



Green Mountain Transit Board of Commissioners Meeting
September 19, 2023 – 7:30 a.m.
101 Queen City Road, Burlington VT 05401

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

Attendees may join in-person or remotely via Zoom.

To join the meeting via Zoom:

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

Audio Only: (646)-558-8656

Meeting ID: 893 0596 8523

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda (Action Item)
 - a. [July Meeting Minutes](#)
 - b. Finance Report **Pages 7-19**
 - c. Check Register **Pages 20-24**
 - d. Planning, Marketing and Public Affairs Report **Page 25**
 - e. Ridership Reports **Pages 26-29**
 - f. Grants and Capital Projects **Pages 30-32**
- 7:45 a.m. 5. VTrans Update
- 7:55 a.m. 6. General Manager's Report
- 8:05 a.m. 7. Committee Reports



- 8:15 a.m. 8. **Discussion:** Washington County Temporary Service Reductions
- 8:30 a.m. 9. **Action:** Election of Officers
- 8:30 a.m. 10. **Action:** FY24 Capital Budget Adjustment **Pages 33-36**
- 8:35 a.m. 11. **Action:** Approve Vehicle Procurement **Pages 37-38**
- 8:40 a.m. 12. **Action:** Approve Charging Infrastructure Procurement **Page 39**
- 8:50 a.m. 13. **Action:** Approve Public Transit Agency Safety Plan **Pages 40-65**
- 9:00 a.m. 14. **Discussion:** Public Comment on Fares and Next Steps
- 9:10 a.m. 15. Executive Session to Discuss Labor Contracts
- 9:20 a.m. 16. **Action:** Authorization to Adjust Rural Operator Wages
- 9:25 a.m. 17. Commissioner Comments
- 9:30 a.m. 18. Adjourn

Next GMT Board of Commissioners Meeting Date: October 17, 2023

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.



Green Mountain Transit Board of Commissioners Minutes
July 18, 2023 – 7:30 a.m.
101 Queen City Road, Burlington VT 05401

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

Present:

Commissioner Austin Davis, Winooski
Alternate Commissioner Alice Peal, Washington County
Commissioner Bob Buermann, Grand Isle County
Commissioner Phil Pouech, Hinesburg
Alternate Commissioner Tom Derenthal, Burlington
Commissioner Paul Bohne, Essex
Commissioner Michael Scanlan, South Burlington
Commissioner Andrea Suozzo, Burlington
Alternate Commissioner Chapin Kaynor, Williston
Commissioner Catherine Dimitruk, Franklin County
Alternate Commissioner Kyle Grenier, Grand Isle County
Commissioner Henry Bonges, Milton
Alternate Commissioner Will Anderson, Burlington
Commissioner Amy Brewer, Williston
Commissioner Christian Meyers, Washington County
Commissioner Chapin Spencer, Burlington

Chris Damiani, Senior Transit Planner
Matt Kimball, Director of Grants and Project Development
Jamie Smith, Director of Planning and Marketing
Clayton Clark, General Manager
Jon Moore, Assistant General Manager
Stephanie Reid, Director of Human Resources
Nick Foss, Director of Finance
Connor Smith, Project Coordinator
Tim Bradshaw, Director of Rural Operations
Dan Currier, VTrans
Paul LeClair, GMT Bus Driver



Jimmy Johnson, Operations Manager
Tammy Masse, Controller
Ash LaBombard, Marketing Coordinator

Open Meeting

Chair Davis opened the meeting at 7:31AM.

Adjustment to the Agenda

GM Clark asked to move the Barre City conversation to the end of the agenda as they are not available to present today.

Alternate Commissioner Kaynor noted that the packet has the incorrect date.

Consent Agenda (Action Item)

Commissioner Dimitruk made a motion to approve the consent agenda noting that Kyle Grenier should be listed as the alternate for Grand Isle County, Commissioner Bonges seconded. All were in favor and the motion carried.

30-Year Presentation – Paul LeClair

Jimmy Johnson spoke about Paul LeClair's time as a driver at GMT.

New Commissioner Introductions

The GMT Board of Commissioners and staff did a round of introductions for all the new Commissioners and Alternate Commissioners who have joined the Board.

VTrans Update

Dan Currier gave an update on the flooding around the GMT service area.

General Manager's Report

GM Clark reviewed his report with the board.

Commissioner Meyer spoke positively about the flood response and noted that Paine Turnpike is still closed so he hopes that folks go there to examine the potential weaknesses of that location as a potential build site for the new Berlin facility.

Committee Reports



Finance: Commissioner Bohne reported that the committee worked on the ADA assessment impacts in an effort to smooth that process for communities.

Strategy: Commissioner Buermann reported that the committee continued retreat planning for the Board retreat in September.

Operations: This Committee did not meet.

JEDI: GM Clark reported that the committee spoke about the hard issues tackled at this month's meeting including a troubling ADA complaint and a banner policy for the DTC banners.

Action: FY24 Capital Budget Adjustment

Matt Kimball gave an overview of the Capital budget adjustment.

Commissioner Dimitruk made a motion to adopt the presented adjustments to the FY24 capital budget and authorize staff to issue a purchase order to New Flyer for the five (5) Battery Electric buses outlined in Line A in accordance with the GMT-New Flyer partnership agreement in the LONO grant award to VTrans/GMT, Commissioner Pouech seconded. All were in favor and the motion carried.

Action: Release Draft Fare Plan for Public Consideration

GM Clark reviewed the draft fare plan with the Board. Commissioner Dimitruk asked that there be inclusion of the public outreach in the plan. Commissioner Buermann made a comment that prior to going fare free, there were three different fare sets and asked that this plan be clear that rural communities would continue to be zero fare and in the event that fares did resume in rural in the future, they would not mirror the urban fares.

Commissioner Spencer made a motion to approve release of the draft plan for public comment, with changes noted by Commissioners Dimitruk and Buermann, Commissioner Buermann seconded. All were in favor and the motion carried.

Discussion: Flood Impact and Response

Jon Moore and Tim Bradshaw gave an overview of the flood efforts and continued recovery at the Berlin facility.

Barre City – City Commuter Request



119 This item was moved to a later meeting.

120

121 **Commissioner Comments**

122 Chair Davis thanked everyone for flood response and all staff for forward
123 momentum on many projects.

124

125 Alternate Commissioner Kaynor complimented staff on the information that is
126 being shared.

127

128 **Adjourn**

129 Commissioner Spencer made a motion to adjourn, Commissioner Dimitruk
130 seconded. All were in favor and the meeting adjourned at 9:31AM.



To: Finance Committee (FC)

From: Nick Foss, Director of Finance
Tammy Masse, Controller

Date: September 12, 2023

RE: Finance/Grants/Capital Projects

The Finance Department's primary objective is to provide accurate, useful, and timely financial reporting, as well as fiscal management and stewardship of assets to GMT, its management, and stakeholders.

The following is a summary of department updates and projects of focus:

- **Principal Insurance Renewal:** Staff executed the annual renewal with its current short and long-term disability provider – Principal. GMT transitioned a few years ago to Principal from its existing benefits provider, which generated significant savings, as well as a two-year rate guarantee. The rate guarantee is set to expire in October and staff, with help from GMT's insurance broker, negotiated a policy extension which results in a roughly 9.7% increase. Given the inflationary environment and two years of flat rates, staff is satisfied with this outcome.
- **New Commissioners Retreat:** Staff presented an overview of the Finance Department at this week's New Commissioner's Retreat at GMT headquarters. The presentation included a summary and introduction of finance staff, what services the department provides, the department's approach to financial management, and ended with a discussion on oversight and reporting. I have included the presentation in this month's committee materials.
- **Washington County Flood Update:** As a result of recent flooding at GMT's Washington County facility staff submitted a claim with the National Flood Insurance Program (NFIP). After a review by the claims adjuster the initial reimbursement came in at roughly \$156K, which is short of the cost of repairs which totaled \$171K. This deficit and any other eligible costs will be requested either by an adjusted claim with the NFIP or through federal disaster relief resources through our partners at the Federal Transit Administration (FTA).
- **Workers Compensation Audit:** Each year staff manages the workers compensation audit, which is conducted by GMT's commercial insurance provider Travelers Insurance. The process involves comparing GMT's workers' compensation premiums which are paid based on an estimate of payroll to year-end actuals. This year's audit resulted in a larger variance than expected, with initial results showing a shortfall of roughly \$115K in premiums. Staff has



requested Gallagher – GMT's insurance broker, to review the audit in detail to determine if any irregularities are found in the auditor's work. However, if it is determined the auditor's processes are sound, this will be an Authority wide cost pressure. Staff was expecting an increase from the audit findings, especially due to the large scale of compensation increases company-wide that have occurred since the payroll estimate was provided. To improve this process, staff does plan to initiate semi-annual true ups to the plan, which should eliminate any large end of the year deviations. In addition to that, staff will also be considering entering into a payment plan if the premium increase is verified.

- **FY23 Audit Schedule:** Staff has coordinated with its external auditors RHR Smith & Co. to schedule the FY23 Single Audit which will occur as follows:

➤ **Pre-Audit: May 1st – 5th**

- The pre-audit is off to a fantastic start and staff did a great job compiling the auditors' requests. Miranda MacDonald of RHR Smith was on-site two days this past week to review and test, as well as interview staff.
- Staff held an internal control working group with the auditor in May to discuss best practices and receive feedback on current GMT policies. The feedback from the auditor was positive and staff plans to hold another meeting before the end of the calendar year.

➤ **Single Audit: October 23rd – 27th**

- **Investment Portfolio Update:**

Figure 1

<i>Portfolio as of 8/31/23</i>			
	Cost Basis	Market Value	Maturity Value
U.S. Treasury Bill Due 11/7/23	\$ 1,017,643	\$ 1,024,820	\$ 1,035,000
U.S. Treasury Bill Due 9/7/23	\$ 511,072	\$ 523,539	\$ 524,000
U.S. Treasury Bill Due 10/12/23	\$ 1,006,840	\$ 1,021,801	\$ 1,028,000
U.S. Treasury Bill Due 12/12/23	\$ 999,452	\$ 1,001,713	\$ 1,017,000
Portfolio Market Value	\$ 3,571,873		
Total Money Market Value	\$ 753		
Total Investments:	\$ 3,572,626		
Investment Returns Since Inception*: \$	89,207		
<i>*Portfolio inception date is 1/11/23</i>			



- **Budget Development Tracker:**

- ❖ **FY23 Capital Budget Adjustment (#1)** - Approved by BOC on 8/16/22.
- ❖ **FY23 Capital Budget Adjustment (#2)** – Approved by BOC on 11/15/22.
- ❖ **FY24 Capital Budget** - Approved by BOC on 9/20/22.
- ❖ **FY23 Operating Budget Adjustment** – Approved by BOC on 10/18/22.
- ❖ **FY24 Operating Budget:** - Approved by BOC on 1/17/23.
- ❖ **FY24 Proposed Capital Budget Adjustment** – Target Date Sept.
- ❖ **FY24 Proposed Operating Budget Adjustment** – Target Date Oct.

All Budget Documents are available on the Finance Page at ridegmt.com, or by clicking [HERE](#).

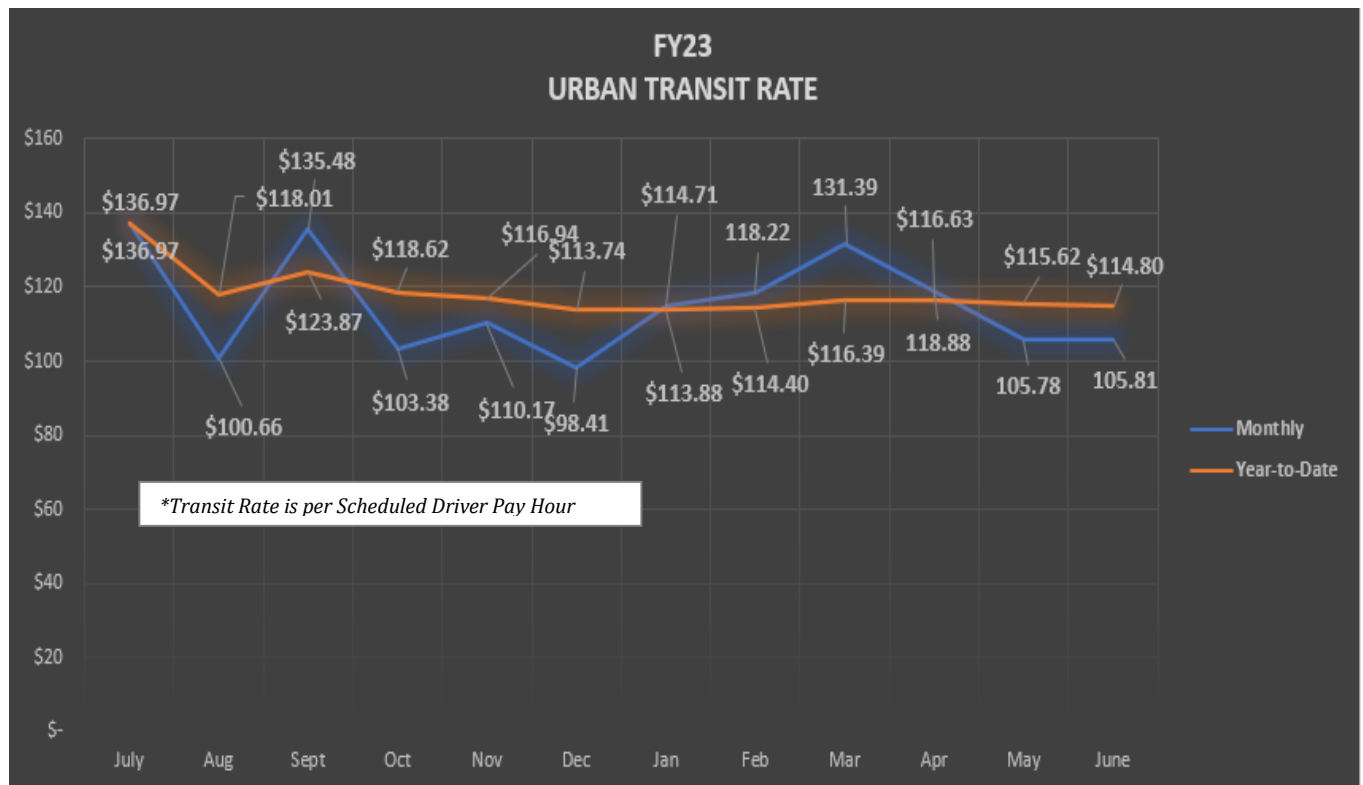
Transit Rate (Operating Cost) Update:

Each month the Finance Department will provide updates on the Authority's transit rates, which measures the operating costs associated with providing a distinct measurement unit of service. It is important to note that GMT's two systems (urban/rural) use different measurements for unit cost. The rural system uses a per vehicle hour (*actual time on-road*) measure, while the urban system utilizes scheduled driver payroll hours.

The **urban transit rate** stayed relatively flat for the remaining two months of the fiscal year, ending the year with an average rate of \$114.80 per scheduled driver pay hour, and hitting the bottom end of staff's updated guidance of \$115 - \$120. As expected, the average rate continued to fall throughout the fiscal year as the July CBA drive bonuses amortized out, fuel costs began to fall, and total operating expenses ended the year 230 basis points (2.3%) below budget.

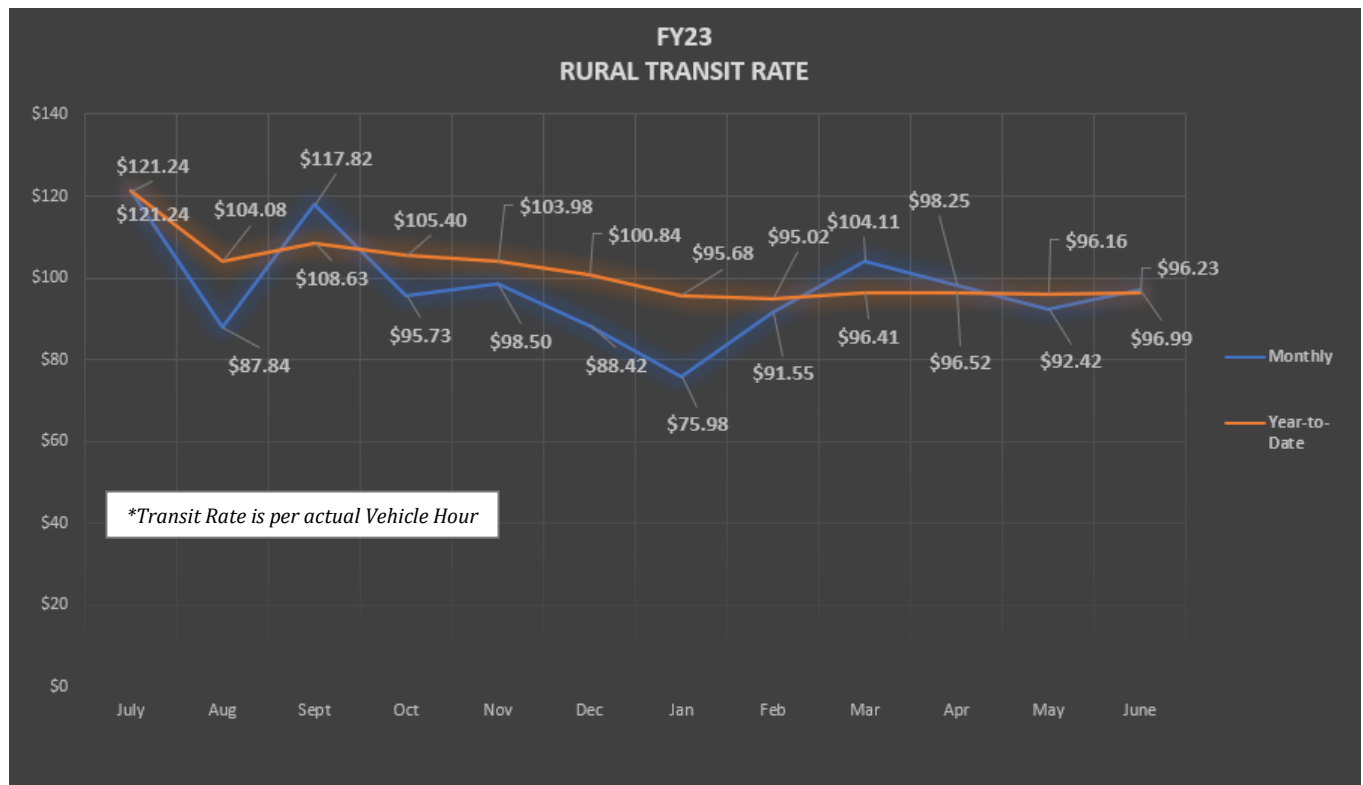
Please remember, the monthly rate tends to be quite volatile because of one-time costs, and the timing of payrolls (September and March are good examples). Therefore, staff relies heavily on other measures, such as the year-to-date rate (Orange Line), or other time periods, to help smooth out these effects and provide additional insight into where the rate is trending and why.

Figure 2



The **rural transit rate** (see Figure 3) also experienced mild volatility in the last two months of the fiscal year, hovering in the low to mid-\$90 range, and ending the year with an average rate of \$96.23 per actual vehicle hour. The same factors noted in the urban transit rate summary affected the rural rate, however operating expense declines compared to budget were more extreme as the rural budget ended the year 600 basis points (6%) below budget.

Figure 3



Medicaid Financial Update:

As reflected in Figure 4, GMT's NEMT program ended the year with a pro forma loss of roughly **\$165.6K** for the year. Despite what is still a sizeable loss in the program, this result represents a significant improvement over July's report, which included results through April (32.5% decline or \$80K drop). Please note these financial improvements over the last two months were due to increases in the programs top line (revenue), with extra PMPW (revenue) payments continuing through the month of May. These additional revenues were the result of VPTA's lobbying efforts, which resulted in additional funding being made available by the Vermont State Legislature during its last legislative session.

Figure 4

FY23 Medicaid Profitability Analysis	
PRO FORMA	
As of June 30, 2023	
	<u>Totals</u>
<u>Revenue:</u>	
PMPW Revenue*	\$2,013,642
<u>Expenses:</u>	
Operating Costs	\$1,678,186
General & Administrative	<u>\$501,063</u>
Total:	\$2,179,249
Profit/(Loss):	(\$165,607)
Net Margin:	-8.2%
*Includes prior year escrow payments	

Retirement Committee Update:

Retirement Committee (RC) meetings are held quarterly. The last meeting was held on June 7th at 12 p.m.

Retirement Committee Minutes can be found [HERE](#).

Financial Snapshot:

As of **June 30, 2023**, the **Authority** has a **total operating surplus** of roughly **\$328.7K** and **negative change in net assets** of roughly **\$1.96M**.

The operating result between systems is the following:

- ❖ Urban System = **-\$2.2K Operating Deficit/- \$2.37M Change in Net Assets**
 - ➡ Because the Urban grant billing process is based on reimbursement, large operating surpluses, or deficits (unless grant funding ran out) should not be reported. The current operating deficit represents 0.01% of total urban revenues year-to-date which is positive reinforcement that GMT's grant billing and accounting processes are sound.
 - ➡ The Authority's urban net assets ended the year far in the **red** due to a lack of fixed asset investment year-to-date. This year's capital investment was the lowest in 10 years (\$143K vs median of \$2.7M), which was largely due to a delay in vehicle purchasing/deliveries. Vehicles expected in FY23 are now being pushed into FY24, notwithstanding any



unknown logistic or supply chain issues, which should help offset this large decline in FY24.

❖ **Rural System = +\$330.9K Operating Surplus/+\$407.3K Change in Net Assets**

➡ Despite sizeable losses in GMT's Medicaid (NEMT) program, GMT ended the year with a healthy operating surplus, which was due to the following reasons in order of magnitude: (1) sufficient funding in GMT's 5311 and CMAQ programs. GMT received sufficient state operating funding this fiscal year to more than cover its non-federal match requirements, which allowed most of its local revenues to fall to the bottom line; (2) GMT receives additional grant revenues and fees for operating the E&D program which was a financial benefit to the rural division; and (3) operating revenues – excluding Medicaid revenues, especially interest income, came in higher than expected.

➡ The rural division ended the year with an increase in net assets. This was due largely because of a sizeable operating surplus, and to a lesser extent from both a small capital surplus and net fixed asset investment.

YEAR END BUDGET SUMMARY

This summary should accompany the preliminary budget-to-actual financials attached to this memo. Please note these financials are unaudited.

REVENUES:

Federal, State, & Local Revenues

(89% of Revenues)

- Both divisions ended the year under target, which is optimal, as any results over and above budget means grant funds are being expended above what was targeted.
- The urban system's 5307 spending came in lower than expected, which was due to lower than expected expenses, as well as higher utilization of both CMAQ and PM grant revenues. CMAQ spending is driven by the level of the transit rate and the proportion of CMAQ hours to the overall level of service. PM is a function of the level of maintenance spending.
- The rural system finished above target in its 5311 spending, however this excess was covered by additional funds provided during the mid-year amendment process. Local operating assistance also outperformed.
- Both Other State and Federal Grants on the rural side underspent their capacity. This includes CMAQ, Mobility Management, and RTAP. This is due to less qualifying expenses for these grant programs than originally expected, which is



not unexpected as total rural expenses ended the year 600 basis points (6%) below budget.

Operating Revenue

(11% of Revenues)

- Both divisions ended the year over target, which was primarily the result of higher-than-expected revenues in the Authority's advertising program, higher interest expense as the budget was constructed before GMT's new investment program began, and higher Medicaid revenues.

GMT ended the year at 99.3% of budgeted revenues.

EXPENSES:

Salaries & Wages

(44% of Expenses)

- Wages came in on-target for the urban system with slight overages in non-union and driver wages and underspending in the maintenance department. This was due to unexpected adjustments to salary, which was spread among both non-union and unionized employees, which was offset by vacancies in the maintenance department.
- Rural wages came in significantly below target, which staff believes was due to unexpected declines in the level of service provided, specifically in Washington County. Vacancies in the rural maintenance department for part of the fiscal year also led to a variance from target.

Personnel Taxes and Benefits

(16% of Expenses)

- Both divisions ended the year below target, which is not unexpected, as this expense group tends to be heavily correlated with wages.
- The urban systems performance was driven largely by underspending in GMT's training budget, lower than expected health insurance payments due to vacancies, and little to no payments for unemployment insurance – this was due to a subsidy provided because of the COVID-19 pandemic.
- The rural divisions underperformance was largely the result of lower-than-expected payments on expenses related to wages: payroll taxes, retirement, and fringe benefits such as ST/LT disability.

General and Admin Expenses

(9% of Expenses)



- Both divisions diverged from one another in this expense category with the urban system ending the year 380 basis points (3.8%) below target and the rural division overspending by a considerable amount – 21.3%
- The urban division's underperformance was primarily related to underspending in both the insurance and recruiting budgets.
- The rural division's performance was driven by overspending in office supplies - primarily in Washington County, computer service expense – which was related to unexpected costs in dispatch software (RouteMatch), and higher commercial insurance costs being allocated to the rural system.

Operations Expenses (0.2% of Expenses)

- Both divisions diverged in the expense group with urban underspending and rural ending the year over by 16.4%. This expense category is a relatively small portion of the overall operating budget so higher percentages do represent a smaller nominal difference.
- The urban division underspent its budget primarily due to lower costs related to drivers' uniforms. This has tended to be a tough budget line, as it is driven by driver headcount and current inventory, which can be volatile from year to year.
- The rural division overspent its budget due primarily to the inverse of its urban counterpart – driver uniforms came in about 50% higher than expected.

Planning Expenses (0.4% of Expenses)

- This expense group is primarily related to activity by the Authority's outsourced planning contractor. This can be volatile from year-to-year depending on the timing of projects and level of spending. This year the urban system had more activity, while rural project activity declined.

Vehicle/Building Maintenance Expenses (14% of Expenses)

- Both divisions ended the year under budget, however there was considerable volatility between expense lines.
- The urban division's underspending was the result of several factors, such as lower fuel and revenue parts cost, as well as underspending in maintenance uniforms and supplies. This was offset by overspending on tires, facility maintenance, and utilities, as the Authority had several instances where equipment or software malfunctioned, which led to excessive water (bus wash) and electric costs (EV charging software).



- The rural division underspent its budget primarily because of lower fuel costs, which like wages and benefits was a function of less service and staff, as well as a decrease in the market price of fuel – as GMT pays directly at the pump in the rural area. Facility costs also came in lower than budget, however staff does expect some of these costs may have been shifted to the maintenance supplies category, which ended the year roughly 62% over budget.

Contractor Expenses

(13.8% of Expenses)

- Both divisions diverged from another in this expense category, with the urban division overspending by close to 12% and the rural division underspending by 8.8%. This category for the urban system is almost entirely related to ADA service costs (SSTA), while the rural side is related to GMT's demand response spending, which is primarily Medicaid and E&D.
- The urban division ended the year over budget due to a combination of higher ADA demand and an agreement to increase SSTA's transit rate, which increased the cost of all programs SSTA provides (ADA for urban/E&D for rural). SSTA's transit rate has now increased roughly 36% since the pandemic started and ADA continues to be underfunded at 50% of estimated program costs – this continues to be a major budget pressure.
- The rural division's result was related to a few factors:
 - (1) Lower-than-expected volunteer costs, which is either the result of less volunteers than expected, or lower activity by each volunteer, or a combination of both. Changes in GSA mileage rates also add to the variance from budget-to-actual.
 - (2) Severe underutilization of Mobility-For-All funds by CRVT (\$3.4K out of \$270K made available). This large amount of underspending was offset by GMT's private cab operator, which received around \$250K for providing service during the fiscal year.

Marketing Expense

(0.4% of Expenses)

- Marketing expenses ended the year over budget for both divisions due to an increased level of marketing and outreach.

Other Expenses

(1.9% of Expenses)

- This expense category ended the year exactly on budget for both divisions. This category only includes the contributions made to GMT's local capital match funds, which are determined in the budget process, with equal payments made to the fund throughout the fiscal year.

GMT ended the year at 96.5% of budgeted expenses.



REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY23 ADJ BUDGET (Approved Oct. 2022)			Budget Variance			PYTD 2022	
Municipal Member Assessments	\$2,514,595		\$2,514,595	\$2,514,596		\$2,514,596	100.0%	0.0%	100.0%	\$2,503,604	
Municipal Paratransit Assessments	\$793,210		\$793,210	\$793,210		\$793,210	100.0%	0.0%	100.0%	\$683,024	
Local Operating Assistance	\$54,071	\$539,148	\$593,219	\$53,791	\$500,375	\$554,166	100.5%	107.7%	107.0%	\$54,415	\$428,432
Federal Urban Formula Grant	\$6,163,759		\$6,163,759	\$6,721,601		\$6,721,601	91.7%	0.0%	91.7%	\$8,807,635	
Federal Rural Operating Grant		\$1,847,206	\$1,847,206		\$1,750,000	\$1,750,000	0.0%	105.6%	105.6%		\$2,364,326
State Regular Subsidy Operating Grant	\$2,400,000	\$315,394	\$2,715,394	\$2,400,000	\$780,000	\$3,180,000	100.0%	40.4%	85.4%	\$800,000	\$157,007
E&D Grants and Local Match		\$1,676,584	\$1,676,584		\$1,747,506	\$1,747,506	0.0%	95.9%	95.9%		\$1,457,076
Other State Grants	\$408,844	\$257,990	\$666,834	\$436,863	\$312,107	\$748,970	93.6%	82.7%	89.0%	\$365,943	\$96,142
Other Federal Grants	\$4,105,659	\$1,357,233	\$5,462,892	\$3,797,522	\$1,653,033	\$5,450,555	108.1%	82.1%	100.2%	\$3,479,379	\$1,031,645
Fund Balance Reserves							0.0%	0.0%	0.0%		
Capital Reserve Revenue							0.0%	0.0%	0.0%		
Total Federal, State and Local Revenues	\$16,440,138	\$5,993,554	\$22,433,693	\$16,717,583	\$6,743,021	\$23,460,604	98.3%	88.9%	95.6%	\$16,694,000	\$5,534,629

OPERATING REVENUE

Passenger Revenue	\$111,564		\$111,564	\$104,507		\$104,507	106.8%	0.0%	106.8%	(\$329)	
Paratransit Passenger Fares							0.0%	0.0%	0.0%		
Advertising Revenue	\$319,334	\$36,570	\$355,904	\$130,000	\$13,000	\$143,000	245.6%	281.3%	248.9%	\$129,349	\$12,236
Interest Earnings	\$3,726	\$67,718	\$71,444	\$300	\$4,000	\$4,300	1242.1%	1693.0%	1661.5%	\$245	\$3,271
Miscellaneous Revenue	\$8,486	\$4,378	\$12,863	\$1,000		\$1,000	848.6%	0.0%	1286.3%	\$3,562	\$1,230
Sales Of Equipment	\$20,800	\$22,513	\$43,313	\$1,000	\$2,000	\$3,000	2080.0%	1125.7%	1443.8%	\$26,558	\$2,370
Medicaid Purchase Of Svc		\$2,013,642	\$2,013,642		\$1,495,000	\$1,495,000	0.0%	134.7%	134.7%		\$1,628,089
Purchase of Service	\$32,824	\$41,793	\$74,617	\$32,790	\$59,982	\$92,772	100.1%	69.7%	80.4%	\$36,255	\$52,256
Warranty Revenue							0.0%	0.0%	0.0%	\$465	
Operating Revenue	\$496,733	\$2,186,613	\$2,683,347	\$269,597	\$1,573,982	\$1,843,579	184.3%	138.9%	145.6%	\$196,105	\$1,699,452
Total Revenue	\$16,936,871	\$8,180,168	\$25,117,039	\$16,987,180	\$8,317,003	\$25,304,183	99.7%	98.4%	99.3%	\$16,890,105	\$7,234,081

EXPENSES

SALARIES AND WAGES

Other Wages	\$1,733,907	\$973,330	\$2,707,237	\$1,700,836	\$994,020	\$2,694,856	101.9%	97.9%	100.5%	\$1,501,805	\$900,762
Driver/Operator Wages	\$4,787,367	\$2,126,584	\$6,913,952	\$4,681,715	\$2,403,051	\$7,084,766	102.3%	88.5%	97.6%	\$4,656,452	\$2,017,871
Vehicle Repair Wages	\$948,701	\$139,314	\$1,088,015	\$1,060,185	\$163,413	\$1,223,598	89.5%	85.3%	88.9%	\$904,676	\$98,915
Salaries and Wages	\$7,469,975	\$3,239,228	\$10,709,204	\$7,442,736	\$3,560,484	\$11,003,220	100.4%	91.0%	97.3%	\$7,062,933	\$3,017,548

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	\$568,327	\$248,508	\$816,836	\$569,369	\$272,377	\$841,746	99.8%	91.2%	97.0%	\$544,571	\$225,044
Unemployment Tax Exp	\$114	\$17,798	\$17,911	\$20,000	\$15,000	\$35,000	0.6%	118.7%	51.2%	\$534	\$4,304
Medical Insurance/HRA	\$1,961,125	\$575,399	\$2,536,524	\$2,203,451	\$607,228	\$2,810,679	89.0%	94.8%	90.2%	\$1,899,504	\$506,412
Pension Plan Expenses	\$341,339	\$99,682	\$441,021	\$361,086	\$117,055	\$478,141	94.5%	85.2%	92.2%	\$324,303	\$87,512
Employee Development	\$3,853	\$26,574	\$30,427	\$13,000	\$28,000	\$41,000	29.6%	94.9%	74.2%	\$16,252	\$28,652
Other Employee Benefits	\$122,942	\$43,381	\$166,323	\$110,900	\$47,400	\$158,300	110.9%	91.5%	105.1%	\$129,019	\$55,932
Personnel Taxes and Benefits	\$2,997,700	\$1,011,342	\$4,009,042	\$3,277,806	\$1,087,060	\$4,364,866	91.5%	93.0%	91.8%	\$2,914,184	\$907,856

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	\$38,986	\$26,201	\$65,187	\$35,331	\$18,700	\$54,031	110.3%	140.1%	120.6%	\$34,738	\$17,505
Recruiting Expenses	\$14,074	\$42,275	\$56,349	\$32,000	\$30,000	\$62,000	44.0%	140.9%	90.9%	\$32,840	\$23,328
Dues and Subscriptions	\$2,531	\$8,371	\$10,902	\$2,169	\$8,805	\$10,974	116.7%	95.1%	99.3%	\$1,733	\$7,928
Travel and Meetings	\$4,287	\$1,912	\$6,200	\$1,000	\$1,000	\$2,000	428.7%	191.2%	310.0%	\$2,730	\$861
Board Development							0.0%	0.0%	0.0%		
Communications	\$41,918	\$36,556	\$78,474	\$52,687	\$37,485	\$90,172	79.6%	97.5%	87.0%	\$33,028	\$36,093
Computer Service Exp	\$143,549	\$159,967	\$303,516	\$132,664	\$75,676	\$208,340	108.2%	211.4%	145.7%	\$103,019	\$150,374
Legal Fees	\$14,024	\$1,917	\$15,941	\$35,000	\$35,000	\$70,000	40.1%	5.5%	22.8%	\$42,550	\$34,486
Insurance	\$1,059,032	\$571,308	\$1,630,340	\$1,095,595	\$494,203	\$1,589,798	96.7%	115.6%	102.6%	\$1,018,561	\$550,193
Audit Fees	\$18,568	\$7,958	\$26,525	\$16,450	\$7,050	\$23,500	112.9%	112.9%	112.9%	\$16,450	\$7,050
Consulting Fees	\$12,264	\$2,100	\$14,364				0.0%	0.0%	0.0%	\$1,159	\$2,500
General and Admin Expenses	\$1,349,232	\$858,565	\$2,207,797	\$1,402,896	\$707,919	\$2,110,815	96.2%	121.3%	104.6%	\$1,286,808	\$830,318



OPERATIONS EXPENSES

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY23 ADJ BUDGET (Approved Oct. 2022)			Budget Variance			PYTD 2022	
Background Checks	\$3,489	\$11,476	\$14,965	\$2,000	\$9,500	\$11,500	174.4%	120.8%	130.1%	\$2,162	\$7,957
Drug & Alcohol Testing		\$470	\$470				0.0%	0.0%	0.0%		
DOT Testing	\$6,659	\$4,935	\$11,594	\$6,500	\$6,000	\$12,500	102.5%	82.3%	92.8%	\$6,067	\$4,779
Employment Recruitment Program			\$800		\$400	\$1,200	0.0%	0.0%	0.0%		
Driver's Uniforms	\$12,742	\$15,013	\$27,755	\$20,000	\$10,000	\$30,000	63.7%	150.1%	92.5%	\$17,022	\$6,510
Safety Expense	\$928		\$928	\$4,200	\$500	\$4,700	22.1%	0.0%	19.7%	\$4,206	
Misc. Operating Exp	\$2,243		\$2,243	\$2,800	\$1,000	\$3,800	80.1%	0.0%	59.0%	\$565	
Operations Expenses	\$26,061	\$31,894	\$57,955	\$36,300	\$27,400	\$63,700	71.8%	116.4%	91.0%	\$30,022	\$19,245

PLANNING EXPENSES

Other Planning Expenses		\$11,894	\$11,894	\$4,200	\$26,800	\$31,000	0.0%	44.4%	38.4%		\$19,723
MPO Planning Expenses	\$96,853		\$96,853	\$100,000		\$100,000	96.9%	0.0%	96.9%	\$43,993	
Planning Expenses	\$96,853	\$11,894	\$108,747	\$104,200	\$26,800	\$131,000	92.9%	44.4%	83.0%	\$43,993	\$19,723

VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)

Parts Expense - Non-Revenue Vehicles	\$9,850	\$3,730	\$13,579	\$5,000	\$2,000	\$7,000	197.0%	186.5%	194.0%	\$8,737	\$323
Parts Expense - Revenue Vehicles	\$510,405	\$104,339	\$614,744	\$637,000	\$98,000	\$735,000	80.1%	106.5%	83.6%	\$582,961	\$41,609
Tires	\$111,933	\$48,148	\$160,081	\$80,000	\$43,000	\$123,000	139.9%	112.0%	130.1%	\$70,521	\$29,540
Facility Maintenance	\$141,462	\$80,865	\$222,326	\$100,000	\$107,800	\$207,800	141.5%	75.0%	107.0%	\$103,020	\$65,716
Passenger Facility Expenses	\$26,914	\$1,000	\$27,914	\$29,224		\$29,224	92.1%	0.0%	95.5%	\$28,274	
Security Expenses	\$289		\$289				0.0%	0.0%	0.0%	\$729	
Cleaning Expense		\$3,399	\$3,399	\$4,200	\$8,000	\$12,200	0.0%	42.5%	27.9%		\$8,131
Repeater Fees	\$23,265	\$18,465	\$41,730	\$22,560	\$17,280	\$39,840	103.1%	106.9%	104.7%	\$21,348	\$16,621
Light, Heat and Water	\$234,360	\$70,789	\$305,149	\$190,000	\$70,000	\$260,000	123.3%	101.1%	117.4%	\$181,095	\$64,479
Fuel - Vehicles	\$1,330,550	\$513,255	\$1,843,806	\$1,581,100	\$625,000	\$2,206,100	84.2%	82.1%	83.6%	\$1,112,639	\$471,596
Maintenance Tools/Supplies/Uniforms	\$109,618	\$30,807	\$140,425	\$132,200	\$19,050	\$151,250	82.9%	161.7%	92.8%	\$122,599	\$13,234
Misc Maint Expenses and fees	\$25,636	\$13,801	\$39,437	\$10,787	\$7,420	\$18,207	237.7%	186.0%	216.6%	\$9,696	\$6,156
Vehicle/Building Maintenance Exp	\$2,524,282	\$888,598	\$3,412,880	\$2,792,071	\$997,550	\$3,789,621	90.4%	89.1%	90.1%	\$2,241,619	\$717,404

CONTRACTOR EXPENSES

ADA/SSTA Paratransit	\$1,863,779		\$1,863,779	\$1,663,101		\$1,663,101	112.1%	0.0%	112.1%	\$1,544,404	
Partner Local Share	\$19,833	\$4,941	\$24,774	\$19,833	\$4,941	\$24,774	100.0%	100.0%	100.0%	\$19,833	\$19,610
Functional Assessment Costs							0.0%	0.0%	0.0%		
Volunteer Drivers		\$377,969	\$377,969		\$432,890	\$432,890	0.0%	87.3%	87.3%		\$340,834
Other Transportation (incl Cabs)	\$219	\$1,093,640	\$1,093,859		\$1,170,801	\$1,170,801	0.0%	93.4%	93.4%	\$3,328	\$869,513
Contractor Expenses	\$1,883,831	\$1,476,549	\$3,360,380	\$1,682,934	\$1,608,632	\$3,291,566	111.9%	91.8%	102.1%	\$1,567,565	\$1,229,957

MARKETING EXPENSE

Bus Tickets/Fare Media							0.0%	0.0%	0.0%	\$11	
Marketing Expense	\$38,818	\$22,153	\$60,971	\$26,320	\$12,000	\$38,320	147.5%	184.6%	159.1%	\$16,466	\$13,020
Public Information	\$19,477	\$7,479	\$26,956	\$26,000	\$15,000	\$41,000	74.9%	49.9%	65.7%	\$25,978	\$14,870
Marketing Expense	\$58,295	\$29,632	\$87,927	\$52,320	\$27,000	\$79,320	111.4%	109.7%	110.9%	\$42,454	\$27,890

OTHER EXPENSES

Allowance for Doubtful Accounts							0.0%	0.0%	0.0%		
Debt Service/Capital Reserve							0.0%	0.0%	0.0%	\$9,586	
Bond Interest							0.0%	0.0%	0.0%		
Capital Match	\$299,225	\$170,850	\$470,075	\$299,225	\$170,850	\$470,075	100.0%	100.0%	100.0%	\$1,347,958	\$110,384
Other Expenses	\$299,225	\$170,850	\$470,075	\$299,225	\$170,850	\$470,075	100.0%	100.0%	100.0%	\$1,357,544	\$110,384

TOTAL EXPENSES

	\$16,705,453	\$7,718,552	\$24,424,006	\$17,090,488	\$8,213,695	\$25,304,183	97.7%	94.0%	96.5%	\$16,547,122	\$6,880,324
Current Year Deferred Costs	(\$364,309)		(\$364,309)				0.0%	0.0%	0.0%	(\$238,778)	
OH Admin Allocation	\$385,924	(\$385,924)		\$328,081	(\$328,081)		117.6%	117.6%	0.0%	\$264,342	(\$264,342)
Urban Shop Allocation	\$89,178	(\$89,178)		\$55,586	(\$55,586)		160.4%	160.4%	0.0%	\$53,448	(\$53,448)
Rural Link Cost Allocation	(\$344,359)	\$344,359		(\$280,360)	\$280,360		122.8%	122.8%	0.0%	(\$293,948)	\$293,948



ALLOCATIONS BETWEEN PROGRAMS

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY23 ADJ BUDGET (Approved Oct. 2022)			Budget Variance			PYTD 2022	
	\$130,743	(\$130,743)		\$103,307	(\$103,307)		126.6%	126.6%	0.0%	\$23,843	(\$23,843)
Balance Of Operating Budget	(\$2,148)	\$330,873	\$328,724	\$0	\$0	\$0				\$128,048	\$329,913
Capital Revenue											
Federal Revenue	\$440,930	\$724,019	\$1,164,949	\$1,780,129	\$2,157,496	\$3,937,625	24.8%	33.6%	29.6%	\$4,069,263	\$76,086
State Revenue	\$54,877	\$58,854	\$113,731	\$151,754	\$260,839	\$412,593	36.2%	22.6%	27.6%	\$264,465	\$9,511
Paratransit Lease Revenue		\$6,595	\$6,595	\$6,179	\$144,979	\$151,158	0.0%	4.5%	4.4%		
Local Match Revenue	\$299,225	\$170,850	\$470,075	\$299,225	\$170,850	\$470,075	100.0%	100.0%	100.0%	\$1,347,958	\$110,384
Total Capital Revenue	\$795,032	\$960,318	\$1,755,350	\$2,237,287	\$2,734,164	\$4,971,451	35.5%	35.1%	35.3%	\$5,681,686	\$195,980
Capital Expenses											
Vehicles	\$33,050	\$835,677	\$868,727	\$1,351,536	\$2,435,482	\$3,787,018	2.4%	34.3%	22.9%	\$4,274,125	\$31,484
Maintenance Parts and Equipment	\$450,707	\$36,675	\$487,383	\$565,000	\$36,000	\$601,000	79.8%	101.9%	81.1%	\$428,402	\$30,967
Passenger Amenities	\$2,280	\$6,497	\$8,777	\$42,500	\$109,500	\$152,000	5.4%	5.9%	5.8%	\$2,803	\$5,670
Facility Repairs and Improvements	\$62,784	\$30,602	\$93,385	\$175,500	\$25,000	\$200,500	35.8%	122.4%	46.6%	\$106,576	\$26,929
Total Capital Expenses	\$548,821	\$909,451	\$1,458,272	\$2,134,536	\$2,605,982	\$4,740,518	25.7%	34.9%	30.8%	\$4,811,906	\$95,050
Balance of Capital Budget	\$246,211	\$50,867	\$297,078	\$102,751	\$128,182	\$230,933	239.6%	39.7%	128.6%	\$869,779	\$100,930
Transfer of Purchases to Fixed Assets	\$142,747	\$749,006	\$891,753	\$1,649,036	\$2,487,482	\$4,136,518	8.7%	30.1%	21.6%	\$4,348,758	(\$16,886)
Deferred Costs							0.0%	0.0%	0.0%		
Depreciation Expense	(\$2,753,189)	(\$723,404)	(\$3,476,594)	(\$2,744,557)	(\$809,049)	(\$3,553,606)	100.3%	89.4%	97.8%	(\$2,703,693)	(\$724,195)
Subtotal	(\$2,610,442)	\$25,602	(\$2,584,840)	(\$1,095,521)	\$1,678,433	\$582,912	238.3%	1.5%	443.4%	\$1,645,064	(\$741,080)
Current Change in Net Assets	(\$2,366,380)	\$407,341	(\$1,959,038)	(\$992,770)	\$1,806,615	\$813,845	238.4%	22.5%	240.7%	\$2,642,891	(\$310,236)

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1467	Charles Schwab	8/1/23	V1467 2023 0801	106,363.35	Quarterly Match
V1926	Wilson Bruce	8/3/23	99588	50.00	
V279	ABC Bus Companies-Muncie	8/4/23	99546	51.48	
V1305	Allegiant Care	8/4/23	99547	234,089.00	Insurance
V219	Aubuchon C/O Blue Tarp Financial, Inc.	8/4/23	99548	141.33	
V1334	Background Investigation Bureau, LLC	8/4/23	99549	76.50	
V284	Brenntag Lubricants Northeast	8/4/23	99550	3,824.60	3 Part Invoices
V225	Burlington Electric Department	8/4/23	99551	3,725.60	6 Electric Bills
V226	Burlington Public Works-Water	8/4/23	99552	292.19	
V981	Burlington, City of	8/4/23	99553	20.00	
V851	Champlain Medical	8/4/23	99554	338.00	
V293	Charlebois, R.R.Inc.	8/4/23	99555	208.61	
V669	Community Transportation Association	8/4/23	99556	6,321.69	Washington Site Study Invoice
V928	Conway Office Solutions	8/4/23	99557	60.00	
V401	Dell Business Credit	8/4/23	99558	98.25	
V2110	EIV Technical Services	8/4/23	99559	2,962.50	Professional Service Invoice
V1989	Falcon Plumbing Service Inc	8/4/23	99560	273.00	
V250	Fisher Auto Parts	8/4/23	99561	56.55	
V252	FleetPride, Inc	8/4/23	99562	2,747.07	2 Part Invoices
V256	Genfare	8/4/23	99563	18,260.00	Cash Vault Installation Invoice
V257	Gillig Corp.	8/4/23	99564	1,974.90	3 Part Invoices
V263	Heritage Ford	8/4/23	99565	634.37	
V264	IBF Solutions, Inc.	8/4/23	99566	8,079.10	3 Driver Uniform Invoices
V1779	Key Motors of South Burlington	8/4/23	99567	111.84	
V755	Letter Publications	8/4/23	99568	349.00	
V278	Mohawk Mfg. & Supply Co.	8/4/23	99569	62.31	
V280	Mutual of Omaha Insurance Co.	8/4/23	99570	14.03	
V223	O'Reilly Auto Enterprises, LLC	8/4/23	99571	446.79	
V1906	Pete's Tire Barns Inc	8/4/23	99572	8,323.56	4 Tire Invoice
V1165	Posner, Jordan	8/4/23	99573	1,002.50	Consulting
V302	Sports & Fitness Edge Inc.	8/4/23	99574	543.00	
V2056	Sprague Operating Resources LLC	8/4/23	99575	23,613.10	Fuel
V1875	Sunwealth Project Pool 14 LLC	8/4/23	99576	3,910.49	Solar Invoice
V186	Tech Group, The	8/4/23	99577	960.22	
V734	Thermo King Northeast/Dattco	8/4/23	99578	382.56	
V452	Times Argus, The	8/4/23	99579	600.00	
V2017	Trapeze Software Group	8/4/23	99580	11,681.58	Software Support
V313	Travelers	8/4/23	99581	4,445.00	Legal
V1030	UniFirst Corporation	8/4/23	99582	10.77	
V334	Vanasse Hangen Brustlin, Inc.	8/4/23	99583	175.00	
V68	Vermont Agency of Transportation	8/4/23	99584	20.00	
V410	Vermont Gas Systems, Inc.	8/4/23	99585	465.23	
V537	Vermont Public Transportation Association	8/4/23	99586	250.00	
V336	W.B Mason Co., Inc.	8/4/23	99587	304.49	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V265	ICMA	8/8/23	V265 2023 0808	2,354.46	Retirement
V311	Teamsters Local 597	8/8/23	V311 2023 0808	7,949.80	Union Dues
V1423	Alling, Andrew	8/11/23	99591	54.37	
V1025	Alter, Charles	8/11/23	99592	375.33	Volunteer
V1738	Altrui Emily	8/11/23	99593	238.98	Volunteer
V1936	Berry Juana	8/11/23	99594	73.36	
V1633	Bickmore, Sarah	8/11/23	99595	175.52	Volunteer
V1619	Cherrad, Tracy	8/11/23	99596	58.08	
V1957	Clark Barbara	8/11/23	99597	140.17	Volunteer
V1884	Donaghy Peardon	8/11/23	99598	106.77	Volunteer
V1948	Falby James	8/11/23	99599	26.2	
V2106	Heinlein Montanna	8/11/23	99600	153.12	Volunteer
V1922	Lippa Laura	8/11/23	99601	44.54	
V2032	Merrill John	8/11/23	99602	162.44	Volunteer
V2112	Mills Dave	8/11/23	99603	65.5	
V1911	O'Donnell Kathleen	8/11/23	99604	39.96	
V181	Owen, Helen	8/11/23	99605	1,577.24	Volunteer
V2113	Quintin BJ	8/11/23	99606	25.55	
V1800	Sells Catherine	8/11/23	99607	39.3	
V1932	Sheridan Megan	8/11/23	99608	15.72	
V1858	Valyou Brittany	8/11/23	99609	152.38	Volunteer
V2111	Wagner Annie	8/11/23	99610	184.33	Volunteer
V2033	Ward Leslie	8/11/23	99611	57.64	
V2006	Wisell Evan	8/11/23	99612	26.2	
V279	ABC Bus Companies-Muncie	8/11/23	99613	4,732.43	6 Part Invoices
V316	Able Paint, Glass & Flooring Co.	8/11/23	99614	134.98	
V415	Amazon Capital Services	8/11/23	99615	4,606.53	19 Office Supply, IT and Part Invoices
V284	Brenntag Lubricants Northeast	8/11/23	99616	8,059.83	3 Part Invoices
V224	Burlington Communications	8/11/23	99617	271	
V226	Burlington Public Works-Water	8/11/23	99618	2,558.18	3 Water and Sewer Bills
V851	Champlain Medical	8/11/23	99619	232	
V220	Class C Solutions Group	8/11/23	99620	1,174.54	2 Part Invoices
V1240	ClearChoiceMD	8/11/23	99621	250	
V2104	Community Rides Vermont, Inc.	8/11/23	99622	9,087.59	E&D Rides Berlin
V1973	Cummings Electric, P.C.	8/11/23	99623	2,234.21	Repair Invoice
V239	Cummins Northeast LLC	8/11/23	99624	947.73	
V241	D & W Diesel, Inc.	8/11/23	99625	2,099.81	7 Part and Credit Invoices
V1713	DeVivo Bus Sales	8/11/23	99626	66,950.00	CIDER Bus
V2062	Donald Rob	8/11/23	99627	171.1	Tool Allowance
V250	Fisher Auto Parts	8/11/23	99628	514.49	
V252	FleetPride, Inc	8/11/23	99629	1,164.10	11 Part Invoices
V259	Grainger	8/11/23	99630	4,690.15	9 Maintenance Supply and Small Tool Invoices
V261	Green Mountain Power	8/11/23	99631	22.71	
V264	IBF Solutions, Inc.	8/11/23	99632	543.89	
V1658	J. David White Associates, Inc.	8/11/23	99633	240	
V328	Kirk's Automotive Inc.	8/11/23	99634	516	
V1509	Lawson Products, Inc	8/11/23	99635	234.98	
V2029	Lift-U	8/11/23	99636	315.86	
V270	Lowe's	8/11/23	99637	88.61	
V1191	Lucky's Trailer Sales Inc.	8/11/23	99638	3,703.75	3 Part Invoices
V1923	Mcgee Ford Of Montpelier	8/11/23	99639	41.92	
V515	McKenzie, David	8/11/23	99640	100	Shoe Reimbursement
V1709	Monaghan Safar Ducham PLLC	8/11/23	99641	2,918.40	Legal
V792	Myers Container Service Corp.	8/11/23	99642	4,392.31	6 Dumpster and Trash Invoices Flood Clean up
V283	Neopart LLC	8/11/23	99643	642.18	
V1576	New England Auto Glass LLC	8/11/23	99644	320	
V1969	Nguyen Kevin	8/11/23	99645	192.32	FSA Reimbursement
V331	North Avenue News	8/11/23	99646	200	
V950	Northern ToyotaLift	8/11/23	99647	1,594.44	Repair Invoice
V223	O'Reilly Auto Enterprises, LLC	8/11/23	99648	1,469.69	3 Part Invoices
V127	Omanovic, Nezim	8/11/23	99649	94.48	
V1878	Otis Elevator Company	8/11/23	99650	530.76	
V1484	Parsons Environment & Infrastructure Group Inc.	8/11/23	99651	11.3	
V1906	Pete's Tire Barns Inc	8/11/23	99652	214.48	
V136	Pilav, Omer	8/11/23	99653	100	Shoe Reimbursement
V298	Sanel Auto Parts Co.	8/11/23	99654	69.8	
V2056	Sprague Operating Resources LLC	8/11/23	99655	20,659.25	Fuel
V2085	Summit Fire and Security	8/11/23	99656	580	
V310	Swish White River, LTD	8/11/23	99657	310.85	

V2012	Tambon Maya	8/11/23	99658	120	Shoe Reimbursement
V1668	Tambon, Nicholas	8/11/23	99659	174.99	Shoe and FSA Reimbursement
V1883	TDI Repair Facility LLC	8/11/23	99660	767.5	
V1993	TForce Freight, Inc.	8/11/23	99661	2,395.59	Freight Invoice
V273	Transit Holding, Inc.	8/11/23	99662	1,952.54	3 Part Invoices
V1030	UniFirst Corporation	8/11/23	99663	814.45	
V315	United Parcel Service	8/11/23	99664	66.1	
V604	Vermont Fire Extinguisher	8/11/23	99665	853	
V410	Vermont Gas Systems, Inc.	8/11/23	99666	78.42	
V1459	Vermont Information Consortium LLC	8/11/23	99667	240	
V1953	WEX BANK	8/11/23	99668	33,581.01	Fuel
V1929	Brock Christine	8/11/23	EFT000000017300	187.99	Volunteer
V1150	Bruley SR, Mark	8/11/23	EFT000000017301	1,514.38	Volunteer
V1707	Chase, Betty	8/11/23	EFT000000017302	1,034.90	Volunteer
V2090	Churchill Brenda	8/11/23	EFT000000017303	154.58	Volunteer
V1952	Cook Kathleen	8/11/23	EFT000000017304	109.39	Volunteer
V1676	Croteau, William	8/11/23	EFT000000017305	974.64	Volunteer
V1915	Donna Perry	8/11/23	EFT000000017306	275.11	Volunteer
V1820	Franklin County Transportation	8/11/23	EFT000000017307	51,310.00	Cab Service
V170	Hertz, Kenneth	8/11/23	EFT000000017308	573.78	Volunteer
V70	LeClair Raymond	8/11/23	EFT000000017309	1,190.81	Volunteer
V86	Pike, Gail	8/11/23	EFT000000017310	711.33	Volunteer
V771	Sammons Chandra	8/11/23	EFT000000017311	548.89	Volunteer
V93	Timm, Marta	8/11/23	EFT000000017312	533.83	Volunteer
V1725	Utton, Debra	8/11/23	EFT000000017313	1,249.74	Volunteer
V2100	Wood Jeremy	8/11/23	EFT000000017314	694.97	Volunteer
V1066	Cassell, Robert Jr.	8/11/23	EFT000000017315	339.12	FSA Reimbursement
V104	Chagnon, Robert	8/11/23	EFT000000017316	250	FSA Reimbursement
V2088	Gilbert Cynthia	8/11/23	EFT000000017317	275.1	Mileage Reimbursement
V1446	M T Wallets, LLC	8/11/23	EFT000000017318	3,200.00	Lease St Albans
V38	Moore, Jon	8/11/23	EFT000000017319	59.93	
V1825	Ride Your Bike LLC	8/11/23	EFT000000017320	955.09	
V303	SSTA	8/11/23	EFT000000017321	45,940.57	E&D
V1856	Via Transportation Inc.	8/11/23	EFT000000017322	2,440.00	Micro Transit

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V265	ICMA	8/21/23	V265 2023 0821	2,313.66	Retirement
V311	Teamsters Local 597	8/21/23	V311 2023 0821	214.8	
V1025	Alter, Charles	8/25/23	99671	245.63	Volunteer
V1099	Barnett, Wendy	8/25/23	99672	634.04	Volunteer
V1957	Clark Barbara	8/25/23	99673	62.88	
V1884	Donaghy Peardon	8/25/23	99674	91.05	
V1922	Lippa Laura	8/25/23	99675	10.48	
V2108	MacAuley Angela	8/25/23	99676	301.3	Volunteer
V2032	Merrill John	8/25/23	99677	457.19	Volunteer
V1911	O'Donnell Kathleen	8/25/23	99678	58.95	
V181	Owen, Helen	8/25/23	99679	1,213.06	Volunteer
V2113	Quintin BJ	8/25/23	99680	25.55	
V2058	Vassar Carol	8/25/23	99681	778.14	Volunteer
V2033	Ward Leslie	8/25/23	99682	56.33	
V962	Williams, Kenneth	8/25/23	99683	70.84	
V279	ABC Bus Companies-Muncie	8/25/23	99684	11,438.80	8 Part Invoices
V216	Advance Auto Parts	8/25/23	99685	73.61	
V284	Brenntag Lubricants Northeast	8/25/23	99686	1,955.32	3 Part Invoices
V1510	Burlington Police Department	8/25/23	99687	60	
V227	Burlington Telecom	8/25/23	99688	2,161.27	IT Invoice
V228	C.I.D.E.R., Inc.	8/25/23	99689	22,855.09	E&D Medicaid Rides
V851	Champlain Medical	8/25/23	99690	212	
V293	Charlebois, R.R.Inc.	8/25/23	99691	1,050.00	Tow
V220	Class C Solutions Group	8/25/23	99692	1,215.66	3 Part Invoices
V1564	Connolly Heather	8/25/23	99693	500	
V928	Conway Office Solutions	8/25/23	99694	82.23	
V1528	CSched	8/25/23	99695	6,200.00	Bus Scheduling Invoice
V417	Dion Security, Inc.	8/25/23	99696	50.86	
V2110	EIV Technical Services	8/25/23	99697	1,800.00	Consulting Invoice
V2116	Elizabeth Green	8/25/23	99698	12,000.00	3 CDL Training Invoices
V250	Fisher Auto Parts	8/25/23	99699	293.47	
V252	FleetPride, Inc	8/25/23	99700	928.3	
V362	Gannett Vermont Publishing Inc	8/25/23	99701	1,161.00	2 Marketing Invoices
V799	Gauthier Trucking Company, Inc.	8/25/23	99702	512.36	
V257	Gillig Corp.	8/25/23	99703	5,711.18	5 Part Invoices
V259	Grainger	8/25/23	99704	4,647.77	11 Part and Credit Invoices
V1976	Hanley Scott	8/25/23	99705	143.3	FSA Reimbursement
V1667	Hartford Insurance Co. of the Midwest	8/25/23	99706	6,195.00	Flood Insurance
V1956	Heritage-Crystal Clean Inc.	8/25/23	99707	3,605.50	Cleaned Out Wash Bay Tank
V695	Home Security & Mgmt Co	8/25/23	99708	250	
V1658	J. David White Associates, Inc.	8/25/23	99709	2,650.00	Part Invoice
V2094	Josephson Taylor	8/25/23	99710	2,524.34	Lawn Care Invoice
V1779	Key Motors of South Burlington	8/25/23	99711	267.36	
V328	Kirk's Automotive Inc.	8/25/23	99712	344.18	
V1509	Lawson Products, Inc	8/25/23	99713	57.38	
V1191	Lucky's Trailer Sales Inc.	8/25/23	99714	370.64	
V1923	Mcgee Ford Of Montpelier	8/25/23	99715	218.58	
V278	Mohawk Mfg. & Supply Co.	8/25/23	99716	2,147.21	3 Part Invoices
V280	Mutual of Omaha Insurance Co.	8/25/23	99717	14.03	
V283	Neopart LLC	8/25/23	99718	631.31	
V1969	Nguyen Kevin	8/25/23	99719	192.32	FSA Reimbursement
V223	O'Reilly Auto Enterprises, LLC	8/25/23	99720	1,020.36	2 Part Invoices
V1906	Pete's Tire Barns Inc	8/25/23	99721	8,593.16	4 Tire Invoices
V2117	Ryan Brady	8/25/23	99722	1,250.35	Dry Wall repair and replace Invoice Berlin
V301	Sovernet	8/25/23	99723	1,732.44	IT Invoice
V2056	Sprague Operating Resources LLC	8/25/23	99724	33,941.25	Fuel
V2074	T-Mobile	8/25/23	99725	1,406.30	IT Invoice

V734	Thermo King Northeast/Dattco	8/25/23	99726	988.96	
V273	Transit Holding, Inc.	8/25/23	99727	2,425.36	3 Part Invoices
V2017	Trapeze Software Group	8/25/23	99728	16,654.11	Software
V313	Travelers	8/25/23	99729	201,503.75	Insurance
V1030	UniFirst Corporation	8/25/23	99730	364.6	
V391	Verizon Wireless	8/25/23	99731	4,505.94	2 IT Invoices
V336	W.B Mason Co., Inc.	8/25/23	99732	296.24	
V1929	Brock Christine	8/25/23	EFT000000017323	160.48	Volunteer
V1150	Bruley SR, Mark	8/25/23	EFT000000017324	1,760.65	Volunteer
V1707	Chase, Betty	8/25/23	EFT000000017325	861.98	Volunteer
V2090	Churchill Brenda	8/25/23	EFT000000017326	422.49	Volunteer
V1952	Cook Kathleen	8/25/23	EFT000000017327	124.45	Volunteer
V1676	Croteau, William	8/25/23	EFT000000017328	766.35	Volunteer
V1915	Donna Perry	8/25/23	EFT000000017329	170.31	Volunteer
V1121	Fitzgerald, Terry	8/25/23	EFT000000017330	94.98	
V1820	Franklin County Transportation	8/25/23	EFT000000017331	20,043.00	Cab Service
V170	Hertz, Kenneth	8/25/23	EFT000000017332	660.24	Volunteer
V70	LeClair Raymond	8/25/23	EFT000000017333	1,249.10	Volunteer
V86	Pike, Gail	8/25/23	EFT000000017334	983.83	Volunteer
V771	Sammons Chandra	8/25/23	EFT000000017335	924.86	Volunteer
V93	Timm, Marta	8/25/23	EFT000000017336	573.79	Volunteer
V1725	Utton, Debra	8/25/23	EFT000000017337	1,629.64	Volunteer
V2100	Wood Jeremy	8/25/23	EFT000000017338	916.37	Volunteer
V14	Bruce, Judith	8/25/23	EFT000000017339	54.83	
V2088	Gilbert Cynthia	8/25/23	EFT000000017340	178.82	Mileage Reimbursement
V1994	Reid Stephanie	8/25/23	EFT000000017341	57.88	
V303	SSTA	8/25/23	EFT000000017342	202,069.77	ADA and E&D Rides
V1856	Via Transportation Inc.	8/25/23	EFT000000017343	6,060.00	Micro Transit Invoices



To: GMT Board of Commissioners
From: Jamie L. Smith, Director of Marketing and Planning
Date: September 15, 2023
Re: Marketing and Planning Report

Seasonal Kick-off: Staff has begun seasonal service planning! Both Stowe and Sugarbush seasonal kick-off meetings have occurred, staff is drafting schedules based on need and approved service hours.

Tri-State Conference: Several Planning staff members attended the Tri-State Conference in Killington. It was a great opportunity to work with other local service providers from VT and neighboring providers from Maine and New Hampshire. Staff saw presentations on workforce development, electrification, data, and cyber security. Jamie Smith presented with Trish Palao from Advance Transit on marketing tools to help streamline the marketing process.

Ridership: In your packet you will see ridership for July/August for the rural system only. We are experiencing some technology challenges with the urban bus probing system which has resulted in some data loss. The Planning staff will work through this the same way we have in the past, by estimating ridership for the missed trips. This manual calculation will take some time, but we expect to have an updated urban ridership report in the October packet.

Other projects: Planning and Marketing staff have been busy with several other projects, including:

- Student tabling and kick-off events for UVM and Champlain
- Fare resumption public meeting
 - GMT held five public meetings (three in-person and 2 virtual) to discuss the draft fare plan. Clayton will discuss this later in the agenda.

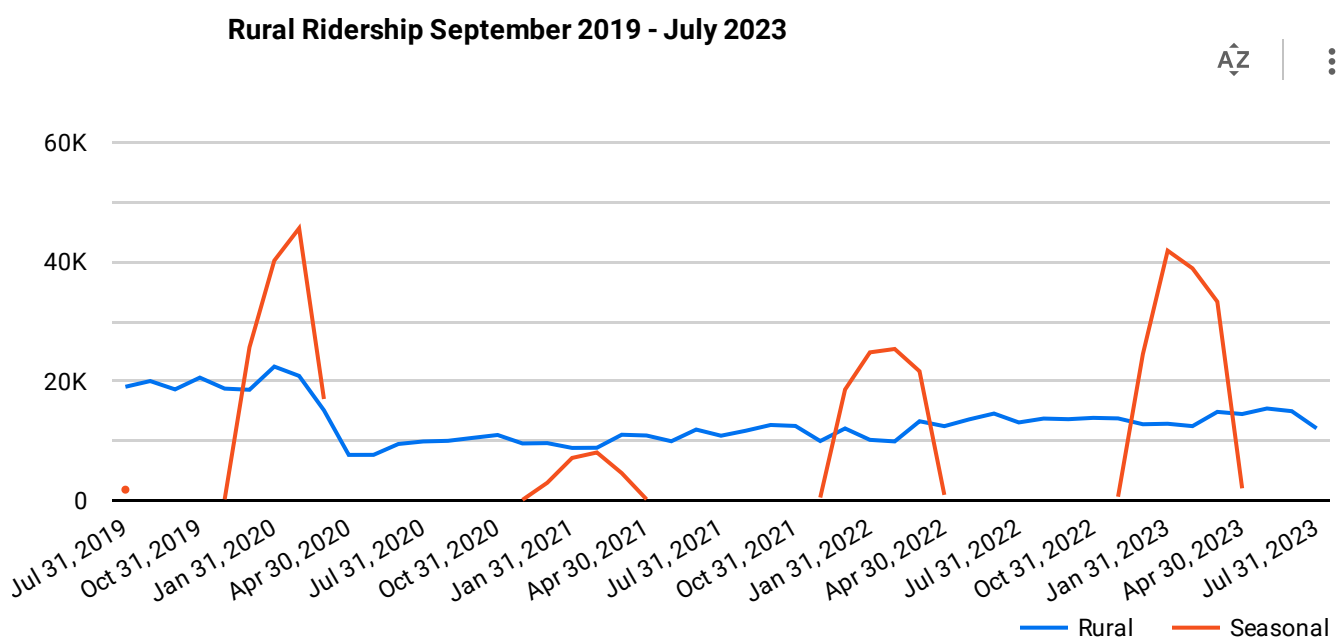
Rural Ridership Report - July Data

# ▲	Route Name	Type of Service	Ridership	AVG Daily Ridership WKD
	MyRide	Microtransit	2,427	113
80	City Route Mid-Day	Local	1,265	55
81	Barre Hospital Hill	Local	3,444	157
83	Waterbury Commuter	Commuter	270	15
84	US 2 Commuter	Commuter	18	1
85	Hannaford Shopping Special	Local	111	37
87	Northfield Shuttle	Local	28	7
89	City Commuter	Local	1,461	68
93	Northfield Commuter	Commuter	243	14
109	Tuesday Shopping Shuttle (FGI)	Local	42	2
110	St.Albans DT Shuttle	Local	2,006	99
115	Alburg-Georgia Commuter	Commuter	371	21
116	Richford-St.Albans Commuter	Commuter	423	24

Type of Service	Ridership
Microtransit	2,427
Local	8,357
Commuter	1,325

Service Region	Ridership
FGI	2,842
Capital District	9,267
Grand total	12,109

#	Route Name	YTD	YTD FY 23	YTD FY 19
	MyRide	2,427	-10%	
80	City Route Mid-Day	1,265	-37%	-37%
81	Barre Hospital Hill	3,444	33%	22%
83	Waterbury Commuter	270	-27%	-67%
84	US 2 Commuter	18	-47%	-97%
85	Hannaford Shopping Special	111	-27%	-42%
87	Northfield Shuttle	28	8%	-42%
89	City Commuter	1,461	-37%	-54%
93	Northfield Commuter	243	-45%	-60%
109	Tuesday Shopping Shuttle (FGL)	42	0%	-42%
110	St.Albans DT Shuttle	2,006	13%	3%
115	Alburg-Georgia Commuter	371	-3%	-37%
116	Richford-St.Albans Commuter	423	67%	-26%



System Wide Percent Change Totals				
YTD 23% ▲	YTD 22 %	YTD 21%	YTD 20%	YTD 19%
-7.75%	11.39%	47.28%	-16.90%	-10.36%

Rural Ridership Report - August Data

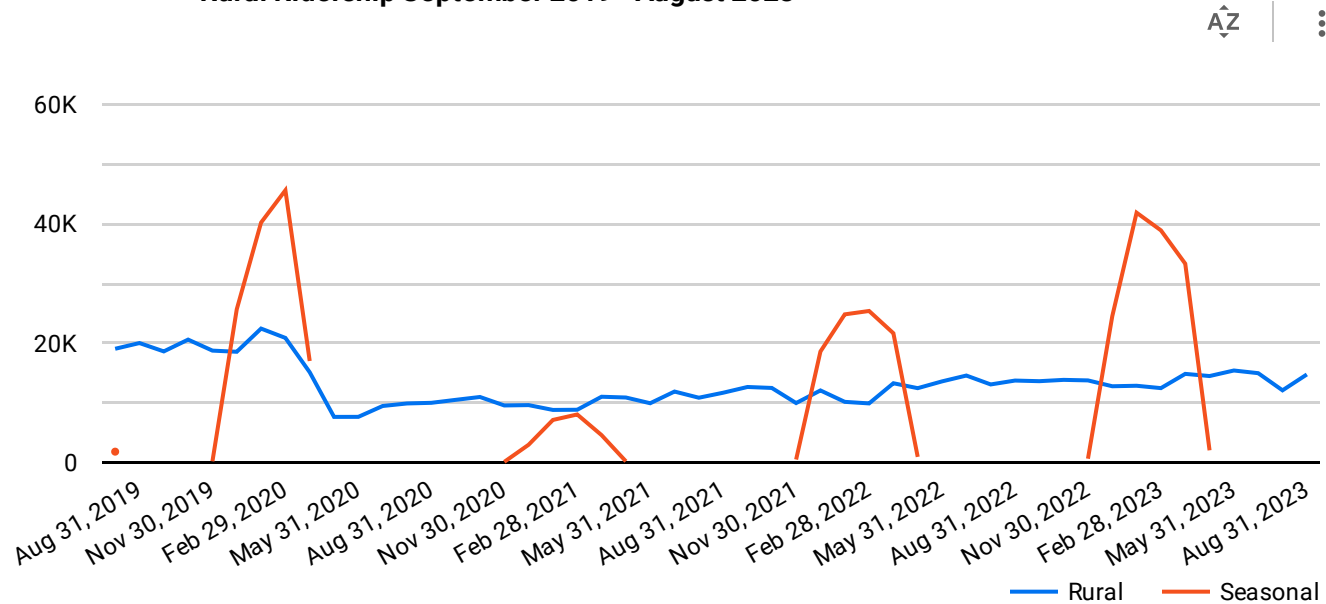
# ▲	Route Name	Type of Service	Ridership	AVG Daily Ridership WKD
	MyRide	Microtransit	3,335	
80	City Route Mid-Day	Local	1,717	68
81	Barre Hospital Hill	Local	3,948	159
83	Waterbury Commuter	Commuter	522	23
84	US 2 Commuter	Commuter	39	
85	Hannaford Shopping Special	Local	177	35
87	Northfield Shuttle	Local	50	10
89	City Commuter	Local	2,518	99
93	Northfield Commuter	Commuter	266	12
109	Tuesday Shopping Shuttle (FGI)	Local	46	2
110	St.Albans DT Shuttle	Local	1,579	63
115	Alburg-Georgia Commuter	Commuter	271	12
116	Richford-St.Albans Commuter	Commuter	300	13

Type of Service	Ridership
Microtransit	3,335
Local	10,035
Commuter	1,398

Service Region	Ridership
FGI	2,196
Capital District	12,572
Grand total	14,768

# ▲	Route Name	YTD	YTD FY 23	YTD FY 19
	MyRide	5,762	10%	
80	City Route Mid-Day	2,982	-31%	-31%
81	Barre Hospital Hill	7,392	31%	24%
83	Waterbury Commuter	792	5%	-54%
84	US 2 Commuter	57	68%	-95%
85	Hannaford Shopping Special	288	-11%	-25%
87	Northfield Shuttle	78	24%	-43%
89	City Commuter	3,979	-12%	-39%
93	Northfield Commuter	509	-35%	-61%
109	Tuesday Shopping Shuttle (FGL)	88	-21%	-36%
110	St.Albans DT Shuttle	3,585	-4%	-11%
115	Alburg-Georgia Commuter	642	-22%	-51%
116	Richford-St.Albans Commuter	723	37%	-41%

Rural Ridership September 2019 - August 2023



System Wide Percent Change Totals

YTD 23% ▼	YTD 22 %	YTD 21%	YTD 20%	YTD 19%
-0.08%	19.04%	62.12%	-10.38%	-5.18%



To: GMT Board of Commissioners

From: Matt Kimball, Director of Grants & Project Development

Date: September 15, 2023

RE: Grants and Project Development Report

GRANTS

Both state grant agreements have been executed between GMT and VTrans for the urban and rural systems. Staff are continuing to work on closing out grant billing in FY23 and preparing billing materials for the new fiscal year. Staff is also working on an amendment to the urban state grant agreement to program additional funding for electric bus infrastructure utilizing funds from the FFY23 LONO award. Grants staff is also working on the Schedule of Federal Awards for the audit and will provide additional support to the Finance Department as audit work ramps up over the coming weeks.

Staff is continuing to work with FTA Region 1 on the execution of new federal grants in TrAMS. Two of the three grants have passed the DOL review process and are near finalization with FTA. A third grant is still pending, but does not include any funding that is needed to cover accrued or ongoing expenses and is less time sensitive than the others. Staff will continue to work diligently with FTA to have the final executed as soon as possible.

PROJECT DEVELOPMENT

Below is an overview of the existing projects in development at GMT:

☆ 101 Queen City Park Rd Maintenance Lift Replacement

- One bid has been received in response to the IFB. Staff is currently discussing the bid scope with the vendor and proceeding with a single bid justification and review in compliance with federal requirements. Staff is considering pushing the start date of the project to the winter months as there will be savings associated with completing the project outside of busier construction seasons.
- Staff is also corresponding with the lift equipment manufacturer on the delivery of lift equipment to GMT and coordination of installation work once a contractor is in place.

☆ Washington County Facility Site Selection Study

- A draft NEPA Phase 1 analysis at the Paine Turnpike site has been prepared and is currently being reviewed by GMT staff. Staff is working



to have appraisal work scheduled to commence upon completion of the required 30-day public comment period.

- Preparing scope of work and procurement materials for FTA Uniform Act consulting assistance and appraisal/appraisal review services.

☆ **GMT Fare Collection System Overhaul Project**

- An agreement has been executed with Genfare for the remaining fare collection system overhaul activities. Project Development staff will support the Maintenance and Planning departments on equipment processing and the scheduling of project work with Genfare. Staff will also oversee the project budget.

☆ **LONO Electric Bus and EVSE Infrastructure Project**

- Staff is preparing to award an updated proposal from New Flyer Infrastructure Solutions (NFIS) for a turnkey charging solution. This will allow New Flyer to source longer lead equipment items and advance project engineering efforts.
- Staff will continue to coordinate with Burlington Electric on the sourcing of transformer equipment to support the project as well as the design and siting of the transformer pad and vault at the project site.

☆ **Vehicle Orders**

- Reviewing procurement documents from an Arizona DOT contract for a piggyback purchase of BraunAbility ProMaster vans for GMT rural service and leasing to SSTA for Chittenden county ADA and E&D service. These vehicles will be better suited for MyRide service than cutaway vehicles and offer operational savings due to increased fuel economy over cutaway vehicles.
- Assisting Maintenance with placing new cutaway orders on the existing Dattco contract for GMT rural and leases to SSTA.
- Evaluating piggybacking opportunities for three minivans to be leased to CIDER for FGI E&D service. Vendor has indicated that the same ADOT contract used for the ProMaster vehicles has available options for Braun conversion minivans.
- Continuing to work with the statewide small bus procurement working group on the development of a new statewide vehicle RFP. The new procurement is capturing multiple smaller vehicle types such as ADA conversion vans, narrow-body transit buses, and cutaways buses. The procurement is also intended to include alternative fuel vehicles such as propane and battery-electric buses.

☆ **ADA Conversion Van RFP**

- Staff have determined that developing an RFP at this stage is unnecessary with conversion vans being captured in the statewide vehicle procurement currently in development. Staff will work on a piggybacking purchase to cover immediate replacement needs.



☆ **Urban & Rural Passenger Shelters:**

- Continuing to work with Enseicom to schedule the installation of two shelters in Summer/Fall 2023 at two locations on Shelburne Road. Enseicom may inspect the existing pads and GMT's current shelter inventory ahead of scheduling the installation work. Staff are discussing temporary shelter solutions for the Market 32 stop on Shelburne Road if this work is unable to be completed before the winter season.
- Continuing to correspond with the State of Vermont and Town of Williston on the repurposing of the concrete pad at the former Williston Village bus stop for use as a streetscape enhancement. Currently trying to identify local groups in Williston which are able to take ownership of enhancements to ensure good maintenance upkeep of any improvements.
- Coordinating with Stowe Mountain Resort on the scope of sitework for a new shelter location at a bus stop located on Mountain Road near the Toll House Conference Center. In addition to discussions on the scope of sitework, GMT and the Resort will be discussing a cost sharing arrangement for the project.
- An RFQ was completed for the construction of a new shelter pad and shelter installation at the existing bus stop on Riverside Ave near the Community Health Center. Staff are awaiting a proposed start date from the awarded contractor, which will allow completion of permitting and issuance of a notice to proceed. This stop has long been identified as a priority stop for improvement within GMT's urban system. The former Williston Road-Industrial Ave shelter will be utilized at this location.
- Staff is continuing to evaluate other bus stops and engaging in discussions with landowners to develop bidding materials for shelter improvement projects in Spring 2024. The goal is to package multiple locations into one procurement to obtain more competitive pricing. The scope is expected to include multiple shelter and bench installations.
- Working with the Town of Berlin on permitting for pad construction and a bench installation at a bus stop near Good Samaritan Haven along Route 302.

☆ **Berlin Wastewater Collection**

- Wastewater permit application has been signed by VTrans and submitted to the Department of Environmental Conservation. Awaiting completion of DEC's review and approval of the application.



To: GMT Board of Commissioners

From: Matt Kimball, Director of Grants & Project Development
Nicholas Foss, Director of Finance
Jon Moore, Assistant General Manager
Clayton Clark, General Manager

CC: GMT Finance Committee

Date: September 15, 2023

RE: FY24 Capital Budget Adjustment

Attached is an amended Capital Budget for approval by the Board of Commissioners. The attached capital budget adjustment includes updated budget amounts for three projects and local match funding sources for three projects. The adjustments are outlined below.

GMT staff are also programming additional funding for two projects in FY24. Line Item I "Electric Bus Charging Infrastructure" is increased from \$1,171,000 to \$1,845,148. The previous budget amount was the full infrastructure budget from GMT's "Phase 1" LONO award in FFY22. The infrastructure budget in the Phase 1 LONO application was adjusted significantly due to the removal of an outdoor pantograph charger from the scope. However, during recent discussions with New Flyer, it became apparent that the adjusted infrastructure budget is insufficient to cover the revised infrastructure scope to support the first five (5) battery electric buses. VTrans has confirmed that they are able to program funding from the "Phase 2" LONO award in FFY23 to support the FY24 project. VTrans has confirmed that the additional funding will be added to the FY24 state grant agreement via an upcoming mid-year amendment. This change increases the local capital match by \$6,741, which will be programmed from the prior year local capital match fund.

The second adjustment is to Line Item T "Replace Four (4) In-Ground Bus Lifts (FY23 Carryforward)". After completion of the Independent Cost Estimate for the shop renovation work to prepare for the installation of new in-ground lift equipment, staff has determined that an additional \$164,278 is needed to supplement the \$1,000,000 budget for the lift replacement project. Staff proposes to shift funding from Line M "101 QCP Building LED Lighting Upgrade" to this line item, which accounts for \$117,690 of the additional funding needed. The LED Lighting Upgrade project will be pushed to a future year. The balance of additional funds (\$56,923) will be programmed to this project through the amending one of GMT's existing direct federal grants to allocate funding for capital. This change increases the local capital match by \$5,659, which will be programmed from the prior year local capital match fund.

Staff is also adjusting the carryforward value of Line Item U "ITS Improvements (Supplemental funding for fare collection system upgrades) (FY23 Carryforward)". After completion of the year-end reconciliation and grant billing for FY23, staff has determined that the actual carryforward balance of this line is \$160,449 instead of \$151,402 as originally projected. This line is being adjusted to match the actual carryforward balance from FY23. This change increases the local capital match by \$905, which is programmed from the prior year local capital match fund.



Additionally, staff are adjusting the local match funding source for three vehicle capital line items in the urban and rural budgets. The first adjustment is to update the local capital match for Line A "5 Replacement 40' Heavy-Duty Buses (Electric)". GMT and Burlington Electric Department (BED) have agreed on the Tier III incentive payment from BED to GMT for the five (5) New Flyer electric buses in the FY24 capital budget. The total incentive for all five buses will be \$275,000, reducing the GMT current year local capital match to \$38,577.

The source of local capital match funds for two projects in the Rural capital budget are being adjusted to align with the actual contribution from Stowe Mountain Resort for two (2) expansion heavy-duty diesel buses for Stowe area service (Line Items AC and AJ). The previous budget had the full local match for both buses (\$62,900 each) coming from Stowe Mountain Resort. Per the agreement with Stowe Mountain Resort, the Resort will contribute up to \$60,000 per bus. To accommodate this change, staff is programming \$2,900 from the Prior Year Local Capital Match fund for each Stowe expansion bus. This change has no impact on the overall local capital match in the FY24 rural budget, but does increase the local match from the prior year local capital match fund by \$5,800.

The urban capital budget has increased by \$739,783. The following explains the changes to the urban capital budget approved in July 2023.

Line item description	Inc/(Dec)
Increased Line Item I "Electric Bus Charging Infrastructure (90% Fed/9% State/1% Local)" from \$1,171,000 to \$1,845,148.	\$674,148
Removed Line Item M "101 QCP Building LED Lighting Upgrade" and shifted funding to Line Item T "Replace Four (4) In-Ground Bus Lifts (FY23 Carryforward)"	\$0
Increased Line Item T "Replace Four (4) In-Ground Bus Lifts (FY23 Carryforward)" from \$990,000 to \$1,164,278 (includes \$117,690 moved from Line M)	\$56,588
Increased Line Item U "ITS Improvements (Supplemental funding for fare collection system upgrades) (FY23 Carryforward)" from \$151,402 to \$160,449	\$9,047
Change in budget 100% totals	\$739,783

The total current year local capital match has decreased by \$275,000 due to the programming of BED Tier III incentive funding to the capital budget. The total local match programmed from the prior year local capital match fund for the Urban capital budget is increased by \$13,305 to match increased funding programmed to the capital budget. The total local match from GMT has decreased by \$261,695 in the adjustment.

The only change to the rural capital budget is the change in source of \$5,800 in local capital match funds. The overall rural capital budget and total local capital match is not impacted by this change.

Staff is recommending approval from the GMT Board of Commissioners to amend the FY24 capital budget to incorporate the changes outlined above.

FY24 Proposed Urban Capital

Priority	Item	Description					From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non- GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
			100%	Federal*	State*	Local*					
1	A	5 - Replacement 40' Heavy-Duty Buses (Electric) @ \$1,151,302 each (85% Fed/9.5% State/5.5% Local)**	\$ 5,739,029	\$4,877,674	\$547,778	\$ 313,577	\$ 38,577.00	\$ -	\$ 275,000	\$4,877,674	
1	B	1 - Replacement 40' Heavy-Duty Buses (Diesel) @ \$629,000 each (85% Fed/5% State/10% Local)	\$ 629,000	\$534,650	\$31,450	\$ 62,900	\$ 62,900.00	\$ -		\$534,650	
1	D	4 - Replacement SSTA*** Vehicles (3 Ford Transit + 1 Cutaway)	\$ 423,500	\$338,800	\$42,350	\$ 42,350	\$ -	\$ -	\$ 42,350	\$338,800	
1	E	Facility PM (Asphalt repair, Landscaping, roof top unit repair, tube heater rehab, siding replacement)	\$ 40,000	\$32,000	\$4,000	\$ 4,000	\$ 4,000.00	\$ -		\$32,000	
1	F	Spare parts, miscellaneous support equipment, Engine and Transmission PM	\$ 195,000	\$156,000	\$19,500	\$ 19,500	\$ 19,500.00	\$ -		\$156,000	
1	I	Electric Bus Charging Infrastructure (90% Fed/9% State/1% Local)	\$ 1,845,148	\$1,660,633	\$166,063	\$ 18,451	\$ 10,710.00	\$ 7,741		\$1,660,633	
2	K	Passenger Amenities (shelters, benches and bike racks)	\$ 75,000	\$60,000	\$7,500	\$ 7,500	\$ 3,500.00	\$ 4,000			\$60,000
2	M	101 QCP Building LED Lighting Upgrade	\$ -	\$0	\$0	\$ -	\$ -	\$ -		\$0	\$0
3	O	Replacement Office Equipment for Main Office and DTC	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ 3,500.00	\$ -		\$28,000	
2	P	Fare Collection System Upgrades (20 FastFare fareboxes, installation, Genfare Link implementation)	\$ 889,955	\$632,000	\$79,000	\$ 178,955	\$ -	\$ 178,955		\$632,000	
1	Q	Electric Bus Staff Training	\$ 35,000	\$28,000	\$0	\$ 7,000	\$ 7,000.00			\$28,000	
CF-1	R	2 - Replacement 40' HD Diesel Buses @ \$617,542.44 each (85% Fed/5% State/10% Local) (FY23 Carryforward)	\$ 1,244,524	\$1,057,845	\$62,226	\$ 124,452	\$ -	\$ 124,452		\$1,057,845	
CF-1	S	6 - Replacement SSTA*** Cutaways @ \$109,710 each + partial funding for FY24 (FY23 Carryforward)	\$ 702,500	\$576,700	\$55,550	\$ 70,250	\$ -		\$ 70,250	\$576,700	
CF-1	T	Replace Four (4) In-Ground Bus Lifts (FY23 Carryforward)	\$ 1,164,278	\$931,422	\$116,428	\$ 116,428	\$ 11,769.00	\$ 104,659			\$931,422
CF-1	U	ITS**** Improvements (Supplemental funding for fare collection system upgrades) (FY23 Carryforward)	\$ 160,449	\$128,359	\$16,045	\$ 16,045	\$ -	\$ 16,045			\$128,359
Total			\$ 13,178,383	\$ 11,042,084	\$ 1,151,390	\$ 984,909	\$ 161,456	\$ 435,853	\$ 387,600	\$ 9,922,303	\$ 1,119,781
*80% Federal, 10% State, and 10% Local unless otherwise stated.						Total Local Match		\$ 597,309			

*80% Federal, 10% State, and 10% Local unless otherwise stated.
** Local match kept level with equivalent diesel bus estimate due to commitment from Vtrans to cover increase in local match from diesel to electric
*** Special Services Transportation Agency
**** Intelligent Transportation Systems

FY24 Proposed Rural Capital

Prio rity Item			Description	100%	Federal*	State*	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 Vtrans	Federal Funds Awarded by FTA
1	AA		8 - Replacement <30' Cutaway Buses and Minivans ((6) 18-pass cutaways, (1) 12-pass cutaway, (1) Minivan) (85% Fed/5%	\$ 1,101,000	\$909,500	\$83,000	\$ 108,500	\$ 108,500.00	\$ -		\$909,500	
1	AC		1 - Heavy-Duty Bus 40' Bus (Diesel) @ 629,000 (85% Fed/5% State/10% Local)	\$ 629,000	\$534,650	\$31,450	\$ 62,900	\$ -	\$ 2,900	\$60,000	\$534,650	
1	AD		1 Replacement CIDER Cutaway @ \$118,000	\$ 118,000	\$94,400	\$11,800	\$ 11,800	\$ -		\$ 11,800	\$94,400	
2	AF		Spare Parts, Misc. Support Equipment, etc	\$ 31,500	\$25,200	\$3,150	\$ 3,150	\$ 3,150.00			\$25,200	
2	AG		Facility PM - Rural Facilities	\$ 31,500	\$25,200	\$3,150	\$ 3,150	\$ 3,150.00			\$25,200	
2	AH		Replacement Office Equipment (Computers, monitors, etc.)	\$ 7,000	\$5,600	\$700	\$ 700	\$ 700.00			\$5,600	
CF-1	AI		6 - Replacement Cutaway** Buses @ \$122,557 each (85% Federal) (FY23 Carryforward)	\$ 735,344	\$625,042	\$36,767	\$ 73,534	\$ -	\$ 73,534		\$625,042	
CF-1	AJ		2 - Non-BRT 40' HD Diesel Bus @ \$617,542.44 each (1 Replacement + 1 Stowe Expansion) (85% Federal) (FY23 Carryforw	\$ 1,244,524	\$1,057,845	\$62,226	\$ 124,452	\$ 0.00	\$ 64,452	\$60,000	\$1,057,845	
CF-2	AK		2 - Replacement Minivans for CIDER*** @ \$65,000 each (FY23 Carryforward)	\$ 130,000	\$104,000	\$13,000	\$ 13,000	\$ -		\$13,000	\$104,000	
CF-1	AL		Property Acquisition Activities & Design for New Wash County Facility (FY23 Carryforward)	\$ 196,000	\$156,800	\$19,600	\$ 19,600	\$ -	\$ 19,600		\$156,800	
CF-2	AM		Rural Shelter site prep and installations (FY23 Carryforward)	\$ 30,000	\$24,000	\$3,000	\$ 3,000	\$ -	\$ 3,000		\$24,000	
CF-1	AN		2 - Expansion Minivans for Barre Microtransit (FY23 Carryforward)	\$ 129,500	\$110,075	\$19,425	\$ -	\$ -	\$ -		\$110,075	
CF-1	AO		2 - Replacement Narrow-Body Buses (FY22 Carryforward)	\$ 207,000.20	\$165,600.00	\$20,700	\$20,700	\$ -	\$ 20,700		\$165,600	
CF-1	AP		1 Replacement 32' Medium-Duty Cutaway** Bus (85% Federal) (FY23 Carryforward)	\$ 134,302	\$107,442	\$13,430	\$ 13,430	\$ -	\$ 13,430		\$107,442	
CF-1	AQ		2 - Replacement Electric Cutaway Buses @ \$285,000 per vehicle (85% Federal) (FY23 Carryforward)	\$ 571,235	\$485,550	\$28,562	\$ 57,124	\$ -	\$ 37,124	\$20,000	\$485,550	
CF-1	AR		Electric Cutaway Charging Infrastructure (FY23 Carryforward)	\$ 20,000	\$16,000		\$ 4,000	\$ -	\$ -	\$4,000	\$16,000	
Total				\$ 5,315,905	\$ 4,446,904	\$ 349,960	\$ 519,041	\$ 115,500	\$ 234,741	\$ 168,800	\$ 4,446,904	\$ -

*80% Federal, 10% State, and 10% Local unless otherwise stated.

** Cutaway Bus = Truck/Van Front/Bus Body

*** Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet the local match obligation.

Total Local Match \$ 350,241



To: Board of Commissioners
From: Jon Moore, Assistant General Manager
Date: September 19, 2023
RE: Low Floor, Full Size Van Purchase Approval

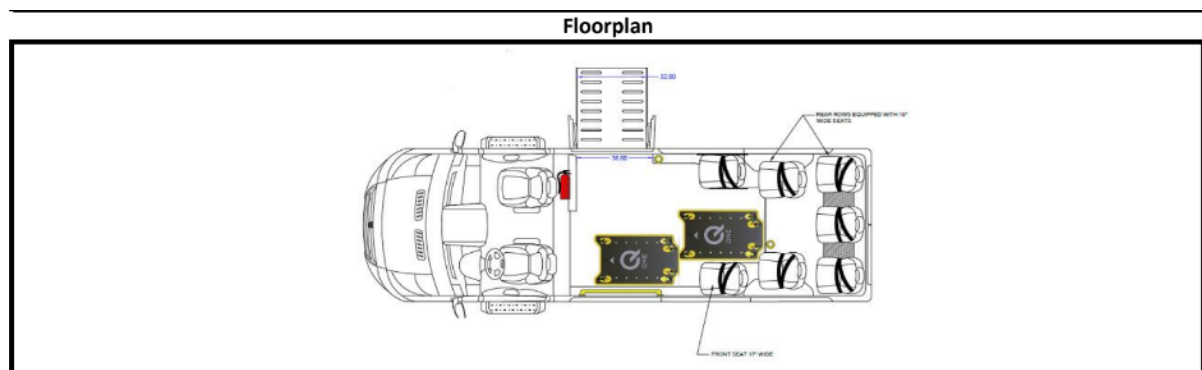
Summary: Staff is requesting approval for the purchase of ten (10) BraunAbility ProMaster 3500 low floor, full size vans to be used in GMT's rural service area and by SSTA to provide contracted ADA and O&D services for GMT.

GMT will utilize an FTA allowed interagency procurement piggyback option with the Arizona Department of Transportation (ADOT). The ten (10) vans would be purchased through Model 1 Commercial Vehicles (formerly Creative Bus Sales) at a unit price of \$155,602 plus the cost of a video surveillance system on each vehicle.

Staff is excited that these vans equipped with seven (7) passenger seats (excluding the front seat) and two (2) wheelchair areas will be an excellent vehicle choice for MyRide and demand response services.

These low-floor vehicles will provide a balance of passenger capacity, ADA accessibility and reduced operating costs (i.e., fuel economy) which our current minivans and cutaways cannot provide.

It is important to note that these vans would not come equipped with destination signs, bike racks or passenger stop notifications. Staff is investigating a rear hitch mounted bike rack option and ways to provide public information which could range from MyRide specific branding to magnetic route signs.





Background: The FY24 Board-approved rural capital budget includes \$1.3M (line items AA and AO) for replacement cutaway buses, minivans, and narrow-body vans.

The FY24 Board-approved urban capital budget includes \$1.17M (line items D and S) for SSTA replacement vehicles. The ten (10) ProMaster vans would be ordered using these capital funds and the balance of funds would be used for the purchase (pending future Board approval) of cutaway buses.

Recommendation: Staff recommends that per Section VI(C) of the GMT Purchasing Policy & Procedures the Board makes a motion to *authorize the General Manager to issue a Purchase Order to Model 1 Commercial Vehicles in the amount of \$1,556,020 plus the cost of video surveillance systems for the purchase of ten (10) low floor, full size vans.*



To: Board of Commissioners
From: Jon Moore, Assistant General Manager
Date: September 19, 2023
RE: Electric Vehicle Supply Equipment (EVSE) Purchase Approval

Summary: Staff is requesting board approval to issue a contract award to New Flyer Infrastructure Solutions as summarized below for turnkey project management services to include the engineering, construction, installation, and commissioning of three (3) 180 kW chargers.

Each charger will be equipped with three (3) dispensers and will be used for the five (5) 40' New Flyer electric buses that the board approved for purchase at the July 2023 meeting. These buses are scheduled for delivery in Q2 of CY24.

	Unit Cost	Qty	Units	Price
Charging Equipment	\$150,302	3	Each	\$450,905
Charge Management	\$18,543	5	Year	\$92,715
Engineering	\$92,000	1	Lump Sum	\$92,000
Switchgear	\$126,500	1	Lump Sum	\$126,500
Construction	\$800,947	1	Lump Sum	\$800,947
PM/Commissioning	\$114,340	1	Lump Sum	\$114,340
Contingency	\$167,741	1	Lump Sum	\$167,741
Total				\$1,845,148

Background: The FY24 board-approved urban capital budget includes \$1,171,000 for Electric Bus Charging Infrastructure (line I). As presented, VTrans has committed to adding \$674,148 (90% federal/9% state/1% GMT) to GMT's FY24 grant award to fully fund the estimated costs of this project.

Recommendation: Staff recommends that per Section VI(C) of the GMT Purchasing Policy & Procedures the Board makes a motion to *authorize the General Manager to issue a purchase order to New Flyer Infrastructure Solutions in the amount of \$1,845,148 for EVSE turnkey project management services.*



To: Board of Commissioners
From: Jon Moore, Assistant General Manager
Clayton Clark, General Manager
Date: September 19, 2023
RE: Public Transportation Agency Safety Plan (PTASP) Update

Background: Pursuant to 49 CFR Part 673 the Green Mountain Transit (GMT) Board of Commissioners approved GMT’s original PTASP in November 2020. The PTASP includes the processes and procedures to implement a Safety Management System (SMS), a comprehensive, collaborative, and systematic approach to managing safety.

Federal regulations require GMT to “establish a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan”.

GMT’s PTASP meets this requirement with the following process.

Annual Review and Update of the Agency Safety Plan
<i>Describe the process and timeline for conducting an annual review and update of the ASP.</i>
The plan will be jointly reviewed and updated by Green Mountain Transit Safety Security Officer and Accountable Executive by July 1 st of each year. The parties will review and approve any changes, signing the new ASP, and requesting Board approval.

Clayton Clark and Jon Moore met on September 14, 2023, to review and update the PTASP. Besides updating the version number and effective date of the PTASP, changes include naming Clayton Clark the Accountable Executive and Jon Moore the Chief Safety Officer.

As required by 49 CFR Part 673 the PTASP, and subsequent updates, must be signed by the Accountable Executive and approved by the agency's Board of Directors, or an Equivalent Authority.

Recommendation: Staff recommends that the Board makes a motion to approve the updates to the GMT PTASP.



Public Transportation Agency Safety Plan

Version 5

Jon Moore



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GMT Public Transportation Agency Safety Plan

Introduction

The following Public Transportation Agency Safety Plan (PTASP) details the safety processes and procedures for Green Mountain Transit (GMT). This plan utilizes existing agency safety practices and best practices to be implemented to meet the new regulation set in 49 CFR Part 673 of the federal guidelines.

The PTASP includes formal documentation to guide the agency in proactive safety management policy, safety risk management, safety assurance, and safety promotion. The goal is to provide management and employees a comprehensive, collaborative approach to managing safety. The plan includes the process and schedule for an annual review of the plan to review the safety performance measures and update processes that may be needed to improve the organization's safety practices. This document and its updates will be maintained for three years following their adoption, and are subject to review by the FTA.

Agency Background

Green Mountain Transit (GMT) was chartered in 1973 by the Vermont General Assembly after the private bus operator went out of business. GMT serves the communities of Burlington, Essex, South Burlington, Shelburne, Williston, Winooski, Milton, Hinesburg, and a portion of Colchester. LINK Express routes serve Montpelier, and St. Albans commuters. GMT is considered a municipality and is the first and only transit authority in the State of Vermont.

In 2011, Chittenden County Transportation Authority (CCTA) and the Green Mountain Transit Agency (GMTA) became a single unified organization expanding the agencies service area to include Washington, Franklin, Grand Isle, Lamoille and parts of Orange counties, making CCTA the first and only regional transit authority in the State of Vermont. In 2016, the agency became the Green Mountain Transit Authority (GMT).

GMT is currently governed by a 13-member Board of Commissioners, with two commissioners representing Burlington and one commissioner representing each of the following; South Burlington, Winooski, Essex, Shelburne, Williston, Milton, Hinesburg, Washington County, Lamoille County, Franklin County, and Grand Isle County.

1. Transit Agency Information

Transit Agency Name	Green Mountain Transit Authority		
Transit Agency Address	101 Queen City Park Road, Burlington, VT 05401		
Name and Title of Accountable Executive	Clayton Clark, General Manager		
Name of Chief Safety Officer or SMS Executive	Jon Moore		
Mode(s) of Service Covered by This Plan	Motor Bus, Commuter Bus, Demand Response	List All FTA Funding Types (e.g., 5307, 5337, 5339)	5307, 5311, 5310, 5339, 5309, 5303, 5304
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Motor Bus, Commuter Bus, Demand Response		

¹ Part 673 defines small public transportation provider as a recipient or sub recipient of Federal financial assistance under 49 U.S.C. § 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system. (49 C.F.R. § 673.5). This includes bus transit systems with one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode.

Does the agency provide transit services on behalf of another transit agency or entity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Description of Arrangement(s)	Non-Emergency Medical Transportation
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	Vermont Public Transportation Association 160 Benmont Avenue Bennington, VT 05201			

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Hunter Eddy, Chief Safety Officer	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	Green Mountain Transit Board of Commissioners	11/17/20
	Relevant Documentation (Title and Location)	
	Green Mountain Transit Board of Commissioners Meeting Meeting held virtually due to COVID	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Jon Moore/General Manager Green Mountain Transit	3/2/2020
	Ed Adrian/Legal Counsel for Green Mountain Transit	4/2/2020
	Relevant Documentation (Title and Location)	
	Federal Fiscal Year 2020 Certifications and Assurances for FTA Assistance Programs	

Version Number and Updates

Record the complete history of successive versions of this plan.

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1		New Document	9/1/2020
2	Pg.2 Pg.15	Service Changes	7/1/2021
3	Pg6 Pg.9	Information update/change of titles	10/7/2021
4	Pg6 Pg23	Safety Performance targets Added sign off page for versions of PTASP	8/26/2022 8/26/2022
5	P.3	Updated Accountable Executive Updated Chief Safety Officer	9/19/2023 9/19/23

Annual Review and Update of the Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the ASP.

The plan will be jointly reviewed and updated by Green Mountain Transit Safety Security Officer and Accountable Executive by July 1st of each year. The parties will review and approve any changes, signing the new ASP, and requesting Board approval.

3. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Mode of Transit Service	Fatalities (Total)	Fatalities 100,000 VRM	Injuries (Total)	Injuries 100,000 VRM	Safety Events (Total)	Safety Events 100,000 VRM	System Reliability (Mean distance between mechanical failure)
Motor Bus	0	0	1	0.062	1	0.062	18,096
CB	0	0	0	0.00	0	0.00	78,597
DR - DO	0	0	1	0.062	1	0.062	0
DR - PT	0	0	2	0.12	2	0.12	28,025

Targets based on average 2017 – 2019 NTD reported data and the reporting period is GMT's fiscal year.

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

Green Mountain Transit shares the PTASP, including safety performance targets, with the Chittenden County Regional Planning Commission (CCRPC), and the Vermont Agency of Transportation (VTrans) Planning Section each year after its formal adoption by Green Mountain Transit (GMT) executive staff. Additionally, GMT on an annual basis will provide updates to the Public Transit Advisory Council (PTAC) and the Vermont Public Transportation Association (VPTA).

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Vermont Agency of Transportation (VTrans)	10/7/2021
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Chittenden County Regional Planning Commission (CCRPC)	10/7/2021

4. Safety Management Policy

Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives

Safety is a core value for GMT, and managing safety is a core business function. We develop, implement, maintain and continuously improve processes to ensure the safety of our customers, employees, operators and the public. GMT is committed to the following safety objectives:

- Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, managers, supervisors, and employees.
- Creating and maintaining an Employee Near Miss/ Safety Reporting Program that allows reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through the Employee Near Miss/ Safety Reporting Program (ENMSRP), unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.
- Identifying hazardous and unsafe work conditions and analyzing data from the ENMSRP. (After thoroughly analyzing provided data, the transit safety committee will develop processes and procedures to mitigate safety risk to an acceptable level).
- Establishing safety performance targets that are realistic, measurable, and data driven. Continually improving our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

Jon Moore, Green Mountain Transit Accountable Executive.

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.

The Chief Safety Officer, who leads GMT's SMS activities is responsible for the distribution of the Safety Management Policy Statement to each employee. GMT also posts copies of the Safety Management Policy Statement on the Safety Communication Board in the Driver's, Maintenance, Operations and Administrative common areas. GMT has incorporated review and distribution of the Safety Management Policy Statement into new-hire training.

Authorities, Accountabilities, and Responsibilities

Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

Accountable Executive	<p>The General Manager serves as GMT's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none">• Controls and directs human and capital resources needed to develop and maintain the ASP and SMS.• Designates an adequately trained Chief Safety Officer who reports directly to the Accountable Executive.• Ensures GMT's SMS is effectively implemented.• Makes certain action is taken to address substandard performance in GMT's SMS . Assumes ultimate responsibility for carrying out the ASP and SMS.• Maintains responsibility for carrying out the Agency's Transit Asset Management Plan and the vehicle fleet is in a state of good repair in accordance with agency maintenance plans and manufacturer recommendations for preventive maintenance frequencies. Vehicles must follow Federal Motor Vehicle Safety Standards. Vehicle, facility, and equipment maintenance logs must be regularly maintained.
Chief Safety Officer or SMS Executive	<p>The CSO has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none">• Develops ASP and SMS policies and procedures• Ensures and oversees day-to-day implementation and operation of SMS• Manages the GMT Employee Near Miss/ Safety Reporting program.• Chairs the Safety Committee and Coordinates the activities of the committee.• Establishes and maintains the GMT Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and crashes.• Advises the GMT Accountable Executive on SMS progress and status• Identifies substandard performance in SMS and develops action plans for approval by GMT Accountable Executive.• Ensures company policies are consistent with company safety objectives• CSO is required and not limited to have the following training: SMS Awareness, SMS Safety Assurance, SMS Principles for Transit, Effectively Managing Transit Emergencies, Fundamentals of Bus Collision. Refresher training is completed as required for each.

<p>Agency Leadership and Executive Management</p>	<p>Agency Leadership and Executive Management have authorities and responsibilities for day-to-day SMS implementation and operation of SMS under this plan. Agency Leadership and Executive Management include but are not limited to the following:</p> <ul style="list-style-type: none"> • General Manager • Director of Transportation • Operations Managers • Operations Supervisors • Training Supervisors • Maintenance Manager • Human Resources and Training Directors or Managers • Procurement and Purchasing Managers or Agents <p>Company Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities:</p> <ul style="list-style-type: none"> • Complete training on SMS and ASP elements. • Oversee day-to-day operations of the SMS in their departments. • Modify policies in their departments consistent with implementation of the SMS, as necessary. • Ensure a consistent line of communication between front line employees and management concerning safety. • Provide subject matter expertise to support implementation of the SMS as requested by GMT's Accountable Executive or the CSO, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness. • Ensure that all employees are current on safety - related training. • Day-to-Day oversight of the employee near miss safety reporting program.
<p>Key Staff</p>	<p>Key non-executive staff with significant safety responsibilities include operators, mechanics, facility managers, dispatchers, and fixed route bus service staff. While these employees have a diverse range of responsibilities, overarching safety-related responsibilities shared by this group include:</p> <ul style="list-style-type: none"> • Reporting any identified safety concerns to management in a timely fashion • Assessing service vehicles and facilities for hazards and defects <p>Following and abiding by all GMT safety policies and acting in accordance with the principles of the SMS.</p>

Employee Near Miss/ Safety Reporting Program (ENMSRP)

The GMT ENMSRP encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, Supervisor or Manager.
- Report conditions anonymously via paper form and put into Safety box in the driver common area.
- Report conditions using the PayData System which gets sent anonymously to a Company dedicated safety email address.

Examples of information typically reported include :

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

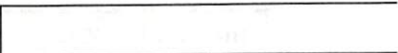
Chief Safety Officer, supported by the Safety Committee, as necessary, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through the safety risk management (SRM) process and that reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process.

When action is taken to address a concern identified by an employee report that results in changes in policies or procedures, employees will be notified by either:

- Bulletins and posters posted in drivers' and administrative common areas.
- A verbal update by the GM of each operation at monthly meetings.
- Printed-out notices delivered to drivers and administrative employees.

GMT encourages participation in the ENMSRP by protecting employees that report safety conditions in good faith (see transit provider Employee Handbook for more information). However, GMT may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity, such as assault or theft
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances



5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

GMT has a decentralized approach to Safety Risk Management. Key personnel throughout the agency conduct the SRM process, with oversight and assistance provided by the Chief Safety Office, Safety Committee and other executive staff members at GMT. The Managers of each operation have primary responsibility for ensuring that risks are identified, addressed and documented in the safety Risk Register in a timely fashion.

SRM process applies to all elements of our system including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision. In carrying out the SRM process, we use the following terms:

- **Event** – Any crash, incident, or occurrence.
- **Hazard** – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to a Vermont transit provider; or damage to the environment.
- **Risk** – Composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk Mitigation** – Method(s) to eliminate or reduce the effects of hazards.
- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to transit provider property or the environment.

Safety Hazard Identification

The safety hazard identification process offers GMT the ability to identify hazards and potential consequences in the operation and maintenance of their system. Hazards can be identified through a variety of sources, including:

- ENMSRP reporting
- Review of vehicle camera footage
- Review of monthly performance data and safety performance targets
- Observations from supervisors
- Maintenance reports
- Comments from customers, passengers, and third parties, including transit provider insurance carrier or broker and other vendors
- Safety Committee, Drivers', and All-Staff Meetings
- Results of audits and inspections of vehicles and facilities
- Results of training assessments
- Investigations into safety events, incidents, and occurrences
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).

When a safety concern is observed by GMT management, supervisory personnel, or through the ENMSRP, whatever the source, it is reported to the CSO. CSO and Safety Committee review these sources for hazards and documents them in the GMT Safety Risk Register.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must be brought immediately to the attention of the Accountable Executive and addressed through the SRM process (with or without Full Safety Committee) for safety risk mitigation. This means that the Chief Safety officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of the Environmental Protection Agency or Any state environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

Safety Risk Assessment

GMT assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The CSO and Safety Committee assess prioritized hazards using the GMT Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a *hazard rating*. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- "High" hazard ratings will be considered unacceptable and require action from GMT to mitigate the safety risk,
- "Medium" hazard ratings will be considered undesirable and require the GMT Safety Committee to make a decision regarding their acceptability, and
- "Low" hazard ratings may be accepted by the CSO without additional review.

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk.

The CSO schedules safety risk assessment activities on the Safety Committee agenda. During the Safety Committee meeting, the CSO reviews the hazard and its consequence(s) and reviews available information on severity and likelihood. The CSO may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment.

Once sufficient information has been obtained, the CSO will facilitate completion of relevant sections of the Safety Risk Register, using the GMT Safety Risk Assessment Matrix, with the Safety Committee. The CSO will document the Safety Committee's safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The CSO will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

Safety Risk Mitigation

GMT's Accountable Executive and CSO review current methods of safety mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. GMT can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessment. CSO tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during monthly meetings and to staff upon request.

In the Safety Risk Register, CSO will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented

6. Safety Assurance

Safety Performance Monitoring and Measurement

Describe activities to monitor the system for compliance with procedures for operations and maintenance.

GMT has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Ongoing inspections of vehicles and facilities
- Internal Safety audits
- Analyzing Operational and Safety Data to identify emerging safety concerns
- Employee Near Miss/Safety Reporting Program.
- Investigation of safety occurrences.

Results from the above processes are compared against recent performance trends quarterly and annually by the CSO to determine where action needs to be taken. The CSO enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for re-evaluation by the Safety Committee.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

GMT monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The CSO maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The CSO establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include:

- Tracking a specific metric on daily, weekly, or monthly logs or reports;
- Conducting job performance observations including recurring onboard driver evaluations.
- Monitoring employee safety reporting.
- Analyzing operational and safety data to identify emerging safety concerns.

The CSO will endeavor to make use of existing GMT processes and activities before assigning new information collection activities.

If the mitigation is not implemented or performing as intended. The Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The CSO will approve or modify this proposed course of action and oversee its execution.

The CSO works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Describe activities to conduct investigations of safety events, including the identification of causal factors.

GMT maintains documented procedures for conducting safety investigations of events (crashes, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. These procedures also reflect all traffic safety reporting and investigation requirements established by the State's Department of Motor Vehicles.

Fixed Route crashes are investigated thoroughly by the CSO who determines whether:

- The Crash was preventable or non-preventable;
- Personnel require discipline or retraining; (per Collective Bargaining Agreements)
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The crash appears to involve underlying organizational causal factors beyond just individual employee behavior.

There is a detailed procedure for drivers and dispatchers to follow in the aftermath of any crash or incident, including documentation of all injuries and witnesses. A comprehensive crash report is compiled which includes:

- Driver Crash/Incident report
- Supervisor Crash/Incident report
- Preventability Determination Checklist
- Drug and Alcohol Test Results/determination
- Police Reports
- Photographs

Describe activities to monitor information reported through internal safety reporting programs.

The CSO and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the CSO and Safety Committee ensure that the concerns are investigated or analyzed through the GMT SRM process.

The CSO and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning transit provider's safety performance, compliance with operations and Maintenance procedures, or the effectiveness of safety risk mitigations.

7. Safety Promotion

Competencies and Training:

Describe the safety training program for all agency employees and contractors directly responsible for safety

GMT has a comprehensive safety training program which applies to all employees directly responsible for safety, including:

- Bus vehicle operators,
- Dispatchers,
- Maintenance technicians,
- Managers and supervisors,
- Agency Leadership and Executive Management,
- CSO, and
- Accountable Executive.

GMT dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training,
- Bus vehicle operator refresher training,
- Bus vehicle operator retraining (recertification or return to work),
- On-the-job training for dispatchers,
- Classroom and on-the-job training for operations supervisors and managers, and
- Crash investigation and reasonable suspicion training for operations supervisors and managers.
- Vehicle maintenance safety-related skill training includes the following:
 - Ongoing vehicle maintenance technician skill training,
 - Ongoing skill training for vehicle maintenance supervisors,
 - Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors

GMT Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training and an executive session on safety management sponsored by GMT's insurance carrier or broker.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

GMT's CSO and Director of Human Resources and Training coordinate safety communication activities for the SMS. Activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- Communicating safety and safety performance information throughout the agency: Communicates information on safety and safety performance in its monthly newsletter and during All-Staff Meetings. GMT's Director of Human Resources or Training Managers posts safety bulletins and flyers on the bulletin boards and escreen located in all bus operators, Administrative and maintenance common rooms, advertising safety messages and promoting awareness of safety issues.
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, GMT distributes safety policies and procedures, included in the Employee Handbook, to all employees. GMT provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, CSO issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.
- Informing employees of safety actions taken in response to reports submitted through the ENMSRP: GMT provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ENMSRP, including memos and flyers, updates to bulletin boards, Monthly newsletters, E screen or ODIN, and one-on-one discussions between employees and supervisors.

Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the ASP that are not included elsewhere in this plan.

GMT will develop additional safety plans including, but not limited to Continuity of Operations Plan (COOP), Safety and Security Emergency Preparedness Plan (SSEPP) and a Contagious Virus Response Plan. GMT will maintain documentation related to the improvement of this SMS; the programs, policies and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to VTrans and the FTA or other Federal or oversight entity upon request.

Definitions of Special Terms Used in the ASP

Term	Definition
Crash	Means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reason; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
Accountable Executive	Means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
Equivalent Authority	Means an entity that carries out duties similar to that of a Board of Directors for a recipient or sub recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub recipient's Public Transportation Agency Safety Plan

Event	Means any Crash, Incident, or Occurrence.
Hazard	Means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Incident	Means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
Investigation	Means the process of determining the causal and contributing factors of a crash, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
Occurrence	Means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
Operator	Of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
Performance measure	Means an expression based on a quantifiable indicator of performance or condition that is used to assess progress toward meeting the established targets.
Performance target	Means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
Risk	Means the composite of predicted severity and likelihood of the potential effect of a hazard.
Public Transportation Agency Safety Plan (or Agency Safety Plan)	Means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
Risk Mitigation	Means a method or methods to eliminate or reduce the effects of hazards.
Safety Assurance	Means processes within a transit agency's Safety Management System that Function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy	Means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
Safety Performance Target	Means a performance target related to safety management activities.
Safety Promotion	Means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk Assessment	Means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
Safety Risk Management	Means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk
Serious Injury	Means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface
Transit Asset Management Plan	Means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost- effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

List of Acronyms Used in the ASP

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CSO	Chief Safety Officer
CFR	Code of Federal Regulations
ENMSRP	Employee Near Miss/Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
SRM	Safety Risk System
U.S.C.	United States Code
VRM	Vehicle Revenue Miles
VTrans	Vermont Agency of Transportation
MB	Motor Bus
CB	Coach Bus
DR - DO	Demand Response – directly Operated
DR - PT	Demand Response - Purchase

Resources

[CDC COVID-19 Resource page](#)

[CTAA COVID-19 resources](#)

[FTA Coronavirus Resource page](#)



[FTA Transit Safety & Oversight](#)

[Vermont Dpt. of Health COVID-19 resource page](#)

[Vermont ACCD COVID-19 resource center](#)

[FTA Transit Safety & Oversight](#)

PTASP Version Approval Page

	PTASP Version #	Date of Issue
	5	8/26/2022
	Signature of Accountable Executive	Date of Approval
		9/14/23
	Signature of Chief Safety Officer	Date of Approval
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	Signature Safety Committee Representatives	Date of Approval
	Chief Safety Officer:	
	Maintenance Representative:	
	Union Representative:	
	Driver Representative	
	Admin Representative:	