



Green Mountain Transit Board of Commissioners
June 18, 2019 - 7:30 a.m.
15 Industrial Parkway, Burlington VT 05401

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

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:35 a.m. 4. Consent Agenda*
- May 21, 2019 Board Meeting Minutes
 - Check Register
 - ADA and Broker Services Report
 - Maintenance Report
 - Operations Report
 - Planning Report
 - Marketing and Public Affairs Report
 - IT Support, Administrative Support, Training and HR Report
 - Ridership Report
- 7:38 a.m. 5. May 23 Incident
- 7:52 a.m. 6. GM Update
- 8:00 am 7. Financial Update – Nick Foss/Kimberly Wall/Debbie Coppola
- 8:15 a.m. 8. Humanizing the Transit Experience – Commissioner Kirkland
- 8:30 a.m. 9. NextGen Update

8:45 a.m. 10. GMT Board Elections

9:00 a.m. 11. Committee reports

- *Strategy Committee: TBD*
- *Operations Committee: TBD*
- *Leadership Committee: Next scheduled meeting is July 8th @ 10:30 am.*
- *Finance Committee: Next scheduled meeting is July 9th @ 8:30 am.*
- *Commissioner Comments and Announcements*

9:15 a.m. 12. Adjourn

Conference call in number: 540-2449 (guest id#11592)

Next GMT meeting date: July 16th, 2019 @ 7:30 am at GMT.

NOTES:

- * Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Cari Whittemore at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.



GMT Board Minutes

Date: May 21, 2019

Time: 7:30AM

Place: **15 Industrial Parkway
Burlington, VT 05401**

Present:

Tom Chittenden, Chair, South Burlington
Bonnie Waninger, Vice Chair, Washington County
Denis Barton, Secretary, Shelburne
Paul Bohne, Treasurer, Essex
Chapin Kaynor, Commissioner, Williston
Amanda Holland, Alt. Commissioner, Grand Isle County
John Sharrow, Commissioner, Milton
Phil Pouech, Commissioner, Hinesburg (via phone)
Tasha Wallis, Commissioner, Lamoille County (via phone)
Chapin Spencer, Commissioner, Burlington
Catherine Dimitruk, Commissioner, Franklin County

Mark A. Sousa, General Manager
Cari Whittemore, Executive Assistant
Jamie Smith, Marketing and Public Affairs Manager
Kimberly Wall, Grants Manager
Patricia Redalieu, Director of Human Resources
Deb Coppola, Senior Accountant

Members of the Public:

Ross McDonald, VTrans

Open Meeting –Chair Chittenden opened the meeting at 7:34 AM. A quorum of the Board was present.

Adjustment to the Agenda- None

Public Comment – None

Approval of the April 2019 Board Meeting Minutes - Commissioner Barton made a motion to approve April meeting minutes with changes to the Executive Session language and adding Commissioner Holland as present. Commissioner Bohne seconded the motion. All were in favor and the minutes were approved.

GM Update- Mr. Sousa stated that the Swiftly app implementation has been pushed to possibly mid-July. Token Transit app will launch June 17. Mr. Sousa stated that he and Mr. Kimball have met with a local solar panel company to gather information for adding panels to the maintenance portion of 15 Industrial Parkway. GMT is working with VEIC regarding the electric busses that will be delivered in August.

Financial Update – Kimberly Wall and Debbie Coppola- Ms. Wall and Ms. Coppola presented the financial documents. Ms. Coppola explained that the transit rate has gone from \$74 to \$70 per hour. Ms. Wall stated that currently the trend shows GMT would end the fiscal year in the area of \$70-\$72 per hour. There was much discussion and questions regarding the transit rate. Medicaid is not taken into effect, but GMT is not expecting a deficit. There were additional conversations regarding the memo. Jamie Smith gave an overview of the advertisement budget. GMT's new Finance Director starts May 28, 2019.

Token Transit Memo*- Jamie Smith presented the Token Transit memo. At the April board meeting Commissioner Spencer mentioned he would like the memo as a voting item. Ms. Smith discussed GMT procurement policy. Token Transit app should launch with the June 17 fare increase. The contract with Token Transit is a one year pilot. Commissioner Bohne proposed a motion that GMT approve Token Transit's 1 year pilot software and subscription. Commissioner Sharrow seconded the Token Transit memo passed unanimously.

VTrans Update – Ross MacDonald- Mr. MacDonald gave an overview regarding where VTrans is with both the Token Transit and Swiftly apps. VTrans have been testing the Swiftly app with favorable results. Go VT will spend \$30,000.00 marketing these apps, in addition to what GMT will be spending.

Mr. MacDonald gave a grant overview and status.

Berlin facility- The UST storage tank is being removed. VTrans is working with GMT to install a 2 inch sewer line.

Hiring Practices at GMT – Trish Redalieu- Ms. Redalieu presented the GMT hiring process power point that was previously presented to the Operations committee. It was suggested that due to time constraints, suggestions would be brought to the separate committees.

Board of Commissioners Terms- Chair Chittenden gave notice that he will be stepping down as the Chair but will continue to be a member of the board. Also, Commissioner Barton will be leaving.

Committee reports-

- Strategy Committee: Next scheduled meeting is June 10th at 8:30 am. Discussed looking forward to July and where the committee is with strategic goals and how to proceed for the remainder of the year.
- Operations Committee: Next scheduled meeting is June 10th @ 9:30 am. The PIP is in good shape went over the strategic goals and ADA metrics. Trying to find ways to measure the ADA program.
- Leadership Committee: Next scheduled meeting is June 10th @ 10:30 am. Basically the same as Strategy. Discussed looking forward to July and where the committee is with strategic goals and how to proceed for the remainder of the year.
- Finance Committee: Next scheduled meeting is June 11th @ 8:30 am. Thanked staff for doing a great job digging in.

Commissioner Comments and Announcements- Chapin Kaynor sat in on a round table with CCRPC. There were a lot of helpful comments addressing issues regarding rural transit.

Other Business - There was no other business.

Executive Session- Commissioner Waninger moved to find that premature general public knowledge of the General Manager's contract would clearly place GMT at a substantial disadvantage; Commissioner Bohne seconded. Motion carried.

Commissioner Waninger moved to enter Executive Session at 9:14 am; Commissioner Spencer seconded. Motion carried.

Commissioner Dimitruk moved to leave Executive Session at 9:45 am; Commissioner Spencer seconded. Motion carried.



Adjourn – Commissioner Dimitruk moved to adjourn; Commission Waninger seconded.
Motion carried at 9:52 am.

Next GMT meeting date: June 18, 2019 @ 7:30 am at GMT 15 Industrial Parkway,
Burlington, VT

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document N	Document Amount	
4/29/2019	V1446	M T Wallets, LLC	EFT0000000	2,800.00	Lease
5/3/2019	V279	ABC Bus Companies	88276	2,056.86	5 Part Invoices
5/3/2019	V727	Addison County Tra	88277	1,069.93	Community Fares
5/3/2019	V399	Axle Tech Internatio	88278	1,259.06	Part Invoice
5/3/2019	V1062	Bailey Spring & Cha	88279	344.43	
5/3/2019	V284	Brenntag Lubricants	88280	3,818.93	2 Part Invoices
5/3/2019	V226	Burlington Public W	88281	313.69	
5/3/2019	V1369	Capitol City Auto M	88282	188.42	
5/3/2019	V293	Charlebois, R.R Inc.	88283	350.00	
5/3/2019	V220	Class C Solutions Gr	88284	1,237.82	4 Part Invoices
5/3/2019	V374	Clear Choice Auto G	88285	290.00	
5/3/2019	V600	Cody Chevrolet	88286	1,080.27	8 Part Invoices
5/3/2019	V669	Community Transpo	88287	500.00	
5/3/2019	V928	Conway Office Solut	88288	97.58	
5/3/2019	V239	Cummins Northeast	88289	365.33	
5/3/2019	V241	D & W Diesel, Inc.	88290	1,940.59	Part Invoice
5/3/2019	V246	Duffy Waste & Recy	88291	57.52	
5/3/2019	V250	Fisher Auto Parts	88292	1,853.30	22 Part Invoices
5/3/2019	V252	FleetPride, Inc	88293	438.08	
5/3/2019	V253	FleetWave Partners,	88294	1,368.00	Radio Invoice
5/3/2019	V1347	Foley Distributing C	88295	413.56	
5/3/2019	V394	Formula Ford Inc.	88296	68.26	
5/3/2019	V256	Genfare	88297	473.12	
5/3/2019	V257	Gillig Corp.	88298	3,543.71	5 Part Invoices
5/3/2019	V259	Grainger	88299	219.36	
5/3/2019	V260	Green Mountain Ke	88300	2,124.85	3 Part Invoices
5/3/2019	V261	Green Mountain Po	88301	27.69	
5/3/2019	V328	Kirk's Automotive In	88302	114.20	
5/3/2019	V1509	Lawson Products, In	88303	354.60	
5/3/2019	V274	McMaster-Carr	88304	443.96	
5/3/2019	V278	Mohawk Mfg. & Sup	88305	889.19	
5/3/2019	V1709	Monaghan Safar Du	88306	1,680.00	Legal
5/3/2019	V283	Neopart LLC	88307	6.28	

5/3/2019	V223	O'Reilly Auto Enterp	88308	498.48	
5/3/2019	V291	Prevost Parts	88309	374.44	
5/3/2019	V1682	Primmer Piper Eggle	88310	2,000.00	Consulting
5/3/2019	V296	Rouse Tire Sales	88311	2,644.69	3 Tire Invoices
5/3/2019	V297	Safety-Kleen System	88312	624.44	
5/3/2019	V299	SB Collins, Inc.	88313	1,445.35	Fuel
5/3/2019	V686	Shearer Chevrolet	88314	42.39	
5/3/2019	V158	Thomas Stacy	88315	450.00	
5/3/2019	V273	Transit Holding, Inc.	88316	717.11	
5/3/2019	V1030	UniFirst Corporation	88317	736.52	
5/3/2019	V876	Vehicle Maintenance	88318	54.01	
5/3/2019	V682	Vermont State	88319	250.00	
5/3/2019	V336	W.B Mason Co., Inc.	88320	1,561.43	Office supplies
5/3/2019	V10	Office of Child Supp	EFT0000000	401.5	
5/6/2019	V1467	Charles Schwab	V1467 2019	17,112.65	Retirement
5/6/2019	V265	ICMA	V265 2019 0	1,239.68	Retirement
5/6/2019	V266	IRS - EFTPS	V266 2019 0	102,769.58	Federal payroll Taxes
5/6/2019	V364	Vermont Dept of Ta	V364 2019 0	14,206.43	State Payroll Taxes
5/10/2019	V1723	Abare, Ronald	88323	285.36	Volunteer
5/10/2019	V1423	Alling, Andrew	88324	56.84	
5/10/2019	V1025	Alter, Charles	88325	73.08	
5/10/2019	V1480	Andrews-Ford, Sher	88326	262.74	Volunteer
5/10/2019	V1708	Bigelow, Ashley	88327	57.6	
5/10/2019	V1738	Birrell, Emily	88328	101.85	Volunteer
5/10/2019	V1135	Blanchard, Thomas	88329	42.92	
5/10/2019	V1482	Cady, Duane	88330	98.6	
5/10/2019	V471	Constantine, Julia	88331	442.54	Volunteer
5/10/2019	V1673	Day, Tara	88332	64.8	
5/10/2019	V1277	Dixon-Boles, Jade	88333	68.44	
5/10/2019	V1737	Ensminger, Savanna	88334	65.16	
5/10/2019	V1573	Fairbanks, Dori	88335	140.94	Volunteer
5/10/2019	V1687	Houghton, Gregory	88336	770.24	Volunteer
5/10/2019	V1581	Hubbard, Lisa	88337	38.28	
5/10/2019	V203	Ladd, Joyce	88338	168.2	Volunteer
5/10/2019	V205	LeBlanc, Alice	88339	102.08	Volunteer
5/10/2019	V1718	Luke, Norma	88340	82.94	
5/10/2019	V605	Murphy, Sidney	88341	85.84	
5/10/2019	V181	Owen, Helen	88342	1,479.00	Volunteer
5/10/2019	V1719	Pelletier, Charles	88343	68.44	
5/10/2019	V1611	Russin, Tina	88344	137.16	Volunteer
5/10/2019	V165	Sanborn, Raeline	88345	97.2	
5/10/2019	V1720	Schmitt, Karlyn	88346	93.96	
5/10/2019	V1655	Sciria, Andrew	88347	245.34	Volunteer
5/10/2019	V1733	Slack, Robert	88348	67.28	

5/10/2019	V1614	Vermont Ride Netw	88349	483	
5/10/2019	V1699	Wade, Judith	88350	88.16	
5/10/2019	V962	Williams, Kenneth	88351	64.8	
5/10/2019	V944	Woodward, Patricia	88352	834.04	Volunteer
5/10/2019	V279	ABC Bus Companies	88353	998.99	
5/10/2019	V1305	Allegiant Care	88354	207,221.00	Insurance
5/10/2019	V214	AT&T Mobility	88355	74.13	
5/10/2019	V1334	Background Investig	88356	115	
5/10/2019	V1481	Blue Flame Gas	88357	328.01	
5/10/2019	V284	Brenntag Lubricants	88358	886.87	
5/10/2019	V425	BSC Industries, Inc.	88359	168.97	
5/10/2019	V224	Burlington Commur	88360	198.25	
5/10/2019	V227	Burlington Telecom	88361	2,097.78	IT Invoice
5/10/2019	V964	Campbell, Arthur	88362	292.31	Shoe and DCAP Reimbursement
5/10/2019	V220	Class C Solutions Gr	88363	657.27	
5/10/2019	V374	Clear Choice Auto G	88364	520	
5/10/2019	V239	Cummins Northeast	88365	660.58	
5/10/2019	V815	Curved Glass Distrib	88366	1,884.00	Part Invoice
5/10/2019	V1260	Dahal, Santi	88367	69.98	
5/10/2019	V242	Danform Shoes	88368	333	
5/10/2019	V402	Fastenal Company	88369	46.68	
5/10/2019	V250	Fisher Auto Parts	88370	219.85	
5/10/2019	V253	FleetWave Partners,	88371	3,042.00	2 Radio Invoices
5/10/2019	V799	Gauthier Trucking C	88372	384.14	
5/10/2019	V256	Genfare	88373	317.52	
5/10/2019	V257	Gillig Corp.	88374	1,946.55	5 Part Invoices
5/10/2019	V1129	Global Montello Gro	88375	18,346.18	Fuel
5/10/2019	V259	Grainger	88376	146.48	
5/10/2019	V260	Green Mountain Ke	88377	227.07	
5/10/2019	V1657	Kennedy, Rachel	88378	444.59	Training Reimbursement
5/10/2019	V328	Kirk's Automotive In	88379	1,825.00	3 Part Invoices
5/10/2019	V473	Limoge & Sons Gar	88380	129.95	
5/10/2019	V1191	Lucky's Trailer Sales	88381	32.83	
5/10/2019	V1068	Midwest Bus Corpor	88382	259	
5/10/2019	V278	Mohawk Mfg. & Sup	88383	15.14	
5/10/2019	V283	Neopart LLC	88384	269.57	
5/10/2019	V223	O'Reilly Auto Enterp	88385	1,285.29	3 Part Invoices
5/10/2019	V1484	Parsons Environmer	88386	48.62	
5/10/2019	V825	Pendleton, Steve	88387	100	Shoe Reimbursement
5/10/2019	V1736	Queen of Green Cle	88388	120	
5/10/2019	V294	RHR Smith & Comp	88389	3,100.00	Auditor Invoice
5/10/2019	V296	Rouse Tire Sales	88390	1,145.45	Tire Invoice
5/10/2019	V298	Sanel Auto Parts Co	88391	13.71	
5/10/2019	V299	SB Collins, Inc.	88392	18,873.32	Fuel
5/10/2019	V300	Seven Days	88393	1,385.50	Recruitment Invoices
5/10/2019	V686	Shearer Chevrolet	88394	63.36	
5/10/2019	V301	Sovernet	88395	1,088.25	IT Invoice
5/10/2019	V302	Sports & Fitness Ed	88396	1,024.50	Employee Paid Gym Membership
5/10/2019	V186	Tech Group, The	88397	225	

5/10/2019	V273	Transit Holding, Inc.	88398	1,161.93	7 Part Invoices
5/10/2019	V1030	UniFirst Corporation	88399	215.42	
5/10/2019	V351	Vantage Press	88400	281	
5/10/2019	V1564	Vermont CDL Exams	88401	110	
5/10/2019	V410	Vermont Gas System	88402	314.5	
5/10/2019	V1459	Vermont Information	88403	300	
5/10/2019	V385	Vermont Offender V	88404	2,500.00	Work Crew
5/10/2019	V1739	VOSHA	88405	6,936.00	Fine
5/10/2019	V892	VOX AM/FM, LLC	88406	650	
5/10/2019	V336	W.B Mason Co., Inc.	88407	199	
5/10/2019	V796	Yipes Auto Accessor	88408	2,098.80	Marketing
5/10/2019	V1354	Lavallee, Katie	EFT0000000	344.8	FSA Reimbursement
5/10/2019	V35	McDonald, Pam	EFT0000000	45	
5/10/2019	V38	Moore, Jon	EFT0000000	267.31	FSA and DCAP Reimbursement
5/10/2019	V141	Riley, Shawn	EFT0000000	20	
5/10/2019	V17	Smith, Jamie L	EFT0000000	192.3	DCAP Reimbursement
5/10/2019	V39	Sweeney, Cecil	EFT0000000	195	FSA Reimbursement
5/10/2019	V1626	Whiting, Jeremy	EFT0000000	192.31	DCAP Reimbursement
5/10/2019	V153	Alburgh Taxi	EFT0000000	1,516.90	Volunteer
5/10/2019	V55	Boudreau, James	EFT0000000	853.76	Volunteer
5/10/2019	V1150	Bruley SR, Mark	EFT0000000	1,547.44	Volunteer
5/10/2019	V548	Burnor, David	EFT0000000	157.18	Volunteer
5/10/2019	V1291	Callan, Linda	EFT0000000	715.14	Volunteer
5/10/2019	V1675	Carkeet, David	EFT0000000	55.1	
5/10/2019	V1707	Chase, Betty	EFT0000000	346.26	Volunteer
5/10/2019	V1676	Croteau, William	EFT0000000	857.24	Volunteer
5/10/2019	V60	Farr, Delores	EFT0000000	83.52	
5/10/2019	V1117	Hall, John	EFT0000000	386.28	Volunteer
5/10/2019	V170	Hertz, Kenneth	EFT0000000	162.4	Volunteer
5/10/2019	V67	Jewett, Sheryl	EFT0000000	157.18	Volunteer
5/10/2019	V174	Langlois, Paulette	EFT0000000	881.6	Volunteer
5/10/2019	V1420	Lawyer, Ronald	EFT0000000	652.5	Volunteer
5/10/2019	V70	LeClair, Raymond	EFT0000000	377.58	Volunteer
5/10/2019	V71	Lightholder, Stephen	EFT0000000	106.14	Volunteer
5/10/2019	V74	Markham, Laurel	EFT0000000	301.02	Volunteer
5/10/2019	V75	Martin, Ronald	EFT0000000	821.28	Volunteer
5/10/2019	V1018	Metivier, Shelli	EFT0000000	765.6	Volunteer
5/10/2019	V706	Mobbs, Cynthia	EFT0000000	34.8	
5/10/2019	V1570	Murphy Sandra	EFT0000000	995.86	Volunteer
5/10/2019	V82	Parah, Donna	EFT0000000	1,252.80	Volunteer
5/10/2019	V83	Parah, Maurice	EFT0000000	1,148.40	Volunteer
5/10/2019	V86	Pike, Gail	EFT0000000	1,655.32	Volunteer
5/10/2019	V771	Sammons, Chandra	EFT0000000	485.46	Volunteer
5/10/2019	V89	Sayers, Gail	EFT0000000	770.24	Volunteer
5/10/2019	V1236	Sayers, James	EFT0000000	386.86	Volunteer
5/10/2019	V1523	Smith, Erika	EFT0000000	141.68	Volunteer
5/10/2019	V741	Steiner, Timothy	EFT0000000	44.08	
5/10/2019	V93	Timm, Marta	EFT0000000	708.18	Volunteer
5/10/2019	V522	Turcotte, S Jeanette	EFT0000000	102.08	Volunteer

5/10/2019	V1725	Utton, Debra	EFT0000000	490.68	Volunteer
5/10/2019	V1654	Vargas, Pearl	EFT0000000	12.76	
5/13/2019	V581	Costco	88409	58.76	
5/14/2019	V1657	Kennedy, Rachel	88411	453.09	
5/14/2019	V303	SSTA	EFT0000000	35,739.93	E and D
5/17/2019	V279	ABC Bus Companies	88412	423.69	
5/17/2019	V316	Able Paint, Glass &	88413	23.16	
5/17/2019	V217	Airgas USA, LLC	88414	93.06	
5/17/2019	V1062	Bailey Spring & Cha	88415	100	
5/17/2019	V284	Brenntag Lubricants	88416	1,728.30	Part Invoice
5/17/2019	V226	Burlington Public W	88417	2,685.53	2 Water and sewer Bills
5/17/2019	V1369	Capitol City Auto M	88418	136.45	
5/17/2019	V851	Champlain Medical	88419	600	
5/17/2019	V220	Class C Solutions Gr	88420	1,840.88	3 Part Invoices
5/17/2019	V1357	CleanPro, Inc	88421	1,019.08	Monthly Cleaning
5/17/2019	V1240	ClearChoiceMD	88422	95	
5/17/2019	V236	Colonial Supplemen	88423	34.95	
5/17/2019	V928	Conway Office Solut	88424	60	
5/17/2019	V238	Crystal Rock Bottled	88425	140	
5/17/2019	V242	Danform Shoes	88426	639	
5/17/2019	V417	Dion Security, Inc.	88427	19.95	
5/17/2019	V250	Fisher Auto Parts	88428	1,100.22	13 Part Invoices
5/17/2019	V394	Formula Ford Inc.	88429	584.6	
5/17/2019	V257	Gillig Corp.	88430	1,955.48	3 Part Invoices
5/17/2019	V1129	Global Montello Gro	88431	16,981.50	Fuel
5/17/2019	V259	Grainger	88432	30.02	
5/17/2019	V260	Green Mountain Ke	88433	2,431.70	7 Part Invoices
5/17/2019	V261	Green Mountain Po	88434	1,563.48	3 Electric Bills
5/17/2019	V263	Heritage Ford	88435	151.79	
5/17/2019	V264	IBF Solutions, Inc.	88436	746.69	
5/17/2019	V1204	Interstate Batteries	88437	432.5	
5/17/2019	V328	Kirk's Automotive In	88438	3,740.94	3 Part Invoices
5/17/2019	V1509	Lawson Products, In	88439	167.9	
5/17/2019	V268	Loomis	88440	209.17	
5/17/2019	V270	Lowe's	88441	161.43	
5/17/2019	V276	Metalworks	88442	71	
5/17/2019	V1068	Midwest Bus Corpor	88443	2,460.00	2 Part Invoices
5/17/2019	V278	Mohawk Mfg. & Sup	88444	131.76	
5/17/2019	V223	O'Reilly Auto Enterp	88445	67.32	
5/17/2019	V290	Peterson Consulting	88446	2,118.75	Roof Consulting
5/17/2019	V1736	Queen of Green Cle	88447	120	
5/17/2019	V297	Safety-Kleen System	88448	552.61	
5/17/2019	V300	Seven Days	88449	518.5	
5/17/2019	V686	Shearer Chevrolet	88450	175.03	
5/17/2019	V312	Stowe, Town of	88451	2,500.00	Annual Snow plow Bill
5/17/2019	V1678	Tera Office Solution	88452	438.41	
5/17/2019	V1644	Thayer Brook Tools,	88453	90.95	
5/17/2019	V273	Transit Holding, Inc.	88454	245.25	
5/17/2019	V1030	UniFirst Corporation	88455	388.11	

5/17/2019	V315	United Parcel Service	88456	14.31	
5/17/2019	V334	Vanasse Hangen Brustlin	88457	401.1	
5/17/2019	V351	Vantage Press	88458	764.12	
5/17/2019	V336	W.B Mason Co., Inc.	88459	533.41	
5/17/2019	V352	Wiemann-Lampherd	88460	841.15	
5/17/2019	V796	Yipes Auto Accessories	88461	64.5	
5/17/2019	V10	Vt Office of Child Support	EFT0000000	401.5	
5/18/2019	V1740	VLCT	88462	75	
5/20/2019	V1467	Charles Schwab	V1467 2019	16,494.16	Retirement
5/20/2019	V265	ICMA	V265 2019 0	1,270.00	Retirement
5/20/2019	V266	IRS - EFTPS	V266 2019 0	86,934.67	Federal Payroll Taxes
5/20/2019	V364	Vermont Dept of Tax	V364 2019 0	11,584.65	VT Payroll Taxes
5/22/2019	V1742	Marshall, Stanton	88494	38	
5/24/2019	V1723	Abare, Ronald	88463	660.04	Volunteer
5/24/2019	V1423	Alling, Andrew	88464	83.52	
5/24/2019	V1025	Alter, Charles	88465	342.78	Volunteer
5/24/2019	V1480	Andrews-Ford, Sheri	88466	241.86	Volunteer
5/24/2019	V1099	Barnett, Wendy	88467	1,001.08	Volunteer
5/24/2019	V1135	Blanchard, Thomas	88468	49.88	
5/24/2019	V1482	Cady, Duane	88469	53.94	
5/24/2019	V471	Constantine, Julia	88470	342.2	Volunteer
5/24/2019	V1573	Fairbanks, Dori	88471	324.8	Volunteer
5/24/2019	V1516	Gagnon, Chaz	88472	215.28	Volunteer
5/24/2019	V1694	Hebda, Jerome	88473	62.06	
5/24/2019	V1687	Houghton, Gregory	88474	697.16	Volunteer
5/24/2019	V1669	Kriss, Bonnie	88475	66.12	
5/24/2019	V203	Ladd, Joyce	88476	147.32	Volunteer
5/24/2019	V1704	Larrow, Michael	88477	78.12	
5/24/2019	V205	LeBlanc, Alice	88478	29.58	
5/24/2019	V605	Murphy, Sidney	88479	40.6	
5/24/2019	V181	Owen, Helen	88480	1,681.42	Volunteer
5/24/2019	V1138	Pease, Charles	88481	205.92	Volunteer
5/24/2019	V1719	Pelletier, Charles	88482	272.02	Volunteer
5/24/2019	V1741	Pomeroy, Daniel	88483	34.8	
5/24/2019	V1394	Rolland-Forkey, Erin	88484	221.56	Volunteer
5/24/2019	V1720	Schmitt, Karlyn	88485	186.18	Volunteer
5/24/2019	V1655	Sciria, Andrew	88486	136.3	Volunteer
5/24/2019	V1733	Slack, Robert	88487	76.56	
5/24/2019	V1592	Stiles, Janet	88488	15.08	
5/24/2019	V1614	Vermont Ride Network	88489	324.75	Volunteer
5/24/2019	V1595	Waller, Marlys	88490	33.64	
5/24/2019	V1549	Ware, Michael	88491	232	Volunteer
5/24/2019	V1566	Wisell, David	88492	69.02	
5/24/2019	V944	Woodward, Patricia	88493	556.22	Volunteer
5/24/2019	V217	Airgas USA, LLC	88495	160.47	
5/24/2019	V415	Amazon	88496	456.05	
5/24/2019	V219	Aubuchon C/O Blue	88497	112.43	
5/24/2019	V284	Brenntag Lubricants	88498	2,512.93	Part Invoice
5/24/2019	V224	Burlington Commur	88499	220	

5/24/2019	V225	Burlington Electric D	88500	2,295.51	6 Electric Bills
5/24/2019	V228	C.I.D.E.R., Inc.	88501	25,144.88	E and D and Medicaid
5/24/2019	V964	Campbell, Arthur	88502	192.31	DCAP Reimbursement
5/24/2019	V851	Champlain Medical	88503	225	
5/24/2019	V220	Class C Solutions Gr	88504	1,693.64	2 Part Invoices
5/24/2019	V1357	CleanPro, Inc	88505	599.46	
5/24/2019	V236	Colonial Supplemen	88506	56.8	
5/24/2019	V239	Cummins Northeast	88507	4,312.52	5 Part Invoices
5/24/2019	V1246	Da Capo Publishing	88508	2,299.00	Marketing
5/24/2019	V417	Dion Security, Inc.	88509	102	
5/24/2019	V402	Fastenal Company	88510	39.91	
5/24/2019	V250	Fisher Auto Parts	88511	744.73	
5/24/2019	V252	FleetPride, Inc	88512	111.99	
5/24/2019	V1347	Foley Distributing C	88513	496.74	
5/24/2019	V394	Formula Ford Inc.	88514	447.03	
5/24/2019	V256	Genfare	88515	515.97	
5/24/2019	V257	Gillig Corp.	88516	2,650.20	4 Part Invoices
5/24/2019	V259	Grainger	88517	32.98	
5/24/2019	V260	Green Mountain Ke	88518	1,642.80	3 Part Invoices
5/24/2019	V263	Heritage Ford	88519	19	
5/24/2019	V358	Kilburn, Shawn	88520	164.82	Travel Reimbursement
5/24/2019	V197	KnowledgeWave Tra	88521	282	
5/24/2019	V129	Lawrence, Richard	88522	315.24	FSA Reimbursement
5/24/2019	V1191	Lucky's Trailer Sales	88523	527.35	
5/24/2019	V1068	Midwest Bus Corpor	88524	23.1	
5/24/2019	V792	Myers Container Ser	88525	134.45	
5/24/2019	V223	O'Reilly Auto Enterp	88526	10.39	
5/24/2019	V863	P & P Septic Service	88527	2,200.00	Washbay drain was pumped
5/24/2019	V545	Pitney Bowes - Leas	88528	126.27	
5/24/2019	V350	Point, The	88529	1,000.00	Marketing
5/24/2019	V1653	Pradhan, Tilachand	88530	100	Shoe Reimbursement
5/24/2019	V128	Redalieu, Patsy	88531	250	Vision Reimbursement
5/24/2019	V296	Rouse Tire Sales	88532	1,642.99	2 Tire Invoices
5/24/2019	V299	SB Collins, Inc.	88533	34,501.62	Fuel
5/24/2019	V414	Seon Systems Sales	88534	4,250.00	Training
5/24/2019	V686	Shearer Chevrolet	88535	191.6	
5/24/2019	V308	Steadman Hill Cons	88536	1,275.00	Consulting
5/24/2019	V451	Stowe, Town of Elec	88537	164.31	
5/24/2019	V311	Teamsters Local 597	88538	7,962.00	Union Dues
5/24/2019	V273	Transit Holding, Inc.	88539	2,376.06	4 Part Invoices
5/24/2019	V1030	UniFirst Corporation	88540	367.86	
5/24/2019	V315	United Parcel Servic	88541	61.71	
5/24/2019	V535	VAS Tools, LLC	88542	1,389.95	2 Tool Invoices
5/24/2019	V410	Vermont Gas Syster	88543	4,066.75	6 Gas Bills
5/24/2019	V796	Yipes Auto Accessor	88544	3,645.00	Marketing Invoice
5/24/2019	V153	Alburgh Taxi	EFT0000000	1,711.95	Volunteer
5/24/2019	V1628	Andrews, Nancy	EFT0000000	51.62	
5/24/2019	V55	Boudreau, James	EFT0000000	965.7	Volunteer
5/24/2019	V1150	Bruley SR, Mark	EFT0000000	1,690.12	Volunteer

5/24/2019	V548	Burnor, David	EFT0000000	101.5	Volunteer
5/24/2019	V1291	Callan, Linda	EFT0000000	295.8	Volunteer
5/24/2019	V1675	Carkeet, David	EFT0000000	93.38	
5/24/2019	V1707	Chase, Betty	EFT0000000	758.06	Volunteer
5/24/2019	V1676	Croteau, William	EFT0000000	771.98	Volunteer
5/24/2019	V60	Farr, Delores	EFT0000000	963.38	Volunteer
5/24/2019	V1117	Hall, John	EFT0000000	91.64	
5/24/2019	V170	Hertz, Kenneth	EFT0000000	451.82	Volunteer
5/24/2019	V67	Jewett, Sheryl	EFT0000000	89.9	
5/24/2019	V174	Langlois, Paulette	EFT0000000	1,116.50	Volunteer
5/24/2019	V1420	Lawyer, Ronald	EFT0000000	708.76	Volunteer
5/24/2019	V70	LeClair, Raymond	EFT0000000	628.72	Volunteer
5/24/2019	V71	Lightholder, Stephen	EFT0000000	160.08	Volunteer
5/24/2019	V74	Markham, Laurel	EFT0000000	520.26	Volunteer
5/24/2019	V75	Martin, Ronald	EFT0000000	847.96	Volunteer
5/24/2019	V1018	Metivier, Shelli	EFT0000000	765.6	Volunteer
5/24/2019	V1570	Murphy Sandra	EFT0000000	546.36	Volunteer
5/24/2019	V82	Parah, Donna	EFT0000000	605.52	Volunteer
5/24/2019	V83	Parah, Maurice	EFT0000000	894.94	Volunteer
5/24/2019	V86	Pike, Gail	EFT0000000	1,777.52	Volunteer
5/24/2019	V771	Sammons, Chandra	EFT0000000	543.46	Volunteer
5/24/2019	V89	Sayers, Gail	EFT0000000	783.58	Volunteer
5/24/2019	V741	Steiner, Timothy	EFT0000000	63.8	
5/24/2019	V93	Timm, Marta	EFT0000000	767.34	Volunteer
5/24/2019	V522	Turcotte, S Jeanette	EFT0000000	203	Volunteer
5/24/2019	V1725	Utton, Debra	EFT0000000	469.8	Volunteer
5/24/2019	V1182	Charissakis, John	EFT0000000	75	
5/24/2019	V19	Delphia, Pam	EFT0000000	225	FSA Reimbursement
5/24/2019	V1163	Gordon, Deborah	EFT0000000	100	Shoe Reimbursement
5/24/2019	V35	McDonald, Pam	EFT0000000	15	
5/24/2019	V38	Moore, Jon	EFT0000000	224.58	DCAP AND FSA Reimbursement
5/24/2019	V141	Riley, Shawn	EFT0000000	1,100.00	Tool Allowance
5/24/2019	V17	Smith, Jamie L	EFT0000000	192.3	DCAP Reimbursement
5/24/2019	V1626	Whiting, Jeremy	EFT0000000	192.31	DCAP Reimbursement
5/24/2019	V303	SSTA	EFT0000000	100,584.60	ADA
5/31/2019	V279	ABC Bus Companies	88545	414.85	
5/31/2019	V217	Airgas USA, LLC	88546	129.04	
5/31/2019	V425	BSC Industries, Inc.	88547	93.07	
5/31/2019	V225	Burlington Electric D	88548	4,302.77	Electric Bill
5/31/2019	V226	Burlington Public W	88549	171.62	
5/31/2019	V1369	Capitol City Auto M	88550	188.9	
5/31/2019	V1240	ClearChoiceMD	88551	285	
5/31/2019	V239	Cummins Northeast	88552	124.53	
5/31/2019	V321	Empire Janitorial Su	88553	128.77	
5/31/2019	V250	Fisher Auto Parts	88554	732.76	
5/31/2019	V1347	Foley Distributing C	88555	350.69	
5/31/2019	V394	Formula Ford Inc.	88556	52.6	
5/31/2019	V362	Gannett Vermont Pu	88557	474	
5/31/2019	V257	Gillig Corp.	88558	4,506.37	7 Part Invoices

5/31/2019	V1129	Global Montello Gro	88559	16,950.00	Fuel
5/31/2019	V260	Green Mountain Ker	88560	1,669.14	5 Part Invoices
5/31/2019	V328	Kirk's Automotive In	88561	2,339.00	3 Part Invoices
5/31/2019	V1509	Lawson Products, In	88562	144.31	
5/31/2019	V1314	Leonardo's Pizza Inc	88563	133.2	
5/31/2019	V1599	Miller, Holly & Bob	88564	955.09	
5/31/2019	V278	Mohawk Mfg. & Sup	88565	1,197.41	3 Part Invoices
5/31/2019	V223	O'Reilly Auto Enterp	88566	1,411.55	3 Part Invoices
5/31/2019	V660	Panurgy, Vermont Ir	88567	716	
5/31/2019	V289	People's United Bus	88568	1,706.65	4 Credit Cards, Travel Dues Meals
5/31/2019	V1682	Primmer Piper Eggle	88569	2,000.00	Consulting Invoice
5/31/2019	V589	Ronald McDonald H	88570	130	
5/31/2019	V296	Rouse Tire Sales	88571	1,764.54	Tire Invoice
5/31/2019	V299	SB Collins, Inc.	88572	4,247.65	Fuel
5/31/2019	V686	Shearer Chevrolet	88573	39.46	
5/31/2019	V1176	Summit Ventures (S	88574	2,381.00	Marketing Invoice
5/31/2019	V452	Times Argus, The	88575	233.3	
5/31/2019	V273	Transit Holding, Inc.	88576	5,453.20	7 Part Invoices
5/31/2019	V1030	UniFirst Corporation	88577	395.71	
5/31/2019	V315	United Parcel Servic	88578	16.58	
5/31/2019	V336	W.B Mason Co., Inc.	88579	644	
5/31/2019	V251	Wex Fleet Universal	88580	15,658.43	Fuel

Month:	MAY 2019	
Urban Data	Data	Notes
Miles Operated:	166,183	Revenue Vehicles
Major Road Calls:	6	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	3.61	
Minor Road Calls:	7	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	4.21	
"C" PM's Completed:	27	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	8.82 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	82,315	Revenue Vehicles
Major Road Calls:	4	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	4.87	
Minor Road Calls:	3	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	8.53	
"C" PM's Completed:	22	"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	5.96 years	Cut-away buses have a 5 year life expectancy

Date: June 11th, 2019
To: GMT Board of Commissioners
From: Rachel Kennedy, Sr. Transit Planner
Re: May Planning Report

Transit Service & Operations Planning

NextGen

Urban

GMT has been preparing for the Urban NextGen implementation with new Bus Map & Guides, new system diagrams, preparing the AVL system, and mobile ticketing. Staff will be tabling at the DTC leading up to and following implementation.

Rural

Public outreach meetings are being scheduled for the first and second week in July.

Service Guidelines - Ongoing

The planning department is drafting a service guideline document to define a transparent process using objective data that helps GMT prioritize decisions about adding, reducing, and changing transit service to deliver safe, accessible, and efficient service that meets the needs of the community.

Misc. Planning Activities

SWIFTLY – Ongoing

GMT and VTRANs are working together on an aggressive implementation timeline to coincide a soft launch with the June 17th implementation.

Bus Stop Audit

As part of a comprehensive review that will lead to placement guidelines, GMT is completing an audit of our urban bus stops. This study will compare on the ground stop location with GMT's database, allow us to renumber stops internally, and lead to numbering at the stops, which has ADA benefits. Stops will be graded on ADA accessibility, amenities, and passenger safety – allowing GMT to prioritize stop upgrades based on need. The audit will start in June and last into fall.

Bus Stop Placement Guidelines - Ongoing

GMT is developing Bus Stop Placement Guidelines, which include best transit practices for placement based on population and road considerations, ridership thresholds for amenity development, and shelter and bus specs for developers and partner agencies.

Public Engagement:

- Staff attended a TDM conference hosted by UVM's TDM Forum
- Staff attended CCRPC's Rural Transit Roundtable
- Staff attended a meeting of the Central Vermont Paratransit Group
- Staff presented at the Ward 5 NPA meeting
- Staff attended the CVRPC TAC meeting
- Staff attended a round table for the Public Transit Policy Plan



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: June 18, 2019

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

Shawana Clarke as a full-time Bus Operator in Burlington, Milia Bell as GMT's Marketing Coordinator, and Nicholas Foss, Director of Finance, have the joined GMT team. A warm welcome to all!

GMT staff have attending several trainings over the past several months:

- Rachel Kennedy, Senior Transit Planner: American Planning Association 2019 National Planning Conference
- Matthew Young, HR Coordinator: Human Resources 101
- Mike Zhu, Operations Supervisor- Urban: Smith System Defensive Driving Train the Trainer Class
- Hunter Eddy, Training Supervisor: Smith System Defensive Driving Trainer re-certification class
- Trish Redalieu: Recruitment, Hiring, Retention, and Engagement of Military Veterans,
- John Charissakis, Operations Manager – Rural: Leadership Institute: Essentials for Supervisor
- Houston Lee, Dispatching Supervisor: Excel I & II

The Training Department has conducted Transit Safety Institute trainings: Curbing Employees Distracted Driving and Fatigue Awareness and Sleep Apnea for Transit Employees. The training has been completed in Berlin and Burlington.

GMT continues to promote and educate staff on the principles of Appreciative Inquiry: constructionist, simultaneity, anticipatory, poetic, and positive principles. The Constructionist principle, "*Words Create Worlds*", focuses on the concept that we are constantly co-creating our reality. Language is a social construct; human beings created language to describe our reality and the world. The stories we tell, to make sense of life, are our perspective and interpretation, and can be subjective. The power lies in different interpretations, and how we as human beings, describe our reality.

To: GMT Board of Commissioners
From: Jamie L. Smith, Director of Marketing and Planning
Date: June 10, 2019
Re: Marketing and Public Affairs Report

- The Marketing and Public Affairs department is back to fully staffed. Milia Bell joins us as the new Marketing Coordinator and Jenn Woods joins us as the new Public Affairs Coordinator. Both bring a wealth of knowledge and experience to GMT and we are so pleased to have them.
- Summer Fun Wristbands are on sale now and will go into use starting June 17. For those unfamiliar, these silicone wristbands offer kids ages 7-17 the ability to ride transit all summer break for \$25.
- June 17th is going to be a big day for the organization. Given the amount of changes happening on that day, we have decided to stagger some of the launch activities.
 - Press event: We have been working with operations to coordinate the event, however we have been experiencing an operator shortage most days and we were unable to schedule a solo bus trip. We have decided to push that press event back to June 24 to give the new service a week to work out any potential issues.
 - Mobile ticketing and AVL are both soft launching on the 17th. We are working with VTrans to coordinate a hard launch date. Mobile ticketing is set-up and ready to launch on the 17th, however passengers won't be able to see GMT in the app until it launches. A marketing campaign is set to immediately follow.
 - Staff will be stationed at the DTC, the UVM Medical Center, and at other locations where passengers may experience challenges with the new schedule.

FY19 GMT Rural Ridership by Month

Number of Service Days														FY19 YTD	FY18 YTD	FY17 YTD		
Saturday	4	4	5	4	4	5	4	4	5	4	4	5	43	44		44		
Sunday	5	4	5	4	4	5	4	4	5	4	4	5	44	44		43		
Weekday	21	23	19	23	21	20	22	20	21	22	22	20	212	211		213		
School Days	0	3	19	22	17	15	21	16	17	17	22	8	147	149		149		

														Difference (FY19-FY18)				Difference (FY19-FY17)		
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY19 YTD	FY18 YTD	Riders	%	FY17 YTD	Riders	%
80	City Route Mid-day	2,013	2,319	2,106	2,261	2,084	1,845	1,869	1,869	2,089	2,244			20,699	17,861	2,838	15.9%	20,541	158	0.8%
81	Barre Hospital Hill	2,824	3,134	2,727	3,124	3,185	3,051	2,660	2,473	2,884	3,012			29,074	23,241	5,833	25.1%	21,062	8,012	38.0%
82	Montpelier Hospital Hill	2,084	2,181	1,815	2,136	1,945	1,718	1,822	1,718	1,897	2,210			19,526	17,516	2,010	11.5%	17,666	1,860	10.5%
83	Waterbury Commuter	830	888	923	970	934	785	964	778	873	1,010			8,955	9,065	(110)	-1.2%	9,075	(120)	-1.3%
84	US 2 Commuter	595	633	597	827	681	589	657	668	795	785			6,827	6,094	733	12.0%	6,654	173	2.6%
85	Hannaford Shopping Special	193	190	96	127	125	170	103	112	108	118			1,342	2,295	(953)	-41.5%	2,285	(943)	-41.3%
87	Northfield Shuttle	48	89	95	84	62	73	65	52	59	83			710	928	(218)	-23.5%	811	(101)	-12.5%
88	Capital Shuttle	532	405	347	390	467	419	1,764	2,063	1,539	1,398			9,324	5,386	3,938	73.1%	5,259	4,065	0.0%
89	City Commuter	3,170	3,319	2,745	3,173	2,885	2,687	2,681	2,640	2,740	3,145			29,185	29,666	(481)	-1.6%	30,705	(1,520)	-5.0%
90	Plainfield Shuttle	44	69	53	58	26	31	37	64	48	67			497	616	(119)	-19.3%	641	(144)	-22.5%
91	Hospital Hill Demand Response	95	121	86	112	57	86	69	103	91	0			820	901	(81)	-9.0%	671	149	22.2%
92	Montpelier Circulator	1,061	1,145	1,237	1,497	1,335	1,216	1,545	1,558	1,686	1,488			13,768	14,158	(390)	-2.8%	14,762	(994)	-6.7%
93	Northfield Commuter	613	692	696	753	740	565	535	595	559	643			6,391	5,838	553	9.5%	5,696	695	12.2%
100	Route 100 Commuter	586	647	815	819	773	676	1,007	772	856	728			7,679	6,975	704	10.1%	8,672	(993)	-11.5%
108	Mountain Road Shuttle	0	0	0	0	455	14,888	19,917	17,906	14,398	990			68,554	60,630	7,924	13.1%	55,362	13,192	23.8%
102	Morrisville Loop	359	409	310	287	284	288	385	154	368	357			3,201	3,729	(528)	-14.2%	3,892	(691)	-17.8%
103	Morrisville Shopping Shuttle	257	301	334	409	309	393	555	411	473	406			3,848	3,843	5	0.1%	4,339	(491)	-11.3%
109	Tuesday Shopping Shuttle (FGI)	73	64	58	76	55	90	75	57	69	57			674	667	7	1.0%	592	82	13.9%
110	St.Albans DT Shuttle	1,940	2,075	1,802	1,927	1,737	1,859	1,792	1,834	1,811	2,361			19,138	17,455	1,683	9.6%	18,037	1,101	6.1%
115	Alburg-Georgia Commuter	592	715	528	701	512	572	679	654	692	745			6,390	4,743	1,647	34.7%	5,712	678	11.9%
116	Richford-St.Albans Commuter	574	649	495	618	529	445	613	598	565	578			5,664	6,272	(608)	-9.7%	5,624	40	0.7%
120	Valley Floor	0	0	0	0	0	776	2,389	2,014	1,302	0			6,481	7,574	(1,093)	-14.4%	7,080	(599)	-8.5%
121	Valley Evening Service	0	0	0	0	0	406	580	500	351	0			1,837	2,341	(504)	-21.5%	1,852	(15)	-0.8%
122	Mount Ellen	0	0	0	0	0	2,572	9,731	10,541	9,052	0			31,896	21,858	10,038	45.9%	19,468	12,428	63.8%
124	Mountain Condos	0	0	0	0	0	1,650	2,360	2,980	2,074	0			9,064	10,808	(1,744)	-16.1%	13,201	(4,137)	-31.3%
125	Access Road	0	0	0	0	0	0	0	0	0	0			0	10,865	(10,865)	-100.0%	12,508	(12,508)	-100.0%
99	Special Services	1,472	0	0	0	0	0	0	0	0	0			1,472	2750	(1,278)	-46.5%	2,351	(879)	-37.4%
SUBTOTAL		19,955	20,045	17,865	20,349	19,180	37,850	54,854	53,114	47,379	22,425	0	0	313,016	294,075	18,941	6.4%	294,518	18,498	6.3%

Capital District	15,304	16,542	14,982	17,027	15,892	14,592	16,718	16,030	17,065	17,694	0	0	161,846	148,112	13,734	9.3%	152,731	9,115	6.0%
Franklin/Grand Isle	3,179	3,503	2,883	3,322	2,833	2,966	3,159	3,143	3,137	3,741	0	0	31,866	29,137	2,729	9.4%	29,965	1,901	6.3%
Seasonal Service	0	0	0	0	455	20,292	34,977	33,941	27,177	990	0	0	117,832	116,826	1,006	0.9%	111,822	6,010	5.4%

FY19 GMT Urban Ridership by Month

Number of Service Days													FY19 YTD	FY18 YTD
Saturday	4	4	5	4	4	5	4	4	5	4	4	5	47	48
Sunday	5	4	5	4	4	5	4	4	5	4	4	5	48	48
Weekday	21	23	19	23	21	20	22	20	21	22	22	20	234	233
School Days	0	3	19	22	17	15	21	16	17	17	22	8	169	171

#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY19 YTD	Difference (FY19-FY18)			Difference (FY19-FY17)		
															FY18 YTD	riders	%	FY17 YTD	riders	%
1	Williston-Wal-Mart	32,362	38,140	40,296	45,786	41,594	35,614	35,511	36,583	38,923	40,924	35,262		420,995	397,198	23,797	5.99%	385,109	35,886	9.32%
1V	Williston Village	907	1,050	1,119	1,379	1,385	1,162	1,190	1,138	1,291	1,408	1,353		13,383	14,605	-1,222	-8.37%	13,732	-349	-2.54%
10	Williston-Amtrak	1,435	1,783	1,608	1,828	1,662	1,463	1,241	1,318	1,561	1,571	1,606		17,075	16,344	731	4.47%	14,823	2,252	15.19%
2	Essex Junction	33,417	38,888	41,589	46,525	41,130	33,459	36,318	36,235	39,647	41,165	37,085		425,458	412,339	13,119	3.18%	417,410	8,048	1.93%
3	Lakeside Commuter	283	217	149	141	110	38	62	313	119	254	128		1,814	1,848	-34	-1.83%	1,529	285	18.65%
4	Essex Center	1,544	1,801	2,735	3,327	2,772	2,003	2,406	2,508	2,592	2,581	3,015		27,284	18,335	8,949	48.81%	17,049	10,235	60.03%
5	Pine Street	8,405	9,684	9,300	10,221	8,939	8,455	9,550	9,409	10,330	9,952	9,815		104,061	103,256	805	0.78%	106,452	-2,391	-2.25%
6	Shelburne Rd.	19,094	20,559	19,330	21,938	20,357	18,681	19,251	18,340	20,136	20,691	20,879		219,256	211,916	7,340	3.46%	209,567	9,689	4.62%
7	North Avenue	18,148	18,961	21,792	24,560	20,573	19,358	21,205	18,559	21,233	22,295	24,517		231,202	227,384	3,818	1.68%	233,699	-2,497	-1.07%
8	City Loop	4,202	4,399	5,279	6,185	6,101	4,903	5,902	6,343	5,944	6,478	5,252		60,988	62,827	-1,839	-2.93%	59,831	1,157	1.93%
9	Riverside/Winooski	9,534	9,991	10,113	10,950	9,985	8,991	10,156	10,106	10,175	10,022	9,731		109,754	108,489	1,265	1.17%	116,536	-6,782	-5.82%
11	College Street Shuttle	16,073	15,356	12,506	10,419	6,969	5,440	7,470	7,808	7,437	8,323	9,467		107,268	123,511	-16,243	-13.15%	125,500	-18,232	-14.53%
12	UMall/Airport	5,989	6,632	6,671	8,533	7,248	6,270	6,272	6,206	6,865	6,617	6,298		73,601	63,063	10,538	16.71%	65,996	7,605	11.52%
16	Hannaford's	210	157	158	175	250	290	206	270	320	228	168		2,432	1,770	662	37.40%	2,112	320	15.15%
19	Price Chopper #1	157	248	210	248	206	208	308	236	230	202	300		2,553	2,760	-207	-7.50%	2,874	-321	-11.17%
20	Price Chopper #2	103	210	138	150	268	266	314	232	236	120	112		2,149	1,552	597	38.47%	1,326	823	62.07%
21	School Trippers	37	2,435	19,093	21,424	17,549	17,815	22,229	15,330	16,745	14,689	16,379		163,725	142,427	21,298	14.95%	145,908	17,817	0.00%
18	Sunday Service	735	443	537	440	437	559	396	508	681	234	365		5,335	5,031	304	6.05%	4,875	460	9.44%
26	Other	4,286	-	-	-	-	317	-	-	-	-	-		4,603	7,856	-3,253	-41.41%	9,272	-4,669	-50.36%
56	Milton Commuter	1,558	1,679	1,403	1,692	1,420	1,152	1,318	1,285	1,500	1,441	1,486		15,935	14,322	1,613	11.26%	14,334	1,601	11.17%
76	Middlebury Link	1,321	1,342	1,312	1,496	1,362	979	1,144	1,189	1,332	1,208	1,058		13,743	12,430	1,313	10.57%	12,718	1,025	8.06%
86	Montpelier Link	10,015	10,162	9,357	11,211	10,598	8,721	12,194	10,858	10,748	11,463	10,000		115,327	110,532	4,795	4.34%	114,329	998	0.87%
96	St. Albans Link	1,231	1,570	1,433	1,740	1,639	1,282	1,871	1,653	1,469	1,655	1,525		17,068	14,671	2,397	16.34%	14,988	2,080	13.88%
46	116 Commuter	353	396	384	421	340	311	432	371	370	391	399		4,169	3,455	714	20.66%	3,579	590	16.48%
36	Jeffersonville Commuter	580	730	821	1,157	971	888	892	819	818	933	879		9,487	8,134	1,353	16.64%	7,909	1,578	19.95%
97	Barre LINK	-	-	-	-	-	-	-	-	63	288	359		710	0	710	NA	0	710	NA
SUBTOTAL		171,979	186,833	207,335	231,947	203,865	178,623	197,840	187,617	200,767	205,133	197,438	0	2,169,376	2,086,055	83,321	3.99%	2,101,457	67,919	3.23%
	Local	156,921	170,954	192,624	214,230	187,535	165,290	179,989	171,442	184,466	187,754	181,732	0	1,992,937	1,922,511	70,426	3.66%	1,933,600	59,337	3.07%
	Commuter	2,491	2,805	2,608	3,270	2,731	2,351	2,642	2,475	2,688	2,765	2,764	0	29,591	25,911	3,680	14.20%	25,822	3,769	14.59%
	LINK	12,567	13,074	12,102	14,447	13,599	10,982	15,209	13,699	13,549	14,326	12,583	0	146,138	137,633	8,505	6.18%	142,035	4,103	2.89%

To: GMT Finance Committee

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

Date: June 4, 2019

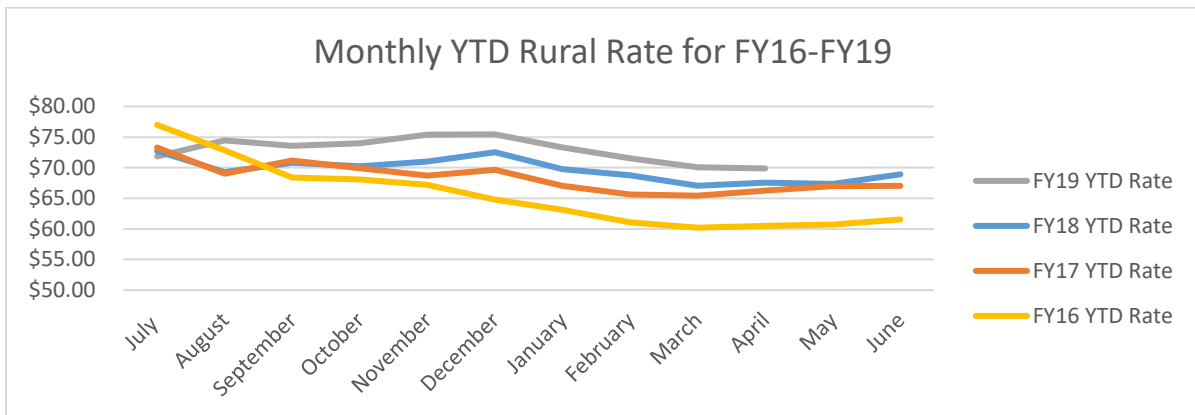
RE: Finance/Grants/Capital Projects

Attached are the March 31, 2019 financials for your review. The April Financials are not fully closed, however expenses have all been recorded. Staff is working on the final grant billing for April, which is expected to be done by June 30, 2019.

Staff submitted the grant application for FY20 funding at the end of April. We are waiting to receive the initial award. Once the award is received, staff evaluates against the request. If there are large differences the Director of Finance, Grants Manager, and the GM will meet with VTRANS staff to discuss options. This could lead to a new award or not depending on the funding available at the state level. When the grant is finalized, we will begin working on an adjustment to the FY20 operating and capital budget to reflect the actual grant award.

The March financials currently show a total surplus of roughly \$169K, with \$7.5K for Urban and \$162K for Rural. At year end we expect to rebill and true up the 5311 grant at the lower transit rate of \$70 for the rural area. With this rebilling we're projecting to break even or better at year end. As long as we have 5307 funds, the urban system should generally hover around the breakeven point also.

A couple of months back our year-to-date transit rate in the rural system was at \$74 per hour. As previously mentioned that rate has now dropped to \$70/hour as of April. The rate has historically fluctuated downward after December, which is reflected in the following graph provided below.



If the final rate is \$72, we are projected to overspend the 5311 grants by \$90,067. If it is \$70, we will underspend the grants by \$3,156. Attached is a summary of the projections.

For our urban service area, we are a direct federal recipient. As a direct federal recipient we have a little more flexibility because we apply directly to the FTA for some of our grant funding. This means that if we are able to “underspend”, those grant funds remain available for us to use in the next fiscal year. Particularly with our operating Federal 5307 Operating Grant and our Preventative Maintenance Grants, we have had funding in place on the first day of our fiscal year. The table below was in the monthly report last month, and shows where the remaining balance (carryover) was at the end of FY18, and where we are estimating it to be at the end of FY19 and FY20 so long as we don’t overdraw the budgeted amount. The reduction in the balance is due to the operating budget using more grant funding in a given year than we will receive to replace it.

Operating Grant balances as of the close of FY18 and beyond are as follows:

Grant	FY18 Remaining balance	FY19 Estimated Remaining balance	FY20 Estimated Remaining balance
Federal 5307 Operating	1,530,610	1,040,143	964,247
Preventative Maintenance	724,470	724,470	724,470

The expenses for the month ending April 30, 2019 have been posted and closed. For April the benchmark for spending is 83% of budget; the benchmark for March is 75%. The following are explanations for specific areas of interest.

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

- **Federal urban operating grant is at 72.5%** of the budgeted amount, as a reminder this grant is the last grant we bill since it basically allows us to breakeven. This is the big indicator for the urban system, so long as this percentage is at or below benchmark that is good. If it starts to creep above the benchmark that would indicate we will dip into the carryover balances in the table above at a higher amount than we already budgeted.

- **Other State Grants is at 34%** of the budgeted amount. This category is all other state grants, the largest in this section is the mobility management grant which is billed based on expenses. For the rural system, we had anticipated launching the complimentary paratransit program in January. This has been delayed until FY20.
- **Passenger revenues are slightly under budget for the urban system, however rural is over the targeted benchmark.** Staff attributes this increase to moving away from the GFI fare boxes to manual fare boxes on the rural buses. *As we review the urban passenger fare trends this year, it is unlikely we will meet the budget projections. The budget projections average \$188K per month, we are averaging \$182K.*
- The warranty revenue has already exceeded the anticipated budget amount, upon review of the detail this is labor reimbursement we received from insurance proceeds.
- ★ • Advertising revenue continues to track below budget targets at 54% and 42% for urban and rural respectively. Based on the recent activity, we are currently not expecting this revenue will meet budget expectations. However, we have recently raised our advertising rates, and with a few large buys this could turnaround. Marketing met with ATA Transit Advertising and they are going to start working on selling in the rural areas.

Advertising revenue (cont'd)

	Budget FY19	Monthly Average Earned to date	Average needed per month April – June to meet Budget
Urban	200,000	12,030	30,575
Rural	50,000	2,344	9,633

- Miscellaneous Revenue is down this year. We complete the PM's on the Essex vans, and this is where that revenue is recorded. The records show that Essex has been bringing in the vehicles for regular checks.
- Purchase of services for our rural services revenues are down this year. It is not likely that the category of "special trips" will meet the estimated revenue projections. Without an in depth review, it is likely this decrease is related to the Medicaid increase of trips.

Expenses were reviewed based on the activity through April 30, 2019, the benchmark of 83% was used for review and analysis.....

- ★ • Unemployment tax spent is at 72% of the combined budget. The urban system has gone over budget by \$4,049, while the rural system is way under. Since we are a reimbursable employer, this is an expense that is difficult to predict from year to year. On the urban side this is largely due to just 2 past employees. *For the rural system, we*

see expenses in the last quarter of the fiscal year, typically attributable to the conclusion of the seasonal services.

- Medical expenses on the rural system are at 97% of the budget at this time. This could level off in the next couple of months.
- Recruiting expenses for the rural program are at 92% of the budget. These are the costs to gear up for the seasonal services, which ended the first weekend of April and this should start to level off in the last quarter of the fiscal year. We are not expecting this expense to be over budget for the year.
- Dues and Subscriptions are at 79% spent to date of the combined budget. The urban system shows a much higher percentage to date which is directly caused from paying our APTA dues at the beginning of each fiscal year totaling \$18,000. Most of our dues and subscriptions are spent at the beginning of the fiscal year and not evenly throughout the year.
- Communications for the rural system is over budget by \$375 through April 2019. The Verizon Service for all the tablets have been cancelled. This will result in savings.
- Legal fees are also over budget for the year through April on urban side by \$1,873.
- Background checks are also over budget for the rural system by \$2,500, this is directly connected with the hiring of the seasonal services and the Medicaid contract requirements of annual background checks for all employees connected with that program.
- Uniforms are showing under budget for both systems, however the team will be gearing up for the summer uniforms order here shortly and we expect that uniforms will remain within budget.

Vehicle/Building Maintenance – this section is an area of concern. With the condition of our fleet we are experiencing higher maintenance costs. The urban system is on budget, however the rural system is at 96% of budget through March.



- Parts Expenses is now over budget for both systems. The Urban system is \$64K over budget through April and projections show at this pace we will end the year \$128K over budget for parts. The rural system is \$78K over budget through April and is projected to be over budget by June \$142,400.
 - We had anticipated the arrival of new cutaways much sooner than June this year, which is impacting maintenance of the vehicles and budgets. We have at least one vehicle slated for replacement which needs a new engine sitting; we do not plan to fix.
 - In the rural system we have done 4 transmission replacements, and have 4 cutaways out of commission.
 - An engine was replaced in a cutaway over the summer, each replacement is approximately \$20K.
 - The new mini-vans received and now in service should help to alleviate the current pressures.

- The rural fleet is well beyond its useful life in total with 70% of our rural cutaways beyond their useful life.
- Tires expense for the rural system is over budget as well through April (\$3,450), if the current spending pace continues we will end the year over budget by \$5,700. The urban system is trending under targets at this time, and the expectation is this will continue.
- Cleaning expense for the rural system is **over budget through April by \$2,315**, the projected over budget total is \$4,218. This is due to the VT Offender Program which does landscaping and shelter snow removal. This program will be changing in FY20 and be more cost effective.
- Fuel is at 73% and 88% urban and rural respectively of budget. This tends to taper off once the cold months are behind us. We will continue to monitor the fuel expenses.
- Debt Service/Capital Reserve, this is the account where the annual lease payment is recorded, there will not be any more activity in this account for the fiscal year.

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

☆ **Passenger Shelters:**

- Awaiting response from Enseicom to schedule installation of a glass shelter at the Larkin Terrace property as construction winds down. VTrans 1111 permit for the installation of a shelter near Harrington Ave has been received, working with Peterson Consulting to comply with special conditions of the permit. Will work with Planning over the summer to identify bus stops that are in need of upgraded amenities.

☆ **Industrial Parkway Driveway Ramp:**

- Continuing to work with Don Weston Excavating to complete punch list items before project closeout. This is very close to completion.
- Working with VHB to develop a planting plan for future planting of new trees along the top ridge and backside of the berm. Will attempt to plant new trees before the end of the fiscal year if possible.

☆ **GMTA Facility Renovation:**

- Continuing to work with VTrans to secure all of the required permits along Route 12 for the sewer project. Working with VTrans and Wiemann-Lamphere to update the budget estimate for the sewer project.
- Preparing bid documents for release sometime this summer.
- Working with Wiemann-Lamphere to advance construction of an above-ground fuel tank as soon as feasible in the next fiscal year.

☆ **Facility Security Upgrades:**

- Punch list items are largely complete and retainage is expected to be paid by the end of the month.

☆ **Electric Bus Buy/Charging Station Installation:**

- Continuing to work with Proterra on key build items as they come up during production. The buses are on schedule for delivery in Fall 2019.
- Continuing to work with Wiemann-Lamphere and Burlington Electric to prepare construction documents for the installation of two chargers for the vehicles as well as electrical infrastructure improvements. Currently looking into installing the chargers at the 1 Industrial building. A new transformer will be needed to support the chargers.

☆ **1 Industrial Parkway**

- Working with Wiemann-Lamphere to design upgrades to the garage at 1 Industrial to relocate the body shop into a permanent working space and open up the largest section of the garage for bus parking.

☆ **Cutaway Bus Buy:**

- Vehicles are in production at Turtle Top and deliveries of the first 18 buses are anticipated to occur during June and July. The first five SSTA vehicles are expected to be delivered during the second week of June.

☆ **Montpelier Transit Center:**

- Working with GMT staff and City of Montpelier to develop the Operating Agreement for GMT's operation of the Transit Center.
- Preliminary design documents with equipment locations have been provided to the construction team so that cabling can be installed by the electrical subcontractor. Working to advance design as quickly as possible so that equipment installation can coincide with construction activities.

☆ **15 Industrial Pkwy Roof Replacement:**

- The IFB for the roof replacement has been issued and a pre-bid meeting was held on 5/23. Bids are due on 6/10 and an award recommendation is anticipated to be made at the June board meeting.

Chittenden County Transportation Authority
Statement of Net Assets
As of 3/31/2019

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ASSETS	<u>As Of Mar 2019</u>
Current Assets:	
Cash and Investments	2,753,938.39
Receivables:	
Grant	95,274.90
Other	3,370,853.12
Deferred Cost Pool	(407,407.87)
Inventories	663,341.80
Prepaid Expenses	373,317.73
Total Current Assets	<u>6,849,318.07</u>
Noncurrent Assets:	
Land, Structures And	
Equipment - net of accumulated depreciation	<u>28,711,188.57</u>
TOTAL ASSETS	<u>35,560,506.64</u>
LIABILITIES AND FUND EQUITY	
Current Liabilities:	
Accounts Payable	438,814.32
Accrued Payroll Expenses	182,826.84
Other Accrued Expenses	95,184.39
Deferred Revenue	2,315,262.35
Total Current Liabilities	<u>3,032,087.90</u>
Long-Term Liabilities:	
Accrued Compensated Absences	875,743.15
Total Long-Term Liabilities	<u>875,743.15</u>
Total Liabilities	<u>3,907,831.05</u>
Fund Equity:	
Invested in capital assets, net of related debt	30,628,967.23
Restricted	957,675.08
Unrestricted	1,739,609.27
Current Year Change in Net Assets	(1,673,575.99)
Total Fund Equity	<u>31,652,675.59</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>35,560,506.64</u>

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19#2 BUDGET (Approved Dec 2018)			Budget Variance		
REVENUES									
<u>FEDERAL, STATE AND LOCAL REVENUE</u>									
Municipal Member Assessments	1,725,727.59		\$1,725,727.59	2,300,970.00		\$2,300,970.00	75.00%	0.00%	75.00%
Municipal Paratransit Assessments	478,325.25		478,325.25	637,765.00		637,765.00	75.00%	0.00%	75.00%
Local Operating Assistance	69,495.81	335,494.35	404,990.16	96,661.00	421,725.00	518,386.00	71.90%	79.55%	78.13%
Federal Urban Formula Grant	2,224,898.00		2,224,898.00	3,062,532.00		3,062,532.00	72.65%	0.00%	72.65%
Federal Rural Operating Grant		964,548.99	964,548.99		1,180,000.00	1,180,000.00	0.00%	81.74%	81.74%
State Regular Subsidy Operating Grant	1,685,840.00	765,057.38	2,450,897.38	2,247,786.00	1,100,000.00	3,347,786.00	75.00%	69.55%	73.21%
E&D Grants and Local Match		899,860.98	899,860.98		1,117,698.00	1,117,698.00	0.00%	80.51%	80.51%
Other State Grants	21,506.92	30,517.24	52,024.16	78,750.00	74,250.00	153,000.00	27.31%	41.10%	34.00%
Other Federal Grants	2,189,391.78	848,784.66	3,038,176.44	2,730,306.00	878,500.00	3,608,806.00	80.19%	96.62%	84.19%
Fund Balance Reserves							0.00%	0.00%	0.00%
Capital Reserve Revenue							0.00%	0.00%	0.00%
Total Federal, State and Local Revenues	8,395,185.35	3,844,263.60	12,239,448.95	11,154,770.00	4,772,173.00	15,926,943.00	75.26%	80.56%	76.85%
<u>OPERATING REVENUE</u>									
Passenger Revenue	1,641,245.35	98,407.92	1,739,653.27	2,252,500.00	124,954.00	2,377,454.00	72.86%	78.76%	73.17%
Paratransit Passenger Fares	73,935.00		73,935.00	115,000.00		115,000.00	64.29%	0.00%	64.29%
Advertising Revenue	108,275.51	21,100.00	129,375.51	200,000.00	50,000.00	250,000.00	54.14%	42.20%	51.75%
Planning Revenue	279,706.83	3,381.38	283,088.21	362,106.00	25,000.00	387,106.00	77.24%	13.53%	73.13%
Interest Earnings	546.92	14,226.16	14,773.08	1,200.00	4,000.00	5,200.00	45.58%	355.65%	284.10%
Miscellaneous Revenue	5,248.11	98.03	5,346.14	19,000.00		19,000.00	27.62%	0.00%	28.14%
Sales Of Equipment		504.99	504.99	3,000.00	5,000.00	8,000.00	0.00%	10.10%	6.31%
Medicaid Purchase Of Svc		1,604,705.91	1,604,705.91		2,047,728.00	2,047,728.00	0.00%	78.37%	78.37%
Purchase of Service	31,149.14	51,328.27	82,477.41	43,844.00	140,000.00	183,844.00	71.05%	36.66%	44.86%
Warranty Revenue		3,318.26	3,318.26	2,000.00	2,000.00	4,000.00	0.00%	165.91%	82.96%
Operating Revenue	2,140,106.86	1,797,070.92	3,937,177.78	2,998,650.00	2,398,682.00	5,397,332.00	71.37%	74.92%	72.95%
Total Revenue	10,535,292.21	5,641,334.52	16,176,626.73	14,153,420.00	7,170,855.00	21,324,275.00	74.44%	78.67%	75.86%
EXPENSES									
<u>SALARIES AND WAGES</u>									
Other Wages	1,231,295.25	612,557.33	1,843,852.58	1,611,945.00	973,620.00	2,585,565.00	76.39%	62.92%	71.31%
Driver/Operator Wages	3,092,196.08	1,482,106.09	4,574,302.17	4,232,344.00	1,932,897.00	6,165,241.00	73.06%	76.68%	74.20%
Vehicle Repair Wages	634,146.15	113,109.62	747,255.77	934,095.00	186,324.00	1,120,419.00	67.89%	60.71%	66.69%
Salaries and Wages	4,957,637.48	2,207,773.04	7,165,410.52	6,778,384.00	3,092,841.00	9,871,225.00	73.14%	71.38%	72.59%
<u>PERSONNEL TAXES AND BENEFITS</u>									
Payroll Taxes (FICA/MC)	381,076.26	160,963.66	542,039.92	518,546.00	216,602.00	735,148.00	73.49%	74.31%	73.73%
Unemployment Tax Exp	24,012.40	5,064.91	29,077.31	20,000.00	22,000.00	42,000.00	120.06%	23.02%	69.23%
Medical Insurance/HRA	1,305,690.89	372,548.40	1,678,239.29	1,745,723.00	426,165.00	2,171,888.00	74.79%	87.42%	77.27%
Pension Plan Expenses	206,845.81	48,504.66	255,350.47	281,981.00	71,135.00	353,116.00	73.35%	68.19%	72.31%
Employee Development	26,681.02	10,100.85	36,781.87	31,000.00	28,000.00	59,000.00	86.07%	36.07%	62.34%
Other Employee Benefits	187,741.88	57,094.22	244,836.10	245,894.00	75,074.00	320,968.00	76.35%	76.05%	76.28%
Personnel Taxes and Benefits	2,132,048.26	654,276.70	2,786,324.96	2,843,144.00	838,976.00	3,682,120.00	74.99%	77.99%	75.67%
<u>GENERAL AND ADMIN EXPENSES</u>									
Admin Supplies and Expenses	28,168.79	12,018.73	40,187.52	43,740.00	21,600.00	65,340.00	64.40%	55.64%	61.51%
Recruiting Expenses	6,840.68	10,489.31	17,329.99	18,400.00	12,000.00	30,400.00	37.18%	87.41%	57.01%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19#2 BUDGET (Approved Dec 2018)			Budget Variance		
Dues and Subscriptions	23,528.00	5,569.50	29,097.50	27,838.00	10,033.00	37,871.00	84.52%	55.51%	76.83%
Travel and Meetings	1,838.78	899.08	2,737.86	3,500.00	3,500.00	7,000.00	52.54%	25.69%	39.11%
Board Development							0.00%	0.00%	0.00%
Communications	33,981.61	26,315.58	60,297.19	59,360.00	28,816.00	88,176.00	57.25%	91.32%	68.38%
Computer Service Exp	89,529.04	36,791.21	126,320.25	124,320.00	57,164.00	181,484.00	72.01%	64.36%	69.60%
Legal Fees	25,193.00		25,193.00	25,000.00	3,000.00	28,000.00	100.77%	0.00%	89.98%
Insurance	723,936.55	314,005.48	1,037,942.03	906,451.00	402,456.00	1,308,907.00	79.86%	78.02%	79.30%
Audit Fees	10,500.00	4,500.00	15,000.00	19,425.00	8,325.00	27,750.00	54.05%	54.05%	54.05%
Consulting Fees	5,529.00	4,681.00	10,210.00	6,000.00	6,000.00	12,000.00	92.15%	78.02%	85.08%
General and Admin Expenses	949,045.45	415,269.89	1,364,315.34	1,234,034.00	552,894.00	1,786,928.00	76.91%	75.11%	76.35%

OPERATIONS EXPENSES

Background Checks	838.00	10,543.00	11,381.00	1,900.00	8,325.00	10,225.00	44.11%	126.64%	111.31%
Drug & Alcohol Testing	316.00	93.00	409.00				0.00%	0.00%	0.00%
DOT Testing	4,388.00	5,538.26	9,926.26	5,850.00	7,920.00	13,770.00	75.01%	69.93%	72.09%
Employment Recruitment Program	200.00		200.00	800.00	400.00	1,200.00	25.00%	0.00%	16.67%
Driver's Uniforms	15,453.16	7,577.29	23,030.45	22,546.00	20,170.00	42,716.00	68.54%	37.57%	53.92%
Safety Expense	277.50		277.50	2,300.00	1,700.00	4,000.00	12.07%	0.00%	6.94%
Bus Rodeo							0.00%	0.00%	0.00%
Misc. Operating Exp	1,706.92		1,706.92	7,100.00	2,675.00	9,775.00	24.04%	0.00%	17.46%
Operations Expenses	23,179.58	23,751.55	46,931.13	40,496.00	41,190.00	81,686.00	57.24%	57.66%	57.45%

PLANNING EXPENSES

Other Planning Expenses		4,268.03	4,268.03		25,000.00	25,000.00	0.00%	17.07%	17.07%
MPO Planning Expenses	79,640.18		79,640.18	100,000.00		100,000.00	79.64%	0.00%	79.64%
Planning Expenses	79,640.18	4,268.03	83,908.21	100,000.00	25,000.00	125,000.00	79.64%	17.07%	67.13%

VEHICLE/BUILDING MAINTENANCE EXP

(15 Industrial)

Parts Expense - Non-Revenue Vehicles	6,127.32	695.25	6,822.57	7,000.00	4,500.00	11,500.00	87.53%	15.45%	59.33%
Parts Expense - Revenue Vehicles	413,518.86	252,399.99	665,918.85	408,394.00	190,000.00	598,394.00	101.25%	132.84%	111.28%
Tires	33,689.46	27,020.87	60,710.33	90,000.00	25,000.00	115,000.00	37.43%	108.08%	52.79%
Facility Maintenance	56,117.76	52,769.83	108,887.59	70,000.00	57,200.00	127,200.00	80.17%	92.25%	85.60%
Passenger Facility Expenses	21,387.53		21,387.53	34,452.00		34,452.00	62.08%	0.00%	62.08%
Security Expenses							0.00%	0.00%	0.00%
Cleaning Expense	14,220.58	8,915.68	23,136.26	58,000.00	7,200.00	65,200.00	24.52%	123.83%	35.49%
Repeater Fees	14,958.25	11,250.00	26,208.25	21,600.00	16,200.00	37,800.00	69.25%	69.44%	69.33%
Light, Heat and Water	127,746.17	46,636.43	174,382.60	153,000.00	55,000.00	208,000.00	83.49%	84.79%	83.84%
Fuel - Vehicles	673,264.48	266,546.80	939,811.28	1,036,308.00	333,235.00	1,369,543.00	64.97%	79.99%	68.62%
Maintenance Tools/Supplies/Uniforms	60,839.63	11,012.20	71,851.83	88,975.00	15,944.00	104,919.00	68.38%	69.07%	68.48%
Misc Maint Expenses and fees	3,231.37	95.03	3,326.40	6,000.00	2,000.00	8,000.00	53.86%	4.75%	41.58%
Vehicle/Building Maintenance Exp	1,425,101.41	677,342.08	2,102,443.49	1,973,729.00	706,279.00	2,680,008.00	72.20%	95.90%	78.45%

CONTRACTOR EXPENSES

ADA/SSTA Paratransit	914,386.41		914,386.41	1,215,055.00		1,215,055.00	75.25%	0.00%	75.25%
Partner Local Share				19,833.00		19,833.00	0.00%	0.00%	0.00%
Functional Assessment Costs	6,101.72		6,101.72	8,500.00		8,500.00	71.78%	0.00%	71.78%
Volunteer Drivers		380,192.18	380,192.18		520,000.00	520,000.00	0.00%	73.11%	73.11%
Other Transportation (incl Cabs)	7,843.20	664,684.82	672,528.02	14,021.00	800,000.00	814,021.00	55.94%	83.09%	82.62%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19#2 BUDGET (Approved Dec 2018)			Budget Variance		
Contractor Expenses	928,331.33	1,044,877.00	1,973,208.33	1,257,409.00	1,320,000.00	2,577,409.00	73.83%	79.16%	76.56%
MARKETING EXPENSE									
Bus Tickets/Fare Media	10,391.65	1,282.65	11,674.30	20,000.00	2,400.00	22,400.00	51.96%	53.44%	52.12%
Marketing Expense	15,166.66	22,020.69	37,187.35	52,000.00	42,340.00	94,340.00	29.17%	52.01%	39.42%
Public Information	12,952.00	7,395.76	20,347.76	29,000.00	19,500.00	48,500.00	44.66%	37.93%	41.95%
Marketing Expense	38,510.31	30,699.10	69,209.41	101,000.00	64,240.00	165,240.00	38.13%	47.79%	41.88%
OTHER EXPENSES									
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%
Debt Service/Capital Reserve	46,442.51		46,442.51	50,000.00		50,000.00	92.89%	0.00%	92.89%
Bond Interest							0.00%	0.00%	0.00%
Capital Match	70,668.00	157,826.25	228,494.25	94,224.00	210,435.00	304,659.00	75.00%	75.00%	75.00%
Other Expenses	117,110.51	157,826.25	274,936.76	144,224.00	210,435.00	354,659.00	81.20%	75.00%	77.52%
TOTAL EXPENSES	10,650,604.51	5,216,083.64	15,866,688.15	14,472,420.00	6,851,855.00	21,324,275.00	73.59%	76.13%	74.41%
Current Year Deferred Costs	(140,145.16)		(140,145.16)				0.00%	0.00%	0.00%
ALLOCATIONS BETWEEN PROGRAMS	263,010.90	(263,010.90)		319,000.00	(319,000.00)		82.45%	82.45%	0.00%
Balance Of Operating Budget	7,553.44	162,239.98	169,793.42	0.00	0.00		0.00%	0.00%	0.00%
Capital Revenue									
Federal Revenue	688,578.60	190,776.79	879,355.39				0.00%	0.00%	0.00%
State Revenue	83,647.85	23,824.78	107,472.63				0.00%	0.00%	0.00%
Paratransit Lease Revenue							0.00%	0.00%	0.00%
Local Match Revenue	70,668.00	157,826.25	228,494.25				0.00%	0.00%	0.00%
Total Capital Revenue	842,894.45	372,427.82	1,215,322.27	0.00	0.00		0.00%	0.00%	0.00%
Capital Expenses									
Vehicles	2,810.85	201,500.00	204,310.85				0.00%	0.00%	0.00%
Maintenance Parts and Equipment	313,225.88	25,951.34	339,177.22				0.00%	0.00%	0.00%
Passenger Amenities	42,871.50		42,871.50				0.00%	0.00%	0.00%
Facility Repairs and Improvements	535,987.20	18,619.25	554,606.45				0.00%	0.00%	0.00%
Total Capital Expenses	894,895.43	246,070.59	1,140,966.02	0.00	0.00		0.00%	0.00%	0.00%
Balance of Capital Budget	(52,000.98)	126,357.23	74,356.25	0.00	0.00		0.00%	0.00%	0.00%
Transfer of Purchases to Fixed Assets	468,676.68	201,831.62	670,508.30				0.00%	0.00%	0.00%
Deferred Costs							0.00%	0.00%	0.00%
Depreciation Expense	(2,165,723.73)	(422,563.23)	(2,588,286.96)				0.00%	0.00%	0.00%
Subtotal	(1,697,047.05)	(220,731.61)	(1,917,778.66)	0.00	0.00		0.00%	0.00%	0.00%
Current Change in Net Assets	(1,741,494.59)	67,865.60	(1,673,628.99)	0.00	0.00		0.00%	0.00%	0.00%