



**Green Mountain Transit Board of Commissioners Meeting
January 19, 2021 - 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.

Due to current social distancing measures, this meeting will be held entirely virtually.

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
- 7:35 a.m. 4. Consent Agenda (Action Item) **Pages 3-39**
 - a. December 15 Board Meeting Minutes
 - b. Check Register
 - c. Finance Report
 - d. Maintenance Report
 - e. Planning, Marketing and Public Affairs Report
 - f. IT Support, Administrative Support, Training and HR Report
 - g. Ridership Reports
- 7:40 a.m. 5. VTrans Update
- 7:50 a.m. 6. General Manager Report – Updates and Opportunity for Questions **Pages 40-59**



- 8:00 a.m. 7. Board Committee Reports
- 8:10 a.m. 8. Investment Advisor Contract Award (Action Item) **Pages 60-63**
- 8:20 a.m. 9. FY21 Capital Budget Amendment (Action Item) **Pages 64-69**
- 8:30 a.m. 10. FY22 Operating Budget Final Approval (Action Item) **Pages 70-82**
- 8:40 a.m. 11. COVID-19 Service Suspensions and Local Funding Policy Discussion **Pages 83-84**
- 8:55 a.m. 12. Chittenden County American with Disabilities (ADA) and Elders & Disabled (E&D) Request for Proposals (RFP) Contract Award (Action Item) **Pages 85-90**
- 9:10 a.m. 13. Microtransit Operations Update
- 9:20 a.m. 14. General Commissioner Comments
- 9:30 a.m. 15. Adjourn

Next GMT Board of Commissioners Meeting Date: February 16, 2021

NOTES

- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Jamie Smith at 802-540-1098 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.



**Green Mountain Transit Board of Commissioners
Minutes
December 15, 2020 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401
Virtual Meeting via Zoom Meetings**

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

Present:

Commission Sharrow
Commissioner Pouech
Commissioner Wallis
Commissioner Derenthal
Commissioner Baker
Commissioner Buermann
Commissioner Waninger
Commissioner Krohn
Commissioner Dimitruk
Commissioner Gallagher
Commissioner Bohne
Commissioner Davis
Commissioner Brewer
Commissioner Kaynor
Commissioner Poylte
Karen Plante, Payroll Administrator
Jenn Wood, Public Affairs and
Community Relations Manager

Jamie Smith, Dir. of Marketing and
Planning
Nick Foss, Finance Director
Jon Moore, General Manager
Chris Damiani, Transit Planner
Kim Wall, Grants Manager
Pam McDonald, Accounting
Coordinator Trish Redalieu, Dir. of
Human Resources Debbie Coppola,
Senior Accountant Nick Foss, Dir. of
Finance
Matt Kimball, Capital Projects
Manager

Absent:

Commissioner Spencer

Public:

N/A

Open Meeting

Commissioner Waninger opened the meeting at 7:30AM

Adjustment of the Agenda

There were no adjustments to the agenda.

Public Comment

There was no public comment.



Consent Agenda (Action Item)

Commissioner Buermann asked for his attendance to be added to the November 10th, 2020 meeting notes. Commissioner Sharrow approved this motion. Commissioner Baker accepted. All were in favor and the motion carried.

VTrans Update

Ross McDonald was not in attendance nor anyone else from VTrans to provide an update.

General Manager Report – Updates and Opportunity for Questions

Mr. Moore mentioned that the Microtransit (now known as MyRide by GMT) is starting before next board meeting. There is extensive training upcoming for staff. Mr. Moore expressed his thanks all the staff who have helped with this process. The other update is in regards to seasonal staff. Due to covid-19, there are difficulties finding staff. As previously discussed service has been reduced in the mountain towns somewhat. Staff has put together a staffing plan through new year and then will be keeping a close eye on ridership to determine sustainability of staffing service in those areas since there is currently the use of full time staff. At the same time many drivers, especially in Burlington are taking time off, largely due to the pandemic. Commissioner Sharrow asked about rate being paid to those full time staff. Mr. Moore confirmed that it is a blended rate. Commissioner Bohne asked whether if we reduce the service, will the local funding contributors get a credit or want to pay less. Stowe has reached out already to inquire about a reduced rate to reflect reduced service. Mr. Moore has said to them he would like to wait and see how it goes but there may be financial concessions that need to take place. Commissioner Sharrow asked about if the service cuts would come under the 10% rule. Mr. Moore was uncertain but also rural communities are not subject to that rule, only urban routes. Commissioner Waninger asked if the VPTA has weighed in. Mr. Moore said that VPTA has only focused on the upcoming contract and hasn't discussed this issue. The next area of focus for the VPTA will be legislative.

Board Committee Reports

Operations – Commissioner Sharrow said operations had talked much about microtransit.

Finance – Commissioner Bohne indicated that Mr. Foss will cover their committee when he does the budget.



Strategy – Commissioner Buermann said strategy also talked about microtransit as well as TCI. They also prepared for strategic goals and the process to do in the next pseudo retreat when it happens. Commissioner Kaynor had a question about the strategic plan schedule. Mr. Moore said the foundation was laid for the plan – e.g. KPIs. Next strategy meeting is a working session to build it out further but with the intent to ensure other committees can include their ideas. So strategy will outline but not finalize such that others on board are not able to contribute. Mr. Moore noted that the first step is establishing the goals. Then they would continue on to strategies, tactics, and outcomes. Next item for the committee would be the replacement for transit development plan which includes strategic goals but process if farther out. Commissioner Kaynor encouraged the sharing of documents as they evolve so other board members can add input.

Leadership – Commissioner Waninger said leadership did discuss board retreat. She advised the board to look for an email from staff to find next date in Jan/ Feb timeframe. The committee also discussed the board member self-eval process. As well as premium pay which is on the agenda today.

Diversity, Fairness & Inclusion Update & Discussion

Commissioner Poylte shared that this committee did meet but other two commissioners could not attend. It was a productive meeting and the group came up with a name for the committee – Justice, Equity, Diversity and Inclusion (JEDI) Committee. Likewise a mission statement was development and confirmed (pasted below). Commissioner Poylte shared that she has talked with many who do equity work and they are saying that GMT should be looking for consultant for 3-6 months. That also aligns with our budget right now for this work to evaluate where we need to go and it was acknowledged that the most needs to be done internally. Work wouldn't be done in that short timeframe but rather by the end of the 3-6 months, the committee will have learned what it needs to do for the work moving forward. She also shared that there is concern about finding the right consultant especially since they are in high demand right now. The next meeting is slated for January 12, 2021. The other item discussed was to include public members to committee, those who are actual riders not liaisons. The latter would come into process in other ways. In the meantime, the committee may start reviewing internal documents to see what we can do ourselves to review for wording and processes and to move GMT in the direction we want to move forward to.

JEDI Mission Statement

The Justice, Equity, Diversity and Inclusion (JEDI) Committee is charged with guiding GMT's ongoing work to create an equitable and safe work environment for all our employees and provide a public transportation service that is safe and accessible for all people. The JEDI Committee, in



collaboration with a consultant, will gather and review data, propose policies and best practices to advance equity and diversity, identify and work with community partners, and hold GMT accountable to its goal of building an internal and external environment that is safe, accessible and welcoming to all.

Commissioner Wallis asked about members. Commissioner Poylte said there are three commissioners, Mr. Moore, Ms. Wood and the on the driver/ union side - Nate, Farhan, and Val join; the committee is soon to add Santi from the Bhutanese community. Then there would be two to three from the public for which there will be an application process. Commissioner Waninger asked if GMT is giving stipends to the public to attend. Commissioner Poylte stated that the idea will go on the next agenda as there are many things to discuss regarding the budget.

FY21 Quarter One Financials Presentation

Mr. Foss shared his screen to show the budget. As of now GMT is showing a surplus on both sides – about \$33k in total. Starting from top things are looking very good in state, local and federal revenue budget. GMT got the mid-year amendment and staff are reviewing it so that is not reflected in the budget. Thus it needs to be decided if there is another budget adjustment or just an update via the finance committee. Overall Mr. Foss does not see a whole lot of concerns. One of the big items this year is that the finance department had to reflect the transfer of fixed assets to RCT since they took over some service (e.g. GMT sent vehicles and shelters to them). Yet GMT did not bill the full match amount so had to remove roughly \$240k from budget as a loss. Mr. Foss noted GMT is showing a profit in Medicaid and are also seeing a drop in the trips, down about 10% since the fiscal year started. Ridership is down for that program and as that continues, it will affect revenue as there are still overhead expenses.

Mr. Foss discussed the transit rate on rural side is concerning now as we cut a decent amount of service so it increased the per hour cost - now at about \$97/ hour transit rate whereas last year this time it was \$79/ hour. GMT is under benchmark in largest category of salary. Mr. Foss noted that the unemployment is a little concerning but GMT did receive a cares act credit. Also under the vehicle maintenance line item, especially in rural it shows the positive impact of getting new vehicles. All in all, GMT is lower in expenses this year compared to last year.

Premium Pay Discussion

Commissioner Waninger said the budget discussion on the agenda is setting the stage for this conversation so she transferred to the next item to have the budget information presented.



Mr. Moore stated that it is good news that the vaccine is started but the reality is still June or later until the general population has full access. He is hoping transit is prioritized as essential service but it is currently hard to predict. As case counts have increased, employees have asked if premium pay would be reinstated. Mr. Moore reviewed the prior premium pay steps and agreements. He shared that now staff is looking for policy guidance from the board for next steps. He shared that the total previously paid from March through the end of September was roughly \$500,000 or about \$32,000 per pay period based on the \$3/ hour supplement. He noted that at that time GMT also had CARES funds which are now baked into budget to make it balance. While the budget will show it is balanced that is due to dipping into reserve funds. The large part of the budget looking good is regarding fuel since the price/ gallon has bene down but is now increasing. Likewise, the volume will also increase as routes come back on line. Similarly, on the rural side, with seasonal starting that will increase fuel usage. If costs increase, GMT would be looking at reserve funds or cost reductions which would likely be service which Mr. Moore feels would be counterproductive. If we do not have revenue, Mr. Moore is asking what would the board like to do and whether staff should take time to assess where and how funds would need to be allocated to cover premium pay. Commissioner Waninger said that the leadership committee did discuss this and did support the idea but it really came down to whether GMT could afford the costs. So in general that committee concluded they would support reinstating the increase if there is a way to afford it however that only seems possible with additional cares funds.

Commissioner Waninger posed the question of should staff invest time and dedicate resources to review if we can afford premium pay. She opened the floor to discussion with that question. Commissioner Bohne said it seems GMT is balancing the books on the backs of cutting service and merely looking for cares funds that GMT likely won't get and thus does not think GMT can afford the premium pay. In addition is the fact that currently there are not concerns with the way in which service is operated that suggests drivers are subject to increased virus exposure. He wanted to know from Mr. Moore how staff feel. Mr. Moore said staff are concerned due to the increase in case counts and agrees GMT has taken any and all precautions possible. To date there have been two who have tested positive and there is reason to believe that both exposures were from outside the work place so none from workplace exposure. It was acknowledged that there are multiple systems in place to protect staff but of course GMT cannot guarantee 100% as there are always risks even for general community activities. Commissioner Sharrow shared that one option would be to reinstate fares but then drivers might not want fares due to increased risk. Thus, he said that between premium pay and fares, that one should ask drivers their preference. Commissioner Pouech agrees with Commissioner Bohne and stated how in March when it was early it made sense when we really didn't know the virus. Plus the fact that Mr. Moore feels confident that we have done well with safety so feels that GMT should take any potential money and put it towards precautionary measures and equipment rather than pay. He said



that is staff were being exposed would be another thing but that is not the case. Therefore, he would rather spend time and money to ensure operations are as safe as possible including no fares. He reiterated that the data is telling us this is the best approach. Mr. Moore says this is all valid and the one thing GMT has not yet done is new equipment for on board purifications but is looking into it. To do the urban fleet, the cost would be roughly \$250k so it is something to consider and is perhaps VTrans would be open to providing capital for those safety improvements. He noted that while premium pay doesn't increase safety but these such measures would.

Commissioner Poylte says she appreciates the conversation and shared how they dug in deep in leadership discussions. Moving forward she does not think staff should invest time to look at how to finance premium and agrees that the money could be utilized to keep all safe (drivers, passengers, community). While she would love to give staff pay but the only two areas of how to pay is fares or cutting service and thus, doesn't see how that is a good use of staff time given all that info and how GMT does not want to take the already anticipated steps. With funding more safety measures for all the investment goes into the future.

Commissioner Waninger said that it seems the board does not wish for staff time to be spent on the research of premium pay especially given other organizational challenges it is facing. All board members agreed.

FY22 Operating Budget Presentation (Action Item)

Mr. Foss shared his screen and the budget. He went through a review of changes and stated that FY22 funding is primarily by all of legacy 5307 reserves as well as how GMT spent most of the cares funds for that year but pushed some to FY22. He noted that since the majority are not cares act, there is the local match needed.

Commissioner Gallagher asked question about passenger revenue and whether that covers if the state provides money so GMT could be fare free. Mr. Foss said he has been in discussions with the state around fare free and is more confident to possibly receive funds for the rural side but not urban.

Mr. Foss said it is overall a balanced budget. He said it is important to note that it is the case by using fund balance reserves. He said that on the urban side it is using local capital match fund to fill the hole whereas on the rural side it is from using what he calls an "unrestricted, undesignated net position". When he shares the FY20 audit presentation, he will review this internal calculation to help all better understand reserve funds.

Commissioner Wallis said that there seems to be lots of uncertainty so was wondering how nimble can GMT be. Mr. Foss said that was more of an operations question and thus, passed it off to Mr. Moore who stated that every year a budget



adjustment is done therefore it would be possible to see actuals as FY22 approaches. Thus, Mr. Moore said that this budget will likely change a lot and that this is just a starting point. He noted that a very conservative approach was taken given the uncertainties and added that it included a 4% urban increase for assessments.

Commissioner Kaynor made the comment that it looks like from the numbers in packet that trips from paratransit are down so in actuality that means member assessments may in fact not be going up that much.

Commissioner Buermann posed a question regarding reserves, wondering is GMT running out of money. Mr. Foss talked about cares funds not needing a match as well as how reserve funds have been impacted along with how various legacy capital funds have been shifted.

Commissioner Pouech had comments from his perspective on the Hinesburg selectboard and how it will be difficult to get a budget passed to cover GMT local match request given the reduction in service (temporary suspension of the 116 commuter). He shared that this line item would be placed on the Australian ballot this coming year, highlighting the challenges. Mr. Foss clarified that Hinesburg would get 4% increase for FY22 as they are part of assessments for that fixed route.

Commissioner Baker asking about the process to understand how assessments are done and communicated to towns. Mr. Foss explained the year over year variations but he sends letters to town/ city managers, copying copy board members in the urban towns. He stated that Jenn Wood manages conversations with towns in the rural areas. Commissioner Kaynor talked of his experience and encouraged Commissioner Pouech to avoid Australian ballot if possible.

Commissioner Bohne stated he feels GMT is operating in an unsustainable manner and as there is a need to look for funds that the board should be prepared to institute fares as quick as possible as they could use those funds to cover losses. Mr. Foss noted that the budget includes a 1.5% in salaries in FY22 and that FY21 is a collective bargain year so adjustments may be needed. Commissioner Sharrow shared concerns around current funds relative to operations and the need to look close at what GMT is providing compared to what GMT is getting paid for. Commissioner Davis second what Commissioner Sharrow stated and how we need funding from somewhere else. Mr. Moore stated the budget does include fare charging starting July 1st unless there is a revenue replacement and how that is perhaps possible in rural area but unlikely on the urban side. He noted that staff is under impression that the board is ok with that regarding fares. He noted that GMT can rebound in FY22 with regards to ridership levels that so could increase funds with fares and then wouldn't need reserves but that it is an unknown as to how quickly ridership will rebound.



Action needed to approve taking the FY22 operating budget to a public hearing. If there is initial approval today, GMT would send preliminary letters to towns for planning purposes.

Mr. Moore asking for initial FY22 operating budget approval to move to public hearing. Commissioner Dmitruk made a motion, Commissioner Bohne seconded. There was no additional discussion. All were in favor and the motion carried.

FY22 Capital Budget Presentation (Action Item)

Mr. Kimball reviewed capital budget as provided in packet (p. 56 – 59) and noted the following new urban items for bus replacements, renovations (external/ internal), miscellaneous parts requested yearly, engine and transmission rebuilds, passenger amenities, and office equipment. Then for rural he shared the items including bus/ vehicle replacements, facility improvements, and office equipment. Commissioner Bohne asked if these needed a match and Mr. Foss confirmed yes. Commissioner Bohne stated that in the past not enough local funds would come in to match so that will present potential problems. Commissioner Kaynor said he didn't see any new vehicles as noted being electric. Mr. Kimball stated that none are in this budget rather all are all diesel and gas. Commissioner Kaynor requested that at least the driver release vehicle be hybrid or electric. Mr. Kimball said that is not planned. Commissioner Kaynor said he realizes the additional funds needed but that these investments are for 4-12 years and thus, GMT should be as forward looking as possible. He inquired about funding options from utilities (e.g. Tier III). Mr. Moore said that from the staff perspective there is a desire to pursue with electric but based on the Proterra experience and lacking a strategic plan, he does not have the confidence to include it in the FY22 budget. Commissioner Davis tagged onto the comments of Commissioner Kaynor and understands it is difficult to electrify but with smaller vehicles he thinks GMT should be doing its best to move especially the smaller vehicles to electric or hybrid.

The motion to approve the FY22 budget was posed and Commissioner Kaynor made a motion to approve with a suggestion that if an equal cost hybrid or electric for smaller vehicles was an option that GMT would pursue that. Commissioner Davis seconded. There as no further discussion. All were in favor and the motion carried.

Commissioner Waninger asked if the board was willing to flip the two executive sessions so that Mr. Moore could stay on and would not have to return. All agreed to switch the agenda around.

Mr. Moore briefed that there is a finding for staff to give an update on a pending labor arbitration. Commissioner Davis made a motion, Commissioner Bohne seconded. All were in favor and the motion carried.



Commissioner Waninger asked per the agenda: *Is there a motion to find that premature public knowledge of a pending labor arbitration would clearly put GMT at a substantial disadvantage?*

Commissioner Poylte motioned to move to Executive Session inviting Mr. Moore. Commissioner Davis seconded. All were in favor and the motion carried. The board entered executive session at 9:22AM

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

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

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

At 9:23 the Board entered an Executive Session with Mr. Moore to be briefed on an arbitration and mediation with the union.

No actions were taken. A motion was made to exit the Executive Session by Commissioner Sharrow and seconded by Commissioner Pouech. All were in favor and the motion carried. The board exited the Executive Session at 9:31AM.

Executive Session: 1 VSA 313(a)(3), Personnel

Is there a motion to enter executive session pursuant to 1 VSA 313(a)(3) to discuss the six month General Manager job performance review?

At 9:32 the board entered an Executive Session to discuss the 6-month evaluation of GM Jon Moore.

(Commissioner Brewer, Wallis & Davis left before vote to exit session)

No actions were taken. A motion was made to exit the Executive Session by Commissioner Gallagher and seconded by Commissioner Pouech. All were in favor and the motion carried. The board exited the Executive Session at 9:54AM.



Adjourn

Commissioner Krohn motioned to adjourn, Commissioner Kaynor seconded. All were in favor and the motion carried. Commissioner Waninger adjourned the meeting at 9:55AM.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1713	Dattco Sales and Service	12/2/20	92893	494,584.00	Buses
V1446	M T Wallets, LLC	12/3/20	EFT000000015630	3,000.00	Lease
V1825	Ride Your Bike LLC	12/3/20	EFT000000015631	955.09	
V1025	Alter, Charles	12/4/20	92885	68.43	
V1763	Couture Linda	12/4/20	92886	50.60	
V1785	Davis Alan	12/4/20	92887	290.95	Volunteer
V203	Ladd, Joyce	12/4/20	92888	69.59	
V181	Owen, Helen	12/4/20	92889	1,154.60	Volunteer
V1860	Padin Rita	12/4/20	92890	179.54	Volunteer
V1733	Slack, Robert	12/4/20	92891	33.36	
V1052	White, Carolyn	12/4/20	92892	35.65	
V279	ABC Bus Companies-Muncie	12/4/20	92894	10.00	
V316	Able Paint, Glass & Flooring Co.	12/4/20	92895	14.39	
V1481	Amerigas	12/4/20	92896	208.35	
V590	Barrett Trucking Co., Inc.	12/4/20	92897	216.92	
V284	Brenntag Lubricants Northeast	12/4/20	92898	927.30	
V226	Burlington Public Works-Water	12/4/20	92899	153.09	
V69	C.E Wendel Electric	12/4/20	92900	60.00	
V220	Class C Solutions Group	12/4/20	92901	3,358.61	9 Part Invoices
V374	Clear Choice Auto Glass, A	12/4/20	92902	780.00	
V421	Dossier Systems (was Arsenault)	12/4/20	92903	3,799.62	Maintenance Software
V250	Fisher Auto Parts	12/4/20	92904	37.51	
V253	FleetWave Partners, LLP	12/4/20	92905	3,084.00	2 Radio Repeater Invoices
V257	Gillig Corp.	12/4/20	92906	794.76	
V259	Grainger	12/4/20	92907	886.33	
V260	Green Mountain Kenworth, Inc.	12/4/20	92908	1,580.82	3 Part Invoices
V261	Green Mountain Power	12/4/20	92909	25.69	
V1204	Interstate Batteries	12/4/20	92910	1,260.22	Battery Stock Invoice
V1283	Kelley Bros of NE, LLC	12/4/20	92911	382.74	
V1779	Key Motors of South Burlington	12/4/20	92912	249.02	
V328	Kirk's Automotive Inc.	12/4/20	92913	290.00	
V130	Leclair, Paul	12/4/20	92914	99.97	
V276	Metalworks	12/4/20	92915	355.88	
V792	Myers Container Service Corp.	12/4/20	92916	249.51	
V223	O'Reilly Auto Enterprises, LLC	12/4/20	92917	9.98	
V825	Pendleton, Steve	12/4/20	92918	99.00	
V296	Rouse Tire Sales	12/4/20	92919	1,902.72	Tire Invoice
V854	S2Technology	12/4/20	92920	236.25	
V297	Safety-Kleen Systems, Inc.	12/4/20	92921	138.04	
V299	SB Collins, Inc.	12/4/20	92922	8,930.77	Fuel
V198	Smoren, Randolph	12/4/20	92923	100.00	Shoe Reimbursement
V301	Sovernet	12/4/20	92924	383.33	
V302	Sports & Fitness Edge Inc.	12/4/20	92925	508.00	
V308	Steadman Hill Consulting, Inc.	12/4/20	92926	13,884.00	Consulting
V186	Tech Group, The	12/4/20	92927	1,365.00	IT Invoice
V1861	Town of Highgate	12/4/20	92928	950.00	
V273	Transit Holding, Inc.	12/4/20	92929	1,360.76	Part Invoice
V1030	UniFirst Corporation	12/4/20	92930	236.05	
V315	United Parcel Service	12/4/20	92931	168.29	
V1723	Abare, Ronald	12/4/20	EFT000000015609	297.85	Volunteer
V1775	Bertram Marjorie	12/4/20	EFT000000015610	121.92	Volunteer
V55	Boudreau, James	12/4/20	EFT000000015611	1,165.67	Volunteer
V1007	Bova, Wendy	12/4/20	EFT000000015612	74.18	
V1150	Bruley SR, Mark	12/4/20	EFT000000015613	1,342.22	Volunteer
V1707	Chase, Betty	12/4/20	EFT000000015614	437.00	Volunteer
V1676	Croteau, William	12/4/20	EFT000000015615	711.85	Volunteer
V1820	Franklin County Transportation	12/4/20	EFT000000015616	580.00	Volunteer

V67	Jewett, Sheryl	12/4/20 EFT000000015617	100.06	Volunteer
V174	Langlois, Paulette	12/4/20 EFT000000015618	404.80	Volunteer
V70	LeClair, Raymond	12/4/20 EFT000000015619	524.47	Volunteer
V75	Martin, Ronald	12/4/20 EFT000000015620	126.53	Volunteer
V83	Parah, Maurice	12/4/20 EFT000000015621	783.29	Volunteer
V86	Pike, Gail	12/4/20 EFT000000015622	928.20	Volunteer
V771	Sammons, Chandra	12/4/20 EFT000000015623	552.00	Volunteer
V89	Sayers, Gail	12/4/20 EFT000000015624	679.65	Volunteer
V1655	Sciria, Andrew	12/4/20 EFT000000015625	448.50	Volunteer
V93	Timm, Marta	12/4/20 EFT000000015626	797.61	Volunteer
V522	Turcotte, S Jeanette	12/4/20 EFT000000015627	58.08	
V1725	Utton, Debra	12/4/20 EFT000000015628	570.40	Volunteer
V1623	Wells, Roy	12/4/20 EFT000000015629	316.28	Volunteer

Vendor ID	Vendor Name	Document Date	Document	Document Amount	
V960	Peterson, Cynthia	12/8/20	92933	1,997.60	Final Paycheck
V1481	Amerigas	12/11/20	92934	260.98	
V219	Aubuchon C/O Blue Tarp Financial, Inc.	12/11/20	92935	47.65	
V1062	Bailey Spring & Chassis	12/11/20	92936	140	
V248	Bay State Elevator Company	12/11/20	92937	496.57	
V226	Burlington Public Works-Water	12/11/20	92938	1,815.29	2 Water and Sewer Bills
V220	Class C Solutions Group	12/11/20	92939	709.05	
V928	Conway Office Solutions	12/11/20	92940	60	
V417	Dion Security, Inc.	12/11/20	92941	7.97	
V321	Empire Janitorial Supply Company	12/11/20	92942	88.35	
V402	Fastenal Company	12/11/20	92943	161.84	
V250	Fisher Auto Parts	12/11/20	92944	417.09	
V1347	Foley Distributing Corp.	12/11/20	92945	1,199.29	Maintance Supply Invoice
V1814	Fred's Plumbing & Heating Inc.	12/11/20	92946	413.65	
V254	Future Planning Associates, Inc.	12/11/20	92947	450	
V799	Gauthier Trucking Company, Inc.	12/11/20	92948	438.23	
V257	Gillig Corp.	12/11/20	92949	2,521.76	4 Part Invoices
V259	Grainger	12/11/20	92950	158.54	
V260	Green Mountain Kenworth, Inc.	12/11/20	92951	376.3	
V472	Irving Energy Distribution	12/11/20	92952	159.4	
V1703	John G. French & Sons Trucking, Inc.	12/11/20	92953	225	
V950	Northern ToyotaLift	12/11/20	92954	56.52	
V863	P & P Septic Service, Inc	12/11/20	92955	1,070.00	Pumped the Drains
V1484	Parsons Environment & Infrastructure G	12/11/20	92956	35.36	
V291	Prevost Parts	12/11/20	92957	276.44	
V299	SB Collins, Inc.	12/11/20	92958	8,833.00	Fuel
V301	Sovernet	12/11/20	92959	1,102.55	IT Invoice
V311	Teamsters Local 597	12/11/20	92960	6,919.00	Union Dues
V734	Thermo King Northeast/Dattco	12/11/20	92961	909.39	
V1030	UniFirst Corporation	12/11/20	92962	318.63	
V315	United Parcel Service	12/11/20	92963	56.82	
V335	Vermont Department of Labor	12/11/20	92964	18,017.86	Unemployment Q3
V410	Vermont Gas Systems, Inc.	12/11/20	92965	205.5	
V1614	Vt Transportation Brokerage & Logistics	12/11/20	92966	172.25	
V336	W.B Mason Co., Inc.	12/11/20	92967	74.16	
V251	Wex Fleet Universal	12/11/20	92968	14,167.61	Fuel

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V265	ICMA	11/27/20	EFT11272020 v265	1,181.34	Retirement
V1467	Charles Schwab	11/27/20	EFT11272020v1467	17,591.38	Retirement
V1467	Charles Schwab	12/11/20	EFT12112020v1467	24,468.31	Retirement and Loans
V265	ICMA	12/11/20	EFT12112020v265	1,202.99	Retirement
V1856	Via Transportation Inc.	12/15/20	EFT000000015632	3,500.00	Micro Transit Software License
V1025	Alter, Charles	12/18/20	92969	189.76	Volunteer
V1099	Barnett, Wendy	12/18/20	92970	418.6	Volunteer
V1785	Davis Alan	12/18/20	92971	258.75	Volunteer
V1694	Hebda, Jerome	12/18/20	92972	29.9	
V203	Ladd, Joyce	12/18/20	92973	27.62	
V181	Owen, Helen	12/18/20	92974	1,090.20	Volunteer
V1733	Slack, Robert	12/18/20	92975	43.72	
V962	Williams, Kenneth	12/18/20	92976	46.41	
V1865	Young Brittany	12/18/20	92977	98.48	
V279	ABC Bus Companies -Muncie	12/18/20	92978	2,502.39	Part Invoice
V1248	Abolox LLC	12/18/20	92979	1,564.39	Uniform Invoice
V1852	Allegiance Trucks LLC	12/18/20	92980	109.86	
V1305	Allegiant Care	12/18/20	92981	215,415.00	Health Insurance
V317	Ambi Circuit Board Electronics	12/18/20	92982	276.69	
V1481	Amerigas	12/18/20	92983	123.34	
V1864	Anne Fitch	12/18/20	92984	100	Shoe Reimbursement
V590	Barrett Trucking Co., Inc.	12/18/20	92985	215.76	
V284	Brenntag Lubricants Northeast	12/18/20	92986	1,275.01	Part Invoice
V224	Burlington Communications	12/18/20	92987	429	
V225	Burlington Electric Department	12/18/20	92988	1,755.06	Electric Bill
V229	Camerota Truck Parts	12/18/20	92989	6,817.83	3 Part Invoices
V964	Campbell, Arthur	12/18/20	92990	90	
V851	Champlain Medical	12/18/20	92991	600	
V220	Class C Solutions Group	12/18/20	92992	776.8	
V374	Clear Choice Auto Glass, A	12/18/20	92993	780	
V1240	ClearChoiceMD	12/18/20	92994	475	
V928	Conway Office Solutions	12/18/20	92995	109.29	
V1863	Coppola Debbie	12/18/20	92996	172.03	Reimbursed for Ink
V524	CPL Electrical Contracting	12/18/20	92997	340	
V652	Cummins-Allison Corp.	12/18/20	92998	1,969.00	Maintenance Fee Cash Counting Machines
V1713	Datco Sales and Service	12/18/20	92999	154,096.00	Vans
V403	Firetech Sprinkler Corp.	12/18/20	93000	330	
V250	Fisher Auto Parts	12/18/20	93001	1,003.74	9 Part Invoices
V252	FleetPride, Inc	12/18/20	93002	161.41	
V394	Formula Ford Inc.	12/18/20	93003	15.98	
V257	Gillig Corp.	12/18/20	93004	3,893.72	6 Part Invoices
V1129	Global Montello Group Corp	12/18/20	93005	9,274.89	Fuel
V259	Grainger	12/18/20	93006	226.53	
V260	Green Mountain Kenworth, Inc.	12/18/20	93007	1,706.67	3 Part Invoices
V261	Green Mountain Power	12/18/20	93008	1,271.82	3 Electric Bills
V263	Heritage Ford	12/18/20	93009	429.3	
V264	IBF Solutions, Inc.	12/18/20	93010	7,082.13	Uniforms Drivers
V446	Janek Corporation, The	12/18/20	93011	1,900.00	Part Invoice
V129	Lawrence, Richard	12/18/20	93012	236.52	FSA Reimbursement
V473	Limoge & Sons Garage Doors, Inc.	12/18/20	93013	284	
V1455	Mag & Sons Clothing	12/18/20	93014	2,556.64	Uniform Invoice
V274	McMaster-Carr	12/18/20	93015	206.83	
V278	Mohawk Mfg. & Supply Co.	12/18/20	93016	1,059.29	3 Part Invoices
V1709	Monaghan Safar Ducham PLLC	12/18/20	93017	1,225.00	Legal Invoice
V223	O'Reilly Auto Enterprises, LLC	12/18/20	93018	1,177.58	2 Paint Supply Invoices
V291	Prevost Parts	12/18/20	93019	127.08	
V505	Radio Vermont	12/18/20	93020	1,800.00	Recruitment Seasonal Drivers
V296	Rouse Tire Sales	12/18/20	93021	2,901.36	2 Tire Invoices
V298	Sanel Auto Parts Co.	12/18/20	93022	3.99	
V451	Stowe, Town of Electric Department	12/18/20	93023	211.13	
V309	Stride Creative Group	12/18/20	93024	850	
V439	Takele, Desta	12/18/20	93025	329.16	Vision and FSA Reimbursement
V868	Town, Justin	12/18/20	93026	250	Vision Reimbursement
V313	Travelers	12/18/20	93027	1,480.50	Legal Invoice
V1030	UniFirst Corporation	12/18/20	93028	266.65	
V876	Vehicle Maintenance Program, Inc.	12/18/20	93029	63.87	
V68	Vermont Agency of Transportation	12/18/20	93030	45,401.66	Refund on overpayment
V626	VERMONT BUSINESS FOR SOCIAL RESPI	12/18/20	93031	580	
V1459	Vermont Information Consortium LLC	12/18/20	93032	192	
V1851	Village of Jeffersonville	12/18/20	93033	2,000.00	Park and ride
V336	W.B Mason Co., Inc.	12/18/20	93034	364.69	
V656	Zhu, Michael	12/18/20	93035	140	FSA Reimbursement
V1775	Bertram Marjorie	12/18/20	EFT000000015633	123.06	Volunteer
V55	Boudreau, James	12/18/20	EFT000000015634	465.84	Volunteer

V1150	Bruley SR, Mark	12/18/20	EFT000000015635	1,300.81	Volunteer
V1707	Chase, Betty	12/18/20	EFT000000015636	603.75	Volunteer
V1676	Croteau, William	12/18/20	EFT000000015637	103.5	Volunteer
V1820	Franklin County Transportation	12/18/20	EFT000000015638	735	Volunteer
V67	Jewett, Sheryl	12/18/20	EFT000000015639	161.03	Volunteer
V174	Langlois, Paulette	12/18/20	EFT000000015640	338.1	Volunteer
V70	LeClair, Raymond	12/18/20	EFT000000015641	358.27	Volunteer
V75	Martin, Ronald	12/18/20	EFT000000015642	282.92	Volunteer
V83	Parah, Maurice	12/18/20	EFT000000015643	668.83	Volunteer
V86	Pike, Gail	12/18/20	EFT000000015644	844.82	Volunteer
V771	Sammons, Chandra	12/18/20	EFT000000015645	404.8	Volunteer
V89	Sayers, Gail	12/18/20	EFT000000015646	557.18	Volunteer
V1655	Sciria, Andrew	12/18/20	EFT000000015647	223.1	Volunteer
V93	Timm, Marta	12/18/20	EFT000000015648	760.83	Volunteer
V522	Turcotte, S Jeanette	12/18/20	EFT000000015649	273.74	Volunteer
V1725	Utton, Debra	12/18/20	EFT000000015650	1,205.20	Volunteer
V1623	Wells, Roy	12/18/20	EFT000000015651	191.49	Volunteer
V1182	Charissakis, John	12/18/20	EFT000000015652	64.61	
V38	Moore, Jon	12/18/20	EFT000000015653	384.56	DCAP Reimbursement
V613	Potter, Shawn	12/18/20	EFT000000015654	84.99	
V17	Smith, Jamie L	12/18/20	EFT000000015655	470.15	DCAP and Computer Charger Reimb
V1626	Whiting, Jeremy	12/18/20	EFT000000015656	384.62	DCAP Reimbursement

Vendor ID	Vendor Name	Document Date	Document	Document Amount	
V468	Vermont Department of Motor Vehicles	12/22/20	93036	6	
V279	ABC Bus Companies-Muncie	12/24/20	93037	619.95	
V217	Airgas USA, LLC	12/24/20	93038	140.93	
V1481	Amerigas	12/24/20	93039	507.8	
V1334	Background Investigation Bureau, LLC	12/24/20	93040	276	
V590	Barrett Trucking Co., Inc.	12/24/20	93041	211.12	
V1366	Berlinghoff Site Work LLC	12/24/20	93042	1,422.00	Installed a shelter in Milton
V284	Brenntag Lubricants Northeast	12/24/20	93043	5,472.73	6 Part Invoices
V1227	Burlington Public Works-NON Water!!!	12/24/20	93044	116	
V228	C.I.D.E.R., Inc.	12/24/20	93045	11,813.61	Medicaid and E & D
V229	Camerota Truck Parts	12/24/20	93046	4,479.84	Transmission
V220	Class C Solutions Group	12/24/20	93047	313.6	
V1357	CleanPro, Inc	12/24/20	93048	599.46	
V389	Collins-Perley Sports Arena	12/24/20	93049	1,075.39	Park and Ride lease
V390	Commons Associates	12/24/20	93050	875	
V815	Curved Glass Distributors	12/24/20	93051	580	
V241	D & W Diesel, Inc.	12/24/20	93052	2,999.99	Part Invoice
V321	Empire Janitorial Supply Company	12/24/20	93053	86.28	
V250	Fisher Auto Parts	12/24/20	93054	1,414.22	15 Part Invoices
V1814	Fred's Plumbing & Heating Inc.	12/24/20	93055	335.85	
V257	Gillig Corp.	12/24/20	93056	934.11	
V1129	Global Montello Group Corp	12/24/20	93057	9,559.24	Fuel
V260	Green Mountain Kenworth, Inc.	12/24/20	93058	586.22	
V1779	Key Motors of South Burlington	12/24/20	93059	52.32	
V328	Kirk's Automotive Inc.	12/24/20	93060	2,038.74	4 Part Invoice
V1866	MHC 83 (HW PORTFOLIO)LLC	12/24/20	93061	825	
V1068	Midwest Bus Corporation	12/24/20	93062	3,849.40	Part Invoice
V280	Mutual of Omaha Insurance Co.	12/24/20	93063	14.03	
V792	Myers Container Service Corp.	12/24/20	93064	219.51	
V223	O'Reilly Auto Enterprises, LLC	12/24/20	93065	122.52	
V290	Peterson Consulting, Inc.	12/24/20	93066	460	
V297	Safety-Kleen Systems, Inc.	12/24/20	93067	192.91	
V299	SB Collins, Inc.	12/24/20	93068	1,664.29	Fuel
V1030	UniFirst Corporation	12/24/20	93069	340.11	
V689	Vermont Elevator Inspection Services Inc.	12/24/20	93070	50	
V410	Vermont Gas Systems, Inc.	12/24/20	93071	1,501.90	5 Gas Bills
V1683	VHV Company	12/24/20	93072	506.61	
V336	W.B Mason Co., Inc.	12/24/20	93073	39.98	
V303	SSTA	12/24/20	EFT00000C	122,563.28	ADA and E & D

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1025	Alter, Charles	12/31/20	93074	26.46	
V1785	Davis Alan	12/31/20	93075	318.55	Volunteer
V1868	King Brenda	12/31/20	93076	33.35	
V1297	Lund, Theresa	12/31/20	93077	65.28	
V605	Murphy, Sidney	12/31/20	93078	43.7	
V181	Owen, Helen	12/31/20	93079	1,505.35	Volunteer
V1733	Slack, Robert	12/31/20	93080	144.92	Volunteer
V279	ABC Bus Companies-Muncie	12/31/20	93081	457.23	
V415	Amazon	12/31/20	93082	2,769.40	14 Office Supply and Misc Invoices
V214	AT&T Mobility	12/31/20	93083	40.21	
V590	Barrett Trucking Co., Inc.	12/31/20	93084	207.64	
V224	Burlington Communications	12/31/20	93085	95	
V225	Burlington Electric Department	12/31/20	93086	898.99	
V226	Burlington Public Works-Water	12/31/20	93087	399.42	
V227	Burlington Telecom	12/31/20	93088	2,151.74	IT Invoice
V964	Campbell, Arthur	12/31/20	93089	872.65	FSA Reimbursement
V1813	CBM US INC	12/31/20	93090	390.45	
V220	Class C Solutions Group	12/31/20	93091	3,069.95	6 Part Invoices
V524	CPL Electrical Contracting	12/31/20	93092	2,950.00	Electrical Work in Berlin
V321	Empire Janitorial Supply Company	12/31/20	93093	79.94	
V1347	Foley Distributing Corp.	12/31/20	93094	503.17	
V1751	Foss, Nicholas	12/31/20	93095	119.72	FSA Reimbursement
V1869	Freshcoat Asphalt Services	12/31/20	93096	2,500.00	Pavement Repairs Berlin
V362	Gannett Vermont Publishing Inc	12/31/20	93097	622.5	
V257	Gillig Corp.	12/31/20	93098	3,053.45	5 Part Invoices
V259	Grainger	12/31/20	93099	263.36	
V715	Green Mountain Electric Supply	12/31/20	93100	90.9	
V260	Green Mountain Kenworth, Inc.	12/31/20	93101	2,093.44	3 Part Invoices
V1867	Gurung Bal	12/31/20	93102	190	Boot Allowance
V263	Heritage Ford	12/31/20	93103	56.59	
V1658	J. David White Associates, Inc.	12/31/20	93104	6,095.00	4 Part Invoices
V446	Janek Corporation, The	12/31/20	93105	1,300.00	Part Invoice
V1859	Jeremy J Becker	12/31/20	93106	360	
V473	Limoge & Sons Garage Doors, Inc.	12/31/20	93107	171	
V702	Lincoln National Life Insurance Company, The	12/31/20	93108	12,332.13	Insurance
V436	Mabee, Jonathan	12/31/20	93109	100	Shoe Reimbursement
V274	McMaster-Carr	12/31/20	93110	62.52	
V1068	Midwest Bus Corporation	12/31/20	93111	330.73	
V278	Mohawk Mfg. & Supply Co.	12/31/20	93112	185.99	
V283	Neopart LLC	12/31/20	93113	2,452.69	4 Part Invoices
V863	P & P Septic Service, Inc	12/31/20	93114	2,255.00	Cleaned Bus Wash Drains
V289	People's United Businesscard Services	12/31/20	93115	1,183.35	Credit Cards Misc Supplies Hotels
V613	Potter, Shawn	12/31/20	93116	84.99	
V291	Prevost Parts	12/31/20	93117	1,089.72	3 Part Invoices
V915	Puzic, Aid	12/31/20	93118	301.99	FSA Reimbursement
V1449	Robinson, Alec	12/31/20	93119	495	FSA Reimbursement
V296	Rouse Tire Sales	12/31/20	93120	732.27	
V828	Rural Community Transit Inc.	12/31/20	93121	45,871.78	Share of Town Appropriations
V854	S2Technology	12/31/20	93122	270	
V301	Sovemet	12/31/20	93123	389.08	
V302	Sports & Fitness Edge Inc.	12/31/20	93124	458	
V309	Stride Creative Group	12/31/20	93125	604	
V186	Tech Group, The	12/31/20	93126	1,050.00	IT Invoice
V273	Transit Holding, Inc.	12/31/20	93127	3,927.12	14 Part Invoices
V1030	UniFirst Corporation	12/31/20	93128	236.05	
V315	United Parcel Service	12/31/20	93129	92.03	
V1614	Vt Transportation Brokerage & Logistics	12/31/20	93130	159.25	
V1775	Bertram Marjorie	12/31/20	EFT000000015658	232.34	Volunteer
V55	Boudreau, James	12/31/20	EFT000000015659	935.08	Volunteer
V1007	Bova, Wendy	12/31/20	EFT000000015660	184.02	Volunteer
V1150	Bruley SR, Mark	12/31/20	EFT000000015661	1,252.52	Volunteer
V1707	Chase, Betty	12/31/20	EFT000000015662	719.9	Volunteer
V1676	Croteau, William	12/31/20	EFT000000015663	1,302.95	Volunteer
V1820	Franklin County Transportation	12/31/20	EFT000000015664	270	Volunteer
V67	Jewett, Sheryl	12/31/20	EFT000000015665	110.41	Volunteer
V70	LeClair, Raymond	12/31/20	EFT000000015666	780.37	Volunteer
V75	Martin, Ronald	12/31/20	EFT000000015667	661.9	Volunteer
V83	Parah, Maurice	12/31/20	EFT000000015668	904.02	Volunteer
V86	Pike, Gail	12/31/20	EFT000000015669	1,097.79	Volunteer
V771	Sammons, Chandra	12/31/20	EFT000000015670	515.2	Volunteer
V89	Sayers, Gail	12/31/20	EFT000000015671	595.7	Volunteer
V1655	Sciria, Andrew	12/31/20	EFT000000015672	516.35	Volunteer
V93	Timm, Marta	12/31/20	EFT000000015673	825.76	Volunteer
V522	Turcotte, S Jeanette	12/31/20	EFT000000015674	54.06	
V1725	Utton, Debra	12/31/20	EFT000000015675	704.95	Volunteer

V1623	Wells, Roy	12/31/20	EFT000000015676	193.78	Volunteer
V1182	Charissakis, John	12/31/20	EFT000000015677	25	
V1185	Gibson, Andrew	12/31/20	EFT000000015678	55.05	
V38	Moore, Jon	12/31/20	EFT000000015679	1,025.30	FSA and DCAP Reimbursement
V17	Smith, Jamie L	12/31/20	EFT000000015680	192.31	DCAP Reimbursement
V39	Sweeney, Cecil	12/31/20	EFT000000015681	132.87	FSA Reimbursement
V1626	Whiting, Jeremy	12/31/20	EFT000000015682	192.25	DCAP Reimbursement
V265	ICMA	12/24/20	EFT 2020 1224 V265	680.85	
V1467	Charles Schwab	12/24/20	EFT 2020 1224 v1467	18,327.02	Retirement

To: Finance Committee

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

Date: January 11, 2021

RE: Finance/Grants/Capital Projects

Monthly Review:

2020 is finally in the rear view, and without a doubt it will go down in history as an unforgettable 365 days. However, despite the challenges of the COVID-19 crisis, the entire Finance & Grants Department (F&G) has done an amazing job operating at the same level of quality and productivity. I did want to take a moment to especially recognize one individual - Kelly Bean (*Account Payable Clerk*). Kelly, due to the structure of her work has been unable to work from home during the pandemic. So, thank you, Kelly, for your hard work and dedication, as well as making the office feel a little less empty these days.

Thankfully 2021 has started off with some good news. I was informed last week that GMT, as a result of the recently passed COVID Relief Bill, should be scheduled to receive roughly \$2.48M of additional CARES Funds. Let me also say, that although this is much needed funding for the Authority, discussions have already commenced with VTRANS, and as we did with the previous round of stimulus funding, we will look to be aligned as much as possible with our largest funding partner. I look forward to briefing the respective sub-committees and Board of Commissioner's (BOC) further on this topic in the coming months as more details become available.

The FY20 Audit is nearly complete and I am pleased with both the results and where we stand currently in the process. As a reminder, I have requested an additional schedule be included in the audit presentation moving forward. I strongly believe this new schedule will provide a more accurate representation of GMT's financial position to both internal and external stakeholders, as well as management. This new schedule will also feed into the updated Fund Balance Policy, which I look forward to presenting to the Finance Committee (FC) in either March or April. As a reminder, the FY20 Audit is scheduled to be presented to the FC and BOC next month for approval.

Last month the BOC gave approval for the FY22 Operating Budget to move to public hearing. As a result, the public hearing will be held virtually on Wednesday, January 13th at 4:30 p.m. I sent an email to all the BOC last week and welcome any

attendance that is allowed given everyone's busy schedules. I recognize that this BOC is made up of volunteers, with many of you balancing work, family, and civic commitments, so again thank you for your time and dedication to GMT and its finances. You can find the agenda and Zoom information [HERE](#).

Finally, I would like to end on one project that I am very excited about. Most major transit agencies, public sector organizations, and almost every state produces what is referred to as a Comprehensive Annual Financial Report (CAFR). It is my strong opinion that GMT should also produce a CAFR, as it will only serve to provide greater transparency to our members and stakeholders.

So, what is a CAFR? A CAFR is a set of financial statements for a state, municipality or other governmental entity that comply with the accounting requirements established by the Governmental Accounting Standards Board (GASB) and is made up of three distinct sections: Introductory, Financial, and Statistical. The Introductory section orients and guides the reader through the report. The Financial section presents the entity's basic financial statements as well as notes to the statements and the independent auditors' report. The Statistical section provides additional financial and statistical data, including data about financial trends.

As an example, I have included a link [HERE](#) to a CAFR produced by the Central Florida Regional Transportation Authority (LYNX). The goal will be to have GMT produce a CAFR after the FY21 Audit is approved, for distribution in FY22.

Retirement Committee Update:

The Retirement Committee (RC) held a meeting on January 6th to make a final decision on the recommended hiring of a new investment advisor for the GMT retirement plans. After a group discussion on the merits of each candidate the RC made a unanimous recommendation to hire John Servin of NFP. The contract will be presented to the BOC for approval this month.

For more background you can find the meeting Minutes posted [here](#).

Financial Summary:

Attached are the October financials for your review along with the November expenses. As we review the expenses through November 30, 2020, we use a benchmark to determine how well we followed our budget. We calculate the benchmark as the percentage of the budget that would be expected to be earned/spent if all revenues and expenses were spent/earned equally over twelve months. Therefore, we would expect to see budgets at 33.3% for September and 41.7% for October.

The October financials currently show a **total deficit** of roughly **\$46.48K**. With roughly **\$8.59K surplus** on the **urban** side and roughly **\$55.07K deficit** (**Adj. figure = \$168.5K**

surplus) on the rural side. Please note that I have provided an adjusted figure on the rural side due to the non-cash charge resulting from the transfer of equipment to RCT.

Please find the following explanations for specific areas of interest:

Revenues were reviewed based on the activity through October 31st...

- **Federal Urban Formula Grant** - This is impacted by the overall urban spending. Total expenses are trending lower year-over-year and operating revenue is currently above benchmark, both of which reduce our 5307 billing. We also expect this line item to be lower because of the utilization of our Preventative Maintenance (PM) grant funding, which will run out before the end of the year. Once our PM funding is exhausted all maintenance expenses will be billed against our 5307 grant funds. Therefore 5307 trends lower during the start of a new fiscal year and then sharply increases once the PM grant runs out.
- **Local Operating Assistance** – Revenue is at benchmark on the urban side and under benchmark on the rural side. The variance on the rural side is the result of contributions for seasonal service arriving later in the year. In addition, F&G has been notified that the Stowe Area Association is unable to pay their full contribution this year which will impact how close this line item tracks the budget.
- **State Regular Subsidy Operating Grant** – This line item is coming up under benchmark because of the 5311 CARES Funds being provided by VTRANS, which are at 100%, and require no local match.
- **Other Federal Grants** – The Preventative Maintenance (PM) grant is the primary reason this is trending high. The PM grant will run out before the end of the year, so we do not expect it to be on benchmark. The grant reduction also means this will be spent down faster than normal. CMAQ is also running slightly higher than expected, however this is hard to predict due to COVID service changes. In addition, it is expected that CMAQ run higher than normal due to fare free service.
- **Interest Earnings** – The interest rate paid on GMT's sweep account is a direct result of the Federal Funds Target rate, which is set by the Federal Reserve. As a reminder, the Fed Funds rate is the rate banks buy and sells funds to and from the Federal Reserve. Over the last year, and as a result of the economic effects of the pandemic, the Fed Funds rate has gone from 1.75% at the beginning of 2020 to the current rate of .25% which was effective in the middle of March. GMT's rate has therefore gone from .80% as of January of

last year to the current rate of .15%, which is the standard rate for the investment sweep account GMT has.

- **Miscellaneous Revenue** – This line item is over benchmark on the urban side due to timing of a large payment from Encore Renewables. Encore leased GMT's roof at its Burlington location for a solar array. The contract terms included a one-time payment of \$55.5K, as well as \$1K/yr. for the remainder of the contract.
- **Sale of Equipment** – The loss of \$223K is due to the transfer of busses and shelters to RCT. The transfer consisted of 4 busses and 3 shelters. RCT took over several rural service routes in July.
- **Medicaid Purchase of Service** – This line item is of the most consequence to the rural operating revenue segment. It currently is over benchmark and the Finance Department is happy to see that, as this is the first year where VPTA is operating under its new reimbursement methodology.
- **Purchase of Service** – This line item is currently over benchmark on the urban side and under benchmark on the rural side. This variance on the urban side is due to timing of payments, whereas on the rural side it is due to the discontinuation of service due to COVID-19.

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

- **Wages** – Overall wages came in slightly over budget on the urban side and under budget on the rural side. The variances witnessed are likely the result of higher overtime rates, as well as hazard pay. Rural driver wages remain under budget, which is expected as we wait for the ramp up of seasonal service.
- **Pension plan expense** on the rural side is over benchmark. This is a result of hazard pay pushing overall wages higher.
- **Other employee benefits** are over benchmark due to timing of invoices from Workplace Solutions.
- **Recruiting Expenses** are over benchmark due to the start of seasonal hiring for the advent of seasonal service.
- **Dues and Subscriptions** are over benchmark for both systems. The urban side is due to timing of an invoice from the Howard Center for the Outreach program. On the rural side it is due to a change in allocation for the VPTA dues. Historically the dues have been split between urban and rural equally, however the costs are now being fully allocated to the rural side. This change

was made as a result of the urban side receiving no real benefit from the membership.

- **Computer Services** is over budget due to timing of invoices.
- **Audit fees** are over budget due to timing of invoices.
- **Background checks** is over budget on the rural side due to seasonal hiring.
- **Safety Expense** is over budget due to a driver safety lunch in July.
- **Passenger Facility expenses** are over budget due to payment of past due invoices to the Town of Jeffersonville for parking access.
- **Cleaning** is over budget on the urban side due to the hiring of temporary labor during the summer. This program ended in August.
- **Maintenance tools** is high due to timing of invoices.
- **Misc. maintenance expenses** are high due to vehicle registrations.
- **Public Information** – the purchase of new maps and guides is the cause of this line item being over benchmark.

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

- ☆ **Passenger Shelters:**
 - Coordinating site assessments and preparation of bid documents for shelter installations that would take place in the Spring.
- ☆ **Montpelier Transit Center:**
 - Scheduling staff training with Norris for operation and troubleshooting of the security system. Coordinating with the City of Montpelier on the completion of punch list items for the General Contractor, including the main door ADA Opener, door sweeps at exterior doors, Vacant/Occupied indicators at bathroom doors, and "One-Way" signage for the travel lanes inside the center.
- ☆ **15 Industrial Pkwy Roof Replacement:**
 - Awaiting submission of final documentation from Monahan & Loughlin in order to close out project.
- ☆ **Electric Small Bus Procurement**
 - Two proposals were received in response to the RFP for Electric Cutaway Buses. Currently working with an evaluation committee consisting of members of VPTA, VTrans, and VEIC on the review and scoring of proposals. The goal is to issue an award in January for the procurement.

- Continuing to evaluate the feasibility of the three sites at the Berlin facility based on estimated construction costs and operational benefits connected with each location. Working with Advance Transit on the development of a statewide procurement for charging equipment. The goal is to have chargers installed at the Berlin facility by the end of the fiscal year.
- ☆ **DTC Air Conditioning Improvements**
 - Designs have been finalized to add an air conditioning head unit to the ticket booth. This installation will be pushed out to the Spring and staff will prepare a bid package for this project over the winter.
- ☆ **Washington County Facility Site Selection Study**
 - A meeting was held with the consulting team and a group of stakeholders to discuss the project, GMT's facility siting needs, and feasible locations for a future facility. Will continue to work with area Town Managers and the consulting team to expand the list of potential locations for evaluation. Continuing to work with consulting team to develop evaluation criteria for the locations as well as methods for analyzing changes to deadhead time and cost. Will perform site visits at the locations on the list later this month and into February.
- ☆ **31 Queen City Park Rd Facility Renovations**
 - Preparing scope of work for a new design task order to advance renovation designs for other areas of the facility such as overall building envelope improvements, site drainage issues, and building ventilation.

Benchmark = 33.3%

REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
Municipal Member Assessments	818,635.72		\$818,635.72	2,476,163.05		\$2,476,163.05	33.06%	0.00%	33.06%	804,830.71	
Municipal Paratransit Assessments	229,590.36		229,590.36	668,515.80		668,515.80	34.34%	0.00%	34.34%	223,134.53	
Local Operating Assistance	17,930.48	76,509.35	94,439.83	53,791.00	443,623.00	497,414.00	33.33%	17.25%	18.99%	31,465.48	74,999.02
Federal Urban Formula Grant	1,802,780.00		1,802,780.00	6,919,177.99		6,919,177.99	26.05%	0.00%	26.05%	770,606.00	
Federal Rural Operating Grant		727,690.17	727,690.17		1,893,100.00	1,893,100.00	0.00%	38.44%	38.44%		360,316.57
State Regular Subsidy Operating Grant	578,048.00	53,043.37	631,091.37	1,734,144.00		787,500.00	33.33%	6.74%	25.03%	754,064.00	244,585.00
E&D Grants and Local Match		324,733.07	324,733.07		1,351,949.91	1,351,949.91	0.00%	24.02%	24.02%		456,787.60
Other State Grants	127,265.56	25,264.81	152,530.37	364,867.00		63,845.00	34.88%	39.57%	35.58%	33,129.77	6,919.25
Other Federal Grants	1,174,423.28	241,265.80	1,415,689.08	3,020,422.29		863,805.00	38.88%	27.93%	36.45%	1,070,258.68	316,585.92
Fund Balance Reserves							0.00%	0.00%	0.00%		
Capital Reserve Revenue							0.00%	0.00%	0.00%		
Total Federal, State and Local Revenues	4,748,673.40	1,448,506.57	6,197,179.97	15,237,081.13	5,403,822.91	20,640,904.04	31.17%	26.81%	30.02%	3,687,489.17	1,460,193.36

OPERATING REVENUE

Passenger Revenue	235.00		235.00				0.00%	0.00%	0.00%	768,770.76	47,750.88
Paratransit Passenger Fares							0.00%	0.00%	0.00%	33,228.75	
Advertising Revenue	72,976.08	14,362.15	87,338.23	150,000.00	30,000.00	180,000.00	48.65%	47.87%	48.52%	60,751.50	17,200.00
Interest Earnings	130.33	2,058.89	2,189.22	700.00	9,000.00	9,700.00	18.62%	22.88%	22.57%	250.72	7,015.64
Miscellaneous Revenue	54,800.50		54,800.50	56,750.00		56,750.00	96.56%	0.00%	96.56%	3,652.19	40.01
Sales Of Equipment	4,620.00	(223,577.12)	(218,957.12)	1,000.00	2,000.00	3,000.00	462.00%	-11178.86%	-7298.57%	3,347.00	3,507.00
Medicaid Purchase Of Svc		617,187.85	617,187.85		1,690,974.84	1,690,974.84	0.00%	36.50%	36.50%		680,324.87
Purchase of Service	19,681.34	18,336.57	38,017.91	43,012.00	71,253.00	114,265.00	45.76%	25.73%	33.27%	16,942.99	30,699.29
Warranty Revenue							0.00%	0.00%	0.00%		
Operating Revenue	152,443.25	428,368.34	580,811.59	251,462.00	1,803,227.84	2,054,689.84	60.62%	23.76%	28.27%	886,943.91	786,537.69

Total Revenue

Total Revenue	4,901,116.65	1,876,874.91	6,777,991.56	15,488,543.13	7,207,050.75	22,695,593.88	31.64%	26.04%	29.86%	4,574,433.08	2,246,731.05
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EXPENSES

SALARIES AND WAGES

Other Wages	502,768.84	308,686.44	811,455.28	1,431,868.45	955,954.83	2,387,823.28	35.11%	32.29%	33.98%	441,156.33	278,116.99
Driver/Operator Wages	1,485,836.36	579,555.18	2,065,391.54	4,253,032.57	2,088,547.90	6,341,580.47	34.94%	27.75%	32.57%	1,437,215.75	525,737.63
Vehicle Repair Wages	322,030.32	61,395.32	383,425.64	1,017,556.47	175,058.84	1,192,615.31	31.65%	35.07%	32.15%	282,857.86	51,107.04
Salaries and Wages	2,310,635.52	949,636.94	3,260,272.46	6,702,457.49	3,219,561.57	9,922,019.06	34.47%	29.50%	32.86%	2,161,229.94	854,961.66

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	172,851.22	70,718.88	243,570.10	512,738.00	246,296.00	759,034.00	33.71%	28.71%	32.09%	168,719.34	64,526.03
Unemployment Tax Exp	12,215.80	5,802.06	18,017.86	25,000.00	22,000.00	47,000.00	48.86%	26.37%	38.34%	(118.72)	2,691.70
Medical Insurance/HRA	621,757.95	171,200.61	792,958.56	1,889,098.68	542,891.49	2,431,990.17	32.91%	31.53%	32.61%	619,056.06	173,524.78
Pension Plan Expenses	100,548.69	32,272.32	132,821.01	294,908.00	80,489.00	375,397.00	34.09%	40.10%	35.38%	96,132.33	19,341.79
Employee Development	428.79	482.18	910.97	13,000.00	12,000.00	25,000.00	3.30%	4.02%	3.64%	5,440.09	2,778.72
Other Employee Benefits	47,116.14	18,765.57	65,881.71	116,371.66	49,724.86	166,096.52	40.49%	37.74%	39.66%	39,804.93	15,911.66
Personnel Taxes and Benefits	954,918.59	299,241.62	1,254,160.21	2,851,116.34	953,401.35	3,804,517.69	33.49%	31.39%	32.97%	929,034.03	278,774.68

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	12,144.74	4,053.83	16,198.57	44,703.00	21,899.00	66,602.00	27.17%	18.51%	24.32%	14,253.40	4,361.12
Recruiting Expenses	4,158.19	4,203.09	8,361.28	12,400.00	7,000.00	19,400.00	33.53%	60.04%	43.10%	3,979.00	2,141.48
Dues and Subscriptions	5,568.00	7,457.50	13,025.50	10,305.30	4,992.00	15,297.30	54.03%	149.39%	85.15%	3,720.00	3,250.00
Travel and Meetings				2,500.00	1,256.00	3,756.00	0.00%	0.00%	0.00%	309.44	1,328.64
Board Development							0.00%	0.00%	0.00%		
Communications	11,601.98	8,898.96	20,500.94	38,464.00	36,463.00	74,927.00	30.16%	24.41%	27.36%	8,054.18	5,272.16
Computer Service Exp	35,820.39	30,933.61	66,754.00	80,262.40	49,067.00	129,329.40	44.63%	63.04%	51.62%	56,504.19	23,957.25
Legal Fees	32,447.25	883.75	33,331.00	102,300.00	58,800.00	161,100.00	31.72%	1.50%	20.69%	15,071.91	3,604.39
Insurance	330,426.91	144,991.61	475,418.52	995,018.00	445,204.00	1,440,222.00	33.21%	32.57%	33.01%	315,945.47	137,902.44
Audit Fees	9,485.00	4,065.00	13,550.00	16,450.00	7,050.00	23,500.00	57.66%	57.66%	57.66%	9,800.00	4,200.00
Consulting Fees							0.00%	0.00%	0.00%	2,750.00	
General and Admin Expenses	441,652.46	205,487.35	647,139.81	1,302,402.70	631,731.00	1,934,133.70	33.91%	32.53%	33.46%	430,387.59	186,019.48

Benchmark = 33.3%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
OPERATIONS EXPENSES											
Background Checks	274.00	5,003.00	5,277.00	2,400.00	11,500.00	13,900.00	11.42%	43.50%	37.96%	760.00	7,884.00
Drug & Alcohol Testing							0.00%	0.00%	0.00%		
DOT Testing	1,923.00	1,458.00	3,381.00	6,500.00	6,270.00	12,770.00	29.58%	23.25%	26.48%	2,475.00	1,483.00
Employment Recruitment Program				800.00	400.00	1,200.00	0.00%	0.00%	0.00%	200.00	
Driver's Uniforms	2,418.15	569.61	2,987.76	20,000.00	10,000.00	30,000.00	12.09%	5.70%	9.96%	2,591.81	1,741.60
Safety Expense	740.94		740.94	400.00	500.00	900.00	185.24%	0.00%	82.33%	328.35	
Misc. Operating Exp	874.01	85.04	959.05	6,125.00	1,100.00	7,225.00	14.27%	7.73%	13.27%	922.55	131.30
Operations Expenses	6,230.10	7,115.65	13,345.75	36,225.00	29,770.00	65,995.00	17.20%	23.90%	20.22%	7,277.71	11,239.90
PLANNING EXPENSES											
Other Planning Expenses		1,671.50	1,671.50		25,000.00	25,000.00	0.00%	6.69%	6.69%		2,344.72
MPO Planning Expenses	15,333.50		15,333.50	100,000.00		100,000.00	15.33%	0.00%	15.33%		
Planning Expenses	15,333.50	1,671.50	17,005.00	100,000.00	25,000.00	125,000.00	15.33%	6.69%	13.60%	0.00	2,344.72
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)											
Parts Expense - Non-Revenue Vehicles	961.54	645.08	1,606.62	5,000.00	2,000.00	7,000.00	19.23%	32.25%	22.95%	1,409.16	
Parts Expense - Revenue Vehicles	188,206.02	19,426.43	207,632.45	720,500.00	126,000.00	846,500.00	26.12%	15.42%	24.53%	224,413.89	47,861.73
Tires	28,543.30	8,161.60	36,704.90	85,000.00	23,000.00	108,000.00	33.58%	35.49%	33.99%	31,316.33	12,947.78
Facility Maintenance	14,312.26	17,447.18	31,759.44	54,000.00	54,900.00	108,900.00	26.50%	31.78%	29.16%	18,601.15	16,064.58
Passenger Facility Expenses	14,769.91		14,769.91	29,187.00		29,187.00	50.60%	0.00%	50.60%	10,707.27	
Security Expenses							0.00%	0.00%	0.00%		
Cleaning Expense	5,381.66	2,397.84	7,779.50	7,800.00	10,000.00	17,800.00	69.00%	23.98%	43.71%	5,040.00	4,997.84
Repeater Fees	6,864.00	4,104.00	10,968.00	20,304.00	15,552.00	35,856.00	33.81%	26.39%	30.59%	6,696.00	5,472.00
Light, Heat and Water	37,848.70	7,557.52	45,406.22	177,500.00	69,400.00	246,900.00	21.32%	10.89%	18.39%	39,816.43	10,485.59
Fuel - Vehicles	135,662.27	72,061.45	207,723.72	861,000.00	425,000.00	1,286,000.00	15.76%	16.96%	16.15%	301,453.86	109,722.91
Maintenance Tools/Supplies/Uniforms	38,398.65	7,017.05	45,415.70	75,115.00	19,020.00	94,135.00	51.12%	36.89%	48.25%	38,341.92	12,023.27
Misc Maint Expenses and fees	1,290.69	1,554.72	2,845.41	2,112.00	1,948.00	4,060.00	61.11%	79.81%	70.08%	1,257.12	6,791.76
Vehicle/Building Maintenance Exp	472,239.00	140,372.87	612,611.87	2,037,518.00	746,820.00	2,784,338.00	23.18%	18.80%	22.00%	679,053.13	226,367.46
CONTRACTOR EXPENSES											
ADA/SSTA Paratransit	380,173.05		380,173.05	1,343,543.59		1,343,543.59	28.30%	0.00%	28.30%	403,451.41	
Partner Local Share				19,833.00	45,872.00	65,705.00	0.00%	0.00%	0.00%		
Functional Assessment Costs				2,500.00		2,500.00	0.00%	0.00%	0.00%	2,298.71	
Volunteer Drivers		125,158.75	125,158.75		583,867.00	583,867.00	0.00%	21.44%	21.44%		224,142.26
Other Transportation (incl Cabs)	928.80	193,042.08	193,970.88	7,032.98	823,518.42	830,551.40	13.21%	23.44%	23.35%	2,270.40	273,587.14
Contractor Expenses	381,101.85	318,200.83	699,302.68	1,372,909.57	1,453,257.42	2,826,166.99	27.76%	21.90%	24.74%	408,020.52	497,729.40
MARKETING EXPENSE											
Bus Tickets/Fare Media				20,000.00	2,400.00	22,400.00	0.00%	0.00%	0.00%	4,577.49	118.47
Marketing Expense	1,902.60	445.58	2,348.18	26,320.00	12,000.00	38,320.00	7.23%	3.71%	6.13%	8,931.28	5,789.09
Public Information	11,044.21	5,321.51	16,365.72	22,000.00	11,000.00	33,000.00	50.20%	48.38%	49.59%	8,873.56	1,703.16
Marketing Expense	12,946.81	5,767.09	18,713.90	68,320.00	25,400.00	93,720.00	18.95%	22.71%	19.97%	22,382.33	7,610.72
OTHER EXPENSES											
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%		
Debt Service/Capital Reserve	6,953.42		6,953.42	8,214.00		8,214.00	84.65%	0.00%	84.65%	46,442.51	
Bond Interest	152.17		152.17				0.00%	0.00%	0.00%		
Capital Match	333,333.33	43,830.00	377,163.33	1,000,000.00	131,490.00	1,131,490.00	33.33%	33.33%	33.33%	52,700.00	65,333.33
Other Expenses	340,438.92	43,830.00	384,268.92	1,008,214.00	131,490.00	1,139,704.00	33.77%	33.33%	33.72%	99,142.51	65,333.33
TOTAL EXPENSES	4,935,496.75	1,971,323.85	6,906,820.60	15,479,163.10	7,216,431.34	22,695,594.44	31.88%	27.32%	30.43%	4,736,527.76	2,130,381.35
Current Year Deferred Costs	82,352.40		82,352.40				0.00%	0.00%	0.00%	136,993.16	
OH Admin Allocation	49,707.82	(49,707.82)		196,077.00	(196,077.00)		25.35%	25.35%	0.00%	62,323.46	(62,323.46)
Urban Shop Allocation	15,271.17	(15,271.17)		84,913.00	(84,913.00)		17.98%	0.00%	0.00%	39,473.67	(39,473.67)
Rural Link Cost Allocation	(104,355.69)	104,355.69		(290,370.00)	290,370.00		35.94%	35.94%	0.00%	(98,074.89)	98,074.89
ALLOCATIONS BETWEEN PROGRAMS	(39,376.70)	39,376.70		(9,380.00)	9,380.00		419.79%	419.79%	0.00%	3,722.24	(3,722.24)

Benchmark = 33.3%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
Balance Of Operating Budget	8,595.60	(55,072.24)	(46,476.64)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(21,379.28)	112,627.46
Capital Revenue											
Federal Revenue	720,566.84	647,463.49	1,368,030.33				0.00%	0.00%	0.00%	572,896.46	1,124,142.65
State Revenue	90,151.65	50,596.42	140,748.07				0.00%	0.00%	0.00%	67,996.85	36,520.91
Paratransit Lease Revenue	57,139.27		57,139.27				0.00%	0.00%	0.00%	214,166.00	
Local Match Revenue	333,333.33	43,830.00	377,163.33				0.00%	0.00%	0.00%	52,700.00	65,333.33
Total Capital Revenue	1,201,191.09	741,889.91	1,943,081.00	0.00	0.00		0.00%	0.00%	0.00%	907,759.31	1,225,996.89
Capital Expenses											
Vehicles	645,335.37	751,860.43	1,397,195.80				0.00%	0.00%	0.00%	424,698.00	1,260,020.00
Maintenance Parts and Equipment	222,140.12	3,873.08	226,013.20				0.00%	0.00%	0.00%	208,006.31	
Passenger Amenities	5,427.50	1,298.75	6,726.25				0.00%	0.00%	0.00%	2,316.25	
Facility Repairs and Improvements	28,613.41	18,589.92	47,203.33				0.00%	0.00%	0.00%	261,474.86	23,338.71
Total Capital Expenses	901,516.40	775,622.18	1,677,138.58	0.00	0.00		0.00%	0.00%	0.00%	896,495.42	1,283,358.71
Balance of Capital Budget	299,674.69	(33,732.27)	265,942.42	0.00	0.00		0.00%	0.00%	0.00%	11,263.89	(57,361.82)
Transfer of Purchases to Fixed Assets	645,335.37	690,723.66	1,336,059.03				0.00%	0.00%	0.00%	649,068.07	1,256,570.00
Deferred Costs							0.00%	0.00%	0.00%		
Depreciation Expense	(994,823.88)	(219,642.59)	(1,214,466.47)				0.00%	0.00%	0.00%	(979,326.35)	(265,702.57)
Subtotal	(349,488.51)	471,081.07	121,592.56	0.00	0.00		0.00%	0.00%	0.00%	(330,258.28)	990,867.43
Current Change in Net Assets	(41,218.22)	382,276.56	341,058.34	0.00	0.00	(0.56)	-137394066.67%	-64792637.29%	-60903275.00%	(340,373.67)	1,046,133.07

Benchmark = 41.7%

REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
Municipal Member Assessments	1,023,294.65		\$1,023,294.65	2,476,163.05		\$2,476,163.05	41.33%	0.00%	41.33%	1,004,842.97	
Municipal Paratransit Assessments	286,987.95		286,987.95	668,515.80		668,515.80	42.93%	0.00%	42.93%	280,113.58	
Local Operating Assistance	22,413.10	128,049.34	150,462.44	53,791.00	443,623.00	497,414.00	41.67%	28.86%	30.25%	39,331.85	128,415.54
Federal Urban Formula Grant	1,802,780.00		1,802,780.00	6,919,177.99		6,919,177.99	26.05%	0.00%	26.05%	1,319,560.00	
Federal Rural Operating Grant		727,690.17	727,690.17		1,893,100.00	1,893,100.00	0.00%	38.44%	38.44%		433,722.44
State Regular Subsidy Operating Grant	722,560.00	53,043.37	775,603.37	1,734,144.00		787,500.00	41.67%	6.74%	30.76%	942,580.00	283,541.83
E&D Grants and Local Match		324,951.82	324,951.82		1,351,949.91	1,351,949.91	0.00%	24.04%	24.04%		565,969.66
Other State Grants	127,277.32	25,253.79	152,531.11	364,867.00		63,845.00	34.88%	39.55%	35.58%	41,276.75	12,841.39
Other Federal Grants	1,199,449.50	241,265.80	1,440,715.30	3,020,422.29		863,805.00	39.71%	27.93%	37.09%	1,390,098.90	356,894.26
Fund Balance Reserves							0.00%	0.00%	0.00%		
Capital Reserve Revenue							0.00%	0.00%	0.00%		
Total Federal, State and Local Revenues	5,184,762.52	1,500,254.29	6,685,016.81	15,237,081.13	5,403,822.91	20,640,904.04	34.03%	27.76%	32.39%	5,017,804.05	1,781,385.12

OPERATING REVENUE

Passenger Revenue	235.00		235.00				0.00%	0.00%	0.00%	957,984.11	57,705.91
Paratransit Passenger Fares							0.00%	0.00%	0.00%	41,458.75	
Advertising Revenue	92,913.85	26,764.30	119,678.15	150,000.00	30,000.00	180,000.00	61.94%	89.21%	66.49%	76,386.50	20,500.00
Interest Earnings	163.45	2,424.32	2,587.77	700.00	9,000.00	9,700.00	23.35%	26.94%	26.68%	308.90	8,520.16
Miscellaneous Revenue	54,800.50		54,800.50	56,750.00		56,750.00	96.56%	0.00%	96.56%	4,244.81	48.02
Sales Of Equipment	5,722.00	(222,557.12)	(216,835.12)	1,000.00	2,000.00	3,000.00	572.20%	-11127.86%	-7227.84%	3,947.00	3,507.00
Medicaid Purchase Of Svc		702,528.85	702,528.85		1,690,974.84	1,690,974.84	0.00%	41.55%	41.55%		853,502.27
Purchase of Service	22,102.28	22,259.00	44,361.28	43,012.00	71,253.00	114,265.00	51.39%	31.24%	38.82%	19,652.80	38,149.87
Warranty Revenue							0.00%	0.00%	0.00%		
Operating Revenue	175,937.08	531,419.35	707,356.43	251,462.00	1,803,227.84	2,054,689.84	69.97%	29.47%	34.43%	1,103,982.87	981,933.23

Total Revenue

Total Revenue	5,360,699.60	2,031,673.64	7,392,373.24	15,488,543.13	7,207,050.75	22,695,593.88	34.61%	28.19%	32.57%	6,121,786.92	2,763,318.35
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EXPENSES

SALARIES AND WAGES

Other Wages	608,342.54	376,128.00	984,470.54	1,431,868.45	955,954.83	2,387,823.28	42.49%	39.35%	41.23%	607,983.53	390,306.68
Driver/Operator Wages	1,806,908.94	694,662.63	2,501,571.57	4,253,032.57	2,088,547.90	6,341,580.47	42.49%	33.26%	39.45%	1,970,668.40	723,139.13
Vehicle Repair Wages	403,009.21	76,194.70	479,203.91	1,017,556.47	175,058.84	1,192,615.31	39.61%	43.53%	40.18%	390,185.20	70,364.60
Salaries and Wages	2,818,260.69	1,146,985.33	3,965,246.02	6,702,457.49	3,219,561.57	9,922,019.06	42.05%	35.63%	39.96%	2,968,837.13	1,183,810.41

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	210,132.96	85,292.24	295,425.20	512,738.00	246,296.00	759,034.00	40.98%	34.63%	38.92%	230,402.93	88,944.80
Unemployment Tax Exp	4,269.86	175.26	4,445.12	25,000.00	22,000.00	47,000.00	17.08%	0.80%	9.46%	(142.25)	3,640.36
Medical Insurance/HRA	770,001.10	215,041.85	985,042.95	1,889,098.68	542,891.49	2,431,990.17	40.76%	39.61%	40.50%	776,344.83	215,522.81
Pension Plan Expenses	122,481.53	39,254.40	161,735.93	294,908.00	80,489.00	375,397.00	41.53%	48.77%	43.08%	120,481.42	24,177.26
Employee Development	428.79	482.18	910.97	13,000.00	12,000.00	25,000.00	3.30%	4.02%	3.64%	5,773.58	3,163.21
Other Employee Benefits	56,383.55	22,884.36	79,267.91	116,371.66	49,724.86	166,096.52	48.45%	46.02%	47.72%	57,265.59	22,792.17
Personnel Taxes and Benefits	1,163,697.79	363,130.29	1,526,828.08	2,851,116.34	953,401.35	3,804,517.69	40.82%	38.09%	40.13%	1,190,126.10	358,240.61

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	14,913.87	6,414.74	21,328.61	44,703.00	21,899.00	66,602.00	33.36%	29.29%	32.02%	17,893.71	6,249.18
Recruiting Expenses	4,158.19	6,003.09	10,161.28	12,400.00	7,000.00	19,400.00	33.53%	85.76%	52.38%	3,979.00	2,765.48
Dues and Subscriptions	5,858.00	7,747.50	13,605.50	10,305.30	4,992.00	15,297.30	56.84%	155.20%	88.94%	4,050.00	3,252.00
Travel and Meetings				2,500.00	1,256.00	3,756.00	0.00%	0.00%	0.00%	309.44	1,374.70
Board Development							0.00%	0.00%	0.00%		
Communications	12,482.87	10,881.00	23,363.87	38,464.00	36,463.00	74,927.00	32.45%	29.84%	31.18%	15,221.04	11,092.09
Computer Service Exp	39,865.59	32,905.75	72,771.34	80,262.40	49,067.00	129,329.40	49.67%	67.06%	56.27%	56,586.63	23,912.20
Legal Fees	35,016.25	1,020.25	36,036.50	102,300.00	58,800.00	161,100.00	34.23%	1.74%	22.37%	16,086.91	3,604.39
Insurance	413,565.53	181,743.42	595,308.95	995,018.00	445,204.00	1,440,222.00	41.56%	40.82%	41.33%	396,571.22	173,291.49
Audit Fees	9,485.00	4,065.00	13,550.00	16,450.00	7,050.00	23,500.00	57.66%	57.66%	57.66%	12,075.00	5,175.00
Consulting Fees							0.00%	0.00%	0.00%	4,042.00	4,042.00
General and Admin Expenses	535,345.30	250,780.75	786,126.05	1,302,402.70	631,731.00	1,934,133.70	41.10%	39.70%	40.64%	526,814.95	234,758.53

Benchmark = 41.7%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
OPERATIONS EXPENSES											
Background Checks	464.00	5,281.00	5,745.00	2,400.00	11,500.00	13,900.00	19.33%	45.92%	41.33%	806.00	10,026.00
Drug & Alcohol Testing							0.00%	0.00%	0.00%		
DOT Testing	2,998.00	1,558.00	4,556.00	6,500.00	6,270.00	12,770.00	46.12%	24.85%	35.68%	3,060.00	3,403.00
Employment Recruitment Program				800.00	400.00	1,200.00	0.00%	0.00%	0.00%	400.00	
Driver's Uniforms	3,613.22	1,322.89	4,936.11	20,000.00	10,000.00	30,000.00	18.07%	13.23%	16.45%	3,054.54	2,144.43
Safety Expense	740.94		740.94	400.00	500.00	900.00	185.24%	0.00%	82.33%	328.35	
Misc. Operating Exp	874.01	85.04	959.05	6,125.00	1,100.00	7,225.00	14.27%	7.73%	13.27%	922.55	131.30
Operations Expenses	8,690.17	8,246.93	16,937.10	36,225.00	29,770.00	65,995.00	23.99%	27.70%	25.66%	8,571.44	15,704.73
PLANNING EXPENSES											
Other Planning Expenses		5,171.50	5,171.50		25,000.00	25,000.00	0.00%	20.69%	20.69%		1,873.40
MPO Planning Expenses	15,333.50		15,333.50	100,000.00		100,000.00	15.33%	0.00%	15.33%	3,214.72	
Planning Expenses	15,333.50	5,171.50	20,505.00	100,000.00	25,000.00	125,000.00	15.33%	20.69%	16.40%	3,214.72	1,873.40
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)											
Parts Expense - Non-Revenue Vehicles	1,602.10	645.08	2,247.18	5,000.00	2,000.00	7,000.00	32.04%	32.25%	32.10%	1,895.49	
Parts Expense - Revenue Vehicles	215,707.82	31,989.07	247,696.89	720,500.00	126,000.00	846,500.00	29.94%	29.26%	29.26%	278,714.57	49,580.14
Tires	34,431.60	10,164.82	44,596.42	85,000.00	23,000.00	108,000.00	40.51%	44.19%	41.29%	45,031.24	13,676.08
Facility Maintenance	16,914.69	17,816.30	34,730.99	54,000.00	54,900.00	108,900.00	31.32%	32.45%	31.89%	25,444.66	20,216.94
Passenger Facility Expenses	17,084.91		17,084.91	29,187.00		29,187.00	58.54%	0.00%	58.54%	13,370.67	
Security Expenses							0.00%	0.00%	0.00%		
Cleaning Expense	5,381.66	2,397.84	7,779.50	7,800.00	10,000.00	17,800.00	69.00%	23.98%	43.71%	5,040.00	5,297.84
Repeater Fees	8,580.00	5,472.00	14,052.00	20,304.00	15,552.00	35,856.00	42.26%	35.19%	39.19%	8,370.00	6,840.00
Light, Heat and Water	50,390.31	11,888.23	62,278.54	177,500.00	69,400.00	246,900.00	28.39%	17.13%	25.22%	50,401.72	14,824.02
Fuel - Vehicles	175,240.90	89,395.49	264,636.39	861,000.00	425,000.00	1,286,000.00	20.35%	21.03%	20.58%	382,528.67	138,517.66
Maintenance Tools/Supplies/Uniforms	47,043.89	8,673.87	55,717.76	75,115.00	19,020.00	94,135.00	62.63%	45.60%	59.19%	38,284.50	10,070.40
Misc Maint Expenses and fees	1,448.05	1,554.72	3,002.77	2,112.00	1,948.00	4,060.00	68.56%	79.81%	73.96%	662.22	2,840.60
Vehicle/Building Maintenance Exp	573,825.93	179,997.42	753,823.35	2,037,518.00	746,820.00	2,784,338.00	28.16%	24.10%	27.07%	849,743.74	261,863.68
CONTRACTOR EXPENSES											
ADA/SSTA Paratransit	466,129.71		466,129.71	1,343,543.59		1,343,543.59	34.69%	0.00%	34.69%	500,213.48	
Partner Local Share				19,833.00	45,872.00	65,705.00	0.00%	0.00%	0.00%		
Functional Assessment Costs				2,500.00		2,500.00	0.00%	0.00%	0.00%	2,866.40	
Volunteer Drivers		150,112.23	150,112.23		583,867.00	583,867.00	0.00%	25.71%	25.71%		276,485.46
Other Transportation (incl Cabs)	954.60	206,077.99	207,032.59	7,032.98	823,518.42	830,551.40	13.57%	25.02%	24.93%	2,812.20	341,842.19
Contractor Expenses	467,084.31	356,190.22	823,274.53	1,372,909.57	1,453,257.42	2,826,166.99	34.02%	24.51%	29.13%	505,892.08	618,327.65
MARKETING EXPENSE											
Bus Tickets/Fare Media				20,000.00	2,400.00	22,400.00	0.00%	0.00%	0.00%	7,101.55	326.10
Marketing Expense	1,902.60	445.58	2,348.18	26,320.00	12,000.00	38,320.00	7.23%	3.71%	6.13%	8,939.28	5,789.09
Public Information	11,110.38	5,321.51	16,431.89	22,000.00	11,000.00	33,000.00	50.50%	48.38%	49.79%	9,377.05	3,003.84
Marketing Expense	13,012.98	5,767.09	18,780.07	68,320.00	25,400.00	93,720.00	19.05%	22.71%	20.04%	25,417.88	9,119.03
OTHER EXPENSES											
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%		
Debt Service/Capital Reserve	6,953.42		6,953.42	8,214.00		8,214.00	84.65%	0.00%	84.65%	46,442.51	
Bond Interest	82.17		82.17				0.00%	0.00%	0.00%		
Capital Match	416,666.67	54,787.50	471,454.17	1,000,000.00	131,490.00	1,131,490.00	41.67%	41.67%	41.67%	44,458.33	32,333.33
Other Expenses	423,702.26	54,787.50	478,489.76	1,008,214.00	131,490.00	1,139,704.00	42.03%	41.67%	41.98%	90,900.84	32,333.33
TOTAL EXPENSES	6,018,952.93	2,371,057.03	8,390,009.96	15,479,163.10	7,216,431.34	22,695,594.44	38.88%	32.86%	36.97%	6,169,518.88	2,716,031.37
Current Year Deferred Costs	88,597.69		88,597.69				0.00%	0.00%	0.00%	40,853.12	
OH Admin Allocation	67,274.83	(67,274.83)		196,077.00	(196,077.00)		34.31%	34.31%	0.00%	91,388.15	(91,388.15)
Urban Shop Allocation	28,249.07		28,249.07	84,913.00		84,913.00	33.27%	0.00%	0.00%	44,178.30	(44,178.30)
Rural Link Cost Allocation	(129,775.98)	129,775.98		(290,370.00)	290,370.00		44.69%	44.69%	0.00%	(120,620.84)	120,620.84
ALLOCATIONS BETWEEN PROGRAMS	(34,252.08)	34,252.08		(9,380.00)	9,380.00		365.16%	365.16%	0.00%	14,945.61	(14,945.61)

Benchmark = 41.7%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
Balance Of Operating Budget	(603,907.72)	(305,131.31)	(909,039.03)	0.00	0.00	0.00	0.00%	0.00%	0.00%	8,066.77	32,341.37
Capital Revenue											
Federal Revenue	720,566.84	647,463.49	1,368,030.33				0.00%	0.00%	0.00%	881,748.08	1,170,447.32
State Revenue	90,151.65	50,596.42	140,748.07				0.00%	0.00%	0.00%	79,393.04	42,309.01
Paratransit Lease Revenue	72,548.87		72,548.87				0.00%	0.00%	0.00%	214,166.00	
Local Match Revenue	416,666.67	54,787.50	471,454.17				0.00%	0.00%	0.00%	44,458.33	32,333.33
Total Capital Revenue	1,299,934.03	752,847.41	2,052,781.44	0.00	0.00		0.00%	0.00%	0.00%	1,219,765.45	1,245,089.66
Capital Expenses											
Vehicles	674,220.49	751,860.43	1,426,080.92				0.00%	0.00%	0.00%	424,698.00	1,260,020.00
Maintenance Parts and Equipment	271,143.35	4,499.94	275,643.29				0.00%	0.00%	0.00%	243,115.08	6,510.46
Passenger Amenities	6,849.50	1,298.75	8,148.25				0.00%	0.00%	0.00%	2,316.25	
Facility Repairs and Improvements	33,844.15	18,589.92	52,434.07				0.00%	0.00%	0.00%	264,293.06	74,709.14
Total Capital Expenses	986,057.49	776,249.04	1,762,306.53	0.00	0.00		0.00%	0.00%	0.00%	934,422.39	1,341,239.60
Balance of Capital Budget	313,876.54	(23,401.63)	290,474.91	0.00	0.00		0.00%	0.00%	0.00%	285,343.06	(96,149.94)
Transfer of Purchases to Fixed Assets	672,662.95	690,723.66	1,363,386.61				0.00%	0.00%	0.00%	649,068.07	1,318,450.90
Deferred Costs							0.00%	0.00%	0.00%		
Depreciation Expense	(1,244,700.99)	(280,131.60)	(1,524,832.59)				0.00%	0.00%	0.00%	(1,219,389.96)	(337,236.13)
Subtotal	(572,038.04)	410,592.06	(161,445.98)	0.00	0.00		0.00%	0.00%	0.00%	(570,321.89)	981,214.77
Current Change in Net Assets	(862,069.22)	82,059.12	(780,010.10)	0.00	0.00	(0.56)	-2873564073.33%	-13908325.76%	139287517.86%	(276,912.06)	917,406.20



Month: <i>December 2020</i>		
Urban Data	Data	Notes
Miles Operated:	132,166	Revenue Vehicles
Major Road Calls:	4	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	3.03	
Minor Road Calls:	1	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	3.79	
"C" PM's Completed:	24	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	92%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	8.82 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	69,699	Revenue Vehicles
Major Road Calls:	1	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	1.44	
Minor Road Calls:	0	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	1.44	
"C" PM's Completed:	17	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	2.82 years	Cut-away buses have a 5 year life expectancy



To: GMT Board of Commissioners
From: Jamie Smith, Director of Marketing and Planning
Date: January 14, 2021
Re: Marketing and Planning Update

- Planning and Marketing staff continue work with Swiftly as members of the customer council. We will be launching a full tablet rollout in February for the Driver App. This allows bus assignments to reflect accurately in the customer facing app.

We will begin piloting a new module called Service Modifications. This will allow us to utilize dispatch tools, and real time service changes in the event of detour or service suspension.

- MyRide by GMT began on January 4, 2021. So far, the service is averaging 45 trips per day. Overall, the launch was a success. Some issues with the app have caused minimal issues and are being resolved by Via.
- The February schedule for the urban system has been completed and the BMG was sent to the printer.

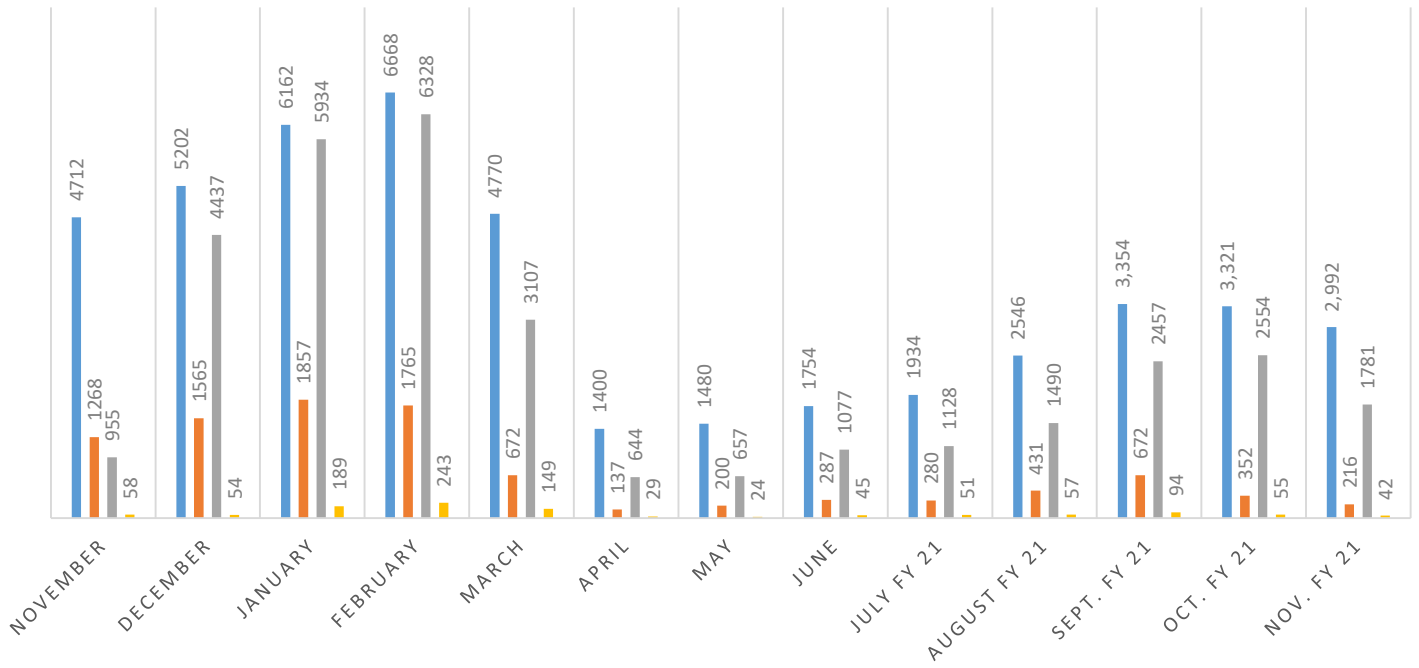
Berlin's new BMG went into effect on January 4.

- Planning and Marketing staff will start to shift focus now, and with the assistance from Operations and Training, will begin to plan for the rollout of our counting software in the rural system. The software will allow drivers to record boardings, etc in real-time on their tablet versus paper count sheets.

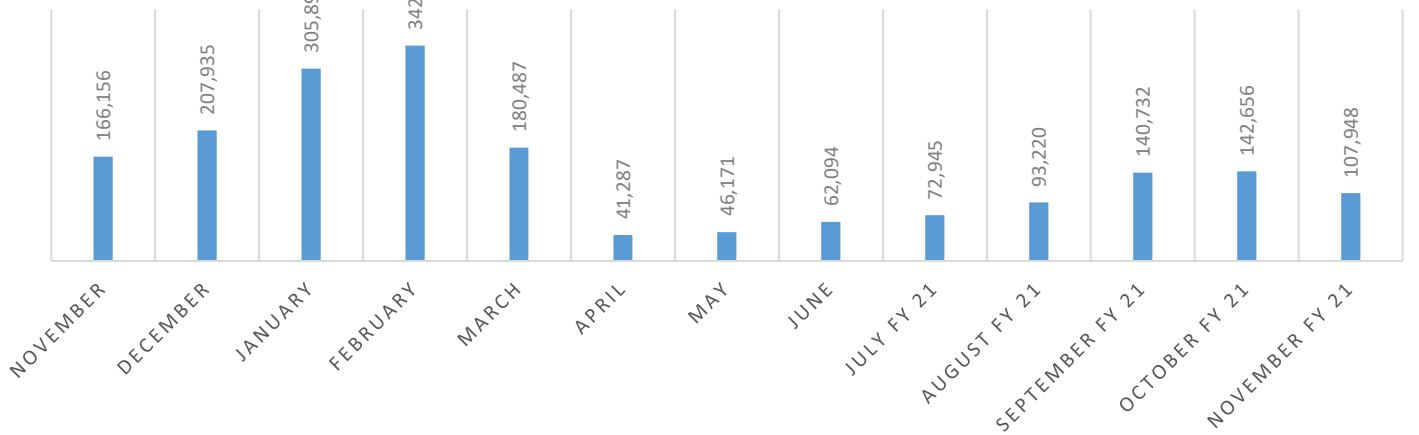
Having this data immediately will greatly reduce the data entry conducted monthly by the Planning Department.

GMT TRANSIT APP STATISTICS

■ Monthly Active Users
 ■ Downloads
 ■ GO trips
 ■ New Alert Subscribers



SESSIONS



Definitions

Monthly Active Users: How many individual riders use Transit.

Downloads: How many times Transit is downloaded.

Sessions: How many times riders open Transit.

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

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

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

Clicks: Taps on a line



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: January 19, 2021

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

GMT welcomes Rachel Kemple and Annette Thurston, both part-time MTC Customer Service Representatives. Despite the challenges of onboarding and training these new employees during the holidays, the teamwork of Operations, Planning, HR, IT, Training, and Payroll made this process successful.

HR is in the final pre-hire stage for two new seasonal drivers. Barring any unforeseen circumstances, they should be trained and ready for revenue service in early February.

GMT's Training department has been creating online content to assist employees who have a CDL permit and are preparing to take the skills test they are required to pass to obtain their Commercial Driver's License (CDL). Please visit the GMT Training YouTube channel, featuring Jeremy Whiting, Training Supervisor:

<https://www.youtube.com/channel/UCT4bZO9cEw9rQGBewk2Bh1A>

The Training Department continues to develop training content for GMT employees along with strategies to meet the training needs of our operations and maintenance staff. To date, four maintenance staff are in training to obtain a CDL. While one is required as an essential function of the mechanic's position, the other create flexibility in swapping out buses, moving buses, etc.

Hunter Eddy, Chief Safety Officer and Training supervisor attended Certified Safety and Security Officer (CSSO) Virtual course hosted by CTAA. The focus of this two-day training is to improve preparedness of public and community transportation managers to maximize their ability to provide safe and secure transit service. The CSSO certification supports the Public Transportation Agency Safety Plan (PTASP); this FTA required plan is focuses on providing management and labor with a comprehensive, collaborative approach to managing safety.

GMT employees donated over 600 lbs. of turkeys to the Chittenden Emergency Food Shelf this holiday. This generosity provided many food insecure families in our community with a holiday turkey, thanks you for your support to our community.

Urban Ridership by Month

Number of Service Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY21 YTD
Saturday	3	5	4	5	4	4	5	4	4	4	5	4	25
Sunday	4	5	4	4	5	4	5	4	4	3	5	4	26
Weekday	23	21	21	22	20	22	20	20	23	22	20	22	129
School Days	0	12	20	18	18	15							83

FY20 YTD
26
26
128
76

FY19 YTD
26
27
127
76

#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY21 YTD	Difference (FY21-FY20)			Difference (FY21-FY19)		
															FY20 YTD	riders	%	FY19 YTD	riders	%
1	Williston-Wal-Mart	19,286	21,147	29,150	31,641	24,653	19,492							145,369	230,218	-84,849	-36.86%	233,792	-88,423	-37.82%
7	North Avenue	11,383	11,692	15,174	14,756	11,914	11,246							76,165	141,314	-65,149	-46.10%	123,392	-47,227	-38.27%
1 & 7	RED LINE	30,669	32,839	44,323	46,396	36,568	30,738							221,534	371,532	-149,998	-40.37%	364,185	-142,652	-39.17%
2	Essex Junction	18,300	19,632	22,915	24,281	19,582	16,219							120,929	222,078	-101,149	-45.55%	235,008	-114,079	-48.54%
6	Shelburne Rd.	14,548	15,036	16,261	17,437	14,659	16,124							94,064	132,703	-38,639	-29.12%	119,958	-25,894	-21.59%
2 & 6	BLUE LINE	32,848	34,668	39,176	41,718	34,241	32,343							214,993	354,781	-139,788	-39.40%	354,966	-139,973	-39.43%
10	ORANGE LINE	1,410	1,452	2,243	2,217	1,680	1,642							10,644	12,435	-1,791	-14.40%	9,779	866	8.85%
5	Pine Street	4,210	4,295	4,779	4,598	4,073	3,914							25,869	45,093	-19,224	-42.63%	55,005	-29,135	-52.97%
9	Riverside/Winooski	8,710	9,139	9,281	9,775	8,330	8,714							53,948	71,043	-17,095	-24.06%	59,564	-5,616	-9.43%
5 & 9	GREEN LINE	12,920	13,434	14,061	14,373	12,402	12,628							79,818	116,136	-36,318	-31.27%	114,569	-34,751	-30.33%
4	SILVER LOOP													0	12,072	-12,072	-100.00%	14,182	-14,182	-100.00%
8	GOLD LOOP	1,965	2,129	2,697	2,762	2,244	2,057							13,854	24,176	-10,322	-42.70%	31,069	-17,215	-55.41%
11	College Street Shuttle	3,401	3,561	4,389	3,981	3,065	2,162							20,559	60,744	-40,185	-66.15%	66,763	-46,204	-69.21%
12	UMall/Airport	825	1,226	1,869	2,046	1,120	888							7,974	20,985	-13,011	-62.00%	41,343	-33,369	-80.71%
11 & 12	PURPLE LINE	4,226	4,787	6,258	6,027	4,185	3,050							28,533	81,729	-53,196	-65.09%	108,106	-79,573	-73.61%
3	Lakeside Commuter	6	4	14	29	7	20							80	188	-108	-57.29%	939	-858	-91.45%
16	Hannaford's	62	132	190	160	168	194							906	1,161	-255	-21.96%	1,240	-334	-26.94%
19	Price Chopper #1	314	230	206	220	180	164							1,314	1,626	-312	-19.19%	1,277	37	2.90%
20	Price Chopper #2	144	190	298	196	94	168							1,090	1,025	65	6.34%	1,135	-45	-3.96%
21	School Trippers			1,604	2,713	2,691	2,132							9,140	67,849	-58,709	-86.53%	78,353	-69,213	-88.33%
18	Sunday Service													0	0	0	#DIV/0!	3,151	-3,151	-100.00%
26	Other													0	3,281	-3,281	-100.00%	4,603	-4,603	-100.00%
56	Milton Commuter	769	866	883	1,039	743	820							5,120	8,507	-3,387	-39.81%	8,905	-3,785	-42.50%
76	Middlebury Link	159	145	272	201	222	157							1,156	5,604	-4,448	-79.37%	7,812	-6,656	-85.20%
86	Montpelier Link	1,277	1,239	1,644	1,894	1,579	1,245							8,878	57,947	-49,069	-84.68%	60,064	-51,186	-85.22%
96	St. Albans Link	285	362	493	528	518	336							2,522	8,803	-6,281	-71.35%	8,895	-6,373	-71.64%
46	116 Commuter													0	1,841	-1,841	-100.00%	2,206	-2,206	-100.00%
36	Jeffersonville Commuter	282	336	330	293	300	264							1,805	6,064	-4,259	-70.24%	5,146	-3,341	-64.93%
97	Barre LINK													0	2,873	-2,873	-100.00%	0	0	NA
SUBTOTAL		87,336	92,813	114,693	120,767	97,820	87,959	0	0	0	0	0	0	601,387	1,139,630	-538,243	-47.23%	1,180,582	-579,195	-49.06%
ADA Paratransit		2,293	2,247	2,470										7,010	7,625	-615	-8.07%	3,228	3,782	117.16%
TOTAL		89,629	95,060	117,163	120,767	97,820	87,959	0	0	0	0	0	0	608,397	1,147,255	-538,858	-46.97%	1,180,582	-572,185	-48.47%

Legend	
No Service	Discontinued where noted.
Suspended	

FY21 GMT Rural Ridership by Month

Number of Service Days													FY21 YTD	FY20 YTD	FY19 YTD
Saturday	3	5	4	5	4	4	5	4	4	4	5	4	25	26	26
Sunday	4	5	4	4	5	4	5	4	4	3	5	4	26	26	27
Weekday	23	21	21	22	20	22	20	20	23	22	20	22	129	128	127
School Days	0	0	16	18	18	15							67	76	76

#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY20 YTD	FY21 YTD	Riders	%	FY19 YTD	Riders	%	
80	City Route Mid-Day	1,585	1,522	1,440	1,485	1,234	1,249							8,515	13,216	(4,701)	-35.6%	12,628	(4,113)	-32.6%	
81	Barre Hospital Hill	1,993	2,215	2,062	2,385	2,007	1,979							12,641	18,522	(5,881)	-31.8%	18,045	(5,404)	-29.9%	
82	Montpelier Hospital Hill	1,188	1,267	1,346	1,297	1,342	1,396							7,836	13,773	(5,937)	-43.1%	11,879	(4,043)	-34.0%	
83	Waterbury Commuter	173	142	174	163	137	143							932	4,777	(3,845)	-80.5%	5,330	(4,398)	-82.5%	
84	US 2 Commuter	84	50	81	88	85	58							446	4,405	(3,959)	-89.9%	3,922	(3,476)	-88.6%	
85	Hannaford Shopping Special	124	135	176	145	152	126							858	616	242	39.3%	901	(43)	-4.8%	
87	Northfield Shuttle	17	25	48	29	30	38							187	387	(200)	-51.7%	451	(264)	-58.5%	
88	Capital Shuttle	0	0	0	0	0	0						0	0	0	0		2,560	(2,560)	-100.0%	
89	City Commuter	1,885	1,960	2,094	2,159	1,747	1,722							11,567	20,287	(8,720)	-43.0%	17,979	(6,412)	-35.7%	
90	Plainfield Shuttle	33	55	58	57	33	47							283	299	(16)	-5.4%	281	2	0.7%	
91	Hospital Hill Demand Response	Discontinued in FY19.												0	0	0		557	(557)	-100.0%	
92	Montpelier Circulator	445	393	485	513	440	514							2,790	7,857	(5,067)	-64.5%	7,491	(4,701)	-62.8%	
93	Northfield Commuter	256	320	241	298	278	243							1,636	3,015	(1,379)	-45.7%	4,059	(2,423)	-59.7%	
100	Route 100 Commuter	14	Transferred to Rural Community Transportation on Monday, July 6, 2020.												14	3,474	(3,460)	-99.6%	4,316	(4,302)	-99.7%
108	Mountain Road Shuttle	0	0	0	0	125	1,915					0	0	2,040	18,370	(16,330)	-88.9%	15,343	(13,303)	-86.7%	
102	Morrisville Loop	15	Transferred to Rural Community Transportation on Monday, July 6, 2020.												15	1,790	(1,775)	-99.2%	1,937	(1,922)	-99.2%
103	Morrisville Shopping Shuttle	25	Transferred to Rural Community Transportation on Monday, July 6, 2020.												25	1,791	(1,766)	-98.6%	2,003	(1,978)	-98.8%
109	Tuesday Shopping Shuttle (FGI)	46	52	60	50	64	52							324	480	(156)	-32.5%	416	(92)	-22.1%	
110	St.Albans DT Shuttle	1,487	1,316	1,613	1,725	1,509	1,571							9,221	13,398	(4,177)	-31.2%	11,340	(2,119)	-18.7%	
115	Alburg-Georgia Commuter	402	354	338	352	325	319							2,090	3,425	(1,335)	-39.0%	3,620	(1,530)	-42.3%	
116	Richford-St.Albans Commuter	137	210	297	248	193	176							1,261	4,159	(2,898)	-69.7%	3,310	(2,049)	-61.9%	
120	Valley Floor	0	0	0	0	0	79					0	0	79	963	(884)	-91.8%	776	(697)	-89.8%	
121	Valley Evening Service	Discontinued for FY21												0	197	(197)	-100.0%	406	(406)	-100.0%	
122	Mount Ellen	0	0	0	0	0	323					0	0	323	2,549	(2,226)	-87.3%	2,572	(2,249)	-87.4%	
124	Mountain Condos	0	0	0	0	0	375					0	0	375	1,990	(1,615)	-81.2%	1,650	(1,275)	-77.3%	
125	Access Road	0	0	0	0	0	300					0	0	300	1,833	(1,533)	-83.6%	0	300		
99	Special Services	0	0	0	0	0	0					0	0	0	1,834	(1,834)	-100.0%	1,472	(1,472)	-100.0%	
SUBTOTAL		9,909	10,016	10,513	10,994	9,701	12,625	0	0	0	0	0	0	63,758	143,407	(79,649)	-55.5%	135,244	(71,486)	-52.9%	

Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY20 YTD	Difference (FY21 - FY20)	Difference (FY21 - FY19)				
Capital District	7,837	8,084	8,205	8,619	7,485	7,515	0	0	0	0	0	0	47,745	94,209	(46,464)	-49.3%	94,339	(46,594)	-49.4%
Franklin/Grand Isle	2,072	1,932	2,308	2,375	2,091	2,118	0	0	0	0	0	0	12,896	21,462	(8,566)	-39.9%	18,686	(5,790)	-31.0%
Seasonal Service	0	0	0	0	125	2,992	0	0	0	0	0	0	3,117	27,736	(24,619)	-88.8%	22,219	(19,102)	-86.0%

ADA Ridership Report (by Town) : FY21

Total Rides

% increase/(decrease) from prior year

Benchmark for comparison is 50%

CITY/TOWN	July	August	September	October	November	December	Total FY20 YTD	Total FY20 Rides	% of FY19 YTD compared to FY19
BURLINGTON	700	727	775	779	590	744	4,315	10,614	41%
	-25.85%	-35.66%	-18.16%	-33.13%	-37.50%	-34.79%			
COLCHESTER	124	117	112	132	126	191	802	1,404	57%
	-14.48%	48.10%	-16.42%	-31.61%	-14.86%	13.69%			
ESSEX	401	366	399	443	365	337	2,311	3,966	58%
	8.67%	2.81%	14.99%	14.18%	7.04%	-6.65%			
OTHER	0	0	1	0	0	0	1	14	7%
	0.00%	0.00%	100.00%	-100.00%	0.00%	0.00%			
SHELBURNE	94	86	86	108	136	152	662	2,085	32%
	-60.17%	-57.84%	-59.05%	-56.97%	-27.27%	-23.62%			
SO. BURLINGTON	515	572	659	748	600	580	3,674	11,429	32%
	-49.90%	-49.51%	-43.09%	-44.14%	-51.42%	-56.16%			
WILLISTON	81	51	61	54	81	84	412	1,349	31%
	-28.95%	-62.77%	-59.33%	-64.00%	-48.41%	-52.00%			
WINOOSKI	378	328	377	430	330	326	2,169	5,061	43%
	-19.92%	-42.25%	-29.80%	-27.97%	-36.05%	-32.37%			
TOTAL	2,293	2,247	2,470	2,694	2,228	2,414	14,346	35,922	40%
Cost to Members	\$ 87,537.81	\$ 89,020.01	\$ 87,906.57	\$ 99,163.66	\$ 79,494.66	\$ 81,896.23	\$ 525,018.94		
Cost/Trip	\$ 38.18	\$ 39.62	\$ 35.59	\$ 36.81	\$ 35.68	\$ 33.93	\$ 36.60		



To: GMT Board of Commissioners
From: Jon Moore, General Manager
Date: January 19, 2021
RE: General Manager Report

COVID-19 Response: The past month has brought additional COVID-19 related challenges that have intermittently impacted staffing levels. I am happy to report that the state health guidelines that GMT is following has helped limit close contact exposure at GMT. I've had multiple conversations with the Vermont Department of Health (VDH) for contact tracing purposes and they have expressed their satisfaction with the protocols that we have in place.

In the event that a GMT employee notifies the company that they have tested positive for COVID-19 it is our practice to immediately notify them of the quarantine requirements and ask them if they have had any close contacts at work as defined by the VDH.

GMT has also provided employees the very helpful VDH issued "What to do when your co-worker has COVID-19" information sheet than can be found at:

<https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID19-What-to-do-if-coworker-tests-positive.pdf>.

I want to thank all GMT employees who have taken our safety protocols seriously and who have worked extra hours to ensure that we can reliability provide our services for our passengers.

Service Updates: Due to operator staffing challenges GMT is implementing the additional service suspensions below:

- 4:35 PM northbound Montpelier LINK & 6:20 PM southbound Montpelier LINK will be suspended effective January 18. This roundtrip has averaged 3 daily boardings since November 1.
- The Stowe Mountain Road Shuttle will operate the following schedule effective January 11:

Sunday- Friday:

- o 6:30 AM - 11:30 AM one bus operating 60 minute service
- o 11:30 AM - 5:00 PM two buses operating 30 minute service
- o 5:00 PM - 8:00 PM one bus operating 60 minute service

Saturday:

- o 6:30 AM - 5:00 PM two buses operating 30 minute service
- o 5:00 PM - 8:00 PM one bus operating 60 minute service

We are still recruiting for seasonal and part-time operators and GMT has committed to restoring service levels as soon as we can reliability staff it. Not to be unexpected, seasonal service ridership is much lower than in years past with the Stowe Mountain Road Shuttle New Year's weekend (12/31 – 1/3) ridership down 91% from the same period last year.



COVID-19 Relief Funds: GMT is monitoring the federal COVID-19 relief bill and if/when we receive confirmation of funds being awarded to GMT we will start developing budget adjustments as necessary to present to the finance committee and the Board. At the time of writing this report it is my understanding that the FTA will have the apportionments for the bill finalized and posted by the end of the month.

Microtransit: The MyRide by GMT microtransit service started in Montpelier on January 4 and the first few days of service have been successful. There is a community petition circulating in Montpelier for the restarting of the Montpelier Hospital Hill route. GMT will continue to collect data and public & passenger comments with our community partners for the new service to allow for informed future decision making.

The Microtransit implementation required assistance from every department within GMT and I would like to thank all staff, and Berlin Operators, who have worked collaboratively to allow for a successful implementation.

Compensation Market Assessment: Hickok & Boardman will be presenting their report and findings for their Market Assessment of GMT's compensation and benefit programs to the Operations Committee in January. This report will assist GMT in developing a compensation philosophy which will eventually be presented to the Board. The data will also help GMT analyze our benefit offerings to ensure they are in line with typical market offerings.

PTO Policy Update: Staff is also presenting a proposed Paid Time Off (PTO) policy to the Operations Committee at the January Meeting. The goal of the proposed policy is to reduce, and stop the growth, of GMT's financial liability of unused accrued time-off benefits, and to promote time-off usage to improve home/work life balance and reduce employee stress and fatigue. It is anticipated that a draft policy will be presented to the Board by March for approval consideration.

Washington County Site Study: The first Stakeholder Meeting for the Washington County Site Selection Study was held on January 7 to present the study purpose, schedule and process, existing facility overview, new facility and site program and preliminarily identified sites.

The committee includes the Project Manager for the Community Transportation Association of America (CTAA) who GMT has contracted with to manage the study, LSC Transportation Consultants, who are subcontractors for the project, VTrans, FTA, the city and town managers from Barre City, Barre Town, Berlin and Montpelier, Bonnie Waninger representing the Central Vermont Regional Planning Commission & GMT and John Sharrow as the GMT Operations Committee Chair. Matt Kimball is managing the project for GMT.

Please find the presentation from the meeting attached and let Matt Kimball or I know if you are aware of any possible sites not identified in the presentation.

Electric Bus Chargers: Per the contract award to Proterra "*The Depot Charging Stations shall be capable of being controlled and scheduled by a centralized charger management system that allows a user to control charging start and stop times, charging SOC, etc. for each charger on the system. Schedules shall be programmable by Procuring Agency.*" To



date GMT is not satisfied that this contract requirement has been met, even with Proterra implementing a third party software solution. GMT has withheld 10% of payment for each of our two charging stations until we are satisfied that the programmable charging capabilities are satisfied per the contract award.

The lack of programmable charging has allowed multiple unauthorized charges by GMT, and Proterra personal, during peak demand periods resulting in peak demand charges. These charges have significantly increased the utility costs to charge the electric vehicles based on our rate structure with Burlington Electric Department (BED).

GMT has worked closely with BED during the implementation of our two electric buses and associated charging infrastructure but they are unable to waive the peak demand chargers as these are regulated by the Public Utility Commission. GMT has requested reimbursement from Proterra for the additional utility costs incurred due to the lack of programmable chargers per the contract terms.

ACT 180 MOU: GMT worked with Teamsters Local 597 to draft and sign MOU's for our three bargaining units to be in compliance with Act 180 that took effect on January 1. Act 180 amends the State's various public sector labor relations acts to provide unions the opportunity to meet with new hires during their orientation and requires public sector employers to provide unions a list of employee data for employees in relevant bargaining units amongst other things.

Jenn Wood: Jenn Wood has resigned from GMT and her last day was on January 7. Jenn did a great job advocating for GMT, and public transit in general, in Montpelier, with various stakeholder groups and worked closely with our rural local communities. GMT will start the recruitment process in the coming week for Jenn's replacement. We wish Jenn well in her next adventure!



Green Mountain Transit New Facility Study

Stakeholder Meeting

January 7, 2021

PROJECT TEAM



Community Transportation
Association of America
Charlie A. Rutkowski, Project Manager

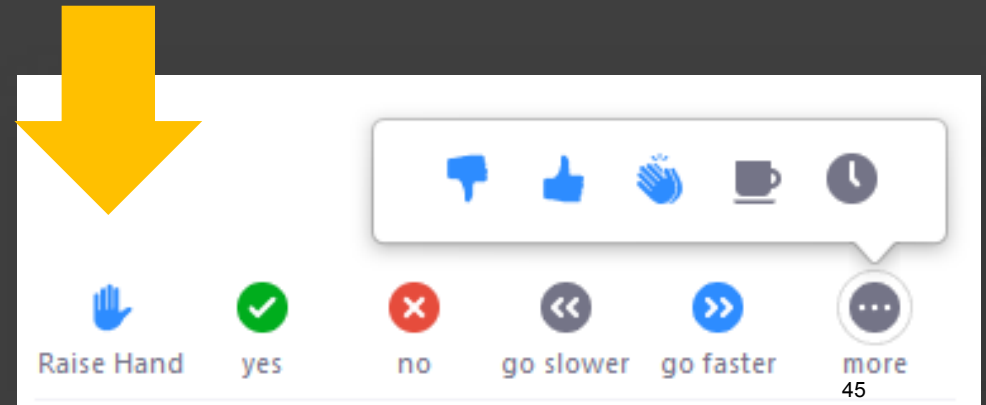


LSC Transportation Consultants
Gordon Shaw – Senior Project Planner and Engineer
Justine Marmesh – Project Planner

AGENDA

- ✓ Study Purpose
- ✓ Schedule and process
- ✓ Existing Facility Overview
- ✓ New Facility and Site Program
- ✓ Identified Sites
- ✓ Questions and Comments

Please raise your hand to contribute to the discussion!



STUDY PURPOSE

- Evaluate existing services
- Determine an ideal new facility program
- Consider stakeholder and community input
- Identify potential sites within Washington County and recommend a preferred site

STUDY SCHEDULE

2020

2021

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH

- Kick off call

- Technical Memo 1:
Existing Conditions,
Facility Needs, and Site
Research

- Stakeholders
Meeting

- Site Location
Analysis

- Technical Memo 2:
Site Criteria &
Evaluation

- Technical Memo 3:
Ranking and Financial
Analysis

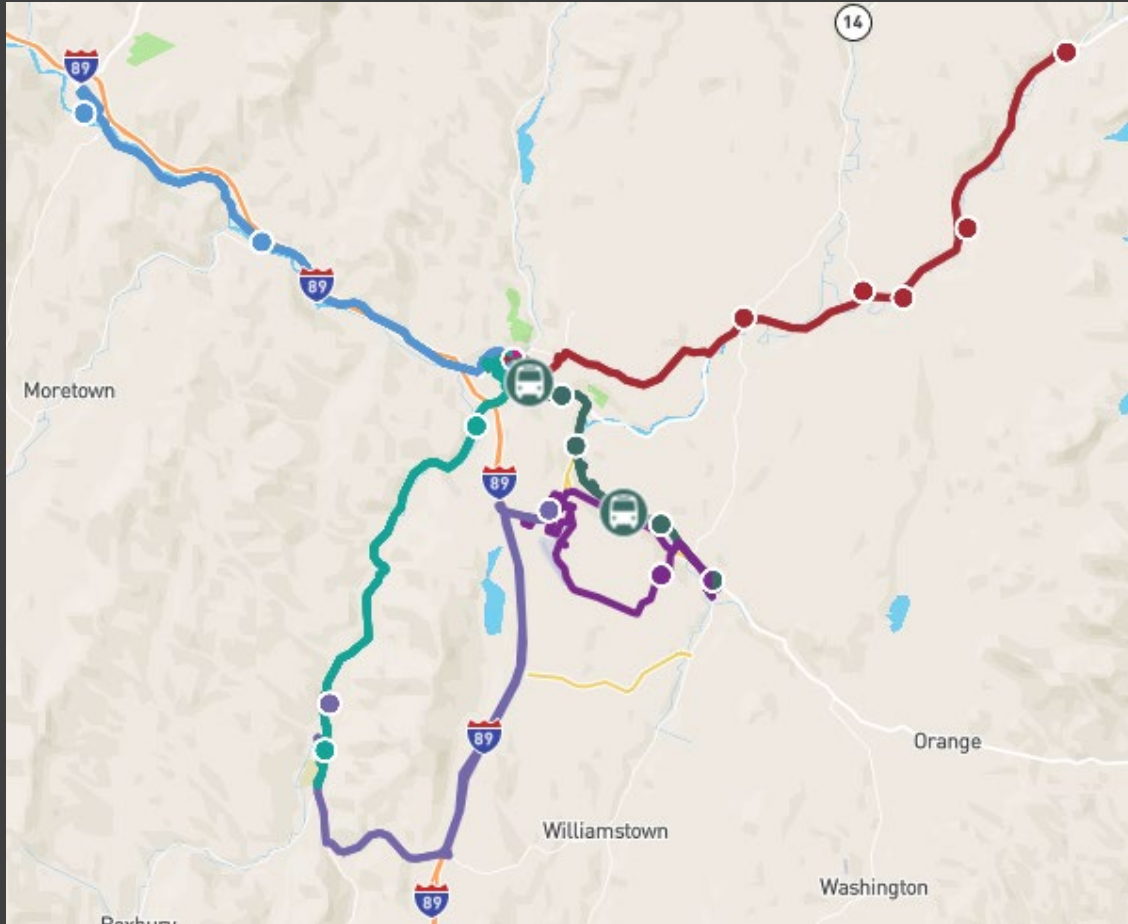
- Technical Memo 4:
Recommendation

- Draft and Final
Reports

Quick Summary:

- Located at 6088 Vermont, Route 12 in Berlin (2 acres).
- Two buildings totaling in 18,710 square feet.
- Current staff includes 6 operations staff, 2 broker services staff, 3 maintenance staff, and 30 bus drivers (20 full-time/10 part-time).
- Two maintenance bays and one wash bay.

EXISTING TRANSIT SERVICES OPERATED FROM BERLIN FACILITY



- 9 Fixed Routes (80, 81, 83, 84, 85, 86, 87, 89, 93) serving Montpelier, Berlin, Barre, Plainfield, Marshfield, Duxbury, Waterbury, Northfield)
- Dial-A-Ride Service
- Microtransit Service
- 110,958 passenger trips in FY 2019-20
- Current fleet of 32 vehicles, including minivans, small buses and large buses

EXISTING FACILITY CHALLENGES

- Lacks adequate dispatch, driver, and maintenance space for existing employees.
- No conference area large enough to accommodate board meetings and employee trainings.
- Not enough bus bays for routine maintenance.
- Inadequate indoor parking for existing bus fleet during winter.
- Lack of sewer service increase costs
- Infeasible to expand facility due to location in a floodplain



NEW FACILITY PROGRAM OVERVIEW

- **Administrative and Operational Space** - Approx. 5,548 sf.
 - 7 offices, kitchen dining and lounge area, 2 restrooms, 2 driver rooms, storage, and 25-person conference / training space
- **Transit Vehicle Parking Program**
 - 30,000 sq. ft. - Parking for current fleet (32 vehicles)
 - 40,000 sq. ft. – Parking for future fleet (38 vehicles)
- **Maintenance Building Space** – Approx. 4,320 sf.
 - Three maintenance bays, one wash bay, an office, storage closet, parts room and restroom
- A site of at least 3.0 acres is needed to accommodate the future facility program

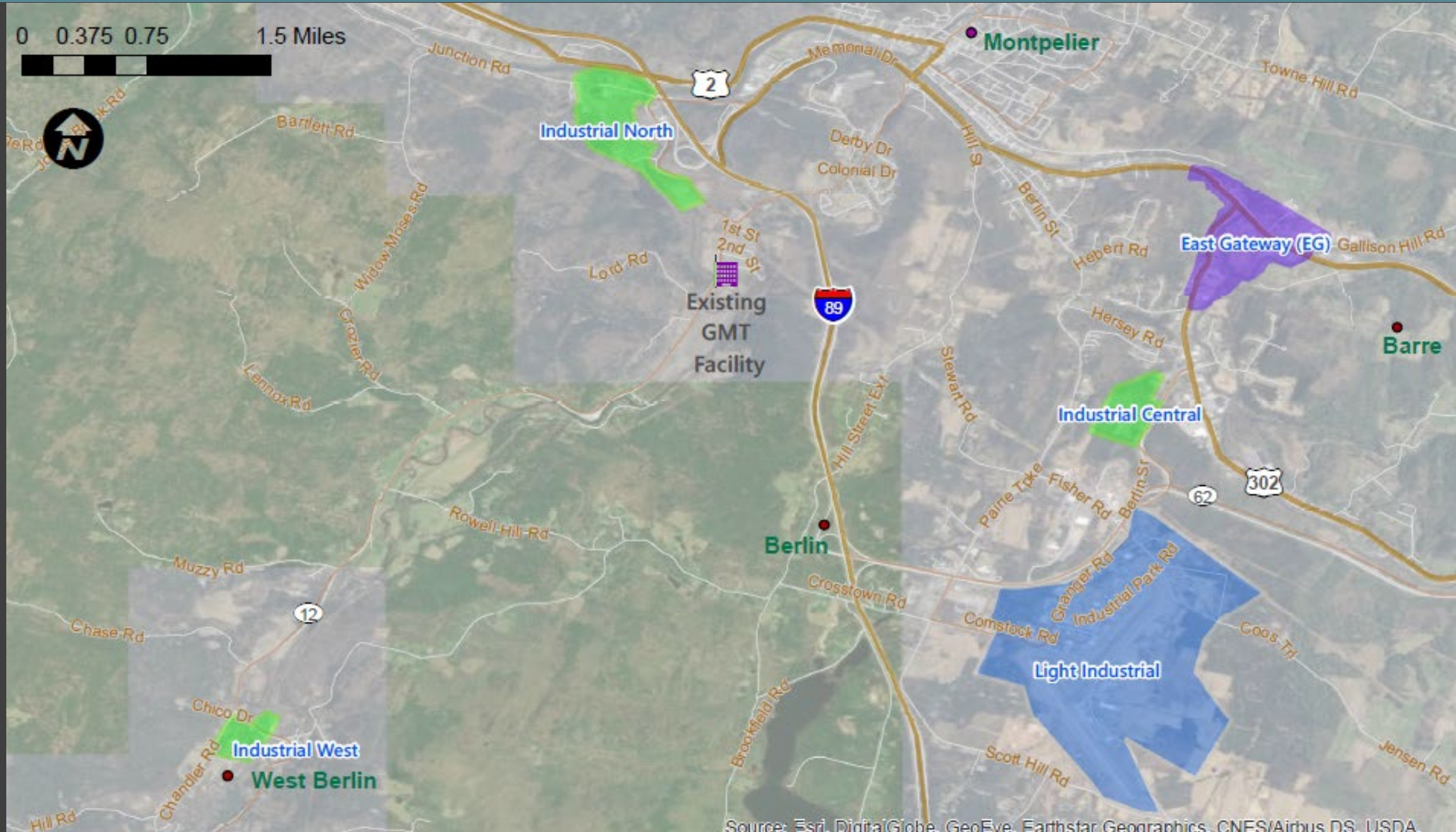
SITING CRITERIA

- Adequate size : 3 acres minimum
- Appropriate zoning : High intensity uses related to vehicular maintenance, industrial, or manufacturing
- Compatibility with nearby land uses
- Minimize impacts to operating cost -- The current facility location generates 104,550 miles and 4,500 hours of “deadhead travel” to and from the routes, which adds roughly \$318,700 in operational costs per year

SITING CRITERIA

- Adequate site access to and from nearby highways
- Avoid environmental issues (toxics, wetlands, etc.)
- Adequate utilities
- Land and development costs

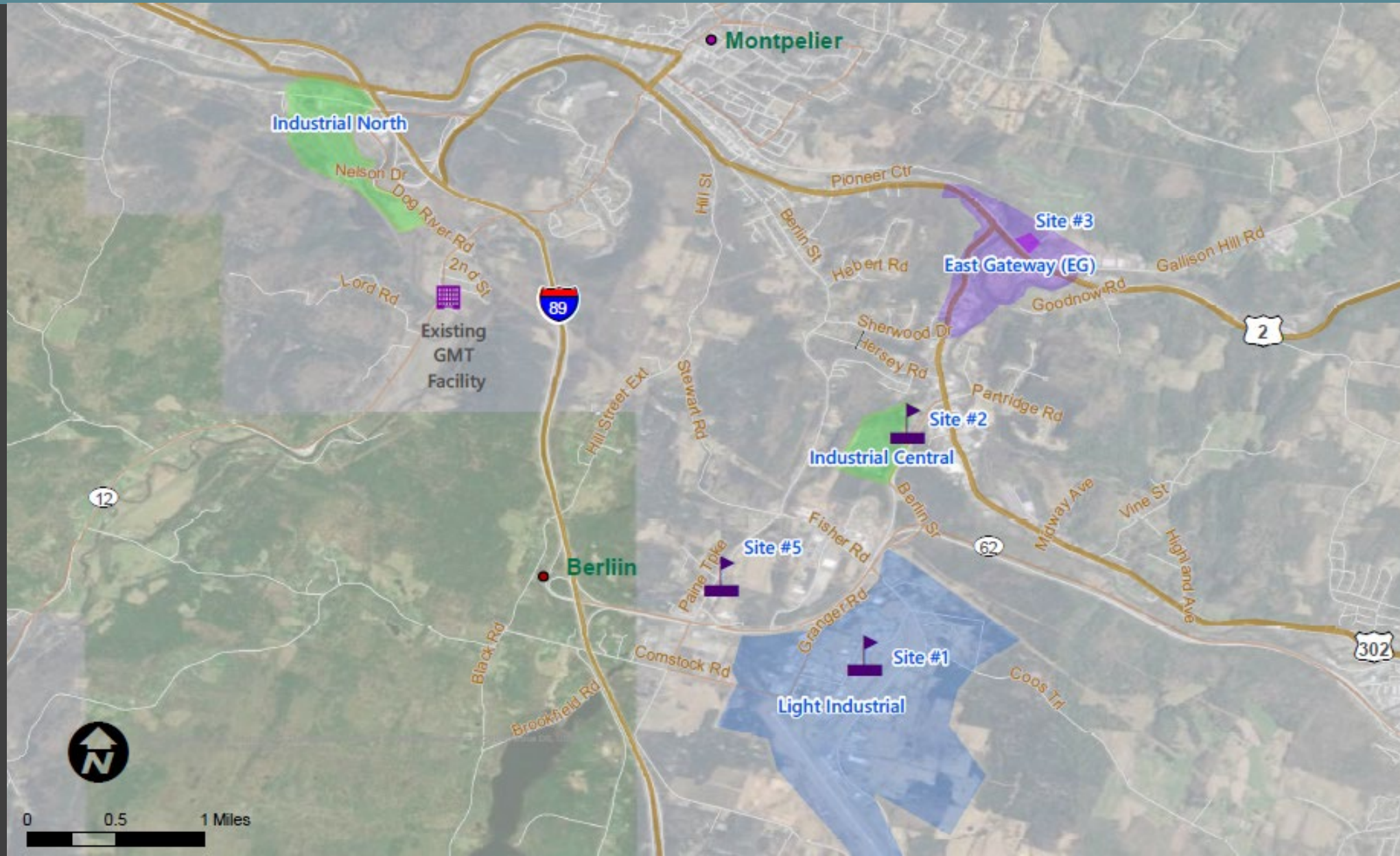
Land Use and Zoning



POTENTIAL SITES TO DATE

- *Site 1: 3.2-acres located on Industrial Lane near the small airport in Berlin. It is currently zoned for Light Industrial uses and could be a potential location for the future GMT facility.*
- *Site 2: Commercial Drive near the intersection of Barre Montpelier Road and Berlin State Highway in Berlin. Currently zoned as commercial.*
- *Site 3: 4.5-acres located along US Route 2 at 34 Country Club Road in Montpelier. Zoned as East Gateway.*
- *Site 4: 3.5-acres located at 780 East Barre Road (approximately 9.2 miles from Montpelier). Zoned “Commercial Highway” with City of Barre.*
- *Site 5: 24 acres at 578 Paine Turnpike Road North. Zoned as “Town Center” in Town of Berlin.*

POTENTIAL SITES



QUESTIONS AND COMMENTS?



- Are there any other sites we should consider moving forward?
- Do any of these initial sites have history or challenges we should know about?
- Is there anything else you would like us to consider?

Thank you!

Gordon Shaw, LSC Transportation Consultants

530-583-4053

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Charles Rutkowski, CTAA

202.299.6593

rutkowski@ctaa.org

From: Nick Foss, Director of Finance & Grants
To: GMT Board of Commissioners
Date: January 14, 2021
cc: Jon Moore, General Manager
Re: Investment Advisor Contract Award Recommendation

Background: On September 15, 2020, the Board of Commissioners (BOC) approved the formation of a GMT Retirement Committee (RC). The RC was established with representation from management (3), unionized employees from each urban and rural location(s) (3), and BOC representation with a member of the Finance Committee (FC) appointed by the FC Chair.

The RC was created by the BOC to act as an additional fiduciary body to the GMT retirement plans and to ensure the plans are governed appropriately and according to the established plan documents. In addition, the RC is also tasked with the responsibility to provide recommended material changes to GMT's retirement plans to the BOC for approval.

Therefore, per the *GMT Standing Committee Policy Attachment 5 Retirement Committee*, which includes the responsibility "to evaluate plan providers performance and fees", the RC has provided a recommended material change to the retirement plans (see *attached RC draft Minutes*).

The RC is recommending the BOC approve the selection of John Servin of NFP as GMT's new investment advisor for the GMT retirement plans.

Mr. Servin was chosen out of two candidates interviewed by the RC. Both Mr. Servin and NFP have an outstanding reputation in the Vermont retirement plan community and came highly recommended by both our third-party administrator Future Planning, as well as several references that were made available.

The decision to recommend the hiring of Mr. Servin was unanimous by all members of the RC and will result in significant cost savings for GMT employees participating in the retirement plans. In addition to the positive economics of this change for plan participants, it is the strong belief that NFP will provide the sound fiduciary oversight, investment monitoring/guidance, and educational

outreach that is needed to ensure all GMT employees receive a well-planned and secure retirement.

Recommended Motion: *The GMT Board of Commissioners approve the selection of John Servin of NFP as GMT's investment advisor.*

Retirement Committee Meeting
Wednesday, January 6, 2021 at 12:00 PM
GMT | 101 Queen City Park Road | Burlington, VT 05401

Attendees:

Present Via ZOOM:

Commissioner Austin Davis
Nick Foss, Director of Finance and Grants
Trish Redalieu, Director of Human Resources
Kim Wall, Grants Manager

In Person:

Jon Moore, GMT General Manager
Nate Bergeron, Urban Union Steward
Chris Costes, Rural Union Steward

Absent:

Phil Tambon, Rural Union Steward

Members of the Public:

No members of the public.

Meeting Called to Order

Mr. Foss called the meeting to order at 12:01 PM.

Adjustment to the Agenda

No adjustments to the agenda.

Public Comment

No public comments.

Approval of December Minutes

Mr. Moore made a motion to approve the December minutes. Commissioner Davis seconded. All voted in favor. The motion passed.

Investment Advisor Selection Discussion

Mr. Foss informed the committee of the final price quotes from The Richards Group and NFP. He shared a spreadsheet comparing the flat fee versus variable pricing options based on the historical trends of the plan.

The Committee discussed the two investment advisor candidates. The members agreed that NFP is the preferred group due to their training materials, outreach plan, and their location.

The Committee discussed the pricing structure. The flat fee will be the more beneficial price structure in a few years when the plan assets have grown; however, the market and staff participation will impact the growth of the plan assets. Since one of the goals of the committee is to increase staff participation and grow the plan assets, the Committee agreed to go with the flat fee structure, as long as the contract is long-term in nature. The committee discussed the process going forward and the language of the motion. The motion was made with the understanding that any material changes from the contract terms discussed today would be brought back to the Committee for approval before going to the Board of Commissioner's.

Commissioner Davis made a motion for the Retirement Committee to authorize the Director of Finance to enter into contract negotiations with NFP in order to bring the final contract to the Board for approval. Mr. Moore seconded the motion. All voted in favor. The motion passed.

The meeting adjourned at 12:42 PM.

DRAFT



To: GMT Board of Commissioners

From: Matt Kimball, Capital Projects Manager
 Kim Wall, Grants Manager
 Nicholas Foss, Director of Finance

CC: GMT Finance Committee

Date: January 14, 2021

RE: FY21 Capital Budget Adjustment

Attached is summary of changes to the FY21 Capital Budget for approval by the Board of Commissioners. The FY21 state grant mid-year amendment has been executed, and this amendment to the capital budget is to adjust the line items to match the mid-year amendment

Following is the detail regarding the changes in this amendment.

The urban capital budget has decreased by (\$334,263). The following explains the changes to the current adopted capital budget.	
Line item description	Inc/(Dec)
Increased line Item A "3 Replacement Gillig Buses" to \$1,620,245.	\$3,314
Renamed Line Item B to "1 Replacement GMT Urban Cutaway Buses" and reduced Line Item B to \$150,000.	(\$148,069)
Reduced Line Item H " Passenger Amenities (shelters, benches and bike racks)" to \$39,560.	(\$50,000)
Reduced Line Item L "31 Queen City Park Road Renovations (FY20 Carryforward)" to \$75,000.	(\$125,000)
Reduced Line Item M "2 - Electric Vehicles (expansion) (FY20 Carryforward)" to \$19,376.	(\$14,424)
Reduced Line Item P " Replace Roof and HVAC @ 15 Industrial (FY20 Carryforward)" to \$119,655.	(\$84)
Change in budget 100% totals	(\$334,263)

Increased Line Item A "3 Replacement Gillig Buses" to \$1,620,245.

Several adjustments have been made to Line Item A. State funding was allocated from multiple line items to reduce the local share needed to purchase the replacement buses. State match of \$14,807 from Line B, \$5,000 from Line H, \$12,500 from Line L, and \$1,550 from Line M were moved to Line A to reduce the local share by \$33,857. An additional \$5,043 in state match is being awarded by VTrans to reduce the local match even more, resulting in a total reduction of \$38,900 in local match for this line item due to the shifting of funds. Additionally, the reduction of \$148,069 from Line Item B includes the shifting of \$125,859 in federal funds awarded through VTrans to Line A, decreasing the amount of GMT direct federal allocated toward the purchase.



The final change to this line item is an increase of \$3,314 to cover vehicle build items that were captured in the pre-production meeting as well as expenses for a third-party contractor to perform the bus line inspection and Buy America audit, which were originally anticipated to take place in FY22, but are now expected to take place in FY21. Federal dollars for this increase will be programmed from GMT's direct federal funds and local share for this increase will be shifted from Line Item P.

Federal and state shares were also adjusted to match the mid-year amendment. Some of the vehicle capital funding sources were changed from 80% federal/10% state to 85% federal/5% state in the mid-year amendment. The description of this line item was also changed to remove the reference to "85% Federal"

The cumulative changes result in an overall reduction of GMT's local share of \$38,237 for Line A as well as a reduction of \$57,949.90 in local share from GMT's current year local capital match. This is due to the increase in state dollars to this line item as well as the shifting of local dollars from the prior year local capital match fund from other projects.

Renamed Line Item B to "1 Replacement GMT Urban Cutaway Buses" and reduced Line Item B to \$150,000.

Line Item B "2 - Replacement GMT Urban Cutaway Buses @ \$150,000 each" has been renamed to "1 - Replacement GMT Urban Cutaway Buses @ \$150,000 each" and reduced from \$298,069 to \$150,000. As previously stated, \$148,069 was shifted to Line Item A as staff determined that it would be in the Agency's best interest to only purchase one bus of this type for a pilot project in this service area. The funding split for this line item was changed from 80/10/10 to 85/5/10 to match the change to the funding split in the mid-year amendment. Since the federal share for the line item was previously 80%, but the funding was changed to 85% federal in the grant, the federal share for this line item is reduced by \$110,955 rather than the \$125,859 shown above.

Reduced Line Item H " Passenger Amenities (shelters, benches and bike racks)" to \$39,560.

Line Item H "Passenger Amenities (shelters, benches and bike racks)" has been decreased from \$89,560 to \$39,560. Staff does not anticipate that installation of Enseicom shelters will be possible in FY21 due to COVID-19 travel restrictions between the U.S. and Canada, where Enseicom is located. This change also includes the shifting of state and local dollars (\$5,000 each) to Line A.

Reduced Line Item L "31 Queen City Park Road Renovations (FY20 Carryforward)" to \$75,000.

Line Item L "31 Queen City Park Road Renovations (FY20 Carryforward)" has been decreased from \$200,000 to \$75,000. Staff will focus efforts in FY21 to advance design work for the remainder of the facility and target grant opportunities to cover a large facility renovation project. This change also includes the shifting of state and local dollars (\$12,500 each) to Line A.

Reduced Line Item M "2 - Electric Vehicles (expansion) (FY20 Carryforward)" to \$19,376.

Line Item M "2 - Electric Vehicles (expansion) (FY20 Carryforward)" has been decreased from \$33,800 to \$19,376. This includes an initial increase of \$1,076.33 to true-up the actual ending balance to carry forward from FY20 following the completion of all grant billing in FY20. Following the true-up of the beginning balance in FY21, this line was reduced by \$15,500 to shift funding to Line Item A. The funding split for this line item was changed from 80/10/10 to 85/5/10 to match the change to the funding split in the mid-year amendment.



Changed funding split for Line Item N "5 - Replacement SSTA Vehicles (FY20 Carryforward)"**

No change was made to the total for Line Item N, however the funding split for this line item was changed from 80/10/10 to 85/5/10 to match the change to the funding split in the mid-year amendment.

Reduced Line Item P " Replace Roof and HVAC @ 15 Industrial (FY20 Carryforward)" to \$119,655.

Line Item P " Replace Roof and HVAC @ 15 Industrial (FY20 Carryforward)" has been decreased from \$119,739 to \$119,655. This includes an initial increase of \$3,230 to true-up the actual ending balance to carry forward from FY20 following the completion of all grant billing in FY20. Following the true-up of the beginning balance in FY21, this line was reduced by \$3,314 to shift funding to Line Item A.

Updated Urban Local Capital Match Balance

The local capital match balance as of 6/30/20 has been increased from \$320,481 to \$359,638. The change is a true-up from the projected balance to the actual balance after closing FY20.

The estimated local capital match balance as of 6/30/21 has been increased from \$210,653 to \$1,081,113. This increase is due to the increase from projected to actual balance as of 6/30/20 outlined above as well as the shifting of \$1,000,000 from the Operating budget due to CARES funds received in FY21.

Rural Capital

No changes have been made to the funding amount in the Rural Capital Budget, however changes have been made to the funding splits and descriptions of several line items. Below is a summary of the changes made to the Rural Capital Budget:

Line Item AA "4 - Replacement Cutaway Buses @ \$97,000 each"

The funding split for this line item was changed from 80% federal/10% state/10% local to 85% federal/5% state/10% local to match the change to the funding split in the mid-year amendment. The description of the line item was also changed to include reference to "85% Federal".

Line Item AB "2 - Replacement Electric Cutaway Buses @ \$229,449 per vehicle"

The funding split for this line item was changed from 85% federal/5% state/10% local to 80% federal/10% state/10% local to match the change to the funding split in the mid-year amendment. The description of the line item was also changed to remove the reference to "85% Federal".

Line Item AC "Electric Cutaway Charging Infrastructure"

The funding split for this line item was changed from 85% federal/0% state/15% local to 80% federal/0% state/20% local to match the change to the funding split in the mid-year amendment. The local match for this item increased from \$3,000 to \$4,000, however the local match from GMT has not changed as the additional local match will be paid by Green Mountain Power, who agreed to contribute up to \$5,000 toward charging infrastructure in an executed MOU with GMT. The description of the line item was also changed to remove the reference to "85% Federal".



Line Item AD “Berlin Facility Above Ground Fuel Tanks”

This line item has been renamed to “Berlin Facility Improvements”. GMT staff has determined that it is not in the Agency’s best interest to move forward with the purchase and installation of above ground fuel tanks while the Agency is actively pursuing relocating its operations. These funds will be focused on preventative maintenance at the facility, including the re-paving of sections of the parking lot and the re-grading of the gravel section in the back of the lot. Staff will coordinate with VTrans on the possible use of these funds for other needs as well.

Line Item AJ “6 Replacement Vehicles @ \$95,000 each (FY20 Carryforward)”

The funding split for this line item was changed from 80% federal/10% state/10% local to 85% federal/5% state/10% local to match the change to the funding split in the mid-year amendment. The description of the line item was also changed to include reference to “85% Federal”.

Line Item AK “2 Replacement CIDER Vehicles (85% Federal) (FY20 Carryforward)”**

The funding split for this line item was changed from 80% federal/10% state/10% local to 85% federal/5% state/10% local to match the change to the funding split in the mid-year amendment.

Updated Rural Local Capital Match Balance

The local capital match balance as of 6/30/20 has been increased from \$211,243 to \$242,433. The change is a true-up from the projected balance to the actual balance after closing FY20.

The estimated local capital match balance as of 6/30/21 has been increased from \$153,577 to \$219,231. This increase is due to the increase from projected to actual balance as of 6/30/20 outlined above as well as the shifting of \$131,490 from the Operating budget.

Staff is requesting the board to approve the above changes to the FY21 Capital Budget.

Green Mountain Transit Authority

FY21 Capital Budget

Mid-Year Amendment Proposed Changes as of January 14, 2021

Proposed Urban Capital											
Priority	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non-GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	A	3 - Replacement Gillig Buses (3-40' @ \$540,000)* (85% federal, 5% state)	\$ 1,620,245	\$1,364,996	\$92,893	\$ 162,356	\$ 88,643.20	\$ 73,713		\$1,182,000	\$ 182,996
1	B	1 - Replacement GMT Urban Cutaway Buses @ \$150,000 each	\$ 150,000	\$127,500	\$7,500	\$ 15,000	\$ 15,000.00			\$127,500	
1	C	Replacement SSTA Vehicles (Cutaways and Minivans)	\$ 579,604	\$463,683	\$57,960	\$ 57,960	\$ -	\$ -	\$ 57,960	\$463,683	
1	D	Replacement Bobcat Utility Vehicle	\$ 70,000	\$56,000	\$7,000	\$ 7,000	\$ 7,000.00	\$ -		\$56,000	
1	E	1 - Replacement Non-Revenue Service Truck	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ 3,500.00	\$ -		\$28,000	
2	F	Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ 5,000.00	\$ -		\$40,000	
2	G	Spare parts, miscellaneous support equipment	\$ 253,000	\$202,400	\$25,300	\$ 25,300	\$ 25,300.00	\$ -		\$202,400	
3	H	Passenger Amenities (shelters, benches and bike racks)	\$ 39,560	\$31,648	\$3,956	\$ 3,956	\$ 3,956.00	\$ -		\$31,648	\$0
3	I	Replacement Office Equipment for Main Office and DTC (Computers, Monitors, server, printer)	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ 3,500.00	\$ -		\$28,000	
2	J	Engine and Transmission PM, Capital Support Equipment	\$ 87,000	\$69,600	\$8,700	\$ 8,700	\$ 8,700.00	\$ -		\$69,600	
2	K	Swiftly Pilot Project	\$ 73,440	\$58,752	\$7,344	\$ 7,344	\$ 7,344.00			\$58,752	
CF 1	L	31 Queen City Park Road Renovations (FY20 Carryforward)	\$ 75,000	\$60,000	\$7,500	\$ 7,500		\$ 7,500			\$60,000
CF 1	M	2 - Electric Vehicles (expansion) (FY20 Carryforward)	\$ 19,376	\$16,470	\$969	\$ 1,938		\$ 1,938		\$16,470	
CF 1	N	5 - Replacement SSTA** Vehicles (FY20 Carryforward) (85% federal, 5% state)	\$ 410,456	\$348,888	\$20,523	\$ 41,046	\$ -	\$ -	\$ 41,046	\$348,888	
CF 1	O	1 - Replacement Essex Vehicle (FY20 Carryforward)	\$ 80,784	\$64,627	\$8,078	\$ 8,078	\$ -	\$ -	\$ 8,078	\$64,627	
CF 2	P	Replace Roof and HVAC @ 15 Industrial (FY20 Carryforward)	\$ 119,655	\$95,724	\$0	\$ 23,931	\$ -	\$ 23,931			\$95,724
CF 2	Q	Improve Air Conditioning at DTC (FY20 Carryforward)	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ -	\$ 3,500			\$28,000
Total:			\$ 3,733,120	\$ 3,084,288	\$ 263,223	\$ 385,609	\$ 167,943	\$ 110,581	\$ 107,084	\$ 2,717,568	\$ 366,720
								Total Local Match			
										\$ 278,525	

* Includes FY20 Carryforward funding (\$540,000 in 80/10/10 funds) and \$389,000 in 80/0/20 funds from GMT direct federal grants.

** Special Services Transportation Agency

*** Elders and Persons With Disabilities Program.

Estimated Balance of LCMF 6/30/20

359,638

Estimated Balance of LCMF 6/30/21

1,081,113

Green Mountain Transit Authority

Proposed Rural Capital											
Priority	Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	AA	4 - Replacement Cutaway Buses @ \$97,000 each (85% Federal)	\$ 415,367	\$340,661	\$33,170	\$ 41,537	\$ 41,537	\$ -		\$340,661	
1	AB	2 - Replacement Electric Cutaway Buses @ \$229,449 per vehicle	\$ 458,898	\$367,118	\$45,890	\$ 45,890	\$ 25,890		\$20,000	\$367,118	
1	AC	Electric Cutaway Charging Infrastructure	\$ 20,000	\$16,000	\$0	\$ 4,000	\$ -		\$4,000	\$16,000	
1	AD	Berlin Facility Improvements	\$ 150,000	\$120,000	\$15,000	\$ 15,000	\$ 15,000			\$120,000	
2	AE	Spare Parts, Misc. Support Equipment, etc	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
2	AF	Facility PM - Rural Facilities	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500			\$20,000	
1	AG	1 - Replacement Non-Revenue AWD Supervisor Vehicle	\$ 30,000	\$24,000	\$3,000	\$ 3,000	\$ 3,000			\$24,000	
2	AH	Replacement Office Equipment (Computers, monitors, etc.)	\$ 6,000	\$4,800	\$600	\$ 600	\$ 600			\$4,800	
1	AI	Berlin Facility Alternative Sites Analysis	\$ 60,000	\$48,000	\$6,000	\$ 6,000	\$ 6,000			\$48,000	
CF 1	AJ	6 Replacement Vehicles @ \$95,000 each (85% Federal) (FY20 Carryforward)	\$ 562,657	\$478,258	\$28,133	\$ 56,266	\$ -	\$ 56,266		\$478,258	
CF 1	AK	2 Replacement CIDER** Vehicles (85% Federal) (FY20 Carryforward)	\$ 165,000	\$140,250	\$8,250	\$ 16,500	\$ -	\$ -	\$16,500	\$140,250	
CF 2	AL	Shelter/Passenger Amenities (FY20 Carryforward)	\$ 14,000	\$11,200	\$1,400	\$ 1,400	\$ -	\$ 1,400		\$11,200	
Total:			\$ 1,931,922	\$ 1,590,288	\$ 146,442	\$ 195,192	\$ 97,027	\$ 57,666	\$ 40,500	\$ 1,590,288	\$ -
								Total Local Match		\$ 154,692	

* Cut Away Bus = Truck/Van Front/Bus Body

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

Estimated Balance of LCMF 6/30/20

242,433

Estimated Balance of LCMF 6/30/21

219,231

GREEN MOUNTAIN TRANSIT (GMT) FY22 OPERATING BUDGET

January 13, 2021

- ▶ GMT is an independent Municipal Corporation chartered by State statute
- ▶ Budget is approved by the GMT Board of Commissioners (13 members)
- ▶ Fiscal Year – July 1 to June 30
- ▶ Combined Urban & Rural Budget
 - ▶ Urban – Chittenden County Service Area plus Link routes
 - ▶ Rural – Washington, Franklin and Grand Isle County Service Area

BUDGET OVERVIEW

BUDGET OVERVIEW (CONTINUED)

▶ FY22 Budget Assumptions

- ▶ State and Federal Funding level funded from FY20 amounts
- ▶ 4% increase in urban fixed route assessments; ADA assessments reduced by 0.9%; total urban assessment increases of 1.3%
- ▶ Utilization of roughly \$1.84M (Urban: \$1.53M/Rural: \$309.9K) of legacy grant balances and reserve funding to balance revenue shortfalls
- ▶ Fare projections reduced, however not eliminated
- ▶ Medicaid revenue budgeted increase of 4.7%
- ▶ 1.5% increase budgeted in employee salaries and wages
- ▶ 6% increase budgeted for health insurance rates and commercial insurance
- ▶ Significant decrease in fuel budget and legal expense line items
- ▶ Optimal capital investment maintained

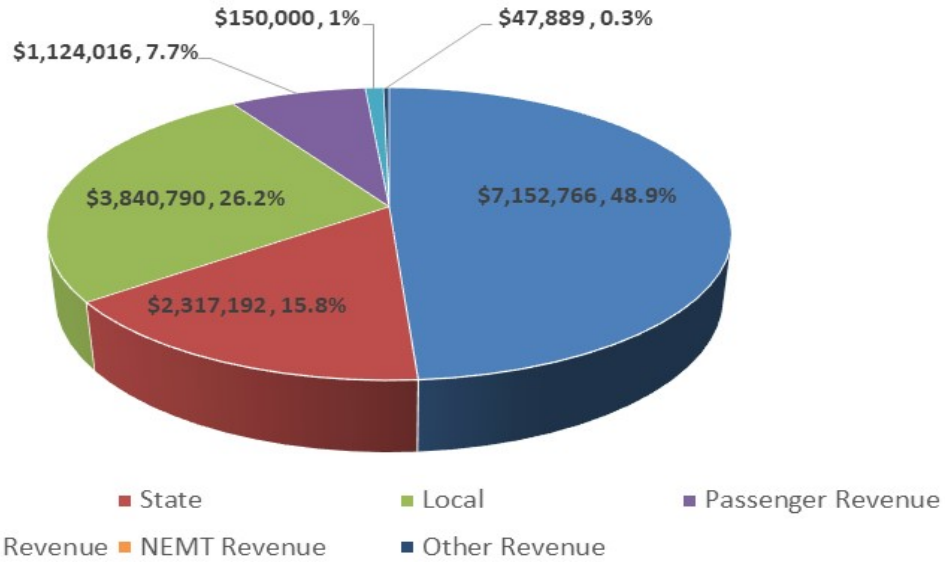
Federal, State, and Local Revenues	Urban	Rural	Combined	FY21 Adj. Budget	% Change
Municipal Member Assessments	\$ 2,523,861	\$ -	\$ 2,523,861	\$ 2,476,163	1.9%
Municipal Paratransit Assessments	\$ 662,767	\$ -	\$ 662,767	\$ 668,516	-0.9%
Local Operating Assistance	\$ 55,663	\$ 443,623	\$ 499,286	\$ 497,414	0.4%
Federal Urban Formula Grant (5307)	\$ 3,653,793	\$ -	\$ 3,653,793	\$ 6,919,178	-47.2%
Federal Rural Operating Grant (5311)	\$ -	\$ 1,214,000	\$ 1,214,000	\$ 1,893,100	-35.9%
State Regular Subsidy Operating Grant	\$ 2,317,192	\$ 1,050,000	\$ 3,367,192	\$ 2,521,644	33.5%
E&D Grants and Cash Match	\$ -	\$ 1,318,807	\$ 1,318,807	\$ 1,351,950	-2.5%
CMAQ Grants	\$ 1,146,566	\$ 74,040	\$ 1,220,606	\$ 1,220,606	0.0%
Preventative Maintenance Grants	\$ 1,613,684	\$ 750,000	\$ 2,363,684	\$ 2,250,000	5.1%
Other Federal/State Grants	\$ 738,723	\$ 110,369	\$ 849,092	\$ 842,333	0.8%
Fund Balance Reserves	\$ -	\$ 309,923	\$ 309,923	\$ -	
Capital Reserve Revenue	\$ 598,500	\$ -	\$ 598,500	\$ -	
Total Federal, State and Local Revenues:	\$ 13,310,749	\$ 5,270,761	\$ 18,581,510	\$ 20,640,904	-10.0%

Operating Revenue

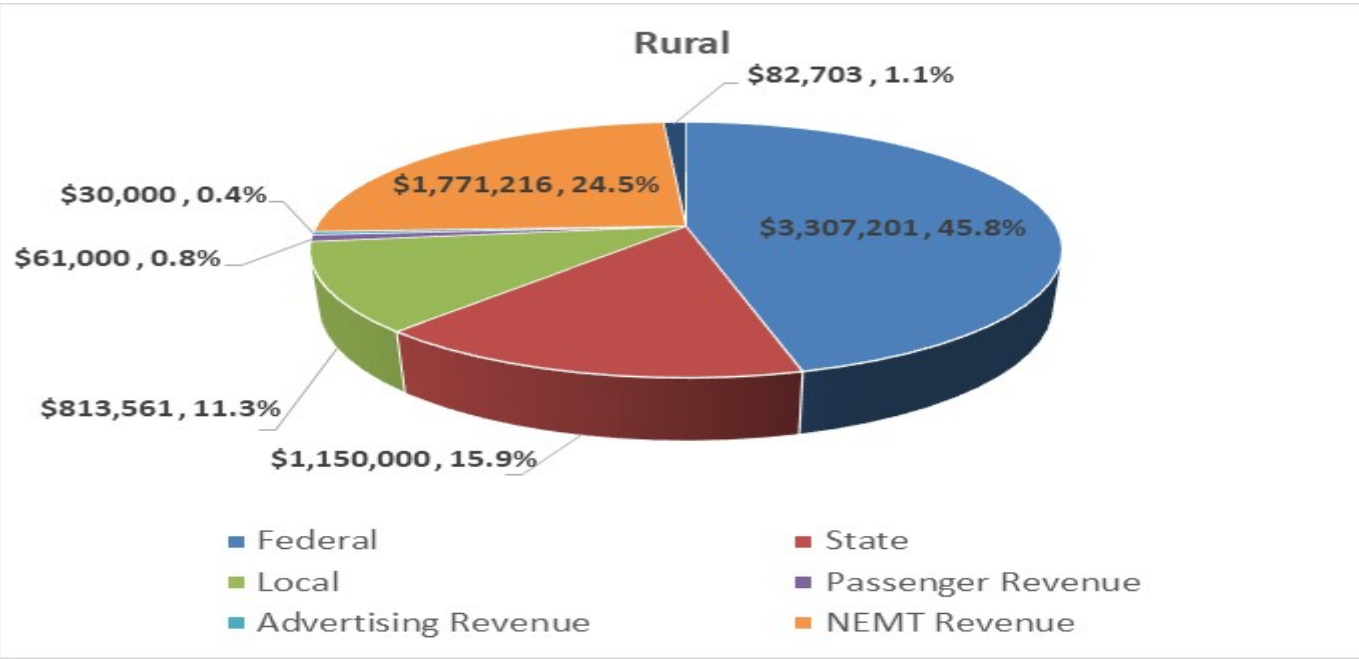
Passenger Revenue	\$ 990,000	\$ 61,000	\$ 1,051,000	\$ -	
Paratransit Fare	\$ 134,016	\$ -	\$ 134,016	\$ -	
Advertising Revenue	\$ 150,000	\$ 30,000	\$ 180,000	\$ 180,000	0%
Interest Earnings	\$ 700	\$ 9,000	\$ 9,700	\$ 9,700	0%
Miscellaneous Revenue	\$ 2,250	\$ -	\$ 2,250	\$ 56,750	-96%
Sales of Equipment	\$ 1,000	\$ 2,000	\$ 3,000	\$ 3,000	0%
Medicaid Purchase of Service Revenue	\$ -	\$ 1,771,216	\$ 1,771,216	\$ 1,690,975	5%
Misc. Purchase of Service	\$ 43,939	\$ 71,703	\$ 115,643	\$ 114,265	1%
Total Operating Revenue:	\$ 1,321,906	\$ 1,944,919	\$ 3,266,825	\$ 2,054,689	59%
Total Revenue:	\$ 14,632,654	\$ 7,215,680	\$ 21,848,335	\$ 22,695,594	-3.7%

FY22 REVENUES

Urban



FY22 URBAN REVENUE (BREAKDOWN)



FY22 RURAL REVENUE (BREAKDOWN)

	Urban	Rural	Combined	FY21 Adj. Budget	% of budget change
SALARIES AND WAGES	\$6,651,136	\$3,239,100	\$9,890,236	\$9,922,019	-0.3%
<i>Admin Wages</i>	<i>\$1,478,538</i>	<i>\$1,013,470</i>	<i>\$2,492,008</i>	<i>\$2,387,823</i>	<i>4.4%</i>
<i>Driver Wages</i>	<i>\$4,171,492</i>	<i>\$2,047,980</i>	<i>\$6,219,472</i>	<i>\$6,341,580</i>	<i>-1.9%</i>
<i>Maintenance Wages</i>	<i>\$1,001,106</i>	<i>\$177,650</i>	<i>\$1,178,756</i>	<i>\$1,192,615</i>	<i>-1.2%</i>
PERSONNEL TAXES AND BENEFITS	\$2,940,884	\$1,008,053	\$3,948,936	\$3,804,518	3.8%
GENERAL AND ADMIN EXPENSES	\$1,311,635	\$620,296	\$1,931,931	\$1,934,133	-0.1%
OPERATIONS EXPENSES	\$36,225	\$29,770	\$65,995	\$65,995	0.0%
PLANNING EXPENSES	\$100,000	\$25,000	\$125,000	\$125,000	0.0%
MAINTENANCE EXPENSES	\$1,723,936	\$753,220	\$2,477,156	\$2,784,338	-11.0%
CONTRACTOR EXPENSES	\$1,379,863	\$1,433,155	\$2,813,018	\$2,826,167	-0.5%
<i>ADA Paratransit</i>	<i>\$1,342,997</i>	<i>\$0</i>	<i>\$1,342,997</i>	<i>\$1,343,544</i>	<i>0.0%</i>
<i>Partner Local Share</i>	<i>\$19,833</i>	<i>\$45,872</i>	<i>\$65,705</i>	<i>\$65,705</i>	<i>0.0%</i>
<i>Functional Assessments</i>	<i>\$10,000</i>	<i>\$0</i>	<i>\$10,000</i>	<i>\$2,500</i>	<i>300.0%</i>
<i>Volunteer Drivers</i>	<i>\$0</i>	<i>\$563,765</i>	<i>\$563,765</i>	<i>\$583,867</i>	<i>-3.4%</i>
<i>Other Transportation Svcs</i>	<i>\$7,033</i>	<i>\$823,518</i>	<i>\$830,551</i>	<i>\$830,551</i>	<i>0.0%</i>
MARKETING EXPENSE	\$68,320	\$25,400	\$93,720	\$93,720	0.0%
DEBT SERVICE	\$46,443	\$0	\$46,443	\$0	0.0%
CAPITAL MATCH FUND	\$356,600	\$99,300	\$455,900	\$1,131,490	-59.7%
COST ALLOCATIONS	(17,612)	17,612	\$0	-	0.0%
TOTAL EXPENSES	\$14,597,431	\$7,250,905	\$21,848,335	\$22,687,380	-3.7%

FY22 EXPENSES

Total Expenses	\$21,848,335
Total Revenues	\$21,848,335
Municipal Assessments	\$3,186,628
Local Contributions	\$499,286

FY22 REVENUES & EXPENSES SUMMARY

Urban Municipal assessments are approximately 14.6% of total revenues.

Local Contributions are approximately 2.3% of total revenues

FY22 MUNICIPAL ASSESSMENTS

- GMT's Charter includes assessments of GMT's member municipalities:
 - Burlington, South Burlington, Winooski, Essex, Shelburne, Williston, Milton, Hinesburg, & Colchester (non-voting member)
- On March 18, 2020, the Town of Colchester entered into an agreement as of July 1, 2020 to become a non-voting member of GMT for a term of 6 years. As a result, the Town of Colchester agreed to a capital buy-in program and will receive both the benefits and commitments included with membership.
- Assessment Components
 - Fixed Route – based on level of service in community
 - Capital Match – Capital funding for support of fixed route services and facilities
 - Special Assessments - Non-Fare Services or other service agreements, generally affiliated with fixed route services
 - ADA Paratransit – based on number of trips taken by residents of a community in the most recently fiscal year end

FY22 Assessments	Burlington	% of Total
Fixed Route	\$1,458,325	88%
ADA Paratransit	\$203,768	12%
Burlington Total	\$1,662,093	100%

FY22 Assessments	Winooski	% of Total
Fixed Route	\$111,729	55%
ADA Paratransit	\$91,675	45%
Winooski Total	\$203,404	100%

FY22 Assessments	Williston	% of Total
Fixed Route	\$206,122	89%
ADA Paratransit	\$24,436	11%
Williston Total	\$230,557	100%

FY22 Assessments	So. Burl.	% of Total
Fixed Route	\$321,446	61%
ADA Paratransit	\$207,025	39%
So. Burlington Total	\$528,471	100%

FY22 Assessments	Shelburne	% of Total
Fixed Route	\$63,154	63%
ADA Paratransit	\$37,768	37%
Shelburne Total	\$100,922	100%

FY22 Assessments	Milton	% of Total
Fixed Route	\$35,037	100%
ADA Paratransit	NA	NA
Milton Total	\$35,037	100%

FY22 Assessments	Total	% of Total
Fixed Route	\$2,526,486	79%
ADA Paratransit	\$662,767	21%
Total Assessments	\$3,189,253	100%

FY22 Assessments	Essex	% of Total
Fixed Route	\$218,552	75%
ADA Paratransit	\$71,840	25%
Essex Total	\$290,392	100%

FY22 Assessments	Colchester	% of Total
Fixed Route	\$45,116	49%
Capital Buy-in	\$20,256	22%
ADA Paratransit	\$26,256	29%
Colchester Total	\$91,628	100%

FY22 Assessments	Hinesburg	% of Total
Fixed Route	\$46,748	100%
ADA Paratransit	NA	NA
Milton Total	\$46,748	100%

FY22 PROJECTED ASSESSMENTS

Burlington	FY22	FY21	% Change
Fixed Route	\$1,458,325	\$1,458,325	0.0%
Paratransit	\$203,768	\$203,768	0.0%
Total	\$1,662,093	\$1,662,093	0.0%

Essex	FY22	FY21	% Change
Fixed Route	\$210,437	\$218,552	-3.7%
Paratransit	\$65,652	\$71,840	-8.6%
Total	\$276,090	\$290,392	-4.9%

Winooski	FY22	FY21	% Change
Fixed Route	\$111,729	\$111,729	0%
Paratransit	\$91,675	\$91,675	0%
Total	\$203,404	\$203,404	0%

Shelburne	FY22	FY21	% Change
Fixed Route	\$60,809	\$63,154	3.9%
Paratransit	\$45,758	\$37,768	-17.5%
Total	\$106,567	\$100,922	-5.3%

Williston	FY22	FY21	% Change
Fixed Route	\$198,469	\$206,122	-3.7%
Paratransit	\$24,504	\$24,436	0.3%
Total	\$222,973	\$230,557	-3.3%

Milton	FY22	FY21	% Change
Fixed Route	\$33,737	\$35,037	-4%
Paratransit	NA	NA	NA
Total	\$33,737	\$35,037	-4%

So. Burl.	FY22	FY21	% Change
Fixed Route	\$309,609	\$321,446	-3.7%
Paratransit	\$189,653	\$207,025	-8.4%
Total	\$499,262	\$528,471	-5.5%

Colchester	FY22	FY21	% Change
Fixed Route	NA	NA	NA
Paratransit	\$28,587	\$26,256	8.9%
Total	\$28,587	\$26,256	8.9%

Hinesburg	FY22	FY21	% Change
Fixed Route	\$45,012	\$46,748	-3.7%
Paratransit	NA	NA	NA
Total	\$45,012	\$46,748	-3.7%

Total	FY22	FY21	% Change
Fixed Route	\$2,478,788	\$2,526,486	-1.9%
Paratransit	\$668,516	\$662,767	0.9%
Total	\$3,147,304	\$3,189,253	-1.3%

FY22 VS. FY21 ASSESSMENTS

Questions?

GMT FY22 Budget Public Meeting
Wednesday, January 13, 2021 at 4:30 PM
GMT | 101 Queen City Park Road | Burlington, VT 05401

Attendees:

Present Via ZOOM:

Nick Foss, Director of Finance and Grants
Jon Moore, GMT General Manager
Commissioner Amy Brewer
Kim Wall, Grants Manager

Members of the Public:

There were no members of the public.

Meeting Called to Order

Mr. Foss called the meeting to order at 4:30 PM.

Public Comment

No public comments.

Adjourn

The meeting adjourned at 4:46 PM.



To: GMT Board of Commissioners
From: Jon Moore, General Manager
Date: January 19, 2021
RE: **Agenda Item 11: Informational & Discussion Item – COVID-19 Service Adjustments and Local Funding**

Overview: Per the below motion from the March 17, 2020 GMT Board Meeting the GMT General Manager was given authority to make COVID-19 related service changes as necessary.

Commissioner Davis made a motion that the Board supports the changes proposed today Tuesday, March 17, 2020 by Jon Moore and further support any and all proposals that he and staff deem necessary to meet the current challenges presented to us by the COVID-19 pandemic. Commissioner Buermann seconded the motion. All were in favor and the motion passed as presented.

To date GMT has implemented multiple COVID-19 related service adjustments in the urban and rural service areas based on ridership, staffing and budgetary reasons. Based on GMT's budgeting timeline the FY21 local funds and assessments were collected early in FY21 before service adjustment impacts and durations could be predicted. As a result GMT collected local match for service hours that have not and/or will not operate for the entirety of the fiscal year.

While I still feel strongly that the authority given to the General Manager is appropriate based on COVID-19, staff is requesting a future Board policy discussion on local funding, and assessment impacts, if any, due to the COVID-19 service adjustments.

Policy Considerations: The GMT Charter includes the following language for urban member municipality service changes:

The Board may authorize minor changes in service within the base level of fixed route service with no impact on individual member assessments if: the service changes do not affect driver pay hours by more than 10 hours per week in a given member municipality or the value of the net local share of the proposed service changes are not more than 10% of the total fixed route assessment for that municipality, whichever is less

It is important to note the below items in regards to the service suspensions;

1. The GMT Board approved (February 12, 2019 meeting) suspending the charter language above during FY20 to allow the agency time to analyze the Nextgen service changes implemented at the start of FY20. This has not been revisited to date due to COVID-19;



2. In my opinion the COVID-19 related service adjustments are intended to be temporary and therefore not applicable under the charter language above.
3. The GMT charter is not clear on assessment impacts when there are service changes that result in more than ten (10) weekly driver pay hours difference in a member municipality.
4. The charter language above does not apply to rural municipalities.
5. While there are “direct” operating cost savings from the service adjustments GMT has historically struggled to receive enough local match to create long term sustainable budgets, including the FY22 budget that is balanced with reserve funding.
6. Even with the absence of the “direct” service costs the organization still has overhead and capital costs to maintain until the service adjustments end a normal service resumes.

Service Adjustment Summary: The FY21 COVID-19 service adjustments include commuter service, urban service and seasonal service hours. Staff is currently comparing the FY21 projected annual service hours based on the service adjustments versus actual FY20 service hours provided, while taking into consideration the non-COVID-19 related service changes that were implemented at the start of FY21 below.

- Urban Red & Blue Line midday service reductions
- (Barre/Montpelier) City Commuter trip eliminations
- St. Albans Downtown Shuttle trip eliminations
- Service transfer to RCT (US 2 Commuter and Lamoille County service)

The staff analysis will include the number of FY21 service hours adjusted by route and municipality for staff recommendation and Board policy considerations. As presented to the Board in November existing pay hours will be reallocated from currently suspended commuter routes to increased midday service on the Red Line (Williston) and Blue Line (Essex Junction) routes for at least the remainder of the FY starting on February 4 to provide sufficient passenger capacity. The reallocation of these hours will be included in the analysis.

Committee Review: An introductory summary of this issue was provided at the January Leadership Committee meeting.

Staff Recommendation: Staff recommends that this issue is assigned to a committee for further review in February based on the service adjustment analysis and revenue impacts to the FY22 budget.

From: Matt Kimball, Capital Projects Manager
Jordan Posner, Paratransit and Broker Services Manager
Nicolas Foss, Director of Finance
To: GMT Board of Commissioners
Date: January 14, 2021
cc: Jon Moore, General Manager
RE: Paratransit Services RFP Award

Project Background: On April 8, 2020, GMT issued a Request for Proposals (RFP) for Paratransit Services. The RFP was advertised in the Burlington Free Press, the Vermont Bid Registry, Community Transportation Association of America (CTAA) online classifieds, Mass Transit online classifieds, and on the GMT website.

Thirty-Nine (39) firms requested a copy of the RFP. GMT issued three addenda to the RFP to respond to questions received from potential proposers, to update contract documents, and to revise the procurement schedule. The deadline to submit proposals was June 23, 2020.

While two firms requested to review maintenance records of the vehicles leased by GMT for paratransit services, GMT only received one proposal in response to the RFP, which was submitted by Special Services Transportation Agency (SSTA).

Single Proposal Response: Prior to moving ahead with the evaluation of SSTA's proposal, staff interviewed other interested vendors to determine their reasons for not submitting a proposal. Matt Kimball conducted interviews with GC Logistics, National Express Transit Corporation (NEXT), and VIA, as all three vendors submitted questions during the RFP process and two of them (GC Logistics and NEXT) also reviewed maintenance records of GMT-owned vehicles. Their responses are as follows:

GC Logistics: The timing did not work out for them as they do not currently have a presence in the Northeast. They wanted to make sure that their existing operations and facilities were shored up before expanding to Vermont. They also typically send their implementation team to expansion areas and had some difficulty arranging this due to COVID-19. They are hoping to have an established presence in the Northeast by the time we go out for an RFP again and confirmed that they would be interested in future bidding opportunities.

NEXT: They had issues finding a potential facility in the area to use as a base of operations for the service. They said that finding a facility in Vermont is difficult and was made more difficult due to COVID-19. Travel limitations impacted this as well. They tried to work with a local realtor to identify locations, but that did not work out.

VIA: Via is a software company and transportation operator. They typically only provide transportation services when they can utilize their own software. Because this project uses a different software, they decided not to submit a proposal.

Due to the above responses, staff was confident that the scope of work was not unduly restrictive and did not inhibit competition. GMT would have likely received two additional proposals if timing issues and the COVID-19 pandemic were not present. The software used for this service is part of a statewide software package in use by all VPTA members in Vermont and GMT does not have the authority to deviate from the statewide software as part of this procurement process.

Proposal Evaluation: The proposal was scored by Matt Kimball, Nicolas Foss, and Jordan Posner. The proposal was evaluated using the criteria outlined in Section I of the RFP.

1. Price Proposal – 30%
2. Ability to Meet Specifications in RFP – 20%
3. Experience of Proposer – 20%
4. Reputation of Proposer – 30%

The proposal was scored on a 0-4 point scale with 0 = Does not meet criteria, 1 = Unsatisfactory, 2 = Satisfactory, 3 = Good, and 4 = Excellent. Below is a brief overview of how the proposal scored in each evaluation category.

Price Proposal (30%)

GMT staff prepared an Independent Cost Estimate (ICE) for paratransit services utilizing data from a study performed by Steadman Hill Consulting prepared in 2018 as well as recent NTD reporting. The report from Steadman Hill Consulting was an analysis of different paratransit services models, including subcontracted services such as the model currently used by GMT. The analysis included a transit rate comparison with peer agencies of similar size. GMT selected peer agencies from the study that had the same service model as GMT (directly-operated fixed

route service and contracted demand response service) and added additional peer agencies using the most recent available NTD data showing operating modes, service area population, and service volume. This resulted in a sampling of 12 peer agencies. GMT used the average Demand-Response operating expenses and average Demand-Response revenue hours to estimate a blended Transit Rate of \$60.28 across the 12 peer agencies.

Staff reviewed SSTA's Price Proposal in detail. As required by the RFP, the price proposal contained a breakdown of expenses and revenue hours to develop a transit rate for the service. Emphasis was placed on the ability to forecast costs over the life of the contract and demonstrate a stable "transit rate methodology." Staff found the methodology to be sound and moved ahead with the price analysis, which involved a comparison of SSTA's price proposal and GMT's ICE.

SSTA's price proposal had a proposed transit rate of \$61.07, which is 1.29% higher than GMT's ICE rate of \$60.28. The percentage difference was applied to a potential perfect score of 4 points to award a score of 3.95 points for SSTA's proposed transit rate. The price proposal also included a Brokerage Fee of \$5.00 and a Volunteer Management Fee of \$5.00. GMT compared these fees with their own combined Brokerage and Volunteer Management Fee of \$6.00 that is used in GMT's in-house demand-response service for its rural system. SSTA's combined fee of \$10.00 is 67% higher than GMT's combined fee, and the percentage difference was applied to a potential perfect score of 4 points to award a score of 1.33 points for SSTA's proposed Brokerage and Volunteer Management Fees.

GMT calculated a final evaluation score for price by applying an appropriate weight to the two scores based on the proportion of van/sedan trips and volunteer trips with respect to the total volume of SSTA trips in FY20. It was determined that SSTA's van/sedan one-way trips accounted for 98% of the total one-way trips in FY20 and the volunteer one-way trips accounted for 2%. Staff applied these weights to the above scores, to develop an aggregate Price Proposal score of 3.89. Staff noted that since the score for SSTA's Brokerage and Volunteer Management Fees were below the "Satisfactory" score of 2.0, these fees would be a discussion point in negotiations between GMT and SSTA.

Ability to Meet Specifications in RFP (20%)

The RFP asked proposers to highlight the ability to meet the specification. Additionally, the RFP requested proposers explicitly note any deviation from the

Scope of Services through specific disclosures of noncompliance as noted in the Proposal, including all contract documents, attachments, and appendices.

SSTA demonstrated a high capability to meet the scope of services outlined in the RFP. Their proposal captured almost all the requested materials in the RFP, with a couple of items omitted or requiring further clarification, notably the volunteer management plan and detail of their salary, wages, and benefits structure. These items were taken into consideration by the evaluation group and SSTA was assessed with an aggregate score of 3.0 in this area.

Experience of Proposer (20%)

The RFP asked proposers to demonstrate stability of ownership/management and history of providing comparable services to comparable agencies, as well as experience of management and experience of employees.

As SSTA has a long history of delivering paratransit services in Chittenden County, with a well-experienced staff, their proposal scored very well in this category with an aggregate score of 4.0.

Reputation of Proposer (30%)

The RFP asked that proposers provide documentation supporting the reputation of management and reputation of employees. Additionally, satisfaction of other clients with quality of service and customer satisfaction, as well as an entire client list and contact information must be supplied noting the number of trips provided annually to each.

SSTA's reputation received satisfactory scores based on the submission and prior surveys from passengers. SSTA is well regarded amongst its passengers but has received a mix of customer satisfaction scores on surveys in recent years. Their proposal also contained very positive letters of support, though they were limited in number. Overall, the evaluation group considered SSTA to be a well-regarded firm by both the community and their customers and they were awarded an aggregate score of 2.33 in this category.

Evaluation Results

The above evaluation scores resulted in a total score of 3.27, with high marks given for the experience of proposer, their ability to meet the specifications, and

pricing of services. After scoring the proposal, GMT identified several areas where further negotiations with SSTA was deemed warranted.

Negotiations with SSTA: GMT and SSTA began negotiations in September and met a cumulative total of three times between September and December. To begin negotiations, GMT asked SSTA to clarify on several items in their proposal deemed as needing further inquiry, including the creation of a volunteer management plan and their salary, wages, and benefits structure. SSTA complied with this inquiry prior to negotiations and the omitted items identified in SSTA's ability to meet specifications were deemed to have been met.

The first meeting between GMT and SSTA focused on three areas: Volunteer management, as it related to the Elderly and Disabled Grant Program; Efficiency as it related to the number of passengers on board per revenue hour, and finally financial data and reporting. GMT proposed a penalty and incentive model based on efficiency to SSTA during this meeting. This model sets a penalty structure for falling below the minimum standard for passenger per revenue hour set in the RFP, but also sets an incentive structure, if SSTA is able to over perform to a certain degree. This structure was accepted by SSTA, with the agreement that, during COVID-19, GMT and SSTA would discuss the applicability of these standards on a month-to-month basis. Additionally, GMT proposed that the brokerage and volunteer management fee would stay at the previous level and would only be increased to the \$10 combined fee when SSTA was able to meet the volunteer metrics outlined in the RFP. This was also agreed to by SSTA. Finally, SSTA agreed to supply GMT with the requested financial data and agreed to meet again to review it.

The second meeting focused solely on SSTA financial reports submitted following the first meeting, with GMT asking a number of inquiry questions. GMT and SSTA discussed the difficulties regarding COVID-19 and the impact this was having on their financial situation.

In November, members of the VPTA increased their Brokerage and Volunteer Management fees to a combined rate of \$10. Due to this increase by other Agencies across Vermont, SSTA's proposed rate of \$10 could now be considered fair and reasonable. GMT would still enforce the volunteer metrics outlined in the RFP as a condition to receive the proposed rate.

The third and final meeting recapped all the previous discussion points and highlighted how the contract will work in the future, as well as during Covid-19. It was decided that GMT and SSTA would meet again, prior to the end of the fiscal

year, to analyze a rate for FY22, and would do this for every subsequent year. The final agreed upon items resulting from negotiations between GMT and SSTA are as follows:

1. GMT and SSTA agree to a \$60 per hour revenue hour rate, to be implemented until 6/30/2021, at which time, GMT and SSTA will have agreed upon on the transit rate for the upcoming FY22 fiscal year. During the contract term, both parties will follow the same process during each subsequent fiscal year to determine the transit rate for the upcoming fiscal year.
2. GMT and SSTA have agreed that the volunteer admin fee will remain at its current rate, until SSTA has reached the volunteer usage rates defined in Section 2.11 the RFP. Once these usage rates have been satisfied, GMT agrees to raise the Volunteer Admin rate to the requested \$10. Two consecutive months of under-performance will result in a reduction of the rate.
3. GMT and SSTA have agreed to a performance incentive and penalty structure, defined in Attachment A of this letter, to be entered into at the onset of this contract, unless otherwise agreed upon. GMT and SSTA will review each instance of under/over performance and meet to discuss penalties and incentives based on circumstances.
4. SSTA shall submit productivity and financial reports on a monthly basis, by the third week of the preceding month.

Conclusion/Recommendation: In consideration of SSTA's Proposal and the topics covered during negotiations with SSTA, GMT staff is confident that the above contract terms, as well as those outlined in the RFP, provide the best value to the Agency and to the community in the provision of paratransit services. Given that the most efficient service model for this type of service has been a topic of discussion in recent years, staff believes it would be in the best interest to issue an award to SSTA for a contract term of three years, retroactive to July 1, 2020, with two (2) one-year renewal options. SSTA confirmed that they would be amenable to this contract structure during negotiations. While the actual expenses under the contract would be governed by a negotiated transit rate each year, a maximum value of \$10,000,000 shall be applied to the contract.

Recommended Motion: *The GMT Board of Commissioners approve staff to issue a contract award to SSTA for a contract term of three years, retroactive to July 1, 2020, with two (2) one-year renewal options, and a maximum contract value of \$10,000,000.*