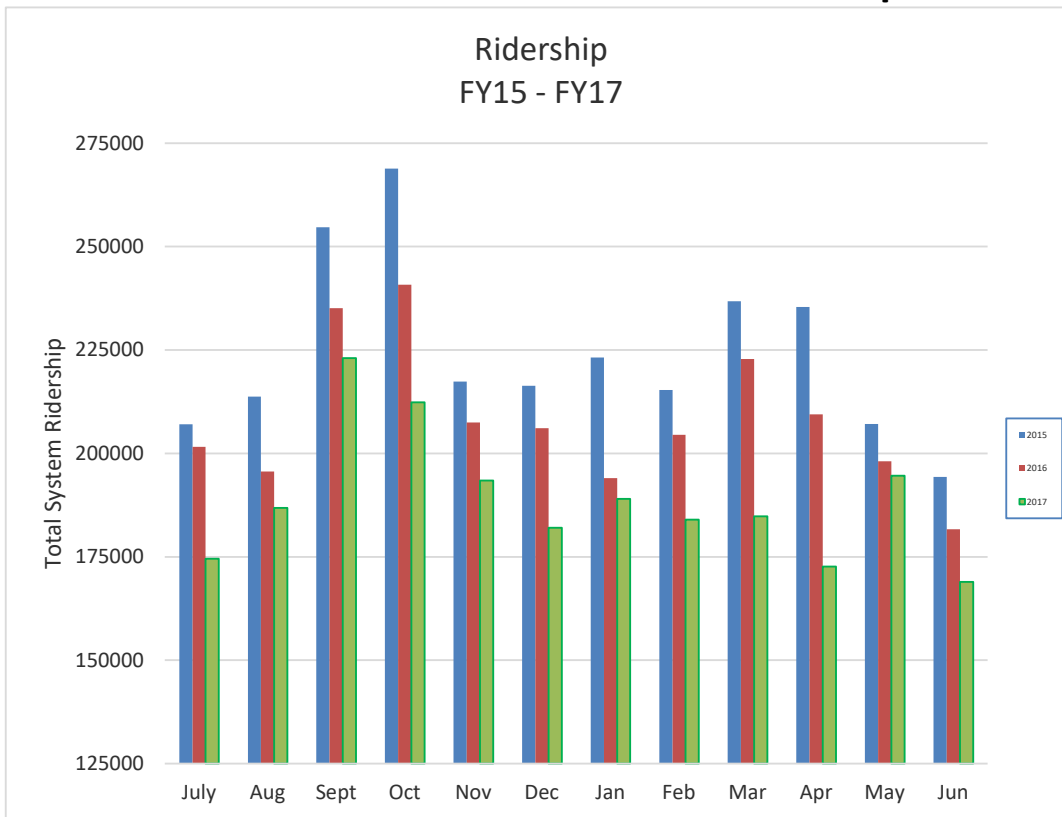
ADA Ridership Report (by Town): FY16

CITY/TOWN	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
BURLINGTON	1,656	1,612	1,675	1,728	1,414	1,471	1,374	1,326	1,504	1,423	1,330	1,409	17,922
COLCHESTER	83	92	103	129	83	70	111	81	71	101	88	48	1,060
ESSEX	454	431	496	503	388	419	377	350	407	409	355	315	4,904
OTHER	12	15	32	25	25	25	29	26	36	28	34	26	313
SHELBURNE	279	296	265	326	297	301	285	266	281	239	292	263	3,390
SO. BURLINGTON	1,084	1,004	1,027	1,134	1,064	1,127	1,072	1,056	1,144	1,062	1,043	974	12,791
WILLISTON	187	190	178	196	200	143	205	194	151	105	127	123	1,999
WINOOSKI	631	517	602	581	465	537	493	473	524	493	562	491	6,369
<b>TOTAL</b>	<b>4,386</b>	<b>4,157</b>	<b>4,378</b>	<b>4,622</b>	<b>3,936</b>	<b>4,093</b>	<b>3,946</b>	<b>3,772</b>	<b>4,118</b>	<b>3,860</b>	<b>3,831</b>	<b>3,649</b>	<b>48,748</b>

**FY17 GMT Total Ridership by Month**

Number of Service Days														FY17 YTD	FY16 YTD	FY15 YTD				
Saturday	5	4	4	5	4	5	4	4	4	4	5	4	4	52	51	52	52	255		
Sunday	5	4	4	5	4	3	4	4	4	4	4	4	4	49	52	52	52	255		
Weekday	20	23	21	21	21	22	22	20	23	20	22	22	22	257	257	257	257	255		
School Days	0	1	21	19	17	16	20	18	18	15	22	11	178	177	177	177	177	177		
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY17 YTD	FY16 YTD	Difference (FY17-FY16)		FY15 YTD	Difference (FY17-FY15)	
																riders	%		riders	%
1	Williston-Wal-Mart	31,873	35,891	40,664	40,308	35,363	33,910	33,161	33,782	34,132	32,324	33,701	29,817	414,926	453,412	-38,486	-8.49%	497,890	-82,964	-16.66%
1V	Williston Village	1,133	1,348	1,306	1,325	1,224	1,114	1,042	1,081	1,356	1,275	1,528	1,198	14,930	16,750	-1,820	-10.87%	16,675	-1,745	-10.47%
10	Williston-Amtrak	1,588	1,387	1,605	1,485	1,392	1,195	1,177	1,192	1,215	1,212	1,375	1,420	16,243	22,957	-6,714	-29.25%	31,354	-15,111	-48.19%
2	Essex Junction	34,294	39,305	45,153	43,629	39,731	33,361	35,728	36,765	37,488	34,851	37,105	32,771	450,181	494,813	-44,632	-9.02%	513,737	-63,556	-12.37%
3	Lakeside Commuter	157	135	253	129	108	170	205	187	75	57	53	152	1,681	1,735	-54	-3.11%	1,680	1	0.04%
4	Essex Center	1,382	1,608	1,620	1,685	1,711	1,468	1,580	1,486	1,575	1,333	1,601	1,352	18,401	22,981	-4,580	-19.93%	24,723	-6,322	-25.57%
5	Pine Street	8,605	8,990	9,723	9,531	9,366	9,351	10,177	9,717	10,164	9,918	10,910	8,963	115,415	125,234	-9,819	-7.84%	131,017	-15,602	-11.91%
6	Shelburne Rd.	19,310	20,437	20,201	20,179	18,597	18,282	19,154	17,336	18,164	17,577	20,330	19,175	228,742	247,214	-18,472	-7.47%	278,712	-49,970	-17.93%
7	North Avenue	17,391	17,904	24,079	22,919	21,215	21,345	22,106	20,816	20,684	20,459	24,781	21,153	254,852	258,736	-3,884	-1.50%	282,184	-27,332	-9.69%
8	City Loop	5,044	4,869	5,498	5,563	5,560	5,416	5,749	6,214	5,481	5,366	5,071	4,187	64,018	72,065	-8,047	-11.17%	80,246	-16,228	-20.22%
9	Riverside/Winooski	9,499	10,225	10,987	10,496	10,836	10,326	10,702	10,232	11,426	10,402	11,405	10,443	126,979	143,811	-16,832	-11.70%	161,980	-35,001	-21.61%
11	College Street Shuttle	19,679	21,061	16,425	12,138	8,999	7,670	8,123	8,042	7,447	7,029	8,887	11,988	137,488	169,346	-31,858	-18.81%	165,430	-27,942	-16.89%
12	UMall/Airport	5,833	6,546	6,773	7,018	5,767	5,695	5,943	5,563	6,143	5,029	5,686	4,892	70,888	81,663	-10,775	-13.19%	103,989	-33,101	-31.83%
16	Hannaford's	198	260	154	156	258	138	256	180	190	136	186	104	2,216	2,634	-418	-15.87%	2,600	-384	-14.77%
19	Price Chopper #1	264	292	240	196	252	266	232	224	318	250	340	171	3,045	3,755	-710	-18.91%	3,406	-361	-10.60%
20	Price Chopper #2	150	178	160	154	218	76	104	98	54	70	64	304	1,630	2,000	-370	-18.50%	1,486	144	9.69%
21	School Trippers	0	228	22,041	19,556	16,899	15,686	16,800	15,157	12,531	10,599	16,411	5,809	151,717	169,416	-17,699	-10.45%	170,631	-18,914	0.00%
18	Sunday Service	590	456	465	532	496	298	417	484	398	366	373	418	5,293	5,968	-675	-11.31%	6,486	-1,193	-18.40%
26	Other	3,587	0	0	0	0	1,598	0	0	0	0	0	0	5,185	5,117	68	1.33%	3,678	1,507	40.97%
56	Milton Commuter	1,247	1,363	1,463	1,531	1,417	1,063	1,236	1,107	1,143	1,150	1,387	1,494	15,601	17,813	-2,212	-12.42%	19,039	-3,438	-18.06%
76	Middlebury Link	1,056	1,432	1,223	1,188	1,180	976	1,011	1,098	1,253	1,150	1,151	1,076	13,794	17,102	-3,308	-19.34%	17,741	-3,947	-22.25%
86	Montpelier Link	9,478	10,333	10,550	10,170	10,306	10,329	11,607	10,849	11,063	9,806	9,838	9,584	123,913	130,261	-6,348	-4.87%	137,505	-13,592	-9.88%
96	St. Albans Link	1,233	1,401	1,343	1,410	1,445	1,336	1,428	1,363	1,338	1,297	1,394	1,374	16,362	17,483	-1,121	-6.41%	21,333	-4,971	-23.30%
46	116 Commuter	282	408	326	322	341	312	296	268	373	344	307	528	4,107	4,118	-11	-0.27%	0	4,107	#DIV/0!
36	Jeffersonville Commuter	643	801	762	715	763	614	783	725	741	662	700	566	8,475	10,795	-2,320	-21.49%	3,922	4,553	116.09%
<b>SUBTOTAL</b>		<b>174,516</b>	<b>186,858</b>	<b>223,014</b>	<b>212,335</b>	<b>193,444</b>	<b>181,995</b>	<b>189,017</b>	<b>183,966</b>	<b>184,752</b>	<b>172,662</b>	<b>194,584</b>	<b>168,939</b>	<b>2,266,082</b>	<b>2,497,179</b>	<b>-231,097</b>	<b>-9.25%</b>	<b>2,677,445</b>	<b>-411,363</b>	<b>-15.36%</b>
<b>ADA Paratransit</b>		<b>3,396</b>	<b>3,735</b>	<b>3,658</b>	<b>3,747</b>	<b>3,382</b>	<b>3,490</b>	<b>3,628</b>	<b>3,469</b>	<b>3,696</b>	<b>3,646</b>	<b>3,943</b>		<b>39,790</b>	<b>45,094</b>	<b>-5,304</b>	<b>-11.76%</b>	<b>49,762</b>	<b>-9,972</b>	<b>-20.04%</b>
<b>TOTAL</b>		<b>177,912</b>	<b>190,593</b>	<b>226,672</b>	<b>216,082</b>	<b>196,826</b>	<b>185,485</b>	<b>192,645</b>	<b>187,435</b>	<b>188,448</b>	<b>176,308</b>	<b>198,527</b>	<b>168,939</b>	<b>2,305,872</b>	<b>2,542,273</b>	<b>-236,401</b>	<b>-9.30%</b>	<b>2,727,207</b>	<b>-421,335</b>	<b>-15.45%</b>

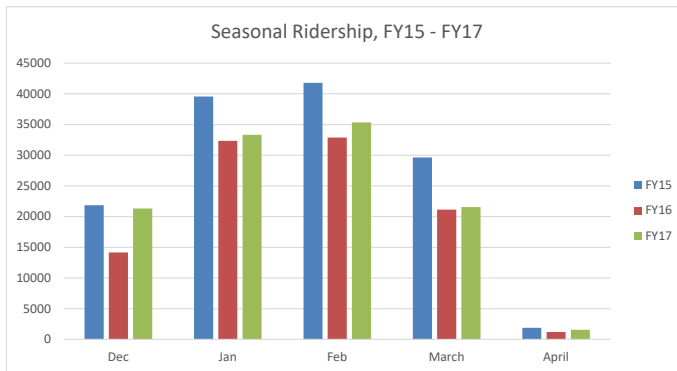
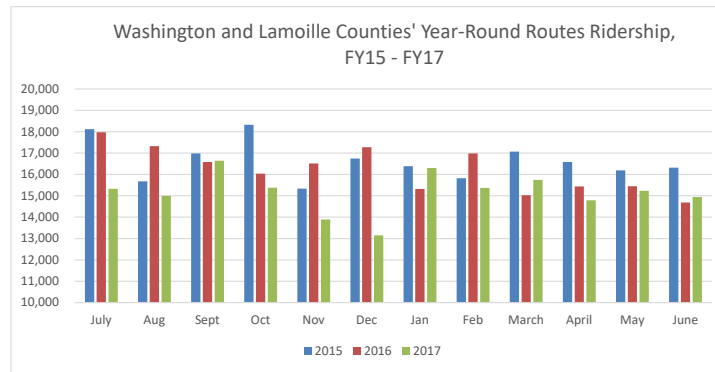
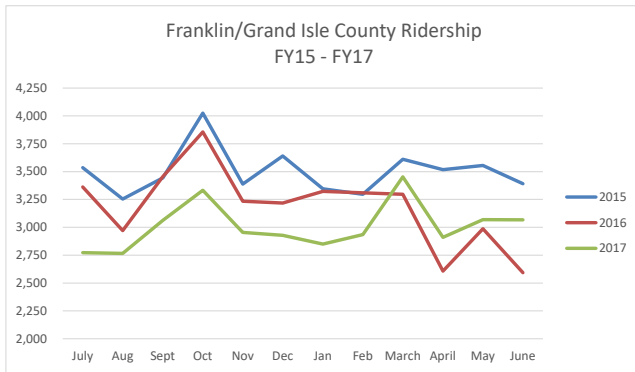
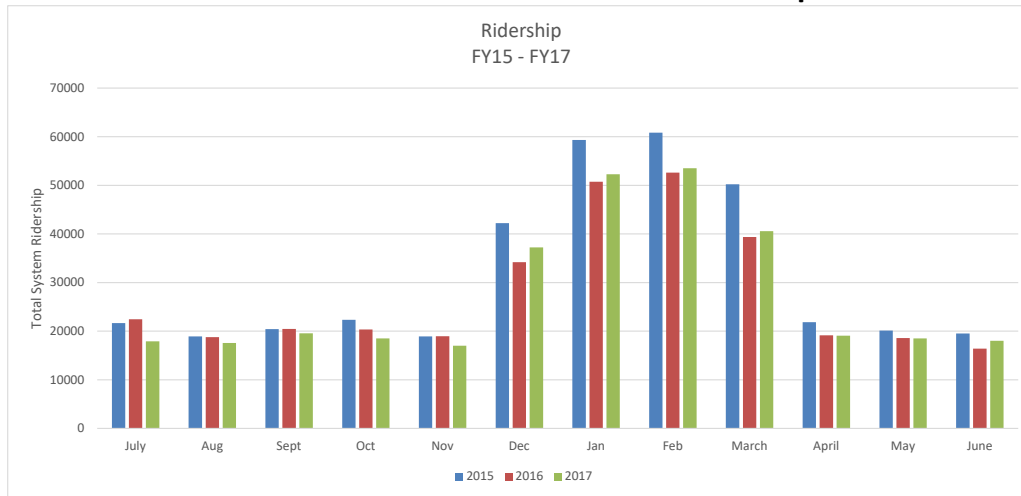
# Green Mountain Transit URBAN Ridership



**FY17 GMT Total Ridership by Month**

Number of Service Days														FY17 YTD	FY16 YTD	FY15 YTD				
	Saturday	5	4	4	5	4	5	4	4	4	5	4	4	52	51	52				
	Sunday	5	4	4	5	4	4	5	4	4	4	4	4	51	52	52				
	Weekday	20	23	21	21	21	22	22	20	23	20	22	22	257	257	255				
	School Days	0	1	21	21	19	17	20	18	17	15	22	11	182	183	183				
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY17 YTD	FY16 YTD	Riders	%	FY15 YTD	Riders	%
79	CVMC Barre Health Shuttle	179	197	149	184	161	174	198	135	201	197			1,775	1,951	(176)	-9.0%	n/a	n/a	n/a
80	City Route Mid-day	1,970	2,155	2,380	2,662	2,046	1,558	2,129	1,523	1,998	2,120	2,069	2,124	24,734	26,421	(1,687)	-6.4%	27,824	(3,090)	-11.1%
81	Barre Hospital Hill	2,086	2,540	2,791	1,620	1,582	1,638	2,043	2,114	2,647	2,001	2,058	2,251	25,371	30,766	(5,395)	-17.5%	30,717	(5,346)	-17.4%
82	Montpelier Hospital Hill	1,888	1,758	2,046	1,552	1,646	1,660	1,772	1,818	1,790	1,736	1,769	1,813	21,248	21,259	(11)	-0.1%	21,411	(163)	-0.8%
83	Waterbury Commuter	1,014	906	904	991	679	935	905	942	956	843	971	1,061	11,107	10,689	418	3.9%	9,864	1,243	12.6%
84	US 2 Commuter	507	567	734	757	696	671	723	691	701	607	690	639	7,983	9,125	(1,142)	-12.5%	10,049	(2,066)	-20.6%
85	Hannaford Shopping Special	223	273	230	220	253	210	286	226	203	161	251	198	2,734	2,971	(237)	-8.0%	2,609	125	4.8%
87	Northfield Shuttle	62	93	74	71	108	84	82	93	57	87	65	78	954	1,272	(318)	-25.0%	868	86	9.9%
88	Capital Shuttle	0	0	0	0	0	0	1,181	1,693	1,153	1,232	215	0	5,474	4,930	544	11.0%	6,037	(563)	0.0%
89	City Commuter	3,019	3,072	3,697	3,675	2,947	2,298	3,118	3,238	2,751	2,890	3,104	3,015	36,824	35,657	1,167	3.3%	41,284	(4,460)	-10.8%
90	Plainfield Shuttle	63	55	72	69	48	61	73	81	68	51			641	693	(52)	-7.5%	670	(29)	-4.3%
91	Hospital Hill Demand Response	60	57	44	43	75	56	61	61	87	127			671	1,201	(530)	-44.1%	1,663	(992)	-59.7%
92	Montpelier Circulator	1,295	1,215	1,379	1,400	1,430	1,328	1,813	1,844	1,765	1,293	1,765	1,699	18,226	18,015	211	1.2%	19,369	(1,143)	-5.9%
93	Northfield Commuter	437	562	551	547	471	561	639	632	667	629	662	648	7,006	6,648	358	5.4%	7,783	(777)	-10.0%
100	Route 100 Commuter	616	793	779	695	876	929	1,314	1,012	989	669	785	682	10,139	12,356	(2,217)	-17.9%	12,551	(2,412)	-19.2%
108	Mountain Road Shuttle	0	0	0	0	310	11,637	16,461	15,923	10,696	335	0	0	55,362	55,048	314	0.6%	69,694	(14,332)	-20.6%
102	Morrisville Loop	334	442	396	319	414	452	425	354	366	390	393	406	4,691	4,997	(306)	-6.1%	3,863	828	21.4%
103	Morrisville Shopping Shuttle	218	299	394	374	377	509	718	608	502	340	499	331	5,169	5,781	(612)	-10.6%	4,838	331	6.8%
109	Tuesday Shopping Shuttle (FGI)	69	49	80	53	81	71	73	56	29	31	48	24	664	930	(266)	-28.6%	1,032	(368)	-35.7%
110	St.Albans DT Shuttle	1,703	1,646	1,793	2,013	1,769	1,864	1,707	1,742	2,031	1,769	1,939	1,993	21,969	20,840	1,129	5.4%	21,619	350	1.6%
115	Alburg-Georgia Commuter	485	502	603	608	546	569	521	575	733	570	521	489	6,722	8,259	(1,537)	-18.6%	10,306	(3,584)	-34.8%
116	Richford-St.Albans Commuter	515	569	587	659	559	424	549	562	660	540	561	562	6,747	8,183	(1,436)	-17.5%	9,052	(2,305)	-25.5%
120	Valley Floor	0	0	0	0	0	801	2,018	2,625	1,571	0	0	0	7,015	3,613	3,402	94.2%	7,600	(585)	-7.7%
121	Valley Evening Service	0	0	0	0	0	276	668	525	383	0	0	0	1,852	1,633	219	13.4%	2,168	(316)	-14.6%
122	Mount Ellen	0	0	0	0	0	2,739	5,464	7,025	3,357	0	0	0	18,585	16,485	2,100	12.7%	24,130	(5,545)	-23.0%
124	Mountain Condos	0	0	0	0	0	3,387	3,763	3,805	1,994	0	0	0	12,949	10,610	2,339	22.0%	676	12,273	1815.5%
125	Access Road	0	0	0	0	0	2,424	3,733	3,714	2,368	0	0	0	12,239	9,470	2,769	29.2%	11,088	1,151	10.4%
126	SnowCap Commuter	0	0	0	0	0	59	37	44	34	0	0	0	174	303	(129)	-42.6%	13,218	(13,044)	-98.7%
99	Special Services	1,354	13	25	198	85	27	0	0	0	649	155	0	2,506	4,148	(1,642)	-39.6%	3,153	(647)	-20.5%
<b>SUBTOTAL</b>		<b>17,918</b>	<b>17,566</b>	<b>19,559</b>	<b>18,526</b>	<b>16,998</b>	<b>37,228</b>	<b>52,276</b>	<b>53,526</b>	<b>40,556</b>	<b>19,070</b>	<b>18,520</b>	<b>18,013</b>	<b>331,531</b>	<b>334,254</b>	<b>(2,723)</b>	<b>-0.8%</b>	<b>375,136</b>	<b>(43,605)</b>	<b>-11.6%</b>

## Green Mountain Transit RURAL Ridership



VERMONT PUBLIC TRANSPORTATION ASSOCIATION – MEMBER SUBCONTRACT

This is a contract for services between \_\_\_\_\_ (“Member-Subcontractor”) and Vermont Public Transportation Association (“VPTA”), entered into on June \_\_, 2017 (“Member Subcontract” or “Agreement”).

1. **DVHA Contract.** This Member Subcontract incorporates by reference the January 1, 2017 – December 31, 2018 State of Vermont Contract for Personal Services Department of Vermont Health Access (“DVHA Contract”). The Member-Subcontractor agrees to cooperate and perform consistent and in compliance with any and all VPTA contractual obligations to DVHA, set forth in the DVHA Contract as amended from time to time.
2. **Revenue.** All revenue generated from the DVHA Contract shall hereinafter be paid directly to the VPTA. VPTA shall contact DVHA to change the current individual payments to each Member to instead make one total payment to VPTA. The revenue sharing formula will be reviewed at least quarterly by the VPTA Board of Directors and may be changed as necessary by majority vote.
3. **Weekly Payments to Member-Subcontractor.** VPTA shall use revenue received from DVHA to pay for all operating expenses, costs, and overhead associated with VPTA administration of the Contract. After deducting those amounts from the revenue received for previously-agreed-upon-budgeted VPTA operating expenses, VPTA will then pay to subcontractors each Friday by ACH or wire transfer for the services they have provided under the DVHA Contract in an amount to be determined by the attached formula which has been approved by a majority of the VPTA Board of Directors.
4. **Indemnity.** The Member-Subcontractor shall indemnify and hold VPTA harmless from its acts or omissions that cause VPTA to breach its contractual obligations to DVHA.
5. **Term.** The term of this agreement is July 1, 2017 to December 31, 2018.
6. **Insurance.** The Member-Subcontractor shall provide proof of insurance meeting the requirements of Section 8 of the DVHA Contract.
7. **Sub-Agreements.** The Member-Contractor shall not enter into any sub-agreements that violate Section 19 of the DVHA Contract.
8. **Termination.** The Member-Contractor may not terminate this agreement in a manner that would cause VPTA to breach the DVHA contract. All other termination provisions of the DVHA Contract are applicable to and govern this contract between the Member-Contractor and VPTA.

\_\_\_\_\_  
Member-Subcontractor

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Duly Authorized Agent

VERMONT PUBLIC TRANSPORTATION  
ASSOCIATION

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Duly Authorized Agent



**VPTA Revenue Sharing Process**

*All numbers are sample only except Column A's **Members' Previous PMPW***

Revenue is shared in the following manner:

- 1 Subtract each week's **VPTA Office Expenses** "off the top" of the **DHVA Weekly Payment**.

<b>DHVA Weekly Payment</b>	\$230,000.00
Minus that week's <b>VPTA Office Expenses</b>	\$3,000.00
<b>Balance To Split Among Members</b>	\$227,000.00

- 2 The current week's **#Unduplicated Clients** (Column B below) is multiplied times each **Members' Previous PMPW** rate (Column A).
- 3 The result is Column C - **Previous Payment** which is what each member would have received under the previous system.
- 4 Each member's percentage of Column C's total is computed in Column D
- 5 Column D's percentage is multiplied by the **Balance To Split Among Members** total above, resulting in Column E's **Payments to Members**.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Members' Previous PMPW</b>	<b>#Unduplicated Clients</b>	<b>Previous Payment</b>	<b>%Total</b>	<b>Payments to Members</b>
<b>RCT</b>	\$31.80	1,997	\$63,505	27%	\$61,071.21
<b>MVRTD</b>	\$21.81	720	\$15,703	7%	\$15,101.48
<b>ACTR</b>	\$40.04	362	\$14,494	6%	\$13,939.07
<b>STSI</b>	\$36.91	216	\$7,973	3%	\$7,667.06
<b>GMCN</b>	\$25.58	682	\$17,446	7%	\$16,777.07
<b>GMT</b>	\$21.68	1,357	\$29,420	12%	\$28,292.44
<b>SSTA</b>	\$26.50	1,443	\$38,240	16%	\$36,774.22
<b>SEVT</b>	\$35.96	1,370	\$49,265	21%	\$47,377.44
<b>Total</b>		8,147	\$236,045	100%	\$227,000.00