



Green Mountain Transit Board of Commissioners
October 20, 2020 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401
Virtual Meeting via Zoom Meetings

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

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:35 a.m. 4. Consent Agenda (Action Item) **Pages 4-31**
- September 15 Board Meeting Minutes
 - Check Register
 - Finance Report
 - Maintenance Report
 - Planning, Marketing and Public Affairs Report
 - IT Support, Administrative Support, Training and HR Report
 - Ridership Reports
- 7:40 a.m. 5. VTrans Update
- 7:50 a.m. 6. General Manager Report – Updates and Opportunity for Questions
Pages 32-34
- 8:00 a.m. 7. Board Committee Reports
- 8:10 a.m. 8. Preliminary FY20 Year End Finance Report & Discussion
Pages 16-25
- 8:23 a.m. 9. Retirement Committee Charter Change (Action Item) **Pages 35-36**
- 8:25 a.m. 10. Architectural & Engineering Services (A&E) Contract Award (Action Item) **Pages 37-43**

Is there a motion to approve the award of an Architectural & Engineering contract as presented by staff?



8:35 a.m. 11. Board Consideration of Public Comment on Service Design (Possible Action Item, Microtransit) **Pages 44-73**

8:55 a.m. 12. Non-Emergency Medical Transportation (NEMT) Contract Presentation & Discussion **Pages 74-83**

9:15 a.m. 13. Commissioner Comments

9:20 a.m. 14. Possible Executive Session: 1 V.S.A. § 313(a)(1)(D), Arbitration or Mediation

Is there a motion to find that premature public knowledge of a pending labor arbitration would clearly put GMT at a substantial disadvantage?

Is there a motion to enter executive session to discuss a pending labor related arbitration under the provisions of Title 1, Section 313(a)(1)(D) of the Vermont State Statutes?

9:30 a.m. 15. Adjourn

Join Zoom Meeting

<https://us02web.zoom.us/j/89305968523>

Meeting ID: 893 0596 8523

One tap mobile

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Next GMT Board of Commissioners Meeting Date: November 17, 2020

NOTES

- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Jamie



Smith at 802-540-1098 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 802-540-2468.
- 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 of Commissioners
September 15, 2020 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401
Virtual Meeting via Zoom Meetings

Present:

Commissioner Buermann
Commissioner Waninger
Commissioner Spencer
Commissioner Sharrow
Commissioner Derenthal
Commissioner Brewer
Commissioner Davis
Commissioner Dimitruk
Commissioner Kaynor
Commissioner Baker
Commissioner Gallagher
Commissioner Bohne
Commissioner Pouech
Ross MacDonald, VTrans
Jon Moore, General Manager

Jamie Smith, Dir. of Planning and Marketing
Rick Laferriere, GMT Bus Operator
Trish Redalieu, Dir. of Human Resources
Matt Kimball, Capital Projects Manager
Christopher Damiani, Transit Planner
Debbie Coppola, Senior Accountant
Jenn Wood, Community Outreach
Manager
Kim Wall, Grants Manager
Nick Foss, Director of Finance
Pam McDonald, Accounting Coord.

Members of the Public:
Catherine Farmer
Kelly Duggan

Open Meeting:

Commissioner Waninger opened the meeting at 7:33AM.

Adjustment of the Agenda:

Commissioner Dimitruk asked about the SSTA accident. Mr. Moore said he would have an update during the GM Report.

Public Comment:

Ms. Duggan, who was representing the Old Spoke Home Transit Equity Coalition, spoke in favor of continuing fare free service. She noted the importance to essential workers, social workers, etc.

Ms. Farmer, who was representing STVT, spoke in favor of continuing fare free service.

Consent Agenda (Action Item):

The GMT Board pulled August 2020 minutes from the consent agenda. Commissioner Kaynor made a motion to approve the consent agenda withholding the minutes. Commissioner Spencer seconded. All in favor and the motion carried.



Commissioner Kaynor said he sent board minute edits prior to the meeting, staff will make edits and repost. Commissioner Kaynor made a motion to approve the August minutes with edits, Commissioner Sharrow seconded. All in favor and the motion carried.

New Burlington Alternate Commissioner Introduction – Tom Derenthal:

Commissioner Derenthal shared some of his background and history. He has an interest in public transportation and has been a bus rider. He said he is excited to see how he can help GMT.

Board members introduced themselves to Commissioner Derenthal. Commissioner Waninger welcomed him to the GMT Board of Commissioners and said she speak with him later about joining a board committee.

Rick Laferriere Retirement Recognition:

Mr. Moore gave some history of Mr. Laferriere's time at GMT/CCTA. Mr. Faferriere mentioned his support of fare free service noting the highest percentage of conflict onboard happens around paying fares. Fare free service allows quicker boarding which keeps buses on schedule.

Commissioner Waninger thanked Mr. Laferriere for his 40 years of dedicated service and his input on fare free service.

VTrans Update:

Mr. MacDonald said it was interesting to hear from Mr. Laferriere and thanked him for his perspective regarding fare free service.

He said VTrans is working to reconcile FY20 unspent money and is working with GMT staff to identify places where we still need money in the grant amendment. The next finance committee meeting will identify the needs for FY21.

Since last month, VTrans has spoken more with Rep. McCormack on his thoughts from the prior Board meeting. VTrans and begun working with utility providers to discuss their Tier 3 funding; working to identify opportunities to help fund the delta between GMT and the utilities for the battery cost. Transit buses are not the priority at this time for VW funds. VTrans has created a white paper that lays out where we are with the 14 EV buses and overall direction.

VTrans has been contacted by RouteMatch who was recently purchased by Uber. They are exploring the idea of marrying the volunteer driver program and folks who drive for Uber and Lyft. Friday VTrans will hear a presentation on a plan.

PTAC will be reviewing COVID activities in terms of ridership, PPE levels, and will ask for an update from Mr. Moore on the microtransit initial plan and vision.



Intercity bus (Burlington to Albany) has been suspended, looking for safety plans before we reinstitute services. Hoping to coincide with Amtrak opening. Once the boarder is re-opened, the bus from Burlington to Montreal will resume. Route 7 and Route 4 (Premiere operated) changing to focus on the route 7 corridor to focus on connections from Bennington and Manchester through Rutland and Burlington. VTrans will be combining resources to focus on the successful service.

He said emails will be coming for the VTrans Management Review. This year will likely be a desk review, not on-site. The Management Review is a VTrans 360 oversight. Gave kudos to some staff. Staff is leading the state in terms of these considerations.

Commissioner Bohne said this is exciting news on the Uber/Lyft front and hopefully that works. He was wondering about life cycle costs of comparing clean diesel to electric vehicles. Mr. MacDonald said that about three years ago there was an analysis conducted through VEIC. At the end of 12-years there was still a delta between \$35,000-\$40,000 between the clean diesel and electric buses. On paper, that isn't bad, but what VTrans has found recently through some electric vehicle case studies, that isn't penciling out.

Commissioner Waninger asked how VTrans is fairing in the 9-month budget? VTrans said that Public Transit is doing fairly well. Thinks will receive one of two grants set aside for Microtransit and TDM. Likely won't have is an injection of state funds for admin. Using all the projected CARES funding in FY21. FY22 is going to be the tough year in terms of funding, state match. Capital budget is tied up in EV, needs to find funding for other fuel vehicles.

General Manager Report – Updates and Opportunity for Questions:

Mr. Moore gave an update on the SSTA accident. That driver was operating an ADA trip in an SSTA owned vehicle. There were no passenger injuries, however the driver sustained fatal injuries. GMT has spoken to FTA and SSTA has spoken to VTrans regarding the accident. GMT will need to do monthly safety update for FTA. GMT offered support and condolences for SSTA team and offered whatever assistance we can.

VPTA has been awarded the NEMT contract at of January 1, 2021. Mr. Moore will come to the board for approval to operate that service as a subcontractor, as it will be over \$100,000. The group is working toward a profit share model; VPTA will negotiate the rates and contract details with DVHA. Mr. Moore mentioned that there will be more in the budget adjustment related to the NEMT contract.

GMT staff with the folks at Vail/Stowe. The meeting was an overall update on resort operations in the upcoming season. Staff has also had similar conversations with the folks in Mad River Valley. Commissioner Waninger asked if there is a concern on



recruiting drivers for seasonal due to COVID. Mr. Moore said at this time things seem to be on track for hiring seasonal drivers.

Commissioner Waninger asked if there were concerns regarding bus capacity issues. Mr. Moore said that some on the systems, such as the reservation system, will help limit passengers on board.

Commissioner Sharrow asked if we be responsible for the cost of the reservation procedure? Mr. Moore explained that the reservation system will only be for mountain operations, not for riding the bus.

Commissioner Kaynor asked about capacity changes; what have we done so far and what do we expect? Mr. Moore said as of last week barriers have been installed on all vehicles, increased capacity to 30 passengers on 40' buses, and hand sanitizer stations have been installed on board. This change has helped with capacity issues. Last week we had one/two instances where we were over capacity versus the weekend before where we around forty trips. Mr. Moore said that Ross MacDonald has provided a great contact at the Department of Health and we are working on improving air filtration in buses.

Board Committee Reports:

Operations Committee: Commissioner Sharrow gave an update on the last meeting. The committee was able to clean up old business (minutes), talked about the time off policy, and began roughing in the performance dash board.

Strategy Committee: Commissioner Buermann gave an update on the last meeting. The committee spent time working on the draft vision and values statement, as well as strategic goals. Commissioner Buermann defers to full board discussion later in the agenda.

Leadership Committee: Commissioner Waninger talked about the board retreat and agenda, she deferred to next agenda item for more discussion.

Inclusion and Diversity Committee: The committee is still working to schedule the next meeting.

Finance Committee: Commissioner Bohne said the committee focused on the FY21 Operating budget adjustment and deferred to later in the agenda.

Board Retreat Discussion:

Commissioner Waninger said the Leadership Committee spoke about last board meeting and felt they had been given the charge of look into format options for remote retreats. Possible topics include: Role of the Board, Strategic Planning and Visioning, furthering work on Fairness and Inclusion.

Commissioner Waninger will contact individual board members to lead discussion at the mini retreats as they pertain to their committees. She asked that Board members



hold October 27th and November 10th as tentative dates for the first two mini retreats.

Draft Vision, Values and Strategic Goals Review:

Commissioner Buermann turned the conversation over to Mr. Moore and Ms. Smith. Mr. Moore gave an update on the Draft Vision and Values statement and went through the Strategic Goals document. Commissioner Waninger asked if the Strategy Committee needed decisions from the board or discussion? Mr. Moore said this was the start of the discussion, noting that the committee and staff are making sure that this is the right path. We said any feedback would be valuable.

Commissioner Kaynor thanked staff for the work, and asked who should he ask specific questions to once he reviews the documents? Mr. Moore said that feedback can go to him and he would pass along to the appropriate staff member. Mr. Moore said that he is hoping to make this the focus of October and November committee meetings and hopefully staff can deliver a full plan to board by the end of calendar year. Commissioner Waninger asked whether this plan has a set time frame? Mr. Moore said this would coincide with TDP which is a longer planning timeframe. The full transit document will have short term minor updates annually, and major updates every few years. Commissioner Buermann said he imagines the Vision and Values having a timeframe of 10-15 years and the strategic goals a timeframe of 3-5 years.

FY21 Operating Budget Adjustment (Action Item)

Mr. Foss gave an update, on the FY21 Operating Budget. He said FY22 looks like it's going to be a challenging year. The Finance Committee went through the adjustment line-by-line at the last meeting, but Mr. Foss gave a high-level overview. The Capital Match Fund has increased to utilize all the CARES funds allowing us to use some of that funding in FY22.

Commissioner Bohne commented that the committee appreciated the conservative approach and appreciated Mr. Foss's fair warning about FY22. The Finance Committee recommended this to the board for action. Commissioner Bohne made a motion to adopt the FY21 Operating budget Adjustment totaling \$22,695,594.00, Commissioner Kaynor seconded. All were in favor and the motion carried.

Zero-Fare Continuation Discussion

Mr. Moore said, as mentioned previously, that staff did budget for zero fares in FY21 noting any additional revenue we could collect would result in less CARES funding that we would use and could be carried over to FY22. CARES wouldn't be used for capital or service expansion. The Finance Committee discussed engaging in a public process prior to implementing fares. Mr. Moore noted that the FTA does allow us to use the fares from Unlimited Access as local match. If the board approves zero



fare, staff will have to develop a plan to receive those funds elsewhere. Mr. Moore said no one wants to see a scenario where we go fare free and then GMT has to cut service due to budget challenges. Mr. Moore offered staff perspective that we support fare free service if there is a budget replacement and said fare free service could benefit GMT resulting in additional STIC factors or, at minimum, we would keep the 4 STIC factors that we have in place.

Commissioner Kaynor said in general he favors fare free and replacing that revenue in other ways. Does not favor fare free for long-distance commuters like LINK Express. Fare free should be on short stop local service where there is a lot of on and off only, given the advantages. Until we have an alternative funding mechanism, our Unlimited Access partners are gaining a lot from fare free; GMT is helping them have to provide less parking and feels that it's fair to ask for a contribution from partners even if we are not charging fares.

Commissioner Spencer said these are exciting times despite our challenges. There is an opening in the community for organizations like GMT to help dream and stake a positive vision for the future. He thinks this is the time for big audacious goals even though it's a time with limited resources. There is an opportunity for the Board to open a public window for this discussion and allow the public and stakeholders to explore the concept with us. He said the Finance Committee saw a pretty sobering financial picture at the last meeting and doesn't want to make a short-term fare free gain that would hurt the long-term health of the authority. This is a period of rebuilding; more people want to help us rebuild if the vision is compelling. Board should give staff some space to do some planning work, but board members can help identify creative partnerships. He said he would be happy to help and be on working group; it will take more than staff budget exercise.

Commissioner Dimitruk agreed with both Commissioners and stated that fairness doesn't mean that everyone is treated equally. Looking at institutional partners should be in the mix; and she said that a robust public conversation is necessary.

Commissioner Pouech stated this is an opportunity to look at and explore as much as we can. Climate change push could be an opportunity and exploring a separate working group could be beneficial. This is an opportunity to complete transform the way that we look at public transportation.

Commissioner Davis said he has been a proponent of fare free but doesn't want to do it expense of our mission of increasing service. Winooski is split on fare free; they would rather see increased frequency, more reliable service, and increased service hours. He agrees that we should take some time to engage the communities more. He also noted that lots of people telling us to be fare free, but he would like to hear



ideas on where the money would come from.

Commissioner Gallagher supports fare free for many reasons. She sees opportunity to increase ridership by offering fare free service, especially on the commuters.

Commissioner Sharrow said there is no such thing as a free ride. Looking at our past and future financial issues, as well as our current finances, without CARES funding we would be further in debt. He noted that the Board and staff did an exercise to identify potential funding sources; GMT increased fares, delayed bus purchases causing vehicle maintenance to suffer, we've cut service and staff. He said with the current federal government debt, he believes the issues will trickle down to a state level and that would have an effect on GMT. Pay service is better than no service.

Commissioner Baker said he supports all comments, and he appreciated Commissioner Sharrow's dose of reality. He said this is a weird time and a good opportunity to try things. He asked about the process; could a revenue study be completed in a few months. Mr. Moore mentioned that some of this data is already available, and staff could pull that together.

Commissioner Waninger asked if there is sufficient time before the board needs hard decisions?

Commissioner Bohne said this is a complex topic and the and the Board/Staff should spend a little time to start talking through various issues. He suggested a white paper analysis of revenue sources. He noted that he doesn't think that GMT can go through the year without reinstating fares.

Commissioner Baker said he supports a clearer process over the next 3-6 months. He noted this process should include more than staff analysis. CCRPC is working on an I89 study and asked the hypothetical question, "do we spend money to widen I89 or can we shift focus on asking people to take transit," to illustrate that other projects not related directly to GMT could impact the decisions.

Commissioner Buermann said philosophically he feels we should be fare free, but mentioned that if the organization had an influx of money, is fare free the best place to spend that money? He mentioned that he is in a region that still doesn't even have service and asked that the board weigh all the priorities and focus on the whole picture.

Commissioner Waninger recommended a thought exercise to explore scenarios like more buses equaling lower maintenance costs over time, high paid staff for retainment and efficiency purposes, etc.



Mr. Moore said FY21 is balanced with zero fare and staff can start the process for FY22 budget to identify the hole in the budget.

Commissioner Baker reminded the Board and staff to consider needs prior to the start of the Legislative session if we hope to make traction this year.

Retirement Committee Formation (Action Item)

Mr. Foss discussed the previous board meeting where the retirement committee was discussed, and said that he took the feedback received and updated the responsibilities that would fall to the retirement committee. Commissioner Waninger asked for clarification on the memo, where the memo says, "a Finance Committee appointed by the Chair," does Mr. Foss mean appointed by the Board Chair or by the Finance Committee Chair? Mr. Foss said that it would be the Finance Committee Chair.

Commissioner Baker made a motion to approve with Commissioner Waninger's change, Commissioner Dimitruk seconded.

Commissioner Kaynor wanted to highlight an issue, fiduciary responsibility of the committee is to make decisions in the best interest of the employees/investors. Wanted to emphasize that investors want to invest in things that provide social benefit, or avoid oil companies and fossil fuels, even if it means a slightly lower return. He hopes this committee can look at issues like this in a way that is both legal and balanced. Mr. Foss said this is exactly why this committee is important. Commissioner Davis agreed with comments made. He looks forward to seeing the governance and structure and the potential for Environmental Social and Governance (ESG) protocols and criteria to be considered to reflect the investors values.

All were in favor and the motion carries.

Commissioner Comments

Commissioner Bohne congratulated Commissioner Waninger for keeping the meeting on time.

Commissioner Kaynor gave a big thank you to staff and operators for keeping the organization moving despite challenges.

Commissioner Waninger asked Mr. Moore to offer the Board's condolences to the SSTA staff and the family of the driver who was killed.

Adjourn

Commissioner Spencer made a motion to adjourn, Commissioner Sharrow seconded. All were in favor and the meeting adjourned.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V289	People's United Businesscard Services	9/1/20	92257	4,294.48	4 Credit Card Misc Expenses
V306	Staples Credit Plan	9/1/20	92258	117.37	
V1446	M T Wallets, LLC	9/1/20	EFT000000015441	2,900.00	Lease
V1825	Ride Your Bike LLC	9/1/20	EFT000000015442	955.09	
V279	ABC Bus Companies-Muncie	9/4/20	92259	7,343.72	3 Part Invoices
V1305	Allegiant Care	9/4/20	92260	210,465.00	Insurance
V284	Brenntag Lubricants Northeast	9/4/20	92261	900.84	
V224	Burlington Communications	9/4/20	92262	113.00	
V225	Burlington Electric Department	9/4/20	92263	9,615.39	2 Electric Bills
V226	Burlington Public Works-Water	9/4/20	92264	142.07	
V1813	CBM US INC	9/4/20	92265	23.79	
V220	Class C Solutions Group	9/4/20	92266	1,377.60	2 Part Invoices
V1845	Colchester Town Offices	9/4/20	92267	1,696.00	Refund on Assessment
V236	Colonial Supplemental Insurance	9/4/20	92268	34.95	
V928	Conway Office Solutions	9/4/20	92269	169.29	
V1528	CSched	9/4/20	92270	45,978.13	Software for Operations
V240	D & M Fire and Safety Equipment	9/4/20	92271	2,990.00	Fire Sensors for the Buses
V321	Empire Janitorial Supply Company	9/4/20	92272	59.72	
V253	FleetWave Partners, LLP	9/4/20	92273	3,084.00	2 Radio Repeater Invoices
V1347	Foley Distributing Corp.	9/4/20	92274	284.37	
V362	Gannett Vermont Publishing Inc	9/4/20	92275	183.00	
V257	Gillig Corp.	9/4/20	92276	8,631.86	8 Part Invoices
V260	Green Mountain Kenworth, Inc.	9/4/20	92277	6,620.49	11 Part Invoices
V261	Green Mountain Power	9/4/20	92278	24.06	
V446	JaneK Corporation, The	9/4/20	92279	124.00	
V328	Kirk's Automotive Inc.	9/4/20	92280	19.88	
V473	Limoge & Sons Garage Doors, Inc.	9/4/20	92281	2,984.55	2 Repair Invoices
V1068	Midwest Bus Corporation	9/4/20	92282	20,249.74	5 Part Invoices
V278	Mohawk Mfg. & Supply Co.	9/4/20	92283	604.34	
V792	Myers Container Service Corp.	9/4/20	92284	54.48	
V1760	NCH Corporation	9/4/20	92285	499.60	
V996	New England Air Systems	9/4/20	92286	1,606.80	Contract Berlin
V1846	Noregon Systems Inc.	9/4/20	92287	270.00	
V545	Pitney Bowes - Leasing	9/4/20	92288	32.00	
V474	PowerFlex Software	9/4/20	92289	1,066.00	Software
V291	Prevost Parts	9/4/20	92290	187.88	
V296	Rouse Tire Sales	9/4/20	92291	2,715.45	Tire Invoice
V299	SB Collins, Inc.	9/4/20	92292	17,427.07	Fuel
V308	Steadman Hill Consulting, Inc.	9/4/20	92293	2,088.00	Consulting
V309	Stride Creative Group	9/4/20	92294	608.00	
V273	Transit Holding, Inc.	9/4/20	92295	524.12	
V1030	UniFirst Corporation	9/4/20	92296	259.59	
V876	Vehicle Maintenance Program, Inc.	9/4/20	92297	31.41	
V68	Vermont Agency of Transportation	9/4/20	92298	11,142.34	Refund E and D
V410	Vermont Gas Systems, Inc.	9/4/20	92299	73.58	
V338	Westaff	9/4/20	92300	91.90	
V796	Yipes Auto Accessories	9/4/20	92301	648.60	
V303	SSTA	9/4/20	EFT000000015443	93,512.01	ADA and Tilley Drive

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1847	Weber Daryl	9/4/20		92302	496 Reimbursed Passenger for Glasses
V1848	Nuru Abdulhakeen	9/4/20		92303	821.36 Manual Paycheck
V1467	Charles Schwab	9/4/20	V1467 2020 0904		16,186.05 Retirement
V265	ICMA	9/4/20	V265 2020 0904		1,203.71 Retirement
V1025	Alter, Charles	9/11/20		92304	86.26
V1771	Chaikin Joshua	9/11/20		92305	122.49 Volunteer
V1785	Davis Alan	9/11/20		92306	264.5 Volunteer
V1573	Fairbanks, Dori	9/11/20		92307	77.63
V1694	Hebda, Jerome	9/11/20		92308	33.35
V1687	Houghton, Gregory	9/11/20		92309	688.85 Volunteer
V203	Ladd, Joyce	9/11/20		92310	132.29 Volunteer
V181	Owen, Helen	9/11/20		92311	1,470.85 Volunteer
V1138	Pease, Charles	9/11/20		92312	194.48 Volunteer
V1844	SanBorn Mary Ann	9/11/20		92313	98.9
V1733	Slack, Robert	9/11/20		92314	39.68
V1052	White, Carolyn	9/11/20		92315	75.9
V962	Williams, Kenneth	9/11/20		92316	64.77
V226	Burlington Public Works-Water	9/11/20		92317	1,749.21 2 Water and Sewer Bills
V964	Campbell, Arthur	9/11/20		92318	96.16
V102	Capponi, Andrew	9/11/20		92319	100
V220	Class C Solutions Group	9/11/20		92320	217.07
V1357	CleanPro, Inc	9/11/20		92321	599.46
V107	Costes, Chris	9/11/20		92322	100 Shoe Reimbursement
V321	Empire Janitorial Supply Company	9/11/20		92323	68.95
V376	Essex Equipment	9/11/20		92324	74.45
V250	Fisher Auto Parts	9/11/20		92325	94.4
V1347	Foley Distributing Corp.	9/11/20		92326	879.8
V394	Formula Ford Inc.	9/11/20		92327	91.24
V799	Gauthier Trucking Company, Inc.	9/11/20		92328	438.23
V259	Grainger	9/11/20		92329	326.99
V1639	Gratton, Yancey	9/11/20		92330	475.73 FSA Reimbursement
V260	Green Mountain Kenworth, Inc.	9/11/20		92331	2,178.20 4 Part Invoices
V1283	Kelley Bros of NE, LLC	9/11/20		92332	409.3
V1509	Lawson Products, Inc	9/11/20		92333	34.52
V702	Lincoln National Life Insurance Company, The	9/11/20		92334	12,318.43 Insurance
V1709	Monaghan Safar Ducham PLLC	9/11/20		92335	3,237.50 Legal Invoices
V127	Omanovic, Nezim	9/11/20		92336	94.98
V1484	Parsons Environment & Infrastructure Group Inc.	9/11/20		92337	30.94
V545	Pitney Bowes - Leasing	9/11/20		92338	107
V1777	Saibou Abdoulaziz	9/11/20		92339	100 Shoe Reimbursement
V299	SB Collins, Inc.	9/11/20		92340	7,318.99 Fuel
V302	Sports & Fitness Edge Inc.	9/11/20		92341	541.25
V1812	Tarrant Gillies Richardson & Shems	9/11/20		92342	625
V311	Teamsters Local 597	9/11/20		92343	7,787.00 Union Dues
V1030	UniFirst Corporation	9/11/20		92344	303.55
V315	United Parcel Service	9/11/20		92345	32.07
V876	Vehicle Maintenance Program, Inc.	9/11/20		92346	53.2
V1614	Vt Transportation Brokerage & Logistics	9/11/20		92347	339.75 Volunteer
V336	W.B Mason Co., Inc.	9/11/20		92348	231.45
V251	Wex Fleet Universal	9/11/20		92349	14,967.62 Fuel
V1788	Wood Jennifer	9/11/20		92350	281 FSA Reimbursement
V1723	Abare, Ronald	9/11/20	EFT000000015444		504.85 Volunteer
V55	Boudreau, James	9/11/20	EFT000000015445		1,239.70 Volunteer
V1007	Bova, Wendy	9/11/20	EFT000000015446		72.45
V1150	Bruley SR, Mark	9/11/20	EFT000000015447		1,488.10 Volunteer
V1707	Chase, Betty	9/11/20	EFT000000015448		754.4 Volunteer
V1676	Croteau, William	9/11/20	EFT000000015449		1,220.15 Volunteer
V1820	Franklin County Transportation	9/11/20	EFT000000015450		545 Volunteer
V1420	Lawyer, Ronald	9/11/20	EFT000000015451		733.7 Volunteer
V70	LeClair, Raymond	9/11/20	EFT000000015452		322 Volunteer
V75	Martin, Ronald	9/11/20	EFT000000015453		461.15 Volunteer
V83	Parah, Maurice	9/11/20	EFT000000015454		856.75 Volunteer
V86	Pike, Gail	9/11/20	EFT000000015455		1,086.75 Volunteer
V89	Sayers, Gail	9/11/20	EFT000000015456		1,075.25 Volunteer
V1655	Sciria, Andrew	9/11/20	EFT000000015457		316.25 Volunteer
V1523	Smith, Erika	9/11/20	EFT000000015458		71.54
V93	Timm, Marta	9/11/20	EFT000000015459		693.45 Volunteer
V522	Turcotte, S Jeanette	9/11/20	EFT000000015460		111.55 Volunteer
V1725	Utton, Debra	9/11/20	EFT000000015461		757.85 Volunteer
V1066	Cassell, Robert Jr.	9/11/20	EFT000000015462		350 FSA Reimbursement
V38	Moore, Jon	9/11/20	EFT000000015463		192.31 DCAP Reimbursement
V17	Smith, Jamie L	9/11/20	EFT000000015464		3,461.58 DCAP Reimbursement
V1626	Whiting, Jeremy	9/11/20	EFT000000015465		192.31 DCAP Reimbursement

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V468	Vermont Department of Motor Vehicles	9/16/20	92352	70	
V68	Vermont Agency of Transportation	9/18/20	92353	173,900.10	FY 20 E and D Refund
V68	Vermont Agency of Transportation	9/18/20	92354	330,000.00	FY20 Grant Refund
V68	Vermont Agency of Transportation	9/18/20	92355	646,319.59	FY20 Final Rate Refund
V279	ABC Bus Companies-Muncie	9/18/20	92356	1,181.62	4 Part Invoices
V332	Alliance Bus Group Inc	9/18/20	92357	322.09	
V214	AT&T Mobility	9/18/20	92358	158.09	
V219	Aubuchon C/O Blue Tarp Financial, Inc.	9/18/20	92359	99.63	
V1334	Background Investigation Bureau, LLC	9/18/20	92360	46	
V872	Bellwether Craftsmen, LLC	9/18/20	92361	850	
V284	Brenntag Lubricants Northeast	9/18/20	92362	455.23	
V225	Burlington Electric Department	9/18/20	92363	861.66	
V227	Burlington Telecom	9/18/20	92364	2,057.58	IT Invoice
V851	Champlain Medical	9/18/20	92365	210	
V235	Clark's Truck Center	9/18/20	92366	499.15	
V220	Class C Solutions Group	9/18/20	92367	510.61	
V1240	ClearChoiceMD	9/18/20	92368	190	
V389	Collins-Perley Sports Arena	9/18/20	92369	1,075.39	Park and Ride lease
V390	Commons Associates	9/18/20	92370	875	
V928	Conway Office Solutions	9/18/20	92371	1,323.92	Office Supply Invoice
V1850	Dixie Henry	9/18/20	92372	200	
V321	Empire Janitorial Supply Company	9/18/20	92373	360.42	
V250	Fisher Auto Parts	9/18/20	92374	886.41	
V253	FleetWave Partners, LLP	9/18/20	92375	1,368.00	Radio Repeater Invoice
V1347	Foley Distributing Corp.	9/18/20	92376	148.78	
V394	Formula Ford Inc.	9/18/20	92377	223.44	
V257	Gillig Corp.	9/18/20	92378	3,536.48	3 Part Invoices
V1129	Global Montello Group Corp	9/18/20	92379	6,459.71	Fuel
V259	Grainger	9/18/20	92380	56.44	
V260	Green Mountain Kenworth, Inc.	9/18/20	92381	2,297.48	5 Part Invoices
V261	Green Mountain Power	9/18/20	92382	1,662.94	3 Electric Bills
V262	Hall Communication, Inc.	9/18/20	92383	272	
V446	Janek Corporation, The	9/18/20	92384	2,560.00	2 Part Invoices
V473	Limoge & Sons Garage Doors, Inc.	9/18/20	92385	198	
V274	McMaster-Carr	9/18/20	92386	159.87	
V276	Metalworks	9/18/20	92387	55	
V534	Omega Electric	9/18/20	92388	118.5	
V863	P & P Septic Service, Inc	9/18/20	92389	2,997.50	Pumped out wash room drain
V545	Pitney Bowes - Leasing	9/18/20	92390	253.17	
V1388	Rodd Roofing	9/18/20	92391	624.35	
V296	Rouse Tire Sales	9/18/20	92392	5,279.36	4 Tire Invoices
V1251	RouteMatch Software, Inc.	9/18/20	92393	15,649.00	Software Invoices
V297	Safety-Kleen Systems, Inc.	9/18/20	92394	192.91	
V299	SB Collins, Inc.	9/18/20	92395	794.15	
V301	Sovernet	9/18/20	92396	1,443.01	IT Invoices
V451	Stowe, Town of Electric Department	9/18/20	92397	63.74	
V1678	Tera Consulting Inc.	9/18/20	92398	313.15	
V1602	The Peck Company	9/18/20	92399	150	
V313	Travelers	9/18/20	92400	2,993.50	Legal
V1030	UniFirst Corporation	9/18/20	92401	295.41	
V391	Verizon Wireless	9/18/20	92402	1,863.71	IT Invoice
V68	Vermont Agency of Transportation	9/18/20	92403	22,711.99	Refund of overpaid Invoices
V689	Vermont Elevator Inspection Services Inc.	9/18/20	92404	200	
V336	W.B Mason Co., Inc.	9/18/20	92405	19.99	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount
V1423	Alling, Andrew	9/25/20	92406	40.26
V1025	Alter, Charles	9/25/20	92407	64.98
V1099	Barnett, Wendy	9/25/20	92408	418.6 Volunteer
V935	Bourbeau, Brittany	9/25/20	92409	145.98 Volunteer
V1583	Burnell, Samantha	9/25/20	92410	481.81 Volunteer
V1785	Davis Alan	9/25/20	92411	311.65 Volunteer
V1573	Fairbanks, Dori	9/25/20	92412	34.5
V1687	Houghton, Gregory	9/25/20	92413	1,026.95 Volunteer
V181	Owen, Helen	9/25/20	92414	1,360.45 Volunteer
V1843	Peterson Deborah	9/25/20	92415	281.71 Volunteer
V1052	White, Carolyn	9/25/20	92416	41.4
V1229	Ahmed, Farhan	9/25/20	92417	100 Shoe Reimbursement
V964	Campbell, Arthur	9/25/20	92418	96.16
V1487	Chamberlin, Justin	9/25/20	92419	2,074.93 DCAP Reimbursement
V1260	Dahal, Santi	9/25/20	92420	100 Shoe Reimbursement
V114	Fajobi, Adeleke	9/25/20	92421	100 Shoe Reimbursement
V1751	Foss, Nicholas	9/25/20	92422	85
V372	Kane, Valerie	9/25/20	92423	100 Shoe Reimbursement
V1689	Magar, Rajen	9/25/20	92424	59.98
V1004	Marcu, Daniel	9/25/20	92425	82
V1165	Posner, Jordan	9/25/20	92426	125 FSA Reimbursement
V263	Heritage Ford	9/25/20	92427	24,836.00 Vehicle for Berlin
V316	Able Paint, Glass & Flooring Co.	9/25/20	92428	119.35
V1550	Adobe Incorporated	9/25/20	92429	177.95
V415	Amazon	9/25/20	92430	220.18
V284	Brenntag Lubricants Northeast	9/25/20	92431	1,785.47 2 Part Invoices
V225	Burlington Electric Department	9/25/20	92432	747.18
V1813	CBM US INC	9/25/20	92433	26.2
V1357	CleanPro, Inc	9/25/20	92434	599.46
V402	Fastenal Company	9/25/20	92435	3.51
V250	Fisher Auto Parts	9/25/20	92436	2,139.73 18 Part Invoices
V1347	Foley Distributing Corp.	9/25/20	92437	1,221.83 2 Maintenance Supply Invoices
V394	Formula Ford Inc.	9/25/20	92438	533.8
V1809	Fraser Tool & Gauge LLC	9/25/20	92439	542
V257	Gillig Corp.	9/25/20	92440	4,354.06 13 Part Invoices
V259	Grainger	9/25/20	92441	76.64
V260	Green Mountain Kenworth, Inc.	9/25/20	92442	5,407.07 13 Part Invoices
V263	Heritage Ford	9/25/20	92443	829.48
V1779	Key Motors of South Burlington	9/25/20	92444	82.58
V328	Kirk's Automotive Inc.	9/25/20	92445	164
V755	Letter Publications	9/25/20	92446	349
V1068	Midwest Bus Corporation	9/25/20	92447	3,899.50 4 Part Invoices
V291	Prevost Parts	9/25/20	92448	39.51
V864	Rick's Towing & Repair, Inc.	9/25/20	92449	450
V296	Rouse Tire Sales	9/25/20	92450	4,552.36 3 Tire Invoices
V299	SB Collins, Inc.	9/25/20	92451	6,835.00 Fuel
V306	Staples Credit Plan	9/25/20	92452	113.97
V1849	Thomas Mechanical Inc.	9/25/20	92453	6,135.00 Exhaust fan, temp control work at the DTC
V273	Transit Holding, Inc.	9/25/20	92454	340.27
V313	Travelers	9/25/20	92455	355,363.50 Insurance
V1030	UniFirst Corporation	9/25/20	92456	291.55
V410	Vermont Gas Systems, Inc.	9/25/20	92457	409.34
V336	W.B Mason Co., Inc.	9/25/20	92458	39.98
V454	World Publications	9/25/20	92459	85.04
V796	Yipes Auto Accessories	9/25/20	92460	25
V1723	Abare, Ronald	9/25/20	EFT000000015466	703.8 Volunteer
V1775	Bertram Marjorie	9/25/20	EFT000000015467	148.36 Volunteer
V55	Boudreau, James	9/25/20	EFT000000015468	1,039.60 Volunteer
V1007	Bova, Wendy	9/25/20	EFT000000015469	80.5
V1150	Bruley SR, Mark	9/25/20	EFT000000015470	1,369.65 Volunteer
V1707	Chase, Betty	9/25/20	EFT000000015471	929.2 Volunteer
V1676	Croteau, William	9/25/20	EFT000000015472	256.45 Volunteer
V67	Jewett, Sheryl	9/25/20	EFT000000015473	213.9 Volunteer
V1420	Lawyer, Ronald	9/25/20	EFT000000015474	445.05 Volunteer
V70	LeClair, Raymond	9/25/20	EFT000000015475	330.05 Volunteer
V75	Martin, Ronald	9/25/20	EFT000000015476	471.5 Volunteer
V706	Mobbs, Cynthia	9/25/20	EFT000000015477	11.5
V83	Parah, Maurice	9/25/20	EFT000000015478	849.85 Volunteer
V86	Pike, Gail	9/25/20	EFT000000015479	821.1 Volunteer
V89	Sayers, Gail	9/25/20	EFT000000015480	670.45 Volunteer
V1523	Smith, Erika	9/25/20	EFT000000015481	1,573.07 Volunteer
V93	Timm, Marta	9/25/20	EFT000000015482	656.65 Volunteer
V522	Turcotte, S Jeanette	9/25/20	EFT000000015483	244.95 Volunteer
V1725	Utton, Debra	9/25/20	EFT000000015484	609.5 Volunteer
V1182	Charissakis, John	9/25/20	EFT000000015485	23.2
V38	Moore, Jon	9/25/20	EFT000000015486	192.31 DCAP Reimbursement
V17	Smith, Jamie L	9/25/20	EFT000000015487	192.31 DCAP Reimbursement
V1626	Whiting, Jeremy	9/25/20	EFT000000015488	192.31 DCAP Reimbursement
V303	SSTA	9/25/20	EFT000000015489	94,270.01 ADA



To: Finance Committee

From: Nick Foss, Director of Finance
Kim Wall, Grants Manager
Debbie Coppola, Senior Accountant
Matt Kimball, Capital Projects Manager

Date: October 12, 2020

RE: Finance/Grants/Capital Projects

Monthly Review:

The Finance and Grants Department (F&G) is prepared for its annual audit, which is scheduled for the week of October 12th. RHR Smith will be on premise for at least 2 to 3 days to meet with staff, test our financial data, and review our processes/procedures. As with every year, F&G takes the annual audit process very seriously. The feedback provided is vital, and we appreciate how it complements one of our most important tasks – providing timely, relevant, and reliable financial reporting to management and our stakeholders; with strong internal controls to match. I want to thank the entire F&G staff for their hard work during this important process, it is crucial to the success of our department and organization.

The mid-year amendment process was completed recently and I have received preliminary figures. I believe this year's amendment is far larger in scale than historical mid-year's, however this is largely due to all the CARES Funds provided at the state level (VTRANS). I do plan to brief the Finance Committee at our November meeting on all the details of the mid-year, as well as the implications this may, or may not have to the budget and GMT overall.

It has been, and continues to be, a busy time on the procurement front here at GMT. F&G continues to work its way through several Request for Proposals (RFP), and plans to bring forward a recommendation to award for its Architecture & Engineering RFP at this month's Board of Commissioner's meeting. In addition, the Agency's largest procurement, which is for ADA/Paratransit services in Chittenden County, has entered the negotiation phase of the process. Lastly, the Site Selection RFP, which is for a new Washington County Facility, has entered the scoring phase. Let me take a moment to thank all of the individuals who assisted with these extensive RFP's - you know who you are, it is certainly no small order and your time and dedication is greatly appreciated.

I continue to make progress on an updated *Fund Balance Policy*, however this has led to several broader concerns of mine, such as how the Agency should best measure solvency and liquidity, allocate/encumber capital, and classify net position



on our Balance Sheet. I plan to address these concerns with our auditors during the audit process, and then brief the Finance Committee on their feedback. Regardless, the *Fund Balance Policy* requires an update, which I will be providing at this coming Finance Committee for feedback and discussion.

Finally, I wanted to end with a reminder that we will not be reporting completed financials until the first quarter (Q1) is available. This has been the reporting process even before I became Finance Director, as one or two months of financial data is not substantive enough to measure the Agency's progress during FY21. The plan will be to provide complete Q1 financials at the December Finance Committee meeting, along with October expenses.

Retirement Committee Update:

The newly formed Retirement Committee (RC) held its first meeting on October 6th. The RC spent the first half of the meeting reviewing the roles and responsibilities laid out in its charter, as well as what it means to be a fiduciary. The second half of the meeting was spent discussing the need to evaluate potential investment advisors for the retirement plan. After discussing the rationale behind the need, a decision was made to invite Steven Burnett of the Richards Group in to present to the committee in November. Mr. Burnett has been previously vetted and interviewed by the Director of Finance and was recommended by Future Planning, which is GMT's third party administrator to its retirement plan. For additional detail Draft Minutes for the meeting are available [HERE](#).

Financial Summary:

Attached are the preliminary FY20 year-end financials for your review. As we review the results for the year end, we use a benchmark to determine how well we followed our budget. We calculate the benchmark as the percentage of the budget that would be expected to be earned/spent if all revenues and expenses were spent/earned equally over twelve months. Therefore we would expect to have seen budgets finish the year at 100%.

The preliminary year-end results currently show a total surplus of \$832.1K, with a roughly \$767.2K surplus on the Rural side and 64.9K on the Urban side.

I would like to take a moment and provide some context and detail on the large Rural surplus witnessed this year, which you will find below:

1. **NEMT Program** – COVID-19 resulted in a large decrease in demand for NEMT rides, but GMT, and the other NEMT transit providers in the state, continued to receive the per member per week payments (PMPW). In addition, even before COVID-19, management was able to cut costs in the program and operate it profitably.



2. **Operating Revenue** (ex –Medicaid Purchase of Service) – GMT had roughly \$141K in operating revenue, not including the PMPW revenues, which fell to the bottom line as a result of the drop in operating expenses from COVID-19. In normal years every dollar of operating revenue would be needed to balance the budget, but COVID-19 altered that.
3. **Local Funds** – As a result of the decreased operating expenses from COVID-19, and the CARES funds provided from VTRANS with no local match requirement, GMT was able to cover the majority of its costs with federal and state funding. This shift in traditional funding and expense trends allowed for a portion of the local funds GMT receives to fall to the bottom line.

Please find the following explanations for specific areas of interest:

Revenues were reviewed based on the activity through June 30th.....

- **Federal Rural operating grant finished at 145.5%** but is overstated. After discussion with VTRANS, GMT received additional 5311 CARES funds to the tune of an increase of roughly \$254K. As a result this budget variance is overstated and will be for the remainder of the year.
- **Advertising revenue** came in above benchmark for both systems. This year's advertising revenue estimates were adjusted to more realistic budget figures. Staff is happy to see this area trending higher and is very excited about all the new initiatives the Marketing Department has come up with to bring in new revenues.
- **Fares** came in below benchmark for the year as a result of being fare-free since the start of the COVID-19 crises, or close thereafter. We collect roughly \$194K/month on the Urban side and \$10.8K/month on the Rural side. This was offset by the additional CARES funds provided directly by the FTA (Urban), and from VTRANS (Rural).

Expenses were reviewed based on the activity through June 30th.....

- **Unemployment** ended the year over budget for both systems. This is hard to predict for budgeting purposes because we are self-insured and only pay when we have claims. This is clearly the result of our restructuring from the COVID19 crisis.
- **Pension Plan Expenses** ended over benchmark on both sides, which is likely the result of hazard pay pushing wages over budget. This line item is budgeted based off historical participation information, so any variance from the budget figure will either be from increased participation, or a deviation from what we budgeted in wages. In the end, we want all



employees to save and plan for a successful retirement, so a deviation based off increased participation is a good thing.

- **Other Employee Benefits** ended the year over the benchmark. During the budgeting process additional life insurance benefits provided to employees was not included in the budget and there were several miscellaneous items that occurred during the year that was not captured during the original budget build.
- **Legal fees** came in over budget due to unforeseen circumstances.
- **Travel and Meetings**- the Rural side ended over budget at 159%. This was strictly made up of mileage.
- **Audit Fees** ended over benchmark due to the timing of invoices. In short, there was a FY19 invoice not captured in the correct fiscal year, which pushed it into FY20. The Finance Department will do a better job in FY20 of ensuring we accrue invoices that come towards the end of a fiscal year.
- **Background Checks** finished over the benchmark on the Rural side due to the demand resulting from seasonal service.
- **Consulting Fees** ended over budget due to costs related to the GM search.

Vehicle/Building Maintenance – The condition of our fleet, especially on the Urban side continues to punish the operating budget with high maintenance costs. As we move forward the objective of the Finance Department will be to present budgets that are not only conservative in practice, but do not sacrifice capital investment as a means to float the company's operations. Overall, we ended the year over where we would like to be on the Urban side in aggregate, but finished under benchmark on the Rural side.



- **Parts Expense** for the Urban system finished higher than we would have hoped. This was an item that was adjusted up significantly in the FY21 Budget Adjustment, but luckily due to a conservative approach on several other maintenance line items, such as the fuel budget, we are able to absorb the majority of the overage.
- **Tires expense** for the Urban system ended over budget, however much of this is timing and the unpredictable nature of this line item. The Finance Department will be working with maintenance to try and better predict this line item in future budgets.



- **Misc. Maintenance Expenses and Fees** ended above benchmark on the Rural side coming in at 100.7%. This is the result of a large amount of vehicle registrations this year. Going forward, the Finance Department will do a better job at matching the forecast for vehicle registration expenses with upcoming vehicle purchases.

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

☆ **Passenger Shelters:**

- A new shelter has been installed on Kennedy Drive at Timber Lane. Shelter windows are currently being installed, however a missing piece of framing is currently on order and will be installed in a week or two. Reaching out to property owners to discuss installing shelters at suitable locations in the Spring. Installation of Enseicom shelters will be deferred to FY22 due to COVID travel restrictions and prioritization of state and local match to vehicle replacements in FY21.

☆ **Montpelier Transit Center:**

- GMT staff and City of Montpelier staff concur on language for the Operating Agreement for GMT's operation of the Transit Center. The Agreement will be referred to the City Council for approval.
- Scheduling staff training with Norris for operation and troubleshooting of the security system. Recently attended a warranty meeting with the City and their design consultants to finalize punch list items for the General Contractor. The final punch list includes the main door ADA Opener, door sweeps at exterior doors, Vacant/Occupied indicators at bathroom doors, and "One-Way" signage for the travel lanes inside the center.

☆ **15 Industrial Pkwy Roof Replacement:**

- Continuing to work with Monahan to complete all contract documentation and outstanding punch-list items so that final payment can be issued. All punch list items have been completed except for the painting of the roof rail by the paint booth equipment.

☆ **Electric Small Bus Procurement**

- Coordinating with VTrans, VEIC, and other VT Transit Agencies on the development of the electric small bus RFP. Currently working with other agencies to capture smaller electric transit vans in the specification. Goal is to have the specification finalized by the end of October.
- Working with VTrans and VEIC to identify potential locations in the Montpelier area for the installation of charging stations. Currently the Department of Labor building on Green Mountain Drive and the GMT facility in Berlin are the most promising locations. Will schedule site visits at both locations with VEIC and State (VTrans and BGS) staff to evaluate both locations in the coming weeks.

☆ **DTC Air Conditioning Improvements**



- Exhaust fan and temperature control have been installed in the mechanical room and data room and are in good working order.
- Designs have been finalized to add an air conditioning head unit to the ticket booth. Preparing a bid package so that this can be released to Contractors to obtain quotes. This has been on hold due to other projects that have taken priority, but will work toward having this finalized by the end of the month.
- ☆ **Washington County Facility Site Selection Study**
 - Proposals have been received from consultants to lead a site selection study to identify and evaluate alternative sites for GMT to potentially relocate their operations in the Montpelier area. Staff is currently reviewing proposals to make an award to a consultant.
- ☆ **GMT Roof Solar:**
 - GMT and Encore Renewable Energy executed a lease of GMT's rooftop for a ~150kW solar array. Encore Renewable Energy contracted with The Peck Company for the installation of the solar array. The installation occurred over the course of 5 weeks and is nearly complete. All solar panels and connections between arrays have been completed and the Contractor is currently working on finalizing electricity connections to the system as well as internet connectivity. The project proceeded smoothly with minimal impacts to operations. Only a couple of holes were made in the roof membrane during the project, which were promptly addressed and communicated to Monahan for warranty repair.

Capital Budget Changes:

- ☆ Moved \$1,931 (100% funds) from Line B "2 - Replacement GMT Urban Cutaway Buses @ \$150,000 each" to Line A "3 - Replacement Gillig Buses (1-35' @ \$535,000 + 2-40' @ \$540,000)" so that the Agency could purchase three 40' buses. Line A has also been renamed to reflect the change in vehicles purchased. Staff is considering only purchasing one Urban cutaway bus, so Line B will likely be further reduced and can support this decrease. This change has no impact to local capital match or the amount of direct federal that is being allocated to Line A.

(Please see attached FY21 Capital Budget for reference on pg. 7)

FY21 Capital Budget
9/11/20 General Manager Adjusted

Proposed Urban Capital											
Prio rity	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non-GMT Local Funds	Federal Funds Awarded by Vitrans	Federal Funds Awarded by FTA
1	A	3- Replacement Gillig Buses (3-40' @ \$540,000)*	\$ 1,616,931	\$1,293,545	\$122,793	\$ 200,593	\$ 146,593.10	\$ 54,000		\$982,345	\$ 311,200
1	B	2- Replacement GMT Urban Cutaway Buses @ \$150,000 each	\$ 298,069	\$238,455	\$29,807	\$ 29,807	\$ 30,000.00			\$238,455	
1	C	Replacement SSTA Vehicles (Cutaways and Minivans)	\$ 579,604	\$463,683	\$57,960	\$ 57,960	\$ -	\$ -	\$ 57,960	\$463,683	
1	D	Replacement Bobcat Utility Vehicle	\$ 70,000	\$56,000	\$7,000	\$ 7,000	\$ 7,000.00	\$ -		\$56,000	
1	E	1- Replacement Non-Revenue Service Truck	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ 3,500.00	\$ -		\$28,000	
2	F	Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ 5,000.00	\$ -		\$40,000	
2	G	Spare parts, miscellaneous support equipment	\$ 253,000	\$202,400	\$25,300	\$ 25,300	\$ 25,300.00	\$ -		\$202,400	
3	H	Passenger Amenities (shelters, benches and bike racks)	\$ 89,580	\$71,648	\$8,956	\$ 8,956	\$ 3,956.00	\$ 5,000		\$31,648	\$40,000
3	I	Replacement Office Equipment for Main Office and DTC (Computers, Monitors, server, printer)	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ 3,500.00	\$ -		\$28,000	
2	J	Engine and Transmission PM, Capital Support Equipment	\$ 87,000	\$69,600	\$8,700	\$ 8,700	\$ 8,700.00	\$ -			
2	K	Swiftly Pilot Project	\$ 73,440	\$58,752	\$7,344	\$ 7,344	\$ 7,344.00			\$58,752	
CF 1	L	31 Queen City Park Road Renovations (FY20 Carryforward)	\$ 200,000	\$160,000	\$20,000	\$ 20,000		\$ 20,000			\$160,000
CF 1	M	2- Electric Vehicles (expansion) (FY20 Carryforward)	\$ 33,800	\$28,730	\$1,690	\$ 3,380	\$ -	\$ 3,380		\$28,730	
CF 1	N	5- Replacement SSTA** Vehicles (FY20 Carryforward)	\$ 410,456	\$328,365	\$41,046	\$ 41,046	\$ -	\$ -	\$ 41,046	\$328,365	
CF 1	O	1- Replacement Essex Vehicle (FY20 Carryforward)	\$ 80,784	\$64,627	\$8,078	\$ 8,078	\$ -	\$ -	\$ 8,078	\$64,627	
CF 2	P	Replace Roof and HVAC @ 15 Industrial (FY20 Carryforward)	\$ 119,739	\$95,791	\$0	\$ 23,948	\$ -	\$ 23,948			\$95,791
CF 2	Q	Improve Air Conditioning at DTC (FY20 Carryforward)	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ -	\$ 3,500			\$28,000
		Total	\$ 4,067,383	\$ 3,255,596	\$ 354,174	\$ 457,612	\$ 240,893	\$ 109,828	\$ 107,084	\$ 2,551,005	\$ 634,991

* Includes FY20 Carryforward funding (\$540,000 in 80/10/10 funds) and \$389,000 in 80/0/20 funds from GMT direct federal grants
 ** Special Services Transportation Agency
 *** Elders and Persons With Disabilities Program

Changes:
 - Moved \$1,931 from Line B "2 - Replacement GMT Urban Cutaway Buses @ \$150,000 each" to Line A "3 - Replacement Gillig Buses (3-40' @ \$540,000)".
 Line A has also been renamed to "3 - Replacement Gillig Buses (3-40' @ \$540,000)"

Rural Capital											
Prio rity	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non-GMT Local Funds	Federal Funds Awarded by Vitrans	Federal Funds Awarded by FTA
1	AA	4- Replacement Cutaway Buses @ \$97,000 each	\$ 415,387	\$332,294	\$41,537	\$ 41,537	\$ 41,537	\$ -		\$332,294	
1	AB	2- Replacement Electric Cutaway Buses @ \$229,449 per vehicle (85% Federal)	\$ 458,898	\$390,063	\$22,945	\$ 45,890	\$ 25,890		\$ 20,000	\$390,063	
1	AC	Electric Cutaway Charging Infrastructure (85% Federal)	\$ 20,000	\$17,000	\$0	\$ 3,000	\$ -		\$3,000	\$17,000	
1	AD	Berlin Facility Above Ground Fuel Tanks	\$ 150,000	\$120,000	\$15,000	\$ 15,000	\$ 15,000			\$120,000	
2	AE	Spare Parts, Misc. Support Equipment, etc	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2	AF	Facility PM - Rural Facilities	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
1	AG	1- Replacement Non-Revenue AWD Supervisor Vehicle	\$ 30,000	\$24,000	\$3,000	\$ 3,000	\$ 3,000			\$24,000	
2	AH	Replacement Office Equipment (Computers, monitors, etc.)	\$ 6,000	\$4,800	\$600	\$ 600	\$ 600			\$4,800	
1	AI	Berlin Facility Alternative Sites Analysis	\$ 60,000	\$48,000	\$6,000	\$ 6,000	\$ 6,000			\$48,000	
CF 1	AJ	6 Replacement Vehicles @ \$95,000 each (FY20 Carryforward)	\$ 562,657	\$450,126	\$56,266	\$ 56,266	\$ -	\$ 56,266		\$450,126	
CF 1	AK	2 Replacement CIDER** Vehicles (85% Federal) (FY20 Carryforward)	\$ 165,000	\$132,000	\$16,500	\$ 16,500	\$ -	\$ -	\$16,500	\$132,000	
CF 2	AL	Shelter/Passenger Amenities (FY20 Carryforward)	\$ 14,000	\$11,200	\$1,400	\$ 1,400	\$ -	\$ 1,400		\$11,200	
		Total	\$ 1,931,922	\$ 1,569,483	\$ 168,247	\$ 194,192	\$ 97,027	\$ 154,692	\$ 39,500	\$ 1,569,483	\$ -

* Cut Away Bus = Truck/Van Front/Bus Body
 ** Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet our the local match obligation.

	Current Fiscal Year To Date			FY20 ADJ. BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2019	
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
REVENUES											
FEDERAL, STATE AND LOCAL REVENUE											
Municipal Member Assessments	2,404,927.70		\$2,404,927.70	2,400,146.00		2,400,146.00	100.20%	0.00%	100.20%	2,300,970.12	
Municipal Paratransit Assessments	678,966.88		678,966.88	683,749.00		683,749.00	99.30%	0.00%	99.30%	637,767.00	
Local Operating Assistance	94,396.44	431,544.00	525,940.44	94,396.00	430,360.00	524,756.00	100.00%	100.28%	100.23%	93,661.12	424,522.75
Federal Urban Formula Grant	4,036,273.51		4,036,273.51	2,635,398.00		2,635,398.00	153.16%	0.00%	153.16%	3,396,472.00	
Federal Rural Formula Grant	1,766,451.43		1,766,451.43	1,214,000.00		1,214,000.00	0.00%	145.51%	145.51%		1,148,220.61
State Regular Subsidy Operating Grant	1,982,192.00		1,982,192.00	2,317,192.00		3,362,192.00	85.54%	63.61%	78.73%	2,247,786.00	
E&D Grants and Local Match	85,909.07		1,146,188.71	1,045,000.00		1,318,807.00	0.00%	86.91%	86.91%		
Other State Grants	1,146,188.71		1,146,188.71	1,070,061.00		1,844,661.00	80.24%	101.32%	89.10%	111,990.53	46,643.69
Other Federal Grants	3,134,765.90		4,131,775.24	3,426,846.00		4,530,726.00	91.48%	90.32%	91.19%	3,040,997.62	890,848.42
Fund Balance Reserves							0.00%	0.00%	0.00%		
Capital Reserve Revenue							0.00%	0.00%	0.00%		
Total Federal, State and Local Revenues	12,417,431.50	5,084,571.95	17,502,003.45	11,664,788.00	5,189,647.00	16,854,435.00	106.45%	97.98%	103.84%	11,829,644.39	4,807,432.61
OPERATING REVENUE											
Passenger Revenue	1,696,534.43		1,794,157.79	2,332,641.00		2,459,341.00	72.73%	77.05%	72.95%	2,169,992.71	135,265.95
Paratransit Passenger Fares	80,150.00		80,150.00	102,102.00		102,102.00	78.50%	0.00%	78.50%	100,135.00	
Advertising Revenue	173,780.35		209,750.35	150,000.00		175,000.00	115.85%	143.88%	119.86%	159,723.01	29,100.00
Interest Earnings	700.10		16,653.36	700.00		9,700.00	100.01%	177.26%	171.69%	729.36	19,683.93
Miscellaneous Revenue	30,464.10		30,542.14	31,595.00		31,595.00	96.42%	96.67%	96.67%	7,096.97	132.03
Sales Of Equipment	3,947.00		7,654.00	4,097.00		10,604.00	96.34%	56.97%	72.18%		504.99
Medicaid Purchase Of Svc	37,808.58		2,076,331.58	38,920.00		2,156,960.00	0.00%	96.26%	96.26%	38,078.39	2,131,732.26
Purchase of Service			123,461.47	83,906.00		122,826.00	97.14%	102.08%	100.52%		71,345.71
Warranty Revenue							0.00%	0.00%	0.00%		3,318.26
Operating Revenue	2,023,384.56	2,315,316.23	4,338,700.79	2,660,055.00	2,408,073.00	5,068,128.00	76.07%	96.15%	85.61%	2,475,755.44	2,391,083.13
Total Revenue	14,440,816.06	7,399,888.18	21,840,704.24	14,324,843.00	7,597,720.00	21,922,563.00	100.81%	97.40%	99.63%	14,305,399.83	7,198,515.74
EXPENSES											
SALARIES AND WAGES											
Other Wages	1,417,695.89		2,377,616.46	1,486,310.00		2,429,426.00	95.38%	101.78%	97.87%	1,676,028.60	861,175.47
Driver/Operator Wages	4,718,023.38		6,689,419.61	4,605,711.00		6,625,131.00	102.44%	97.62%	100.97%	4,326,888.83	1,953,343.91
Vehicle Repair Wages	978,832.59		1,138,687.73	980,472.00		1,151,366.00	99.83%	93.54%	98.90%	878,521.51	156,750.52
Salaries and Wages	7,114,551.86	3,091,171.94	10,205,723.80	7,072,493.00	3,133,430.00	10,205,923.00	100.59%	98.65%	100.00%	6,881,438.94	2,971,269.90
PERSONNEL TAXES AND BENEFITS											
Payroll Taxes (FICA/MC)	541,976.41		773,195.91	541,046.00		780,753.00	100.17%	96.46%	99.03%	529,465.74	215,751.20
Unemployment Tax Exp	24,610.25		45,659.69	20,000.00		37,000.00	123.05%	123.82%	123.40%	24,025.86	8,072.75
Medical Insurance/HRA	1,915,030.02		2,435,543.87	1,871,164.00		2,432,230.00	102.34%	92.77%	100.14%	1,868,285.26	526,558.61
Pension Plan Expenses	310,672.06		389,005.37	289,972.00		362,041.00	107.14%	108.69%	107.45%	294,092.92	65,466.33
Employee Development	8,056.74		13,019.39	22,000.00		40,000.00	36.62%	27.57%	32.55%	30,374.84	19,888.14
Other Employee Benefits	120,189.88		169,492.16	118,101.00		160,731.00	101.77%	115.65%	105.45%	124,637.13	45,780.97
Personnel Taxes and Benefits	2,920,535.36	905,381.03	3,825,916.39	2,862,283.00	950,472.00	3,812,755.00	102.04%	95.26%	100.35%	2,870,881.75	881,518.00
GENERAL AND ADMIN EXPENSES											
Admin Supplies and Expenses	40,572.73		58,541.20	48,032.00		69,456.00	84.47%	83.87%	84.29%	41,302.72	17,932.86
Recruiting Expenses	5,433.30		4,779.44	12,400.00		19,400.00	43.82%	68.28%	52.64%	12,500.68	11,534.14
Dues and Subscriptions	5,142.73		8,834.23	5,100.00		4,787.00	100.84%	77.12%	89.35%	24,668.30	5,626.20
Travel and Meetings	848.89		3,235.01	2,500.00		4,000.00	33.96%	159.07%	80.88%	2,295.19	1,031.51
Board Development							0.00%	0.00%	0.00%		
Communications	33,497.14		82,858.02	43,692.00		96,372.00	76.67%	93.70%	85.98%	44,951.36	35,505.73
Computer Service Exp	89,759.47		153,200.33	87,098.00		158,706.00	103.06%	88.59%	96.53%	46,032.56	18,188.49
Legal Fees	67,292.75		23,806.75	15,000.00		18,000.00	448.62%	793.56%	506.11%	40,739.50	
Insurance	938,319.47		405,995.17	1,344,314.64		1,392,195.00	97.34%	94.81%	96.56%	990,756.25	428,979.91
Audit Fees	18,550.00		26,500.00	16,450.00		23,500.00	112.77%	112.77%	112.77%	21,420.00	9,180.00
Consulting Fees	4,411.51		28,703.40	33,114.91		24,000.00	36.76%	239.20%	137.98%	7,529.00	6,681.00
General and Admin Expenses	1,203,827.99	608,082.59	1,811,910.58	1,206,262.00	609,254.00	1,815,516.00	99.80%	99.81%	99.80%	1,232,195.56	535,289.84

	Current Fiscal Year To Date			FY20 ADJ. BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2019	
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
OPERATIONS EXPENSES											
Background Checks	1,831.00	13,335.00	15,166.00	2,400.00	11,500.00	13,900.00	76.29%	115.96%	109.11%	1,846.00	10,873.00
Drug & Alcohol Testing							0.00%	0.00%	0.00%		93.00
DOT Testing	6,145.00	5,959.59	12,104.59	6,500.00	6,270.00	12,770.00	94.54%	95.05%	94.79%	6,523.00	6,218.26
Employment Recruitment Program	800.00		800.00	800.00	400.00	1,200.00	100.00%	0.00%	66.67%	400.00	
Driver's Uniforms	18,222.00	7,949.74	26,171.74	20,000.00	10,000.00	30,000.00	91.11%	79.50%	87.24%	23,980.91	11,217.32
Safety Expense	328.35		328.35	800.00	500.00	1,300.00	41.04%	0.00%	25.26%	566.08	
Misc. Operating Exp	2,293.13	831.16	3,124.29	6,125.00	3,675.00	9,800.00	37.44%	22.62%	31.88%	2,693.22	
Operations Expenses	29,619.48	28,075.49	57,694.97	36,625.00	32,345.00	68,970.00	80.87%	86.80%	83.65%	36,325.21	28,401.58
PLANNING EXPENSES											
Other Planning Expenses		22,870.40	22,870.40		25,000.00	25,000.00	0.00%	91.48%	91.48%		10,270.19
MPO Planning Expenses	39,338.72		39,338.72	100,000.00		100,000.00	39.34%	0.00%	39.34%	82,009.82	
Planning Expenses	39,338.72	22,870.40	62,209.12	100,000.00	25,000.00	125,000.00	39.34%	91.48%	49.77%	82,009.82	10,270.19
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)											
Parts Expense - Non-Renue Vehicles	3,008.57	361.73	3,370.30	7,000.00	3,000.00	10,000.00	42.98%	12.06%	33.70%	6,927.35	813.51
Parts Expense - Revenue Vehicles	719,990.09	111,227.89	831,217.98	431,157.00	125,662.00	556,819.00	166.99%	88.51%	149.28%	557,994.77	286,710.00
Tires	83,085.28	21,826.31	104,911.59	70,000.00	30,000.00	100,000.00	118.69%	72.75%	104.91%	42,833.48	31,685.46
Facility Maintenance	52,532.66	54,283.82	106,816.48	72,000.00	68,151.00	140,151.00	72.96%	79.65%	76.22%	71,312.72	74,786.50
Passenger Facility Expenses	28,749.18		28,749.18			28,666.00	100.29%	0.00%	100.29%	27,088.69	
Security Expenses							0.00%	0.00%	0.00%		
Cleaning Expense	14,212.60	11,493.52	25,706.12	24,000.00	12,000.00	36,000.00	59.22%	95.78%	71.41%	23,619.30	11,313.52
Repeater Fees	20,298.00	16,416.00	36,714.00	20,088.00	16,416.00	36,504.00	101.05%	100.00%	100.00%	19,980.25	16,722.00
Light, Heat and Water	173,556.23	48,729.75	222,285.98	177,476.00	60,955.00	238,431.00	97.79%	79.94%	93.23%	170,650.32	58,611.13
Fuel - Vehicles	739,591.00	368,019.18	1,107,610.18	936,000.00	536,780.00	1,472,780.00	79.02%	68.56%	75.21%	897,435.43	372,173.24
Maintenance Tools/Supplies/Uniforms	94,265.39	18,152.91	112,418.30	86,250.00	20,580.00	106,830.00	109.29%	88.21%	105.23%	80,199.58	14,320.04
Misc Maint Expenses and fees	2,651.76	3,547.66	6,199.42	6,680.00	3,320.00	10,000.00	39.70%	106.86%	61.99%	4,694.52	929.02
Vehicle/Building Maintenance Exp	1,931,940.76	654,058.77	2,585,999.53	1,859,317.00	876,864.00	2,736,181.00	108.91%	74.59%	94.51%	1,902,736.41	868,064.42
CONTRACTOR EXPENSES											
ADA/SSA Paratransit	1,011,000.24		1,011,000.24	1,251,215.00		1,251,215.00	80.80%	0.00%	80.80%	1,227,554.05	
Partner Local Share	19,833.00		19,833.00	19,833.00		19,833.00	100.00%	0.00%	100.00%	19,833.00	
Functional Assessment Costs	2,050.54		2,050.54	10,000.00		10,000.00	20.51%	0.00%	20.51%	7,958.39	
Volunteer Drivers	537,490.99		537,490.99	570,151.00		570,151.00	0.00%	94.27%	94.27%		542,807.42
Other Transportation (incl Cabs)	4,824.60	647,909.58	652,734.18	10,972.00	952,398.00	963,370.00	43.97%	68.03%	67.76%	10,449.00	882,398.29
Contractor Expenses	1,037,708.38	1,185,400.57	2,223,108.95	1,292,020.00	1,522,549.00	2,814,569.00	80.32%	77.86%	78.99%	1,265,794.44	1,425,205.71
MARKETING EXPENSE											
Bus Tickets/Fare Media	12,201.56	1,562.03	13,763.59	20,000.00	2,400.00	22,400.00	61.01%	65.08%	61.44%	14,902.75	1,390.46
Marketing Expense	15,854.83	11,695.46	27,550.29	26,320.00	30,140.00	56,460.00	60.24%	38.80%	48.80%	25,870.40	30,114.63
Public Information	18,756.94	10,469.56	29,226.50	22,000.00	11,000.00	33,000.00	85.26%	95.18%	88.57%	22,272.15	10,697.81
Marketing Expense	46,813.33	23,727.05	70,540.38	68,320.00	43,540.00	111,860.00	68.52%	54.49%	63.06%	63,045.30	42,202.90
OTHER EXPENSES											
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%		
Debt Service/Capital Reserve				46,443.00		46,443.00	0.00%	0.00%	0.00%	46,443.51	
Bond Interest	8,213.82		8,213.82				0.00%	0.00%	0.00%		
Capital Match	106,700.00	77,600.00	184,300.00	106,700.00	77,600.00	184,300.00	100.00%	100.00%	100.00%	94,224.00	210,435.00
Other Expenses	114,913.82	77,600.00	192,513.82	153,143.00	77,600.00	230,743.00	75.04%	100.00%	83.43%	140,666.51	210,435.00
TOTAL EXPENSES	14,439,249.70	6,596,367.84	21,035,617.54	14,650,463.00	7,271,054.00	21,921,517.00	98.56%	90.72%	95.96%	14,475,093.94	6,972,657.54
Current Year Deferred Costs			27,055.40				0.00%	0.00%	0.00%	(152,068.25)	
OH Admin Allocation	238,709.65	(238,709.65)		326,120.00	(326,120.00)		73.20%	73.20%	0.00%	438,390.00	(438,390.00)
Urban Shop Allocation	82,440.22	(82,440.22)					0.00%	0.00%	0.00%	163,626.95	(163,626.95)
Rural Link Cost Allocation	(284,896.74)	284,896.74					0.00%	0.00%	0.00%	(275,896.46)	275,896.46
ALLOCATIONS BETWEEN PROGRAMS	36,253.13	(36,253.13)		326,120.00	(326,120.00)		11.12%	11.12%	0.00%	326,120.49	(326,120.49)

	Urban		Rural		Combined		Urban		Rural		Combined		Urban		Rural		
	Current Fiscal Year To Date		FY20 ADJ. BUDGET (Approved Dec 2018)		FY20 ADJ. BUDGET (Approved Dec 2018)		Urban		Rural		Combined		Urban		Rural		
Balance Of Operating Budget	64,874.89	767,267.21	832,142.10	500.00	546.00	1,046.00	12974.98%	140525.13%	79554.69%	4,358.13	(100,262.29)						
Capital Revenue																	
Federal Revenue	3,014,672.89	1,319,386.29	4,334,059.18				0.00%	0.00%	0.00%	2,366,041.56	490,493.31						
State Revenue	140,700.86	55,660.69	196,361.55				0.00%	0.00%	0.00%	285,658.09	61,461.36						
Paratransit Lease Revenue	345,166.00		345,166.00				0.00%	0.00%	0.00%	38,998.50							
Local Match Revenue	106,700.00	77,600.00	184,300.00				0.00%	0.00%	0.00%	94,224.00	210,435.00						
Total Capital Revenue	3,607,239.75	1,452,646.98	5,059,886.73	0.00	0.00	0.00%	0.00%	0.00%	0.00%	2,784,922.15	762,389.67						
Capital Expenses																	
Vehicles	2,400,624.60	1,439,656.00	3,840,280.60				0.00%	0.00%	0.00%	1,825,221.85	561,210.00						
Maintenance Parts and Equipment	371,605.06	27,751.90	399,356.96				0.00%	0.00%	0.00%	344,058.33	25,951.34						
Passenger Amenities	2,372.57		2,372.57				0.00%	0.00%	0.00%	42,931.50							
Facility Repairs and Improvements	872,493.36	164,860.34	1,037,353.70				0.00%	0.00%	0.00%	721,233.98	25,955.56						
Total Capital Expenses	3,647,095.59	1,632,268.24	5,279,363.83	0.00	0.00	0.00%	0.00%	0.00%	0.00%	2,933,445.66	613,116.90						
Balance of Capital Budget	(39,855.84)	(179,621.26)	(219,477.10)	0.00	0.00	0.00%	0.00%	0.00%	0.00%	(148,523.51)	149,272.77						
Transfer of Purchases to Fixed Assets	3,214,183.98	1,569,307.57	4,783,491.55				0.00%	0.00%	0.00%	2,381,586.69	560,851.62						
Deferred Costs	(2,964,878.58)	(791,803.59)	(3,756,682.17)				0.00%	0.00%	0.00%	(2,893,998.36)	(563,955.40)						
Depreciation Expense	249,305.40	777,503.98	1,026,809.38				0.00%	0.00%	0.00%	(512,411.67)	(3,103.78)						
Subtotal	274,324.45	1,365,149.93	1,639,474.38	500.00	546.00	1,046.00	54864.89%	250027.46%	156737.51%	(656,577.05)	45,906.70						
Current Change in Net Assets																	



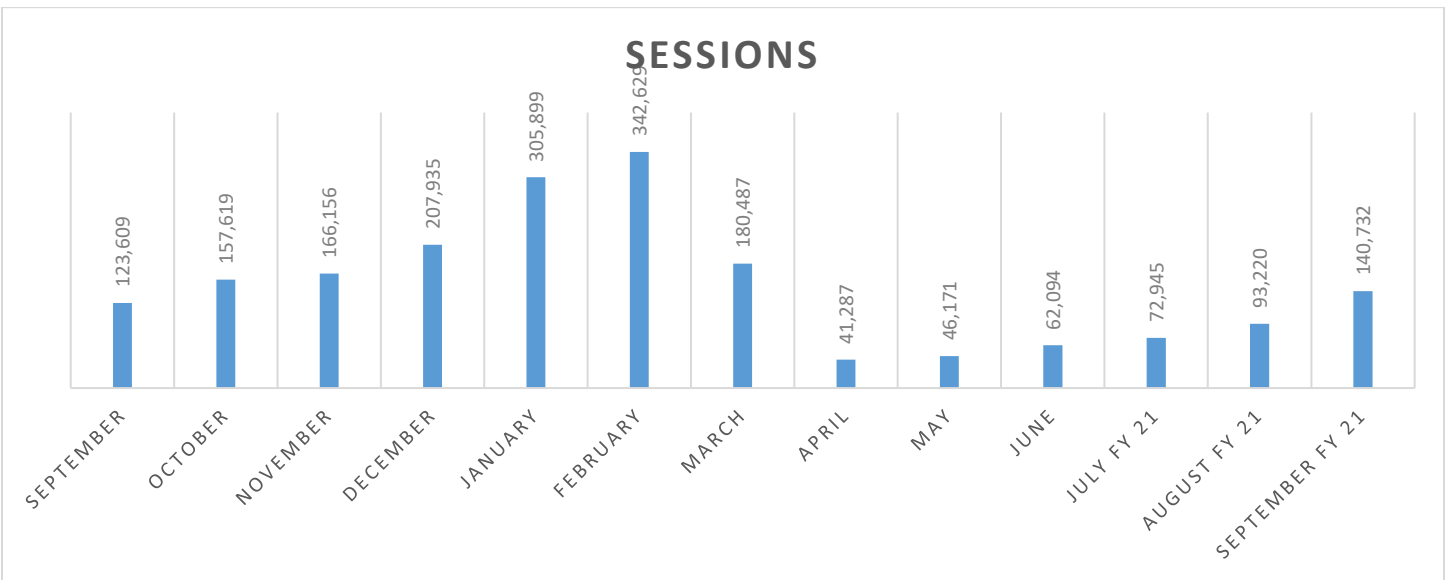
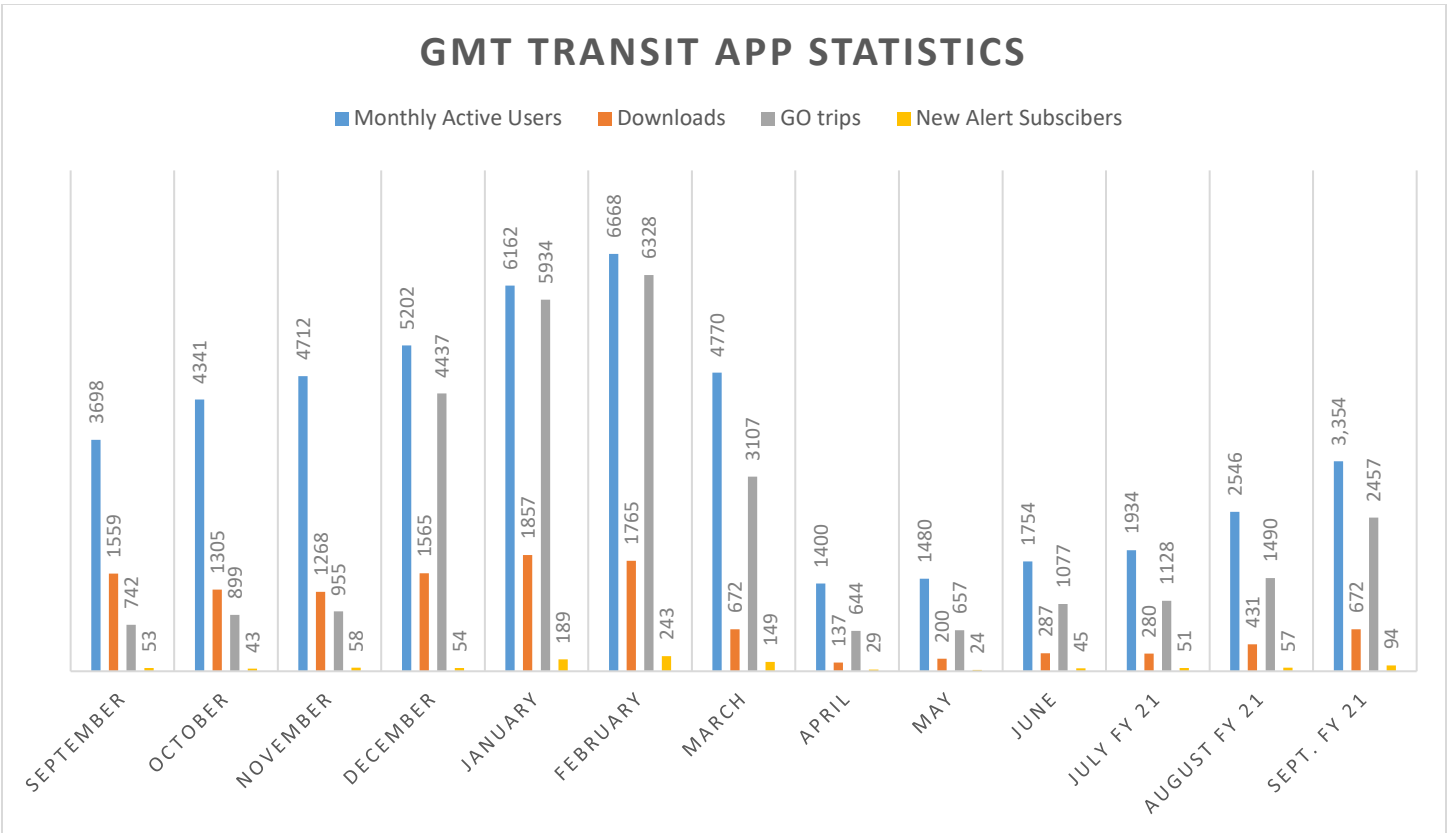
Month: <i>September 2020</i>		
Urban Data	Data	Notes
Miles Operated:	129,377	Revenue Vehicles
Major Road Calls:	7	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	5.42	
Minor Road Calls:	2	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	6.97	
"C" PM's Completed:	31	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	8.58 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	55,561	Revenue Vehicles
Major Road Calls:	0	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	0	
Minor Road Calls:	0	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	0	
"C" PM's Completed:	9	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	2.77 years	Cut-away buses have a 5 year life expectancy



To: GMT Board of Commissioners
From: Jamie Smith, Director of Marketing and Planning
Date: October 15, 2020
Re: Marketing and Planning Update

- Jamie Smith is currently enrolled in a 40-hour, training focused on dignity-infused community engagement, policy, and planning. The Thrivance Group works to bring transformative justice into public policy, urban planning and community development. They are intentional about working in service of racialized people through partnerships with the agencies and institutions that impact the communities in which they live.
- Planning and Operations Staff continue to meet regularly with Burlington and Berlin scheduling committees on new driver bids
- Staff continue to work on completing the bus stop audit.
- Staff are working on updates to the St. Albans LINK in order to be able to better serve the state park and ride as well as major employers such as Northwest Medical Center
- Staff continue to meet regularly with Sugarbush and the MRVPD on winter operations in the Mad River Valley. Staff also met with partners to talk about seasonal service in Stowe.
- Planning, Operations, and Training Staff continue to meet with Swiftly on the Operator App Pilot project. Highlights of the pilot so far are the following:
 - **On-Time Performance** is over **10.2% higher** in vehicles logged into the app vs. vehicles logged out.
 - **Early Timepoint Departures** have **decreased** by over **47%** in vehicles logged into the app vs. vehicles logged out
- Planning and Training Staff participated as panelists on a Swiftly Operator App webinar to discuss the success of the pilot and our experience on the customer council.
- Staff met with our Transit App partners about relaying crowding information to passengers.
- Staff met with the Tri-town Transportation Committee to discuss a transportation study for the three communities.

GMT TRANSIT APP STATISTICS



Definitions

Monthly Active Users: How many individual riders use Transit.

Downloads: How many times Transit is downloaded.

Sessions: How many times riders open Transit.

GO Trips: Number of riders who utilize the GO function within the App.

Alert Subscriptions: Number of new riders who have set alert notifications for a particular route.

Views: Times a line is displayed in the list of nearby options.

Clicks: Taps on a line



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: October 20, 2020

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

We welcome Alex Hernandez, Second Shift Mechanic – Burlington, who started work yesterday, October 19, 2020.

The annual Seasonal Service Kick Off meeting is scheduled for October 23, 2020. To date GMT has received commitments from 16 returning drivers, and three new hires in various stages of the new hire process. The format of the kick off meeting will be different this year as result of COVID-19 protocols, the content will be similar to past years: winter and defensive driving, onboard app training, addressing maintenance issues, and required drug and alcohol and VOSHA training.

Our goal is to recruit and onboard two more FTEs prior to the onset of the service. Our continuing efforts to recruit include: sponsored job boards, seasonal job websites, GMT's Website, flyers, posters and banners, social media, local and regional newspapers, radio ads, etc.

HR has begun the annual background check process required by the NEMT program. All employees and volunteers, both administrative and direct service providers, must clear the series of required background checks prior to hire/volunteering and be rechecked annually.

Our new HR Coordinator, Hakeem Nuru, created educational material for tobacco cessation and awareness and prevention of the seasonal flu.

Our IT Manager, David Hamblin has configured and issued new laptops, supporting both employees working on site and those at home. He has installed Office 365 on two workstations to address compatibility issues related to VPTA encrypted data. The firewall firmware has been updated, and an additional workstation for Burlington drivers has been installed; this brings the total number of workstations available to our drivers to six. He continues to support Planning as they move forward on Swiftly implementation and the rollout of the T-Mobile onboard Wi-Fi for the urban buses.

FY20 GMT Urban Ridership by Month

Number of Service Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY21 YTD
Saturday	3	5	4	5	4	4	5	4	4	4	5	4	12
Sunday	4	5	4	4	5	4	5	4	4	3	5	4	13
Weekday	23	21	21	22	20	22	20	20	23	22	20	22	65
School Days	0	12	20										32

FY20 YTD
13
14
63
22

FY19 YTD
172,775
172,877
4,826
57,027
6,080
13,880
63,227
649
525
615
451
21,565
1,715
4,286
4,641
3,975
29,534
4,234
1,133
2,130
0

#	Route Name	Difference (FY21-FY20)												Difference (FY21-FY19)			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY21 YTD	FY20 YTD	riders	%
1 & 7	RED LINE	30,669	32,839	44,323										107,831	176,535	-68,704	-38.92%
2 & 6	BLUE LINE	32,848	34,668	39,176										106,692	176,236	-69,544	-39.46%
10	ORANGE LINE	1,410	1,452	2,243										5,105	6,482	-1,377	-21.24%
5 & 9	GREEN LINE	12,920	13,434	14,061										40,415	56,127	-15,712	-27.99%
4	SILVER LOOP												0	4,658	-4,658	-100.00%	
8	GOLD LOOP	1,965	2,129	2,697									6,791	11,209	-4,418	-39.41%	
11 & 12	PURPLE LINE	4,226	4,787	6,258									15,271	43,126	-27,855	-64.59%	
3	Lakeside Commuter	6	4	14									24	140	-116	-82.86%	
16	Hannaford's	62	132	190									384	534	-150	-28.09%	
19	Price Chopper #1	314	230	206									750	806	-56	-6.95%	
20	Price Chopper #2	144	190	298									632	658	-26	-3.95%	
21	School Trippers			1,575									1,575	20,767	-19,192	-92.41%	
18	Sunday Service												0	0	0	#DIV/0!	
26	Other												0	2,700	-2,700	-100.00%	
56	Milton Commuter	769	866	883									2,518	4,478	-1,960	-43.76%	
76	Middlebury Link	159	145	272									576	2,805	-2,229	-79.46%	
86	Montpelier Link	1,277	1,239	1,644									4,160	27,136	-22,976	-84.67%	
96	St. Albans Link	285	362	493									1,140	4,386	-3,246	-74.01%	
46	116 Commuter												0	1,040	-1,040	-100.00%	
36	Jeffersonville Commuter	282	336	330									948	2,988	-2,040	-68.27%	
97	Barre LINK												0	1,561	-1,561	-100.00%	
SUBTOTAL		87,336	92,813	114,664	0	0	0	0	0	0	0	0	294,813	544,372	-249,559	-45.84%	
ADA Paratransit		2,293	2,247	2,470									7,010	7,625	-615	-8.07%	
TOTAL		89,629	95,060	117,134	0	0	0	0	0	0	0	0	301,823	551,997	-250,174	-45.32%	

Difference (FY21-FY19)	
riders	-271,354
%	-47.93%
riders	3,782
%	117.16%
riders	-264,324
%	-46.69%

Legend	
No Service	Discontinued where noted.
Suspended	

FY21 GMT Rural Ridership by Month

Number of Service Days		FY21 YTD												FY20 YTD		FY19 YTD	
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY20 YTD	Difference (FY21 - FY20)	FY19 YTD	Difference (FY21 - FY19)
Saturday	3	5	4	4	4	4	4	4	4	4	4	4	4	13		13	
Sunday	4	5	4	4	4	4	4	4	4	4	3	5	4	13		14	
Weekday	23	21	21	21	22	20	22	20	20	23	22	20	22	64		63	
School Days	0	0	0	16	20								16	23		22	

#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY20 YTD	Difference (FY21 - FY20)	FY19 YTD	Difference (FY21 - FY19)
80	City Route Mid-Day	1,585	1,522	1,440										4,547	6,677	6,438	(1,891)
81	Barre Hospital Hill	1,993	2,215	2,062										6,270	9,582	8,685	(2,415)
82	Montpelier Hospital Hill	1,188	1,267	1,346										3,801	6,899	6,080	(2,279)
83	Waterbury Commuter	173	142	174										489	2,434	2,641	(2,152)
84	US 2 Commuter	84	Transferred to Rural Community Transportation on Monday, July 6, 2020.											84	2,088	1,825	(1,741)
85	Hannaford Shopping Special	124	135	176										435	270	479	(44)
87	Northfield Shuttle	17	25	48										90	175	232	(142)
88	Capital Shuttle	0	0	0	0	0	0							0	0	1,284	(1,284)
89	City Commuter	1,885	1,960	2,094										5,939	10,321	9,234	(3,295)
90	Plainfield Shuttle	33	55	54										142	124	166	(24)
91	Hospital Hill Demand Response													0	0	302	(302)
92	Montpelier Circulator	445	393	485										1,323	3,718	3,443	(2,120)
93	Northfield Commuter	256	320	241										817	1,483	2,001	(1,184)
100	Route 100 Commuter	14	Transferred to Rural Community Transportation on Monday, July 6, 2020.											14	1,653	2,048	(2,034)
108	Mountain Road Shuttle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
102	Morrisville Loop	15	Transferred to Rural Community Transportation on Monday, July 6, 2020.											15	774	1,078	(1,063)
103	Morrisville Shopping Shuttle	25												25	682	892	(867)
109	Tuesday Shopping Shuttle (FGI)	46	52	60										158	232	195	(37)
110	St.Albans DT Shuttle	1,487	1,316	1,613										4,416	6,677	5,817	(1,401)
115	Alburg-Georgia Commuter	402	354	338										1,094	1,707	1,835	(741)
116	Richford-St.Albans Commuter	137	210	297										644	2,236	1,718	(1,074)
120	Valley Floor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
121	Valley Evening Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
122	Mount Ellen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
124	Mountain Condos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
125	Access Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
99	Special Services	0	0	0	0	0	0	0	0	0	0	0	0	1,834	(1,834)	1,472	(1,472)
	SUBTOTAL	9,909	9,966	10,428	0	0	0	0	0	0	0	0	0	30,303	59,566	57,865	(27,562)



To: Board of Commissioners
From: Jon Moore, General Manager
Date: October 20, 2020
RE: General Manager Report

COVID-19 Response: In conjunction with VTrans and VPTA members GMT is investigating air quality systems for bus installation to enhance the on-board air quality by providing anti-bacterial protection to sanitize circulated air in the passenger cabin. The existing guidance of maximizing fresh air circulation on-board buses will become more challenging to provide while maintaining passenger comfort as we move into the winter months.

Based on the reduced commuter ridership demand from COVID the Burlington division continues to not operating the following commuter trips:

- 4:35 AM Jeffersonville Commuter
- 4:55 PM Jeffersonville Commuter
- 6:45 AM 116 Commuter
- 4:50 PM 116 Commuter
- 6:05 AM Middlebury LINK
- 5:20 PM Middlebury LINK
- 6:05 AM Montpelier LINK (terminates in Waterbury)
- 6:45 AM Montpelier LINK
- 6:50 AM Montpelier LINK (terminates in Waterbury)
- 3:45 PM Montpelier LINK (terminates in Waterbury)
- 6:40 AM St.Albans LINK
- 5:35 PM St.Albans LINK

The above service is not included in the August 31 BM&G but is included in the current bid and the assigned Operators are scheduled as Standby Operators. Based on the limited ridership demand we are planning to remove these trips from the next bid until commuter ridership demand increases.

Please see below for the FY21 Q1 average daily ridership on Burlington division commuter routes:

Route	Daily Average	Boardings/ Roundtrip
Jeffersonville	15	7.5
Milton	39	7.8
Middlebury	9	4.5
Montpelier	67	7.4
St.Albans	18	9.0



Paid Time-off Policy: Staff has continued to develop a proposed modified Paid Time-off (PTO) policy and presented updated information at the October Operations Committee. The proposal includes eliminating combined time-off (CTO) accruals and replacing them with different categories (i.e. vacation, sick and personal) of PTO. The proposal aims to promote the usage of PTO benefits through reductions in the amount of compensable accrued hours and the amount of annual accrual carry-over allowances.

The goal of the proposal is to improve work/life balance, reduce employee fatigue & stress, promote employees to stay out of work when they are sick while maintaining compensation and to reduce the cash liability to the organization for future CTO payments per the existing policy. Staff is planning a July 1 implementation of the updated policy and the proposal is planned to be presented to the Board in January for approval.

Fleet Electrification: Proterra has partnered with ViriCiti to provide GMT smart charging capabilities. This will allow GMT to plug-in the Proterra buses at any time of the day and program when the chargers will actually provide power for charging based on the BED rate schedule. This will eliminate any future on-peak demand charges and reduce the operating costs of the e-buses.

Staff is also working with other VPTA members to draft and issue a statewide small electric bus Request for Proposals through VPTA in November. GMT has funding for two small e-buses that will be used for operation in Montpelier for the Micro-transit service. Staff is actively working with VTrans, Vermont Building and Grounds Services (BGS), Green Mountain Power and VEIC on locating a charging location for these buses.

PTASP: GMT Training Supervisor, Hunter Eddy, has been assigned to draft the FTA required GMT Public Transit Agency Safety Plan (PTASP). Through this plan Hunter will be designated as GMT's Chief Safety Officer in addition to his training duties. The FTA's PTASP Technical Assistance Center (TAC) is currently reviewing our draft plan for comment. The plan will be presented to the Operations Committee and the internal GMT Safety Committee for review in November and will be presented to the Board in December for approval.

Municipal Presentations: I have, or will be, reaching out to all urban member municipalities to schedule annual update presentations as requested and Jenn Wood will be doing the same with our rural town partners. As we start developing our FY22 budget I want to communicate with our funding partners to make sure that they are aware of the services and value that we provide to their residents and to ensure that we are meeting their community needs.



Care Partners Reopening: We have received confirmation that Care Partners, the Adult Day Center in St. Albans, is reopening on November 2. We are excited to restart this valuable transportation service and will be adhering to the Health Guidance for Adult Day Centers issued by the Vermont Department of Disabilities, Aging & Independent Living (DAIL).

ADA Contract: Staff are currently in negotiations after requesting additional information from vendors who submitted responses to the Chittenden County Paratransit RFP. Prior to a contract award, pending Board approval, there will be future presentations to the Operations and Finance Committee on the terms of the draft contract.

Seasonal Service: GMT, the Town of Stowe, Stowe Mountain Resort, the Stowe Area Association and the Lamoille County Planning Commission had the seasonal service kick-off meeting on October 8. While service is planned to remain the same as last winter additional COVID safety protocols will be in place and schedule information will largely be provided electronically in case schedule changes need to be made quickly based on the pandemic.

Staff has also been working with Sugarbush Resort and the Mad River Valley Planning District on the seasonal Mad River Valley service that will also largely remain the same as last year. HR continues to recruit for seasonal operators and to date we are in good shape for projected staffing levels.

Downtown Transit Center: GMT is in the process of recruiting an additional Customer Service Representative position so that we can reopen the Downtown Transit Center as early as November. Once we are fully staffed we are planning on opening the lobby to the public from 7am until 7 pm on weekdays and from 7am until 5pm on Saturdays. Safety and cleaning protocols will be in place to protect GMT employees and customers.

Steward Email Addresses: To create more efficient communication all GMT Union Stewards have been provided a company issued email address for company related business with management.

Milia Bell: I am sad to report that GMT's Marketing Coordinator, Milia Bell, last day at GMT was on October 2nd. We will miss Milia but wish her well at her new position at the Sara Holbrook Community Center in Burlington.

We are considering creating a part-time Administrative Assistant position that would be responsible for Board minute taking, some marketing responsibilities and other general duties to replace the Marketing Coordinator position. Jamie Smith is confident that she and her team can continue the great marketing and graphic design work that Milia provided.



GMT Policy

GMT Standing Committee Policy Attachment 5

Retirement Committee

GMT sponsors both a 457 deferred compensation and 401(a) retirement plan, which is available to all full-time employees. The Director of Finance serves as the Retirement Plan Administrator and is responsible for the day-to-day management, which includes oversight of several 3rd party vendors (third party administrator (TPA), investment advisor, and custodian) obtained to assist in the management of the plan. To ensure proper governance of GMT's retirement system, best practice requires the creation of a governing body formed with fair and effective representation to assist in the governing of the plan.

Committee Membership:

The following positions will comprise of GMT's Retirement Committee:

1. General Manager
2. Director of Finance
3. Director of Human Resources
4. Urban Steward
5. Rural Stewards
6. Finance Committee Member (*appointed by Finance Committee Chair*)

Committee Charge: To serve as fiduciaries to the GMT retirement plan and govern the plan according to the governing plan documents.

A fiduciary is anyone who:

- Makes decisions about managing the plan or its investments, such as selecting the investment choices for the plan or hiring persons who provide services to the plan
- Makes decisions about administering the plan, such as determining who is eligible to participate, distributing benefits statements, and ruling on benefits claims
- Is paid to provide investment advice to a plan (independent Registered Investment Advisor)

You are a fiduciary if you are the plan sponsor, a trustee of the plan, or the plan administrator. Someone you hire to provide services to the plan is also a fiduciary if he or she provides investment advice to you or plan participants or has discretion over your plan's investments. You are considered a fiduciary based upon your actions and not what title you may have, so it does not matter if you are not named a fiduciary in the plan document. You are also considered a co-fiduciary of the other fiduciaries to the plan and may share responsibility for their actions.

Committee Responsibilities:



- Operate the plan only in the interest of participants and beneficiaries
- Monitor and evaluate a diversified menu of plan investment options
- Monitor plan compliance
- Evaluate plan provider performance and fees
- Ensure governance that adheres to fiduciary best practices
- Periodically review and update plan documents and follow the terms of the plan documents to govern the plan

Reporting Requirements:

- Minutes from each meeting will be taken and posted to the GMT website in accordance with Vermont Open Meeting Law, 1 V.S.A. §§ 310-314
- The Director of Finance will include a summary within his Finance Report highlighting the business conducted and recommendations made from each Retirement Committee meeting
- Recommended material changes to the GMT retirement plan will be brought to the GMT Board of Commissioner's for approval

Meeting Frequency:

- The Retirement Committee shall meet quarterly

Approved by GMT Board of Commissioners on September 15, 2020



From: Matt Kimball, Capital Projects Manager
To: GMT Board of Commissioners
Date: October 16, 2020
cc: Jon Moore, General Manager; Nicolas Foss, Director of Finance
Re: Architectural & Engineering Services RFP Award

Project Background: On July 23, 2020, GMT staff issued a Request for Proposals (RFP) for Architectural & Engineering Services. The RFP was advertised in the Burlington Free Press, the Vermont Bid Registry, and on the GMT website.

Forty-One (41) firms requested a copy of the RFP. GMT issued two addendums to the RFP, both to respond to questions that were received from potential proposers. The deadline to submit proposals was August 19, 2020.

Seven (7) firms submitted proposals. Proposals were received from Black River Design, Freeman French Freeman, Gossens Bachman, Guillot Vivian Viehmann, Smith Alvarez Sienkiewicz, Truex Cullins, and Wiemann-Lamphere.

Proposal Evaluation: Proposals were scored by Matt Kimball, Nicolas Foss, and Kimberly Wall. Proposals were evaluated using the criteria outlined in Section VIII of the RFP. The FTA has special procurement requirements for A&E procurements which stem from the Brooks Act, namely that evaluation criteria are qualifications-based and that price is excluded from the evaluation. To meet this requirement, Proposers were required to submit separate, sealed Cost Proposals, and the following criteria was used in the evaluation of technical proposals:

1. The firm's experience in successfully producing similar work – 35%
2. The experience of the firm's personnel assigned to the project – 25%
3. The firm's ability to meet the Scope of Services/Proximity to GMT locations/References from past clients with projects of similar scope – 25%
4. Completeness of proposal package – 15%

Each proposal was scored on a 0-4 point scale with 0 = Does not meet criteria, 1 = Unsatisfactory, 2 = Satisfactory, 3 = Good, and 4 = Excellent. References were also contacted as part of the evaluation process. References were obtained for all firms with the exception of Freeman French Freeman, whose references did not respond to messages from GMT staff. The references that were obtained



were all very positive. Below is a brief overview of how the proposals scored in each evaluation category.

The firm's Experience in Successfully Producing Similar Work (35%)

Firms were evaluated based on the strength of their experience as demonstrated in the representative project history that was conveyed in their proposals. Particular emphasis was placed on firms which worked on transportation-related projects, projects with FTA recipients, projects with municipal or other governmental clients, and projects of similar size and scope to the types of projects outlined in the scope of services.

All firms ranked highly in this section with no firm scoring below a 3.0 in this category. Firms that ranked highest had previous experience with one or more transit providers or on transit-centered projects. Black River Design has worked on multiple projects with Tri-Valley Transit, Gossens Bachman worked with GMT and the City of Montpelier on the Montpelier Transit Center project, Truex Cullins worked with GMT on the Downtown Transit Center (DTC) project, and Wiemann-Lamphere has worked with GMT on multiple projects as well as a facility expansion with Advance Transit. Firms with related experience also scored well in this category. Smith Alvarez Sienkiewicz has a long history of projects with both the Air and Army National Guard, Guillot Vivian Viehmann has worked on multiple Central Vermont Public Service garages, and Freeman French Freeman previously worked on a new rescue facility with UVM and new central plant for the State of Vermont.

The experience of the firm's personnel assigned to the project (25%)

Firms were evaluated based on the experience and technical expertise of their staff as well as the strength of their sub-consultant group. The strength of the sub-consultant group was determined based on the relevant project history as well as the range of engineering disciplines covered by the consulting group and how they meet the types of projects that were outlined in the scope of services.

All firms scored highly in this section as well, with no firm scoring below a 3.33. All firms included Civil; Structural; and Mechanical, Electrical, and Plumbing (MEP) Engineering sub-consultants on their team. All firms except two also included a dedicated cost estimating consultant on the team. Some firms also included dedicated landscape architecture, geotechnical engineering, and transportation/traffic engineering firms, though some proposers are able to provide these services through their civil engineering subs. Three proposers also



included specialty energy/commissioning sub consultants in their design team. Sub-consultants that were included in proposals include:

- Civil: VHB, Stantec, Engineering Ventures, Krebs & Lansing
- Structural: Engineering Ventures, Sellers Treybal, Artisan Engineering, and Hardy Structural Engineers
- MEP: LN Consulting, Pearson & Associates, and Engineering Services of VT
- Cost Estimating: Barden Consulting, Peterson Consulting, and Erickson Consulting.
- Landscape Architecture: Wagner Hodgson, SE Group
- Geotechnical: Sanborn Head
- Energy/Commissioning: Energy Balance, Cx Associates
- Transportation/Traffic: RSG Consultants

The firm's ability to meet the Scope of Services/Proximity to GMT locations/References from past clients with projects of similar scope (25%)

All proposals performed very well in this area with no firm scoring below 3.67. All proposals contain a team of consultants that would be capable of meeting the requirements of the scope of services. Each firm is located within 15 minutes of a GMT facility with four firms located in Burlington, one firm located in Colchester, and two firms located in Montpelier. All references that were contacted spoke very highly of the proposers. References were asked about their overall experience with the firm, the responsiveness of the firm's personnel, the firm's performance in managing a team of sub-consultants, the quality and expediency of work developed by the firm, and their experience in collaborating with the firm on projects.

Completeness of Proposal Package (15%)

As detail is so critical when it comes to design work, it was important to rate firms on the completeness of the proposals that were submitted. A checklist of required proposal contents was developed and each proposal was scrutinized to ensure that all required proposal content requirements were met and the information provided was complete. There was some variance in how the proposals fared in this area. Four proposals received scores below a 3.0, with a low score of 1.33. Some of the deficiencies that were noted are:

- Fewer references listed than required by the RFP
- No resumes provided for architects other than the primary contact
- Unsigned General Contract Provision attachments
- Improperly completed VAOT Form AF38 "Consultant Financial Background Questionnaire"



- No financial statements provided for the Prime Consultant as required by VAOT Form AF38
- No Indirect Cost Schedule provided for the Prime Consultant as required by VAOT Form AF38.

While no proposal omitted so much information as to be rendered incomplete, the above omissions did impact the proposal scores. Only the proposals from Truex Cullins and Wiemann-Lamphere were found to have no deficiencies in providing the required proposal content.

Evaluation Results

With such a strong group of proposals, it was no surprise that all firms scored very well. The evaluation group felt that GMT would have received high quality work from any of the firms that submitted proposals. Ultimately, the deciding factors in the final scores came down to minor differences in experience of the consulting team as well as completeness of the proposal packages. The final scores yielded the following results:

1. Wiemann-Lamphere:	3.78
2. Truex Cullins:	3.78
3. Black River Design	3.63
4. Smith Alvarez Sienkiewicz:	3.43
5. Guillot Vivian Viehmann:	3.40
6. Freeman French Freeman:	3.33
7. Gossens Bachman:	3.20

As the evaluation resulted in a tie score between Wiemann-Lamphere and Truex Cullins, the evaluation group discussed how to break the tie between the two firms. Staff contacted GMT's former Project Development Manager, Steve Carlson, as he had significant experience with both firms. Steve's experience with both firms was very positive and he would have no reservations about working with either firm again. Ultimately, the tie was broken in Wiemann-Lamphere's favor due to the familiarity that current GMT staff has with the firm as well as ongoing design work for projects at both the 1 Industrial property and the Berlin property. GMT staff determined that it would be in the Agency's best interest not to go through a transfer of design documents from one architect to another due to the added administrative burden as well the likely costs that would be incurred for the new firm to become acclimated with the projects that they would be assuming.



FTA requirements dictate that in procurements for A&E services, staff develop a ranking of firms based on the evaluation results which will determine the order in which cost proposals are opened. Only the cost proposal for the top ranked firm may be opened and the cost proposal for the second ranked firm may not be opened until negotiations officially cease with the top firm. The above ranking of proposals is the final ranking produced by staff, so the cost proposal for Wiemann-Lamphere was opened upon conclusion of the evaluation of the technical proposals.

Analysis of Cost Proposal

FTA discourages the public disclosure of a firm's cost information, so specific details about rates, overhead, and profit in Wiemann-Lamphere's cost proposal is not contained in this memo. For A&E procurements, staff is required to perform a cost analysis to determine the reasonableness of the rates provided by the primary firm as well as those of their sub-consultants.

A comparison was made between the cost proposal rates and the Independent Cost Estimate (ICE) prepared by staff. The ICE utilized comparative rates from the DTC project, as well as the previous 5-year A&E agreement and recent HVAC design project at the DTC. Annual price escalation was used to estimate the expected rates for the upcoming 5-year term across multiple engineering disciplines. The comparison showed that almost all of the rates across the sub-consultant group were within 5% of the estimated rates from the ICE.

An analysis was also performed on Wiemann-Lamphere's overhead. Matt Kimball reviewed financial statements and the Indirect Cost Schedule that were provided with the proposal and determined that the calculation of the firm's overhead rate was in compliance with the requirements of Federal Acquisition Regulation (FAR) Part 31 "Cost Principles". Per FAR Part 31, unallowable costs such as those related to entertainment, advertising, and other expenses, which do not provide benefit to the services, provided or are not necessary for the overall operation of the business, must be removed from the calculation of overhead rates. The Indirect Cost Schedule shows that unallowable costs such as legal costs connected with corporate restructuring, strategic planning consulting, certain meals & entertainment expenses, interest charges, and advertising and marketing expenses were removed from the indirect cost calculation and the notes referenced the relevant sections of FAR Part 31 to justify their removal. The overhead rate was also compared with the overhead



rate of design firms that worked on the DTC project and was found to be in line with the overhead amounts from other firms on that project.

Finally, an analysis was performed of Wiemann-Lamphere's proposed profit rate. Wiemann-Lamphere's proposed profit was evaluated in accordance with the procedures outlined in FAR Part 15.404-4, which includes factors such as indirect labor costs, contractor effort, management responsibilities, contract risk, and cost-control measures, and was found to be fair and reasonable. Their profit was also compared with the profit rates of design firms that worked on the DTC project and was determined to be in line with the profit amounts from that project. The profit from Wiemann-Lamphere is also identical to the profit rate of the prime design consultant, VHB, for that project.

Contract Clause Discussion with Wiemann-Lamphere

The proposal from Wiemann-Lamphere also highlighted some concerns with language in three sections of the GMT Special Contract Provisions, "Breaches and Dispute Resolution", "Additional Contractor's Insurance Requirements", and "Liabilities against GMT". Their concerns as well as proposed edits to the language were reviewed with GMT's legal counsel, Ed Adrian, as well as GMT's insurance representative, Ronni Rausch.

The edits to the "Breaches and Dispute Resolution" section included the allowance for disputes to be submitted to non-binding mediation as well as the insertion of a negligence standard. The changes were approved by Ed Adrian.

The proposed change to the insurance requirements was to add a negligence standard to a subsection of the insurance requirements pertaining to state laws, acts, or regulations. This change was rejected by Ed Adrian and Ronni Rausch and the original language in the Special Contract Provisions was accepted by Wiemann-Lamphere.

The proposed change to "Liabilities against GMT" was to replace this section with a mutual indemnification between both parties. This change was rejected by Ed Adrian on the grounds that municipalities do not have the authority to agree to indemnify contractors. Wiemann-Lamphere proposed an alternative language that removes the mutual indemnification but sets a negligence standard and statement that Wiemann-Lamphere is not obligated to indemnify GMT for GMT's own negligence. These changes were approved with edits by Ed Adrian, which was approved by Wiemann-Lamphere.



Conclusion

GMT is fortunate to have received significant interest in this procurement from such highly qualified firms. While staff is confident that any of the firms would have provided GMT with high-quality service, Wiemann-Lamphere offers the best value to GMT. The RFP also included the total value of the previous 5-year contract, which was approximately \$239,000. Staff would propose to set the maximum value of the upcoming 5-year contract at \$250,000.

In consideration of the above, staff recommends that the GMT Board of Commissioners provide approval to staff to issue an award to Wiemann-Lamphere for a 5-year term with a maximum contract value of \$250,000.

Recommended Motion: *The GMT Board of Commissioners approve staff to issue a contract award to Wiemann-Lamphere for a term of five-years with a maximum contract value of \$250,000.*



To: GMT Board of Commissioners
From: Jamie Smith, Director of Marketing and Planning
Chris Damiani, Transit Planner
Re: Consideration of Public Feedback and Final Service Design
Date: October 15, 2020

Staff Recommendation: *Staff is recommending that we proceed with the current service design based on public feedback received per the GMT New Service Planning and Implementation Process Policy.*

Possible Action Item: *If the GMT Board of Commissioners wishes to adjust the service design based on public feedback approval of public comment on the final service design per the GMT New Service Planning and Implementation Process Policy would be needed.*

To recap, the GMT Board of Commissioners have approved the first two steps on the New Service Planning and Implementation Process:

- Approval to Design
- Approval to Implement

Board Consideration of Public Comment on Service Design: Prior to service initiation, a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation, the Board shall consider only the public comments and the staff's recommendation on whether to incorporate public comments into the service design. It is important to note for this process that this vote is for consideration of public comment, the decision to implement has already been approved; this vote is about whether to incorporate public comments into the final design.

Per the third step of the process, GMT Planning staff hosted three public meetings to discuss the proposed on-demand microtransit project. Green Mountain Transit is committed to providing bus service that works for its passengers. Public feedback is an important step in making any service change decisions, and the intended focus of this report is to provide the GMT Board of Commissioners with all the passenger feedback received.

Three public meetings were held virtually on Zoom due to COVID-19 concerns; one of which was broadcast live on cable access.

Meetings were held:

- Monday, October 12, 2020 at 5:00PM
- Tuesday, October 13, 2020 at 12:00PM



- Wednesday, October 14, 2020 at 4:00PM

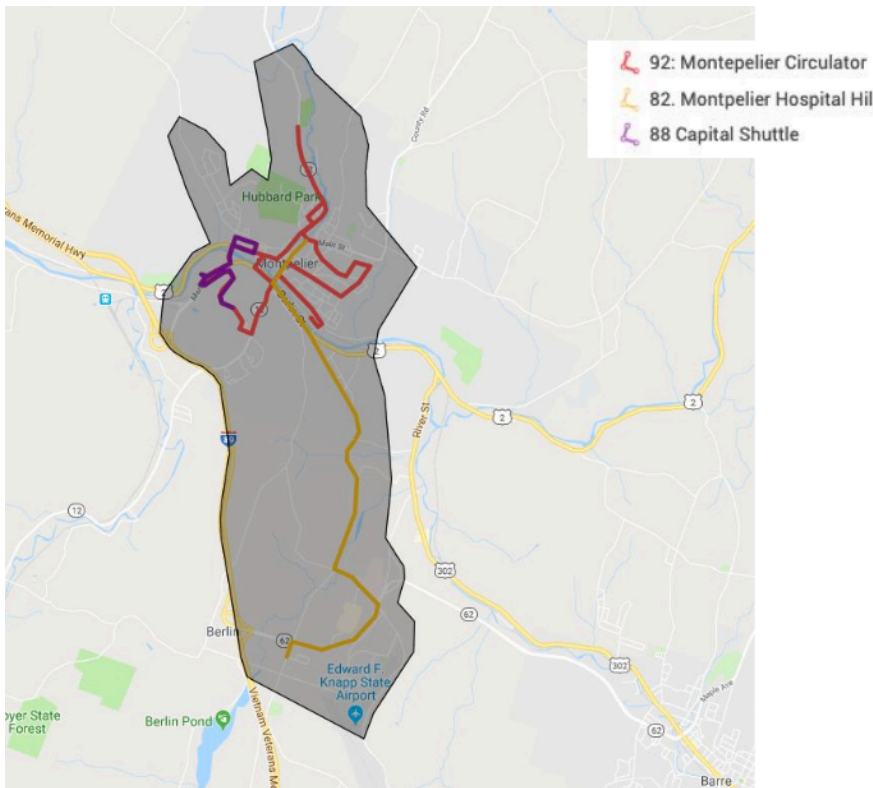
Staff received feedback via public meetings, via email, and over the phone. In general, the feedback we received was positive. Some current passengers expressed some concerns related to changes to the Montpelier Hospital Hill. For the most part, once staff was able to talk with these passengers, they left with a positive view of the project.

GMT staff, VTrans, and Sustainable Montpelier Coalition have already begun conversations about outreach and training for passengers who may need the extra support.

Review of the service changes presented:

The on-demand microtransit service will replace three fixed routes in downtown Montpelier:

- Montpelier Hospital Hill
- Montpelier Circulator
- Capitol Shuttle





On-Demand Microtransit will operate in a roughly 7.5-mile radius in downtown Montpelier and in the Hospital Hill area.

- Monday – Friday from 7:00AM – 6:00PM
 - Three dedicated vehicles all day
- Saturday from 8:00AM – 6:00PM
 - One vehicle from 8:00AM – 10:00AM
 - Two vehicles 10:00AM – 6:00PM

Passengers will be able to book their trips in advance right up to the time of pick-up. Trips can be scheduled based on passenger pick-up location or based on the time they need to be dropped off.

Via Mobility's app will aggregate passengers based on like trips to ensure the most efficient use of our transit vehicles.

Fare Information:

Currently, the Montpelier Hospital Hill route is the only route, that we are proposing to eliminate, with a fare. **The proposed fare for microtransit service is: \$1.00 per one-way trip to mirror the current Montpelier Hospital Hill fare.**

Please see the following feedback and public meeting presentation for review.

CCTA Policy: New Service Planning and Implementation Process

I. Purpose

The purpose of this policy is to define the process by which the CCTA Board of Commissioners guides the planning and implementation process for new transit services.

II. Background

The CCTA Board of Commissioners and CCTA staff have identified the need to set up a defined framework for Board involvement in the planning and implementation of new transit services. By identifying specific points in the planning and implementation process where the Board will be asked to vote, both the staff and Board members will benefit from a clear indication of whether the Board supports moving forward with the project.

III. Policy

Grant Funded Services:

- 1) Approval to Seek Funds:** The CCTA Board of Commissioners will be asked to vote on whether staff should complete and submit a grant application for funding for a new service which will be described generally but will include estimates of gross operating costs and ridership by the end of the first, second and third year.
- 2) Approval to Implement:** If grant funds are awarded, the Board will vote on whether to implement the service and if approved will direct staff to move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.
- 3) Board Consideration of Public Comment on Service Design:** Prior to service initiation, a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation the Board shall consider only the public comments and the staff's recommendation on whether to incorporate public comments into the service design. It is important to note for this process that this vote is for consideration of public comment, the decision to implement

has already been approved; this vote is about whether to incorporate public comments into the final design.

New Non-Grant Funded Services:

- 1) **Approval to Design:** If a community or organization commits to provide the necessary funding for a new service, the CCTA Board of Commissioners will be asked to vote on whether staff should move forward with developing a service proposal for the community or organization.
- 2) **Approval to Implement:** After review of the service proposal, and written commitment for operating funds or any required match as determined by the Board, the Board will be asked to vote on whether staff should move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.
- 3) **Board Consideration of Public Comment on Service Design:** Prior to service initiation a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation, the Board shall consider only the public comments and the staff's recommendation on whether to incorporate public comments into the service design. It is important to note for this process that this vote is for consideration of public comment, the decision to implement has already been approved; this vote is about whether to incorporate public comments into the final design.

New Unrestricted Funding

- 1) If additional unrestricted funding were to become available, the Board would engage in a discussion as to how those funds should be best utilized to meet the mission and goals of the organization. If new service is selected by the Board, staff will provide the Board with recommendations and alternatives for new services. Staff will look to the Board to provide guidance on new service priorities.
- 2) **Approval to Implement:** Staff will estimate total cost and ridership of the new services at the end of the first, second and third year of service for each and describe how the service meets the mission and goals of the organization. Once the Board selects a service to implement, the Board will be asked to vote on

whether staff should move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.

- 3) **Approval of Final Service Design:** Prior to service initiation a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation, the Board will vote on the final service design. It is important to note for this process that this vote is for final design, the decision whether to implement or not has already been decided; this vote is about whether to incorporate public comments into the final design.

Adopted by the CCTA Board of Commissioners on March 26, 2008.

BY: _____
Chapin Spencer, CCTA Board Secretary

Name	Feedback	
Emily A.	<p>I just found out via a GMT email on Monday evening that public meetings are going to be held about replacing the Montpelier Hospital Hill, the Montpelier Circulator and the Capital City shuttle buses with "on-demand microtransit" in early January. On Tuesday, I read this article in the Burlington Free Press and have a lot of concerns about this new mode of transportation in Montpelier.</p> <p>Last year, when the Montpelier Hospital Hill route was diverted from downtown proper to the new transit center, it became much more difficult for individuals with mobility issues and seniors to get into town to do basic errands such as grocery shopping and going to the pharmacy to pick up medications. Instead of being able to be dropped off in town, the transit center is approximately a half mile away from Shaw's by foot, walker or wheelchair. That alone makes it much more difficult for seniors and individuals with mobility issues to complete basic daily living activities via public transportation.</p> <p>This new proposal, to get rid of the Montpelier Hospital Hill and the City Commuter and replace it with "on demand microtransit" is going to negatively affect, once again, those people who utilize the bus services most often. I'm concerned about cost, availability, consistency and what this means for the equally important social aspect that riding public transportation (even in Covid, perhaps especially in Covid times) affords to its regular riders.</p> <p>As it stands, the regular bus routes on a fixed schedule is a service for the entire community, designed to help ensure social equity by providing motorized transport solutions that are accessible to all at an affordable price, enabling access to jobs, resources and other amenities.</p> <p>My concern with disbanding the current fixed routes is that that same accessibility and affordability will leave the elderly and/or disabled community of Montpelier even less able to access groceries, medications and their work.</p> <p>When Sarah and I were chatting about this today, I told her that no one had spoken to those of us who do ride the bus ~ those of us with lived experience in using these routes, had been consulted or even made aware until this week. I was told by Conor Casey, one of Montpelier's City Councilmembers, that "Microtransit in Montpelier can free up parking, reduce our carbon footprint and help families get by without a second car. And that he was very proud to be on this advisory committee and grateful to Sustainable Montpelier for their leadership. When I asked him about those of us who do utilize these routes regularly, he told me that the first rule is going to be "do no harm" before this goes anywhere. **Harm to the more vulnerable population(s) of Montpelier has already been done simply with diverting the bus to the transit center and out of downtown.</p> <p>Conor also stated that over the next few weeks, surveyors will be riding the current routes and assessing the needs of folks who depend on them. My concern here is that there are times during the day that ridership is lower than others so if one of the surveyors choose a time of the day that only one or two people are on the bus, they will not get an accurate assessment of who takes the bus, how often, etcetera. Added to this is that the buses are now running at a reduced passenger capacity due to Covid precautions.</p>	Email

He also assured me that he/they (who are they?) have representatives from both the senior center and disability community who are on top of making sure that the new microtransit vans are fully accessible. Their hope, according to Conor Casey, is that "it will make it easier for people with hospital appointments since the service will be on demand and they won't need to wait in the cold."

With the fixed route buses like we currently have, people do NOT need to wait in the cold for hospital appointments. We know what time the bus comes to pick us up at pre-arranged stops, and there is a place inside the hospital to wait for the return bus. Being left off at the transit center then needing to walk nearly a half mile into town in the middle of winter is NOT easy or okay for seniors and/or individuals with disabilities/mobility issues yet we couldn't get them to re-route the bus last year.

However, being dropped off at the Transit Center on a fixed schedule to get into town is much more convenient and appropriate than doing away with the fixed route/fixed schedules buses in Montpelier.

As the new change is worded by Conor Casey as well as in the Burlington Free Press article, it begs the question why are current riders of these routes and their needs being neglected in favor of attracting customers who are willing to pay more than the public transport fare to get a better(?)/more personalized service as current or former car driver who likely haven't taken public transportation before now? If the intended customer base is higher income potential passengers who are willing and able to pay a premium to get an exclusive service then this is an even bigger issue when it comes to economic balances and who is really being served by this "on demand micro transit". As far as I can tell, it isn't the current riders of the Montpelier Hospital Hill or City Commuter buses. I can't speak to the Capital City bus as I don't believe I've ever ridden that route.

For example, I live at the Lane Shops and have a bus pass that the Montpelier Housing Authority pays GMT for so I can ride the bus without paying a fare. Currently, the bus stops here at :16 after the hour. If that bus route is replaced by on demand micro transit, I'll need to call a ride/bus to get to the transit center, to get a connecting bus if I want to go to Waterbury or Burlington, and then call an on-demand transit to come back home when I get back to Montpelier because I'm not able to walk that far to the transit center. How does this make any logical sense when the current routes in place in Montpelier would allow me to get on a bus here, get off at the transit center, and then get on a bus to Barre, Waterbury, Burlington and then do the reverse on the way home.

Another scenario: What if (and I've been on buses where this happens) six or more people are getting off at the hospital at the same time. How does that work then for "on demand micro-transit"? What if I call for a ride 5 minutes before or after someone else has called for a ride to the hospital and now have to wait until a bus becomes available to pick me up and then take me to the hospital for an appointment? In this scenario, I'm imagining that I may not only be late to a scheduled medical appointment but may miss the appointment entirely depending on how this "on demand" service works or doesn't.

I've spoken with a number of my neighbors about this in the past few days and

	<p>not one of them is happy or excited about it.</p> <p>What's the best way to make our collective voice known that we depend on and need a regular fixed route bus in order to maintain independence in our daily lives, from work to grocery shopping, socializing, and essential medical appointments?</p> <p>Thank you. Respectfully, <i>Emily A.</i></p>	
Mary Alice	<p>Will the bus route include picking up seniors and people with disabilities at 3 Prospect Street where I live? It is a rather narrow driveway and GMT has avoided coming in Prospect Street in the past. We have 17 residents in a 3-story building and would greatly like to have service here. Not everyone has cell phones, either. How do we contact a ride?</p> <p>I plan to try to use it in January when driving becomes difficult for many of us but probably will not attend your meetings which occur right at news and dinner time.</p> <p>Mary Alice</p>	Email
David B.	<p>David called to discuss the public meeting presentation and asked a few questions:</p> <ul style="list-style-type: none"> • Will bikes still be allowed on board? • Will the wait times be the same or better than current service? • Will Microtransit make riding the bus harder for passengers? 	Phone

GMT On-Demand Microtransit

Public Hearings, October 12-14, 2020



Agenda




- ▶ Current Service
 - ▶ Service Area Summary
 - ▶ History of the Project
 - ▶ Current Route Performance
- ▶ Introduction to Microtransit
 - ▶ Feasibility Study
 - ▶ Service Model Scenarios
 - ▶ Timeline
- ▶ Comments

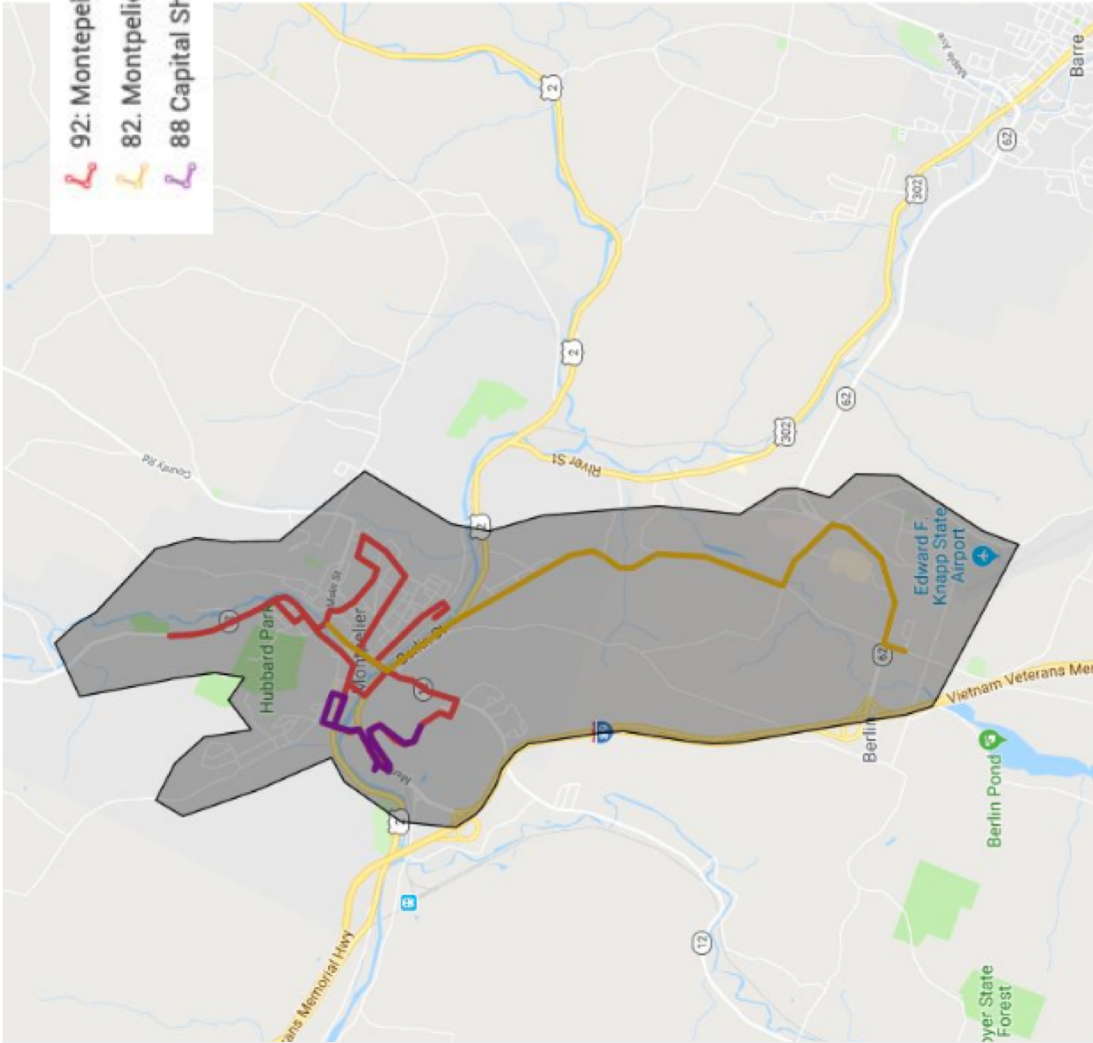
Current Service

- ▶ In Downtown Montpelier, GMT currently operates three main routes:
 - ▶ **Route 82, Montpelier Hospital Hill (MHH):** The MHH route runs from downtown Montpelier to Hospital Hill, providing connections to CVMC, Berlin Mall, Berlin Shaw's, BCBS at specific times ad by request. **Currently operates: Monday-Friday from 7:16AM - 6:16PM and Saturdays from 8:16AM - 6:16PM. Fare: \$1.00**
 - ▶ **Route 92, Montpelier Circulator:** The Montpelier Circulator operates two loop around downtown Montpelier, and will deviate up to one half a mile from its route on request. The Montpelier Circulator serves Hunger Mountain Co-op, CCV, and Montpelier pool and recreation center, and National Life. **Currently operates: Monday-Friday from 6:50AM - 5:30PM. Fare: free**
 - ▶ **Route 88, Capitol Shuttle (seasonal):** The Capitol Shuttle operates a loop between the Vermont Department of Labor (Park & Ride), the VT Statehouse, and National Life. **Currently operates: Monday-Friday 7:20AM - 5:25PM. Fare: free**

Specialized Transportation Services

- ▶ Non-Emergency Medical Transportation: Transportation services for Medicaid-eligible individuals for medically necessary and approved trips.
- ▶ Elderly and Disabled Transportation: Special transportation service for individuals 60 years of age and older, and/or individuals with disabilities for non-Medical appointments, meal sites, senior center, shopping, pharmacy trips, and daily needs.

-  92. Montpelier Circulator
-  82. Montpelier Hospital Hill
-  88 Capital Shuttle



History of the Project

- ▶ In 2018, VTrans convened a Microtransit Working Group to explore the possibility of on-demand transit in Downtown Montpelier.
 - ▶ Participants included VTrans, GMT, CVRPC, 2 town council members, city planner, ACCD, Sustainable Montpelier Coalition, Stephen Falbel, Capstone Community Action, and others.
- ▶ In December of 2018, VTrans issued a request for information (RFI) to potential microtransit vendors; in the end where able to work with two of the four vendors, Via and TransLoc.
- ▶ Via was engaged to help VTrans conduct a service analysis and feasibility study exploring a potential pilot project.
- ▶ And last, VTrans submitted an application for a federal grant that would support the launch of on-demand microtransit in Montpelier.
 - ▶ They did not receive Integrated Mobility Innovation grant funds.

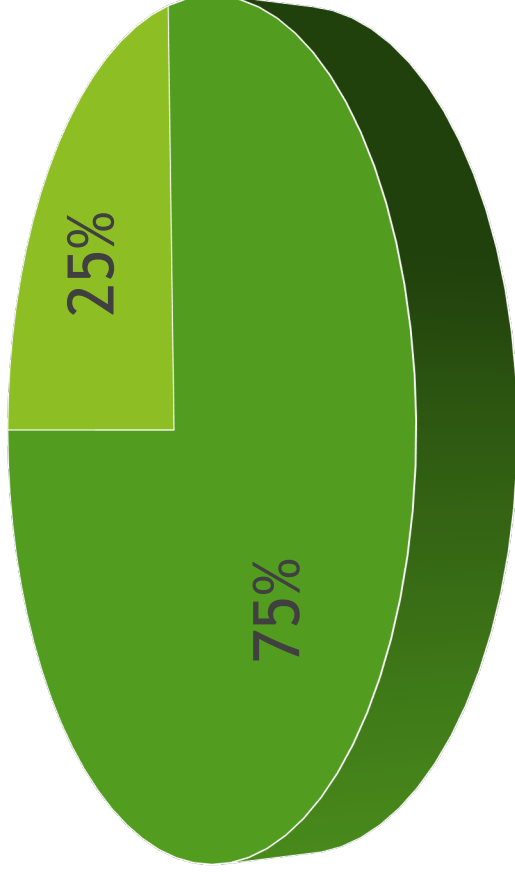
Where Are We Now?

- ▶ VTrans has asked GMT to take over the pilot project.
- ▶ Considerations:
 - ▶ Strong support locally and by elected officials
 - ▶ Community partnership is key to the success; and groups have offered to help maximize the outreach efforts
 - ▶ Takes three current routes (none meeting Successful Performance metric according to VTrans) and repurposes funds into a more passenger-friendly experience

Route	Boarding per Hour	Successful	Acceptable	Cost per Passenger	Successful	Acceptable
Montpelier Hospital Hill	7.40	8.68	4.34	\$10.44	\$9.73	\$19.45
Montpelier Circulator	6.93	8.68	4.34	\$11.84	\$9.73	\$19.45
Capitol Shuttle	3.18	8.68	4.34	\$24.51	\$9.73	\$19.45

Impact to the Rural System

% of Service



- MHH, Mont. Circ, Capitol Shuttle
- Remaining Fixed Route Service

The percentage of service this would impact is greater with the loss of Lamoille County service, the Route 100 Commuter, and the US 2 Commuter.

Introduction to Microtransit

- ▲ On-Demand travel
- ▲ Uses technology to improve the passenger experience
- ▲ May provide more service to more people
- ▲ Focuses on a service area rather than a fixed route
- ▲ Eliminates the first mile, last mile challenge (in some cases)



Via Mobility Feasibility Study

- ▶ The purpose of the study was to understand if microtransit is feasible in the Montpelier area, and, if so, how many different service design parameters will impact the performance of the microtransit network
- ▶ Microtransit can achieve a number of goals for transit agencies, including:
 - ▶ Providing transit in previously underserved areas (transit deserts)
 - ▶ Providing suburban mobility
 - ▶ Retiring under-performing fixed route services
 - ▶ Providing first- and last-mile connections to fixed route services
 - ▶ Mitigating traffic congestion
 - ▶ Reducing parking congestion
 - ▶ Upgrading a paratransit offering
- ▶ Two primary goals for a microtransit service:
 - ▶ 1) increasing ridership and improving the quality of service for three existing fixed route services in the Montpelier area; and
 - ▶ 2) upgrading existing specialized transportation services and, to the extent feasible, providing both general and specialized transportation services using the same fleet.

Scenarios

The recommended fleet sizes for these different demand scenarios are shown in the table below. Microtransit becomes more efficient as the density of ride requests increases, meaning trips are more easily aggregated.

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Units
Ridership	225	244	300	400	<i>Trips / day</i>
Peak Hour Ridership	25	27	35	45	<i>Trips / hour</i>
Fleet Size	3-4	3-5	4-5	5-6	<i>Vehicles</i>
Vehicle Size	6+ Seats	6+ Seats	6+ Seats	6+ Seats	<i>Seats / vehicle</i>
Vehicle Hours (M-Sa.)	256	266	328	410	<i>Vehicle hours / week</i>
Average Wait Time	10-15	10-15	10-15	10-15	<i>Minutes from Request to Pickup</i>
Average Walk	145	130	130	135	<i>Meters from Request to Pickup Site</i>

GMT Proposed Service

- ▶ Microtransit service will operate Monday - Friday, 7:00AM - 6:00 PM; Saturdays 8:00AM - 6:00PM.
- ▶ Monday - Friday, there will be three dedicated vehicles operating microtransit. In the event that additional capacity is needed, GMT will use demand response or additional drivers to provide additional support.
- ▶ Saturdays, there will be one dedicated vehicle operating microtransit from 8:00AM - 10:00AM, and two dedicated vehicles from 10:00AM - 6:00PM. Similarly, in the event that additional vehicles are needed, GMT will dedicate additional resource as available.

Timeline

- ▶ June 8: Microtransit Advisory Committee Meeting to review RFP project scope
- ▶ June 16: RFP Issued
- ▶ June 16: GMT Board approval to seek additional grant funds from VTrans and to issue the RFP
- ▶ July 17: RFP responses due
- ▶ August 7: RFP scoring completed
- ▶ August 18: GMT Board approval to implement service and approval of the RFP award
- ▶ August 18: RFP contract awarded
- ▶ October: GMT & stakeholder public hearing and outreach process
- ▶ October 20: GMT Board approval of public comment
- ▶ October : Microtransit Advisory Committee to discuss marketing of service
- ▶ October - December: Marketing of service, technology implementation
- ▶ January 5, 2021 : Microtransit start date

Questions/Comments?

Jamie Smith

jamie@ridegmt.com

802-540-1098

On-Demand Microtransit Public Meeting
October 12, 2020 5:00 PM
101 Queen City Road, Burlington VT 05401
Meeting held virtually via Zoom Meetings

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.

Present:

Jamie Smith, Director of Marketing and Planning

Jim Alvarez, CVMC

Amy Gamble

Gretchen Elias

Elizabeth Parker, Sustainable Montpelier Coalition

Fred Doten

Bonnie Waninger, CVRPC

Ms. Smith opened the meeting at 5:01 PM. After thanking the participants for joining, Ms. Smith presented a PowerPoint presentation focusing on the following:

- Current Service
 - Service Area Summary
 - History of the Project
 - Current Route Performance
- Introduction to Microtransit
 - Feasibility Study
 - Service Model Scenarios
 - Timeline

At the end of the presentation, Ms. Smith opened the conversation to questions and comments.

Amy Gamble: What would the fare be?

Ms. Smith: The final fare has not been determined, but we anticipate it will be the same or similar to the current fare.

Elizabeth Parker: If the three fixed routes in question make up 75% of service in Central VT, what are the other 25%.

Ms. Smith went through the additional services available in Central VT and showed the group a service map showing those services.

Gretchen Elias: Asked if the City Commuter had changed to the Barre Link Express?

Ms. Smith: No, the City Commuter is still in existence and will be unaffected by microtransit.

Elizabeth Parker: Asked about pre-COVID numbers and recognized that the intent of showing those numbers was to indicate that the current service is underutilized and that intent it to utilize them more. She expressed concerns that COVID numbers from this year are not the same as the numbers reported by VIA Mobility. She believes that the stat screen doesn't represent current numbers. Ms. Smith went through the COVID numbers and current on-board restrictions in place.

Gretchen Elias: Asked about her middle school daughter and expressed concerns about microtransit. She mentioned that her student uses the bus to get to middle school, she doesn't have a phone, and she was afraid that the life skills she was learning will be impacted. She felt this would make it harder for her family.

Ms. Smith talked about all the ways GMT and Sustainable Montpelier Coalition will work to set-up spaces for folks to access the app. In addition, Ms. Smith explained the way trips can be planned in the app or by phone.

Gretchen: Asked if the call center is going to expand hours to mirror microtransit for folks who don't have a phone.

Ms. Smith: Said she would check internally on the alternatives to expanding the call center hours. In addition, there may be locations available for tablets.

Elizabeth Parker: Asked how long in advance folks can book a trip and how often they would have to book trips.

Ms. Smith noted that Via Mobility is willing to work within our current parameters. She will talk with Via at the kick-off meeting.

Ms. Smith said that GMT is going to create a webpage on the GMT site dedicated to microtransit for folks that would include how to ride, FAQ, and possible simulations.

Elizabeth Parker: Has any resolution happened around the age of the rider?

Ms. Smith: GMT doesn't currently have a policy regarding age, and we will work with Via on best practices.

Gretchen Elias: Asked if we are using the current fleet?

Ms. Smith said to begin, we will be using the current fleet. In the event that future opportunities arise, we will evaluate other vehicle types.

Fred Doten: Does GMT have enough vehicles and drivers to operate microtransit?

Ms. Smith explained that microtransit service and hours will mirror current service, and we will have the capacity to meet the needs to begin. GMT will continue to monitor capacity in the event that the program is very successful and additional resources are needed.

Elizabeth Parker asked Jim Alvarez about the CVMC shifts and if this service would help those employees. Jim Alvarez said a lot of clinical staff has a 7AM to 7PM shift. He isn't sure how many people are utilizing the service now.

Ms. Smith said that likely the clinical staff isn't utilizing the service because the service hours don't match the shift times. She noted the CVMC staff would be a good test group to determine future demand and future service hours. Mr. Alvarez mentioned his support for the project and he is anxious to see this program come to fruition.

Ms. Smith reminded everyone to sign-in to the meeting for GMT's record. She mentioned that GMT is creating a mailing list for folks who are interested. The meeting concluded at 5:54PM.

On-Demand Microtransit Public Meeting
October 13, 2020 12:00 PM
101 Queen City Road, Burlington VT 05401
Meeting held virtually via Zoom Meetings

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.

Present:

Jamie Smith, Director of Marketing and Planning

Chris Damiani, Transit Planner, GMT

Jeanne Kern, CVCOA

Brenda Brigham

Patricia Hinkley

Bonnie Waninger, CVRPC

Conor Teal, Barre City Energy Committee

Henry Bonges

John Charissakis, Operations Manager, GMT

Houston Lee, Dispatcher, GMT

Jim H.

Laura Brooke, Sustainable Montpelier Coalition

Randy Schoonmaker, SEVT

Richard Amore, ACCD

Tawnya Kristen, United Way

Thomas Caswell

Tom Hubregsen, Sustainable Montpelier Coalition

Elizabeth Parker, Sustainable Montpelier Coalition

Ms. Smith opened the meeting at 5:03PM. After thanking the participants for joining, Ms. Smith presented a PowerPoint presentation focusing on the following:

- Current Service
 - Service Area Summary
 - History of the Project
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 - Service Model Scenarios
 - Timeline

At the end of the presentation, Ms. Smith opened the conversation to questions and comments.

Tawnya Kristen: Will deviations to other popular sites in and around the Montpelier HH area be allowed? Specifically, new fitness center/community center on Granger Road?

Ms. Smith: Microtransit will replace the current service model, including deviations, however the fitness center/community center is within the service area for microtransit. Folks will need to book those trips.

Tawnya Kristen: Will there be tablets at key stop locations, for example CVMC, BCMC Berlin Mall?

Ms. Smith: We are working to determine locations for tablets, as well as, if we can find a way to have tablet stations that are secure.

Jim H: Will the fare be the same as current fare?

Ms. Smith: We are determining the final fare; however, the goal is to keep them the same or similar to current the current fare.

Conor Teal: Will the fixed routes be phased out or stop running on January 4?

Ms. Smith: No, only the three routes we spoke about today and the on-demand service in the downtown Montpelier area.

Tawnya Kristen: When this program is determined a success, will there be an opportunity to look at a similar program in downtown Barre?

Ms. Smith: Yes, this is the first of hopefully many programs like this in the state. VTrans will be monitoring this program alongside GMT and will make determinations about opportunities for other microtransit systems.

Tawnya Kristen: If there was a project happening in the next few years, like the workforce connection program in Barre connecting single female, head of households to employment?

Ms. Smith: This would be a great conversation to take offline and chat with VTrans.

Conor Teal: Very exciting, and the Barre Energy Committee is interested in hearing more about this for our area.

Thomas Caswell: Asked about the use of bikes on vehicles, and what type of vehicles would be utilized?

Ms. Smith: Yes, we will be using the same buses that we use currently. In the event that an opportunity presents itself for different vehicles, we will work with VTrans on that.

The meeting ended at 12:58PM.

**On-Demand Microtransit Public Meeting
October 14, 2020 4:00 PM
101 Queen City Road, Burlington VT 05401
Meeting held virtually via Zoom Meetings
Broadcast on Cable Access TV**

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.

Present:

Jamie Smith, Director of Marketing and Planning
Christopher Damiani, Trip Planner, GMT
Dan Jones, Sustainable Montpelier Coalition
Liz
Bonnie Waninger, CVRPC
John Charissakis, Operations Manager, GMT

Joan Kahn
Paul Zabriskie, ORCA Media
Rebecca Davison
Elizabeth Parker, Sustainable Montpelier Coalition
Zoe Neaderland
Beth Burgess, United Way

Ms. Smith opened the meeting at 5:03PM. After thanking the participants for joining, Ms. Smith presented a PowerPoint presentation focusing on the following:

- Current Service
 - Service Area Summary
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 - Service Model Scenarios
 - Timeline

At the end of the presentation, Ms. Smith opened the conversation to questions and comments.

Zoe Neaderland: What are the four routes? How would this affect people traveling between Montpelier and Barre?

Ms. Smith: Montpelier Hospital Hill, Montpelier Circulator, and Capitol Shuttle. This will not affect the service operating between Montpelier and Barre?

Dan Jones: Some people have asked about longer shift hours and is there a way modify the Hours of Operation for some of the vehicles?

Ms. Smith: To begin, the Hours of Operation will be the discussed hours in the presentation, but we can certainly monitor demand and do some work to assess the additional needs throughout the project. We should gather some survey data.

Dan Jones: This is something the Community Advisory Committee can help with that.

Rebecca Davison: I think this is fabulous, and a long time coming. How does this work in COVID times?

Ms. Smith: Explained the COVID related operations details. Via Mobility will set the board maximum in the app to prevent crowding.

Joan Kahn: What age a young person would have to be to use the service?

Ms. Smith: GMT doesn't currently have a policy regarding minimum age of riders.

Dan Jones: Via Mobility recommends a minimum age of 13.

Ms. Smith: We certainly recognize the need for students to be able to use the service and the goal is for this not to impact current riders.

Liz: What is the cost and what is the timeframe in which I could schedule trips? What happens if folks don't have a phone?

Ms. Smith: GMT will work with Via to set-up the app to allow for folks to pre-plan their trip and they can plan right up to pick-up time. Additionally, we are working to identify the need to additional tablet stations.

Zoe Neaderland: How will microtransit affect passengers traveling between Montpelier and Barre?

Ms. Smith: The service between Montpelier and Barre won't be affected.

Bonnie Waninger: I was in a meeting where folks were celebrating microtransit. If I am in Barre and I need to get to Montpelier, how will that intersect? How does the transfer occur?

Ms. Smith: Passengers would continue to use the same service from Barre to Montpelier and they could book their transfer trip based on the arrival time of the bus from Barre.

Ms. Smith mentioned that GMT and Sustainable Montpelier Coalition will be conducting some on-board surveys. Dan Jones mentioned that the group has become very aware of the needs of current riders. Ms. Smith mentioned that the GMT page will have a section dedicated to microtransit and common questions for folks.

Dan Jones thanked GMT for the presentation.

John Charissakis: Will drivers accept flag stops?

Ms. Smith: Not to begin, folks will need to plan their trip through the app.

Liz: Will folks have to schedule the pick-up and drop-off times to the hospital separately?

Ms. Smith: You could plan them at the same time.

Dan Jones: We are going to work with the hospital to have a tablet station there as well.

The meeting ended at 4:37PM.

Non-Emergency Medical Transportation Program Overview

GMT Board Meeting

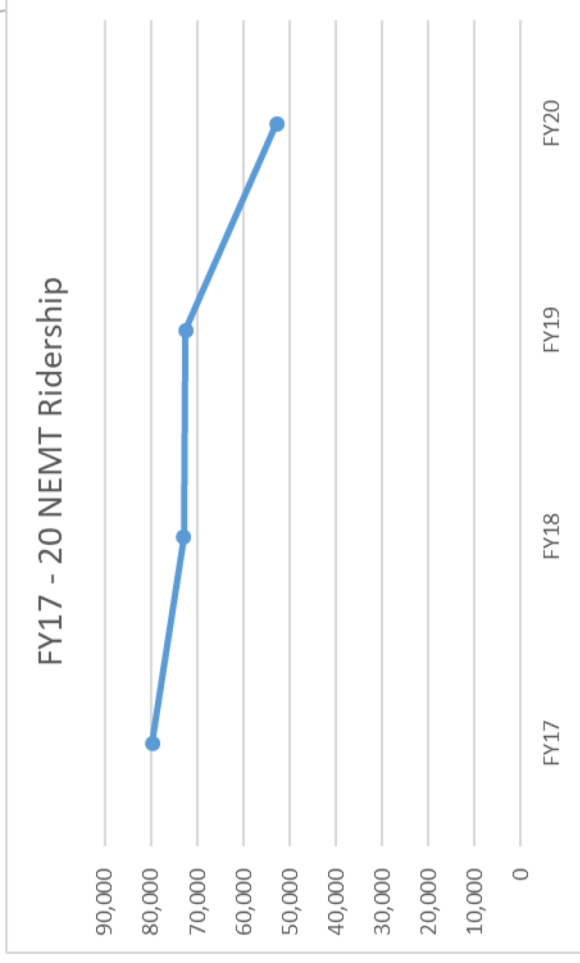
October 20, 2020

Medicaid NEMT Program Summary

- ▶ Medicaid is an assistance program enacted to provide health care services to individuals who are low-income, aged, blind or disabled and families with children.
- ▶ Started in 1965, funded by federal and state funds and administered at the state level.
- ▶ Per Federal Rule 42 CFR 440.170(a), “Transportation includes expenses for transportation and other related travel expenses determined to be necessary by the agency to secure medical examinations and treatments for a recipient.”
- ▶ NEMT service in Vermont provided through a contract between the State of Vermont, Department of Health Access (DVHA) and the Vermont Public Transportation Association (VPTA)
 - ▶ VPTA contracts with local and regional transit agencies, including GMT, to provide NEMT service
- ▶ Each ride is determined based on the most cost-effective, medically appropriate mode by the transportation provider.
 - ▶ Public transportation bus, van, cab or volunteer driver and will be coordinated with other members and other programs whenever possible.










FY20 GMT NEMT Service

- ▲ \$1,758,235 Program Costs
- ▲ \$2,076,331 in VPTA reimbursements
- ▲ 52,858 Rides provided
 - ▲ 20,689 (39%) total Volunteer trips
- ▲ 865K total miles provided
- ▲ 89K calls taken in the call-center

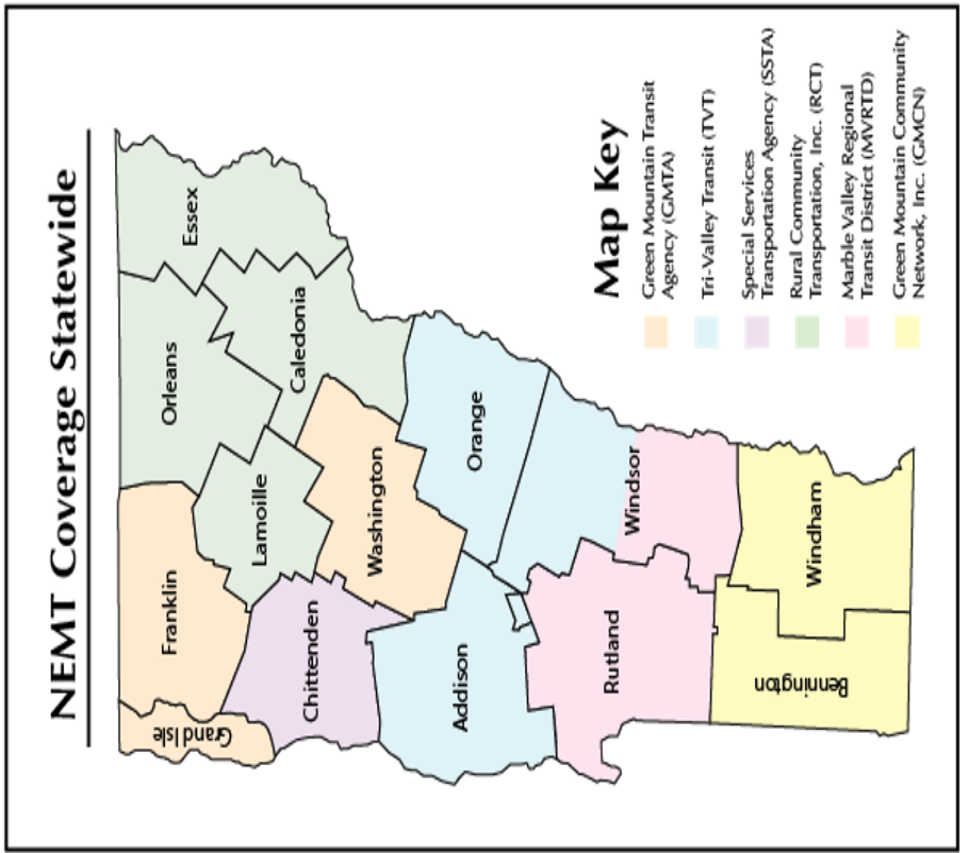


Who is VPTA

- ▶ Executive Director, Elaine Haytko, and two office staff. Based in Bennington.
- ▶ VPTA Board made up of the GM/ED of the seven regional transit providers and SSTA.
- ▶ Advance Transit and Southeast Vermont Transit (The Current & MOOover) do not currently provide NEMT service.
 - ▶ Windham and Windsor County NEMT service provided by MVRTD & GMCN.
 - ▶ Likely increases total program costs due to satellite operations
 - ▶ SEVT may restart NEMT service in the future

 <p>SSTA LOCAL CHITTENGEN COUNTY 802-878-1827</p> <p>Visit Website</p> <p>Medicaid Provider</p>	 <p>RCT 855-811-6360</p> <p>Visit Website</p> <p>Medicaid Provider</p>	 <p>MVRTD WINDSOR 802-886-8538 RUTLAND 800-339-3191</p> <p>Visit Website</p> <p>Medicaid Provider</p>	 <p>STAGECOACH A Division of Stagecoach Transit Co.</p> <p>STSI 802-728-3773 800-427-3553</p> <p>Visit Website</p> <p>Medicaid Provider</p>
 <p>ACTR 802-388-2287 800-440-1886</p> <p>Visit Website</p> <p>Medicaid Provider</p>	 <p>GMCN 802-447-0477 888-633-4001</p> <p>Visit Website</p> <p>Medicaid Provider</p>	 <p>GMT WASHINGTON 802-223-7287 FRANKLIN 802-527-2181 CHITTENGEN 802-864-2282</p> <p>Visit Website</p> <p>Medicaid Provider</p>	 <p>Advance Transit 802-295-1824</p> <p>Visit Website</p>
 <p>The Current 802-460-7433 888-869-6287</p> <p>Visit Website</p>	 <p>MOOover! 802-464-8487</p> <p>Visit Website</p>		

NEMT Service Coverage



Current NEMT Contract Summary

- ▶ Two (2) year term, started on January 1, 2017.
 - ▶ Extended for two (2) additional one (1) year terms.
- ▶ VPTA is the contractor and GMT is a sub-contractor of VPTA.
- ▶ \$14,704,566 maximum annual contract value (CY 2020).
- ▶ Per Member Per Week (PMPW) reimbursement structure.
 - ▶ Designed to be incentive for efficient and cost effective service delivery.
 - ▶ Based on total number of unduplicated individuals served over the past 365 days.
- ▶ Governed by the DVHA NEMT Procedure Manual and contractual Performance Standards.

CTAA Program Analysis

- ▶ VPTA contracted with the Community Transportation Association of America (CTAA) to conduct an analysis of NEMT services provided in Vermont based on:
 - ▶ Distance covered in NEMT trips
 - ▶ Population density
 - ▶ Frequency of Trips (i.e. super users)
 - ▶ Efficiency of Route Match use and operational practices
- ▶ CTAA recommendations included:
 - ▶ All current NEMT providers committing to work together as a cohesive coalition
 - ▶ Critical for the award of the contract effective January 1, 2021
 - ▶ Not being awarded the contract would have had disastrous consequences for transit providers
 - ▶ Reconsidering the NEMT sub-contractor reimbursement (PMPW) methodology to:
 - ▶ Minimize providers ending their NEMT service subcontracts that would lead to overall higher program costs
 - ▶ Reducing, or eliminating, NEMT program financial losses that impact other transit provider programs (i.e. fixed route services)
 - ▶ Avoiding having NEMT program financial “winners” and “losers”
 - ▶ Development of cost allocation plans (CAP) for all NEMT subcontractors
 - ▶ GMT has an FTA required and approved CAP
 - ▶ Discuss the impacts of “super users” with DHVA

PMPW History

- ▶ Each VPTA member had previously negotiated individual PMPW rates with DVHA ranging between \$21.68 (GMT) and \$40.04.
- ▶ Starting in April 2018 the VPTA Board approved all members receiving the same PMPW rate of \$34.00.
 - ▶ Due to different business factors, cost pressures and trip lengths the one size all model created “winners” and “losers.”
- ▶ The VPTA Board approved a minor PMPW rate adjustment in October 2019 (based on CTAA findings).
 - ▶ Done to ensure that no provider loses money on the NEMT program while others were make a profit.
 - ▶ GMT’s PMPW was reduced to \$32.07.

Current Reimbursement Methodology

- ▶ Effective October 1, 2020 the VPTA Board approved a cost based reimbursement model.
 - ▶ VPTA still receives PMPW reimbursement from DHVA.
 - ▶ Actual transit provider program costs from the most recent completed three quarters (FY20 Q2 - Q4) are used as the base reimbursement amount.
 - ▶ 50 % of any weekly surplus is distributed to transit providers and 50% is put into escrow.
 - ▶ Available program surplus is distributed based to transit agencies based on their % (GMT is 13.5%) of the total program costs.
 - ▶ At the end of each quarter transit providers will be reimbursed for actual losses as there are funds available in escrow.
 - ▶ At the end of the fiscal year any remaining escrow will be distributed to transit providers less any VPTA Board agreed upon amount to remain in escrow.
- ▶ This methodology represents VPTA members working together for the collective good of the program and:
 - ▶ Increases the trust and teamwork amongst members.
 - ▶ Reduces, or eliminates, operating losses for individual transit providers.
 - ▶ Motivates SEVT to restart as an NEMT provider potentially reducing total program costs.
 - ▶ Discourages current NEMT transit providers from ending service and increasing total program costs.
 - ▶ Creates an equitable profit/deficit sharing model amongst all members.

New Contract and Next Steps

- ▶ DHVA has selected VPTA as the “apparently successful bidder.”
 - ▶ Based on stipulations and negotiations.
- ▶ Two (2) year contractual terms.
 - ▶ PMPW rates locked for years one (1) and two (2).
 - ▶ Two (2) additional one (1) year contract extension options.
- ▶ In fiscal year 2021, prior to executing a contract to provide Medicaid Non-Emergency Transportation services, the Department of Vermont Health Access shall provide to the **Joint Fiscal Committee** for review and approval a detailed analysis demonstrating that by executing such a contract:
 - ▶ (1) no State policy, including the coordinated delivery of transportation services in the Elders and Persons with Disability program and the Medicaid Non-Emergency Transportation program, will be compromised;
 - ▶ (2) there will be no degradation of service to eligible individuals; and
 - ▶ (3) the financial stability of the State’s public transportation systems will be maintained.
 - ▶ (b) The analysis shall also include the impact of the Agency of Transportation’s investments in vehicles, technology, and other capital investments on the coordinated service delivery model.”
- ▶ VPTA Board will continue to analyze subcontractor reimbursement models to ensure equitable distribution.
- ▶ Official GMT Board approval eventually required per the GMT Purchasing Policy.
- ▶ **Staff recommendation will be to continue as a VPTA subcontractor to provide NEMT services.**