



**Green Mountain Transit Board of Commissioners Meeting
June 15, 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)
 - a. May 18 Board Meeting Minutes **Pages 4-10**
 - b. Check Register **Pages 11-16**
 - c. Finance Report **Pages 17-30**
 - d. Maintenance Report **Pages 31-32**
 - e. Planning, Marketing and Public Affairs Report **Pages 33-34**
 - f. IT Support, Administrative Support, Training and HR Report **Page 35**
 - g. Ridership Reports **Pages 36-37**
- 7:40 a.m. 5. South Burlington Commissioner Matt Cota Introduction
- 7:45 a.m. 6. VTrans Update



7:55 a.m. 7. General Manager Report – Updates and Opportunity for Questions on the Report **Pages 38-39**

8:00 a.m. 8. Board Committee Reports

8:10 a.m. 9. Board Officer Elections Discussion

8:20 a.m. 10. General Manager Employment Agreement Discussion **Page 40**

8:25 a.m. 11. FY21 Quarter 3 Financials Review

8:40 a.m. 12. Transit Asset Management (TAM) Plan Update (Action Item) **Pages 41-81**

8:50 a.m. 13. Executive Session: 1 VSA 313(a) (1) (b), labor relations agreements with employees.

Is there a motion to find that premature public knowledge regarding Collective Bargaining negotiations would place GMT at a substantial disadvantage?

Is there a motion to enter executive session pursuant to 1 VSA 313(a) (1) (b) to discuss labor relations agreements with employees inviting the General Manager, Jon Moore, the Director of Finance, Nick Foss, and Legal Counsel, Ed Adrian?

9:20 a.m. 14. General Commissioner Comments

9:30 a.m. 15. Adjourn

Next GMT Board of Commissioners Meeting Date: July 20, 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.



Green Mountain Transit Board of Commissioners
Meeting May 18, 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.

Attendees

Commissioners

Chairperson Waninger
Vice-Chairperson Davis
Commissioner Baker
Commissioner Bohne
Commissioner Buermann
Commissioner Derenthal
Commissioner Dimitruk
Alt-Commissioner Gallagher
Commissioner Kaynor
Commissioner Polyte
Commissioner Pouech
Commissioner Sharrow

Staff

Jon Moore – General Manager
Nick Foss – Director of Finance
Trish Redalieu – Director of Human Resources
Jamie Smith – Director of Planning and Marketing
Debbie Coppola – Senior Accountant
Kim Wall – Grant Manager
Chris Damiani – Transit Planner
Devin Mason – Transit Planner
Pam McDonald – Accounting Coordinator

External

Stephen Falbel – Steadman Hill
Charis Hnin – Talitha Consults, LLC
Mark Hughes – Vermont Racial Equity Association
Ross MacDonald – VTrans



Open Meeting

Chairperson Waninger opened the meeting at 7:30 AM.

Adjustment of the Agenda

No adjustments.

Public Comment

None.

Consent Agenda (Action Item)

Commissioner Kaynor requested the removal of the April minutes, for revision of wording.

Commissioner Kaynor motioned for approval of the Consent Agenda, except as noted above.

Commissioner Baker seconded, and the motion passed unanimously.

VTrans Update

Ross MacDonald provided an update on transit funding related to the pandemic, as well as a brief, general overview of how other Vermont transit agencies are recovering from the pandemic.

General Manager Report – Updates and Opportunity for Questions on the Report

- Mask mandate aboard buses, and at all GMT facilities (including administrative offices) will continue for the duration of the TSA mandate.



Board Committee Reports

Commissioner Sharrow – Operations Committee: Operations did not meet.

Commissioner Bohne – Finance: Mid-year budget adjustment will occur soon.

Commissioner Polyte – JEDI Committee:

- Consulting team will be joining later in the meeting.
- Committee is also still looking for members to serve on the JEDI Advisory Committee.
- Planning and Marketing staff will soon be distributing an internal newsletter regarding JEDI work.
- Consultant will soon be distributing an employee survey to gauge opinion on and familiarity with DEI work.
- **Commissioner Dimitruk:** potential to offer stipends to Advisory Committee members?
Commissioner Polyte: This was an agenda item for the May meeting but was skipped due to time constraints. Is currently an agenda item for next month. **Commissioner Baker** added that the CCRPC provides a stipend of \$50 per meeting.

Chairperson Waninger – Leadership Committee: Most of leadership committee spent in executive session, discussing pending arbitration, which the Board will hear about in today's executive session.

Commissioner Buermann – Strategy Committee: Much of the Committee's work for April will be discussed in the next agenda item, but the Committee also discussed the Transit Strategic Plan.



Strategic Goals Presentation and Discussion (Action Item)(p.1/3)

Stephen Falbel, of Steadman Hill, provided an overview of Green Mountain Transit's Strategic Goals.

Commissioner Derenthal: How will GMT track progress in meeting the Strategic Goals?

Stephen Falbel: Often, calendar-based. **Jamie Smith**: The Board reviews the strategic goals on a regular basis.

Commissioner Derenthal: How often does the Board review the Strategic Goals? **Jamie**

Smith: That is likely part of today's discussion. **Commissioner Buermann**: The intent is to review a portion of the plan each month or every other month. **Commissioner Kaynor**:

Previously, each goal was assigned to a particular committee, who would track progress and report to the Board during the Board Committee Reports period of the monthly Board meeting. The board would also meet quarterly to discuss the goals. Commissioner Kaynor would like to return to this format.

Commissioner Kaynor: Would like to see sustainability goals broken up by theme. What is environmentally sustainable may not always be what is economically sustainable. Additionally, some wording, pertaining to economic growth, implies that GMT seeks to cause economic growth, which might not be one of GMT's goals.

Commissioner Kaynor: Would like to see a section about appropriate vehicle-sizing, to avoid overcrowding or excess capacity. Would also like to see more regarding the reduction of carbon emissions, as well as more discussion of fare-free service. **Jon Moore**: The strategic goals undergo an annual review by the board. There is also a five-year review for longer-range goals and any major updates.

Chairperson Waninger: Is the annual review solely a review process, or is there also a component in which GMT sets goals for the upcoming year? **Jon Moore**: It is both. **Stephen Falbel**: This process also covers goal prioritization for the year.

Commissioner Polyte: The plan is somewhat confusing, because it discusses both long-term goals as well as day-to-day operational considerations. Would also like to see more-defined goals, as some are currently rather subjective.

Alt-Commissioner Gallagher: Economic sustainability should be entirely separate from the sustainability section, as the sustainability section largely focuses on environmental sustainability. If economic sustainability does remain part of the sustainability section, please expand.



Strategic Goals Presentation and Discussion (Action Item)(p.2/3)

Chairperson Waninger: For integrating into the community, the plan references soliciting input, which seems like a low bar. This, along with public meetings, are more intended to provide information or gain feedback, but are not necessarily about community engagement. Is there a way to use our advisory committees more-effectively? **Stephen Falbel:** The intent is that portions of the work plan would be presented to the advisory committees on a regular basis. **Jamie Smith:** Supporting documents were removed from the Strategic Goals document for today, with the document instead referencing the Transit Strategic Plan. There are still documents discussing public outreach and public engagement. **Stephen Falbel:** In the past, plans like this have been called transit development plans, as this is more-detailed than a Strategic Goals document.

Commissioner Dimitruk: With regards to supporting documents, where does Title VI fit in? **Stephen Falbel:** The Title VI plan has specific recommendations regarding engagement with ESL and limited-English groups, as well as assessing any potential disparate impacts associated with service or fare changes.

Chairperson Waninger: Concerned that this document is assessing whether GMT is meeting the minimum, which many public agencies are finding is insufficient. Public meetings are often insufficient for fostering community engagement; this is often more-effectively accomplished via public outreach to individuals, stakeholders, and groups. Would like to see more on how GMT can increase public engagement. Can you help us understand how this plan would differ from the JEDI or ADA Committee's work plan? **Jon Moore:** Stronger public participation is likely to be part of the JEDI Committee's work. The Strategic Goals document is more intended to guide conversation on this matter, while the committees would be responsible for coming up with specific policies. There would likely be some level of ongoing reporting.

Commissioner Buermann: Should the Strategy Committee spend additional time incorporating today's feedback and adopt the Strategic Goals at a later date, or adopt today and make changes later?

Commissioner Kaynor: Would be willing to make a motion to approve, with the caveat that the sustainability section be divided between environmental and economic, and that today's feedback be incorporated.

Commissioner Kaynor motioned to adopt the plan, with the above-mentioned caveats. **Commissioner Polyte** seconded.



Strategic Goals Presentation and Discussion (Action Item)(p.3/3)

Further Discussion:

Stephen Falbel: In mentioning economic sustainability, the intent was to highlight the not only GMT's fiscal sustainability, but also the economic sustainability of the region it serves. May warrant splitting into 3 pieces. **Commissioner Kaynor** does not agree that GMT should be supporting economic growth "per se", as some of its other goals may be in conflict with economic growth.

Per previous motion and second, the Strategic Goals document was unanimously adopted, with aforementioned caveats.

Talitha Consults Introduction and Work Plan Presentation

Charis Hnin (Talitha Consults) and Mark Hughes (Vermont Racial Equity Association) provided an introduction to their role with the JEDI Committee, including the administration of internal and external surveys.

Commissioner Kaynor: Curious to know how things are progressing with Talitha's work with the City of Burlington. **Charis Hnin:** The work is ongoing, and they are currently conducting a public survey regarding public safety. 438 responses thus far. Mark Hughes will provide, in the chat, the link to that survey.

Commissioner Polyte encouraged Board members and staff to join GMT's and Talitha's bi-weekly meetings regarding JEDI work.

Chairperson Waninger: Does Talitha have experience working in both rural and urban areas?

Charis Hnin: Some experience. King County, Washington has a population of 2.1 million, but portions of it are rural. "My answer is yes, it depends". **Chairperson Waninger:** The reason for this question is that in urban environments, there are often social groups or advocacy groups through which outside consultants can begin to connect with the community, whereas this often is not the case in rural areas. Often, there will only be one or two individuals from a given community, and they likely cannot accurately represent all or most members of their community. **Charis Hnin:** This was the reasoning for partnering with Mark Hughes on this project, as Mark has lived in the area for several years and has local connections, both in Chittenden County and elsewhere within GMT's service area.



Executive Session: 1 VSA 313(a) (1) (b), labor relations agreements with employees

Is there a motion to find that premature public knowledge regarding Collective Bargaining negotiations would place GMT at a substantial disadvantage?

Commissioner Polyte motioned. **Commissioner Dimitruk** seconded. Approved unanimously.

Is there a motion to enter executive session pursuant to 1 VSA 313(a) (1) (b) to discuss labor relations agreements with employees?

Jon Moore requested that **Nick Foss** be invited into executive session.

Commissioner Buermann motioned. **Commissioner Pouech** seconded.

No action taken.

Commissioner Bohne motioned to exit executive session. **Commissioner Kaynor** seconded, and the executive session adjourned at 9:43 AM.

General Commissioner Comments

Tabled due to schedule constraints. Share comments via email but do not ask for feedback, nor respond to emails. This would run afoul of open meeting law.

Adjourn

Commissioner Davis motioned. **Commissioner Sharrow** seconded, and the meeting adjourned at 9:44 AM.

Next GMT Board of Commissioners Meeting Date: June 15, 2021

| Vendor ID | Vendor Name | Document Date | Document Number | Document Amount | |
|-----------|---|---------------|-----------------|-----------------|--|
| V1312 | Tambon, Phil | 5/3/21 | 94018 | 211.72 | Manuel Paycheck |
| V1025 | Alter, Charles | 5/7/21 | 94019 | 68.88 | |
| V1785 | Davis Alan | 5/7/21 | 94020 | 337.68 | Volunteer |
| V1884 | Donaghy Peardon | 5/7/21 | 94021 | 14.56 | |
| V203 | Ladd, Joyce | 5/7/21 | 94022 | 136.08 | Volunteer |
| V181 | Owen, Helen | 5/7/21 | 94023 | 743.12 | Volunteer |
| V1733 | Slack, Robert | 5/7/21 | 94024 | 108.64 | Volunteer |
| V1895 | Zinn Walter | 5/7/21 | 94025 | 17.92 | |
| V279 | ABC Bus Companies-Muncie | 5/7/21 | 94026 | 277.48 | |
| V1630 | Admiral Consulting Group | 5/7/21 | 94027 | 8,743.00 | GP Software Maintenance |
| V742 | AHC Corp | 5/7/21 | 94028 | 1,018.00 | Lift Maintenance |
| V415 | Amazon | 5/7/21 | 94029 | 898.23 | |
| V214 | AT&T Mobility | 5/7/21 | 94030 | 36.22 | |
| V219 | Aubuchon C/O Blue Tarp Financial, Inc. | 5/7/21 | 94031 | 27.44 | |
| V1685 | Barnes, Thomas | 5/7/21 | 94032 | 90.99 | |
| V590 | Barrett Trucking Co., Inc. | 5/7/21 | 94033 | 277.81 | |
| V1792 | Bruce W Rancourt | 5/7/21 | 94034 | 1,890.00 | Filled in Trench to meet Agency of Natural resource Requirements |
| V1227 | Burlington Public Works-NON Water!!! | 5/7/21 | 94035 | 80.00 | |
| V226 | Burlington Public Works-Water | 5/7/21 | 94036 | 2,717.23 | 3 Water and Sewer Bills |
| V964 | Campbell, Arthur | 5/7/21 | 94037 | 100.00 | Shoe Reimbursement |
| V851 | Champlain Medical | 5/7/21 | 94038 | 500.00 | |
| V220 | Class C Solutions Group | 5/7/21 | 94039 | 317.68 | |
| V1528 | CSched | 5/7/21 | 94040 | 4,345.59 | Scheduling Software |
| V401 | Dell Business Credit | 5/7/21 | 94041 | 69.77 | |
| V250 | Fisher Auto Parts | 5/7/21 | 94042 | 1,176.96 | 6 Part Invoices |
| V252 | FleetPride, Inc | 5/7/21 | 94043 | 23.88 | |
| V253 | FleetWave Partners, LLP | 5/7/21 | 94044 | 3,084.00 | 2 Radio Repeater Invoices |
| V394 | Formula Ford Inc. | 5/7/21 | 94045 | 327.82 | |
| V1814 | Fred's Plumbing & Heating Inc. | 5/7/21 | 94046 | 292.76 | |
| V257 | Gillig Corp. | 5/7/21 | 94047 | 6,382.89 | 6 Part Invoices |
| V1639 | Gratton, Yancey | 5/7/21 | 94048 | 656.11 | FSA Reimbursement |
| V260 | Green Mountain Kenworth, Inc. | 5/7/21 | 94049 | 1,605.73 | Part Invoice |
| V261 | Green Mountain Power | 5/7/21 | 94050 | 35.98 | |
| V328 | Kirk's Automotive Inc. | 5/7/21 | 94051 | 320.00 | |
| V1509 | Lawson Products, Inc | 5/7/21 | 94052 | 31.95 | |
| V473 | Limoge & Sons Garage Doors, Inc. | 5/7/21 | 94053 | 120.00 | |
| V278 | Mohawk Mfg. & Supply Co. | 5/7/21 | 94054 | 3,492.61 | 6 Part Invoices |
| V1709 | Monaghan Safar Ducham PLLC | 5/7/21 | 94055 | 9,090.88 | Legal |
| V611 | Northwestern Occupational Health | 5/7/21 | 94056 | 115.00 | |
| V223 | O'Reilly Auto Enterprises, LLC | 5/7/21 | 94057 | 96.76 | |
| V1484 | Parsons Environment & Infrastructure Group Inc. | 5/7/21 | 94058 | 19.89 | |
| V136 | Pilav, Omer | 5/7/21 | 94059 | 250.00 | FSA Reimbursement |
| V720 | Power Washer Sales,LLC | 5/7/21 | 94060 | 144.98 | |
| V854 | S2Technology | 5/7/21 | 94061 | 33.75 | |
| V299 | SB Collins, Inc. | 5/7/21 | 94062 | 28,361.21 | Fuel |
| V301 | Sovernet | 5/7/21 | 94063 | 1,160.70 | IT Invoice |
| V546 | Staples Advantage | 5/7/21 | 94064 | 223.68 | |
| V1875 | Sunwealth Project Pool 14 LLC | 5/7/21 | 94065 | 4,626.09 | Solar Invoice |
| V311 | Teamsters Local 597 | 5/7/21 | 94066 | 7,610.00 | Union Dues |
| V186 | Tech Group, The | 5/7/21 | 94067 | 205.00 | |
| V727 | Tri Valley Transit | 5/7/21 | 94068 | 19,833.00 | 116 Local Match |
| V1030 | UniFirst Corporation | 5/7/21 | 94069 | 260.11 | |
| V391 | Verizon Wireless | 5/7/21 | 94070 | 1,873.25 | IT Invoice |
| V410 | Vermont Gas Systems, Inc. | 5/7/21 | 94071 | 201.80 | |
| V1683 | VHV Company | 5/7/21 | 94072 | 135.00 | |
| V1614 | Vt Transportation Brokerage & Logistics | 5/7/21 | 94073 | 247.75 | |
| V338 | Westaff | 5/7/21 | 94074 | 323.12 | |
| V251 | Wex Fleet Universal | 5/7/21 | 94075 | 19,918.01 | Fuel |
| V1080 | Young, Michael | 5/7/21 | 94076 | 984.01 | |
| V1723 | Abare, Ronald | 5/7/21 | EFT000000015892 | 836.64 | Volunteer |
| V55 | Boudreau, James | 5/7/21 | EFT000000015893 | 1,179.36 | Volunteer |
| V1007 | Bova, Wendy | 5/7/21 | EFT000000015894 | 143.36 | Volunteer |
| V1150 | Bruley SR, Mark | 5/7/21 | EFT000000015895 | 1,543.36 | Volunteer |
| V1707 | Chase, Betty | 5/7/21 | EFT000000015896 | 363.44 | Volunteer |

| | | | | | |
|-------|----------------------|--------|-----------------|----------|--------------------|
| V1676 | Croteau, William | 5/7/21 | EFT000000015897 | 420.56 | Volunteer |
| V67 | Jewett, Sheryl | 5/7/21 | EFT000000015898 | 254.80 | Volunteer |
| V70 | LeClair, Raymond | 5/7/21 | EFT000000015899 | 912.24 | Volunteer |
| V75 | Martin, Ronald | 5/7/21 | EFT000000015900 | 647.92 | Volunteer |
| V86 | Pike, Gail | 5/7/21 | EFT000000015901 | 1,172.64 | Volunteer |
| V771 | Sammons, Chandra | 5/7/21 | EFT000000015902 | 541.52 | Volunteer |
| V89 | Sayers, Gail | 5/7/21 | EFT000000015903 | 93.52 | |
| V1655 | Sciria, Andrew | 5/7/21 | EFT000000015904 | 590.80 | Volunteer |
| V93 | Timm, Marta | 5/7/21 | EFT000000015905 | 772.80 | Volunteer |
| V522 | Turcotte, S Jeanette | 5/7/21 | EFT000000015906 | 253.68 | Volunteer |
| V1725 | Utton, Debra | 5/7/21 | EFT000000015907 | 718.48 | Volunteer |
| V1623 | Wells, Roy | 5/7/21 | EFT000000015908 | 463.12 | Volunteer |
| V14 | Bruce, Judith | 5/7/21 | EFT000000015909 | 266.49 | FSA Reimbursement |
| V583 | Griffith, Tom | 5/7/21 | EFT000000015910 | 205.90 | FSA Reimbursement |
| V29 | Hirsch, Alain | 5/7/21 | EFT000000015911 | 91.18 | |
| V38 | Moore, Jon | 5/7/21 | EFT000000015912 | 192.31 | DCAP Reimbursement |
| V39 | Sweeney, Cecil | 5/7/21 | EFT000000015913 | 367.39 | FSA Reimbursement |
| V1626 | Whiting, Jeremy | 5/7/21 | EFT000000015914 | 192.31 | DCAP Reimbursement |

| Vendor ID | Vendor Name | Document Date | Document | Document Amount | |
|-----------|------------------------------------|---------------|----------|-----------------|--------------------|
| V1713 | Dattco Sales and Service | 5/10/21 | 94077 | 425,139.55 | SSTA Buses |
| V279 | ABC Bus Companies-Muncie | 5/14/21 | 94078 | 1,818.07 | Part Invoice |
| V316 | Able Paint, Glass & Flooring Co. | 5/14/21 | 94079 | 152.43 | |
| V224 | Burlington Communications | 5/14/21 | 94080 | 101 | |
| V1240 | ClearChoiceMD | 5/14/21 | 94081 | 190 | |
| V928 | Conway Office Solutions | 5/14/21 | 94082 | 414.11 | |
| V239 | Cummins Northeast LLC | 5/14/21 | 94083 | 267.32 | |
| V250 | Fisher Auto Parts | 5/14/21 | 94084 | 68 | |
| V1347 | Foley Distributing Corp. | 5/14/21 | 94085 | 319.31 | |
| V799 | Gauthier Trucking Company, Inc. | 5/14/21 | 94086 | 451.4 | |
| V257 | Gillig Corp. | 5/14/21 | 94087 | 4,071.18 | 5 Part Invoices |
| V1129 | Global Montello Group Corp | 5/14/21 | 94088 | 13,272.26 | Fuel |
| V258 | Gordon Stamp & Engraving | 5/14/21 | 94089 | 251 | |
| V260 | Green Mountain Kenworth, Inc. | 5/14/21 | 94090 | 569.29 | |
| V264 | IBF Solutions, Inc. | 5/14/21 | 94091 | 376.94 | |
| V1204 | Interstate Batteries | 5/14/21 | 94092 | 41.95 | |
| V472 | Irving Energy Distribution | 5/14/21 | 94093 | 2,229.23 | Heating Oil Berlin |
| V328 | Kirk's Automotive Inc. | 5/14/21 | 94094 | 845 | |
| V270 | Lowe's | 5/14/21 | 94095 | 122.55 | |
| V276 | Metalworks | 5/14/21 | 94096 | 64 | |
| V223 | O'Reilly Auto Enterprises, LLC | 5/14/21 | 94097 | 194.09 | |
| V720 | Power Washer Sales,LLC | 5/14/21 | 94098 | 852 | |
| V864 | Rick's Towing & Repair, Inc. | 5/14/21 | 94099 | 600 | |
| V296 | Rouse Tire Sales | 5/14/21 | 94100 | 3,219.00 | 2 Tire Invoices |
| V299 | SB Collins, Inc. | 5/14/21 | 94101 | 574.6 | |
| V1678 | Tera Consulting Inc. | 5/14/21 | 94102 | 322 | |
| V273 | Transit Holding, Inc. | 5/14/21 | 94103 | 1,733.71 | 5 Part Invoices |
| V1030 | UniFirst Corporation | 5/14/21 | 94104 | 400.48 | |
| V1459 | Vermont Information Consortium LLC | 5/14/21 | 94105 | 210 | |
| V336 | W.B Mason Co., Inc. | 5/14/21 | 94106 | 20.19 | |
| V338 | Westaff | 5/14/21 | 94107 | 476.59 | |

| Vendor ID | Vendor Name | Document Date | Document Number | Document Amount | |
|-----------|---------------------------------------|---------------|-----------------|-----------------|---------------------------------|
| V1066 | Cassell, Robert Jr. | 5/17/21 | 94108 | 544.35 | manual pay chk |
| V981 | Burlington, City of | 5/17/21 | 94109 | 122 | |
| V19 | Delphia, Pam | 5/17/21 | 94110 | 390 | Final pay chk |
| V1423 | Alling, Andrew | 5/21/21 | 94111 | 50.4 | |
| V1025 | Alter, Charles | 5/21/21 | 94112 | 235.2 | Volunteer |
| V1099 | Barnett, Wendy | 5/21/21 | 94113 | 815.36 | Volunteer |
| V1785 | Davis Alan | 5/21/21 | 94114 | 131.04 | Volunteer |
| V203 | Ladd, Joyce | 5/21/21 | 94115 | 77.28 | |
| V181 | Owen, Helen | 5/21/21 | 94116 | 795.76 | Volunteer |
| V1843 | Peterson Deborah | 5/21/21 | 94117 | 245.2 | Volunteer |
| V1588 | Provost, Meaghan | 5/21/21 | 94118 | 248.02 | Volunteer |
| V1897 | Ray Kevin | 5/21/21 | 94119 | 34.72 | |
| V1800 | Sells Catherine | 5/21/21 | 94120 | 36.96 | |
| V1733 | Slack, Robert | 5/21/21 | 94121 | 156.8 | Volunteer |
| V962 | Williams, Kenneth | 5/21/21 | 94122 | 70.4 | |
| V279 | ABC Bus Companies - Muncie | 5/21/21 | 94123 | 1,357.25 | 4 part invoices |
| V1852 | Allegiance Trucks LLC | 5/21/21 | 94124 | 140.77 | |
| V1334 | Background Investigation Bureau, LLC | 5/21/21 | 94125 | 92 | |
| V1827 | Boulerice Robert | 5/21/21 | 94126 | 82.71 | |
| V284 | Brenntag Lubricants Northeast | 5/21/21 | 94127 | 7,216.42 | 4 part invoices |
| V224 | Burlington Communications | 5/21/21 | 94128 | 101 | |
| V225 | Burlington Electric Department | 5/21/21 | 94129 | 1,024.57 | 2 bills |
| V228 | C.I.D.E.R., Inc. | 5/21/21 | 94130 | 15,104.91 | E&D and Medicaid |
| V1876 | Central Vermont Medical Center Inc | 5/21/21 | 94131 | 145 | |
| V851 | Champlain Medical | 5/21/21 | 94132 | 147.59 | |
| V220 | Class C Solutions Group | 5/21/21 | 94133 | 733.36 | |
| V1357 | CleanPro, Inc | 5/21/21 | 94134 | 599.46 | |
| V928 | Conway Office Solutions | 5/21/21 | 94135 | 60 | |
| V1260 | Dahal, Santi | 5/21/21 | 94136 | 100 | FSA |
| V1770 | Damiani Christopher | 5/21/21 | 94137 | 290 | Employee reimbursement for exam |
| V403 | Firetech Sprinkler Corp. | 5/21/21 | 94138 | 330 | |
| V250 | Fisher Auto Parts | 5/21/21 | 94139 | 1,105.00 | 9 part invoices |
| V394 | Formula Ford Inc. | 5/21/21 | 94140 | 236.09 | |
| V257 | Gillig Corp. | 5/21/21 | 94141 | 759.22 | |
| V1129 | Global Montello Group Corp | 5/21/21 | 94142 | 12,160.19 | Fuel |
| V259 | Grainger | 5/21/21 | 94143 | 26.51 | |
| V1639 | Graton, Yancey | 5/21/21 | 94144 | 210 | FSA |
| V260 | Green Mountain Kenworth, Inc. | 5/21/21 | 94145 | 2,584.25 | 4 part invoices |
| V261 | Green Mountain Power | 5/21/21 | 94146 | 1,261.79 | 1 utility bill |
| V1898 | Hernandez Alex | 5/21/21 | 94147 | 123.98 | FSA |
| V1204 | Interstate Batteries | 5/21/21 | 94148 | 1,358.98 | 1 battery invoice |
| V1509 | Lawson Products, Inc | 5/21/21 | 94149 | 31.95 | |
| V1004 | Marcu, Daniel | 5/21/21 | 94150 | 100 | shoe reimbursement |
| V274 | McMaster-Carr | 5/21/21 | 94151 | 55.2 | |
| V1068 | Midwest Bus Corporation | 5/21/21 | 94152 | 353.2 | |
| V278 | Mohawk Mfg. & Supply Co. | 5/21/21 | 94153 | 989.65 | |
| V280 | Mutual of Omaha Insurance Co. | 5/21/21 | 94154 | 14.03 | |
| V223 | O'Reilly Auto Enterprises, LLC | 5/21/21 | 94155 | 57.98 | |
| V291 | Prevost Parts | 5/21/21 | 94156 | 562.59 | |
| V296 | Rouse Tire Sales | 5/21/21 | 94157 | 550 | |
| V299 | SB Collins, Inc. | 5/21/21 | 94158 | 1,747.55 | Fuel |
| V1560 | State Industrial Products Corporation | 5/21/21 | 94159 | 172.27 | |
| V312 | Stowe, Town of | 5/21/21 | 94160 | 2,500.00 | Annual snow plow |
| V451 | Stowe, Town of Electric Department | 5/21/21 | 94161 | 167.19 | |
| V1768 | Tatro Floyd | 5/21/21 | 94162 | 59.99 | |
| V1644 | Thayer Brook Tools, LLC | 5/21/21 | 94163 | 36.95 | |
| V734 | Thermo King Northeast/Dattco | 5/21/21 | 94164 | 197.29 | |
| V273 | Transit Holding, Inc. | 5/21/21 | 94165 | 2,495.90 | 2 part invoices |
| V1030 | UniFirst Corporation | 5/21/21 | 94166 | 233.79 | |
| V535 | VAS Tools, LLC | 5/21/21 | 94167 | 53.75 | |
| V410 | Vermont Gas Systems, Inc. | 5/21/21 | 94168 | 1,912.09 | 4 gas invoices |
| V336 | W.B Mason Co., Inc. | 5/21/21 | 94169 | 99.95 | |
| V338 | Westaff | 5/21/21 | 94170 | 186.56 | |
| V707 | Westward Equipment Service | 5/21/21 | 94171 | 439 | |
| V1723 | Abare, Ronald | 5/21/21 | EFT000000015915 | 411.04 | |
| V55 | Boudreau, James | 5/21/21 | EFT000000015916 | 1,198.96 | Volunteer |
| V1007 | Bova, Wendy | 5/21/21 | EFT000000015917 | 140 | Volunteer |
| V1150 | Bruley SR, Mark | 5/21/21 | EFT000000015918 | 1,476.16 | Volunteer |
| V1707 | Chase, Betty | 5/21/21 | EFT000000015919 | 380.8 | Volunteer |
| V1676 | Creteau, William | 5/21/21 | EFT000000015920 | 290.08 | Volunteer |
| V1820 | Franklin County Transportation | 5/21/21 | EFT000000015921 | 370 | |
| V1896 | Gribbin Andrew | 5/21/21 | EFT000000015922 | 98 | |
| V67 | Jewett, Sheryl | 5/21/21 | EFT000000015923 | 248.08 | Volunteer |
| V70 | LeClair, Raymond | 5/21/21 | EFT000000015924 | 346.08 | Volunteer |
| V75 | Martin, Ronald | 5/21/21 | EFT000000015925 | 666.4 | Volunteer |
| V86 | Pike, Gail | 5/21/21 | EFT000000015926 | 1,247.12 | Volunteer |
| V771 | Sammons, Chandra | 5/21/21 | EFT000000015927 | 346.08 | Volunteer |
| V89 | Sayers, Gail | 5/21/21 | EFT000000015928 | 567.84 | Volunteer |
| V1655 | Sciria, Andrew | 5/21/21 | EFT000000015929 | 43.68 | |
| V93 | Timm, Marta | 5/21/21 | EFT000000015930 | 800.8 | Volunteer |

| | | | | | |
|-------|----------------------|---------|-----------------|--------|-----------|
| V522 | Turcotte, S Jeanette | 5/21/21 | EFT000000015931 | 198.24 | Volunteer |
| V1725 | Utton, Debra | 5/21/21 | EFT000000015932 | 725.76 | Volunteer |
| V1066 | Cassell, Robert Jr. | 5/21/21 | EFT000000015933 | 315 | FSA |
| V1182 | Charissakis, John | 5/21/21 | EFT000000015934 | 104 | FSA |
| V35 | McDonald, Pam | 5/21/21 | EFT000000015935 | 25 | |
| V38 | Moore, Jon | 5/21/21 | EFT000000015936 | 192.31 | DCAP |
| V39 | Sweeney, Cecil | 5/21/21 | EFT000000015937 | 800 | FSA |
| V1626 | Whiting, Jeremy | 5/21/21 | EFT000000015938 | 192.31 | DCAP |

| Vendor ID | Vendor Name | Document Date | Document | Document Amount | |
|-----------|---------------------------------------|---------------|-----------|-----------------|---------------------------------------|
| V335 | Vermont Department of Labor | 5/26/21 | 94173 | 509.51 | |
| V335 | Vermont Department of Labor | 5/26/21 | 94174 | 9,864.64 | Quarter 4 Unemployment |
| V415 | Amazon | 5/28/21 | 94172 | 1,030.83 | 12 IT and Misc Office supply Invoices |
| V279 | ABC Bus Companies-Muncie | 5/28/21 | 94175 | 1,550.77 | Part Invoice |
| V316 | Able Paint, Glass & Flooring Co. | 5/28/21 | 94176 | 206.63 | |
| V928 | Conway Office Solutions | 5/28/21 | 94177 | 122.41 | |
| V239 | Cummins Northeast LLC | 5/28/21 | 94178 | 2,620.65 | 2 Part Invoices |
| V250 | Fisher Auto Parts | 5/28/21 | 94179 | 712.59 | |
| V1347 | Foley Distributing Corp. | 5/28/21 | 94180 | 1,818.38 | 5 Maintenance Supply Invoices |
| V257 | Gillig Corp. | 5/28/21 | 94181 | 2,865.44 | 2 Part Invoices |
| V259 | Grainger | 5/28/21 | 94182 | 450.92 | |
| V260 | Green Mountain Kenworth, Inc. | 5/28/21 | 94183 | 362.14 | |
| V1901 | Green Mountain Messenger | 5/28/21 | 94184 | 36 | |
| V328 | Kirk's Automotive Inc. | 5/28/21 | 94185 | 2,262.50 | 2 Part Invoices |
| V278 | Mohawk Mfg. & Supply Co. | 5/28/21 | 94186 | 573.8 | |
| V289 | People's United Businesscard Services | 5/28/21 | 94187 | 885.66 | |
| V299 | SB Collins, Inc. | 5/28/21 | 94188 | 14,751.71 | Fuel |
| V308 | Steadman Hill Consulting, Inc. | 5/28/21 | 94189 | 12,570.00 | Consulting |
| V1899 | Swiftly, Inc. | 5/28/21 | 94190 | 22,522.00 | Transit App Billing |
| V1900 | Talitha Consults LLC | 5/28/21 | 94191 | 15,000.00 | JEDI Consultant Assistant |
| V1030 | UniFirst Corporation | 5/28/21 | 94192 | 308.09 | |
| V1761 | Montpelier City of | 5/28/21 | 94193 | 346.29 | |
| V1446 | M.T. Wallet | 5/28/21 | EFT00000C | 3,000.00 | Lease |
| V1825 | Ride Your Bike | 5/28/21 | EFT00000C | 955.09 | |
| V303 | SSTA | 5/28/21 | EFT00000C | 92,997.63 | ADA Tilley Drive Cab Service |

To: Finance Committee

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

Date: June 4, 2021

RE: Finance/Grants/Capital Projects

Monthly Review:

The Finance & Grants Department (F&G) continues its primary objective of providing accurate, useful, and timely financial reporting, as well as financial management and stewardship of assets to GMT, its management, and stakeholders.

The following are some highlights of projects the department continues to focus on:

Seems hard to comprehend that the fiscal year end is almost here. F&G is preparing for the coming fiscal year close, and we have been communicating with VTRANS to ensure all available funding is utilized before the state closes its books. In addition, we have set a preliminary date for the FY21 Audit of June 28th and look forward to beginning that process.

This month's Finance Committee (FC) agenda will include a discussion on the upcoming FY22 Budget Adj. schedule. Like FY21, FY22's Budget Adjustment will be substantial, as the budget will need to be updated to reflect the recent state grant agreement; changes in federal fund levels; policy decisions made by the Board of Commissioner's (BOC) i.e., fare free; and typical assumption updates we make to operating revenue and expense lines during each adjustment. However, the need for this agenda item results from the current collective bargaining agreements (CBAs) being negotiated. Depending on the timeline of a finalized maintenance and driver contract, the FY22 Budget Adjustment may need to be pushed off from its typical timetable. Salary and wages for the maintenance and driver departments are a considerable portion of the organization's overall expenses (37.2% as of FY20), and it would not make sense, or be practical, to finalize a FY22 Budget Adjustment without those final wage figures.

Another agenda item included this month is a final FY21 Capital Budget Adjustment. As a reminder back in August of last year the BOC adopted an updated Capital Budget Policy, which gave certain discretion to the General Manager to adjust the current year capital budget without board approval. The adjustment is necessary to incorporate changes brought forth by our last mid-year amendment with VTRANS,

as well as to reallocate certain line items. Matt Kimball, GMT's Capital Projects Manager will be presenting the adjustment and will be happy to answer any questions from committee members.

Last month we had our annual meeting with the City of Montpelier to discuss long-term operating funding of the Montpelier Transit Center (MTC). As a reminder the operations are currently being funded through a Congestion Mitigation and Air Quality (CMAQ) grant provided by VTRANS. CMAQ grants are unique as they only require an 80% federal/20% local split for operating costs but are only provided for a 3-year term. This 3-year term will be met in March of next year, so we have held preliminary discussions with VTRANS on alternative funding. I plan to update the FC once a long-term funding solution has been finalized.

This week we held our first meeting with SSTA to negotiate the FY22 transit rate for the ADA program. Like GMT, SSTA has witnessed ridership losses because of the COVID-19 pandemic, which have elevated their transit rate. GMT has requested additional information and plans to continue negotiations over the coming weeks. I will provide continual updates as we move through these important discussions.

Finally, this month F&G staff submitted the semiannual report for Disadvantaged Business Enterprise (DBE) expenses. GMT maintains a DBE Program as required by FTA to ensure that DBEs have an equal opportunity to participate in our contracts and purchases. GMT establishes a new goal every three years (0.23% currently) and reports the federal funds spent on certified DBEs to FTA twice a year. For more information on the FTA's DBE program please click [HERE](#).

Medicaid Update:

GMT's Medicaid Non-Emergency Medical Transportation (NEMT) program is currently operating at a roughly \$244.7K surplus through April (preliminary). As you can see reflected in the profitability analysis below, GMT has been recognizing deficits since February. These deficits are a result of VPTA's new reimbursement methodology, which seeks to reallocate funds from transit agencies with surpluses to those with deficits. My understanding is that because of the losses being recognized over the last three months, GMT should expect to receive additional funds during the fourth quarter. As mentioned last month, I am working to schedule a time for the Executive Director of VPTA to come present at a future FC meeting.

| FY21 Medicaid Profitability Analysis | | | | | | | | | | | Preliminary | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|-----------------|--|
| | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | Totals | |
| Revenue | | | | | | | | | | | | |
| PMPW Revenue | \$ 185,436.90 | \$ 145,254.71 | \$ 142,443.42 | \$ 143,607.00 | \$ 113,612.00 | \$ 111,814.00 | \$ 137,825.00 | \$ 108,970.00 | \$ 104,012.00 | \$ 116,486.15 | | |
| | \$ 185,436.90 | \$ 145,254.71 | \$ 142,443.42 | \$ 143,607.00 | \$ 113,612.00 | \$ 111,814.00 | \$ 137,825.00 | \$ 108,970.00 | \$ 104,012.00 | \$ 116,486.15 | \$ 1,309,461.18 | |
| Expenses | | | | | | | | | | | | |
| Trip Cost Vans minus Cider Contracted | \$ 33,150.53 | \$ 32,981.15 | \$ 36,232.36 | \$ 45,227.69 | \$ 38,903.30 | 42,406.72 | \$ 44,478.97 | \$ 47,477.10 | \$ 53,637.83 | \$ 52,547.21 | \$ 427,042.85 | |
| Trip Cost Other | \$ 20,971.10 | \$ 20,078.12 | \$ 19,573.60 | \$ 21,168.03 | \$ 17,070.82 | 18,963.67 | \$ 19,242.55 | \$ 16,836.83 | \$ 21,902.19 | \$ 17,556.58 | \$ 193,363.49 | |
| Cider Contracted | \$ 5,282.97 | \$ 5,266.16 | \$ 6,113.45 | \$ 3,257.86 | \$ 2,624.36 | 3,144.81 | \$ 2,406.42 | \$ 7,138.87 | \$ 8,534.23 | \$ 5,134.84 | \$ 48,903.96 | |
| Salaries | \$ 21,254.87 | \$ 21,751.47 | \$ 19,167.40 | \$ 30,549.80 | \$ 21,220.60 | 22,682.37 | \$ 22,754.43 | \$ 25,486.82 | \$ 22,701.70 | \$ 35,712.31 | \$ 243,281.77 | |
| Benefits | \$ 5,446.33 | \$ 5,383.35 | \$ 5,293.95 | \$ 5,471.52 | \$ 6,628.62 | 8,544.44 | \$ 7,730.99 | \$ 7,736.99 | \$ 7,743.76 | \$ 8,790.06 | \$ 68,770.01 | |
| Direct Costs-(Dues, Computer,Background checks, O/H Rate 6.07% | \$ 2,848.10 | \$ 2,951.25 | \$ 3,439.53 | \$ 14,980.45 | \$ 3,110.09 | 3,219.49 | \$ 4,863.95 | \$ 3,895.30 | \$ 3,635.64 | \$ 3,966.98 | \$ 46,910.78 | |
| | \$ 3,387.26 | \$ 3,364.62 | \$ 3,252.79 | \$ 4,578.46 | \$ 3,074.73 | \$ 3,432.88 | \$ 3,459.80 | \$ 3,708.45 | \$ 3,916.21 | \$ 4,319.46 | \$ 36,494.66 | |
| | \$ 92,341.16 | \$ 91,776.12 | \$ 93,073.08 | \$ 125,233.81 | \$ 92,632.52 | \$ 102,394.38 | \$ 104,937.10 | \$ 112,280.36 | \$ 122,071.56 | \$ 128,027.44 | \$ 1,064,767.53 | |
| Profit/(Loss) | \$ 93,095.74 | \$ 53,478.59 | \$ 49,370.34 | \$ 18,373.19 | \$ 20,979.48 | \$ 9,419.62 | \$ 32,887.90 | \$ (3,310.36) | \$ (18,059.56) | \$ (11,541.29) | \$ 244,693.65 | |
| Profit as % of Total Revenue | 50.20% | 36.82% | 34.66% | 12.79% | 18.47% | 8.42% | 23.86% | -3.04% | -17.36% | -9.91% | 18.69% | |

Retirement Committee Update:

A Retirement Committee (RC) meeting is tentatively scheduled for Wednesday, July 21st at 12 p.m. Draft minutes from the last meeting can be found [HERE](#).

Financial Summary:

Attached are the March financials for your review along with the April expenses. As we review the expenses through April 30, 2021, 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 75% for March and 83.3% for April.

The March financials currently show a **total surplus** of roughly **\$405.5K**. With a surplus of roughly **\$21.5K** on the **urban** side and roughly **\$384K** surplus on the **rural** side.

Note: As stated last month a rebilling was necessary for the rural 5311 and state operating revenue because of the recent drop in the rural transit rate. This rebilling was adjusted to the current year-to-date transit rate and resulted in a \$116K reduction of overall grant revenue recognized as of March.

Please find the following explanations for specific areas of interest:

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

- **Federal Urban Formula Grant** - This is impacted by the overall urban spending. Total urban expenses are below benchmark 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.
- **Federal Rural Operating Grant** – This is trending higher than benchmark due to the CARES funding provided by VTRANS. This funding is 100% federal funding with no match requirement, so we are earning the federal revenue at a higher rate and the State revenue at a lower rate. In addition, GMT was awarded roughly \$370K of funding in the mid-year amendment process that is not reflected in the budgeted revenue, therefore the current budget variance is overstated.
- **State Regular Subsidy Operating Grant** – Revenue is at benchmark on the urban side. The rural side is coming up under benchmark because of the 5311 CARES Funds being provided by VTRANS. As explained above, these funds are at 100% federal and require no match.
- **E&D Grants and Local Match** – E&D revenue is below benchmark due to COVID related service reductions.
- **Other State Grants** – The rural side of this revenue is above benchmark. It is primarily driven by mobility management. We received an additional \$6,759 of funding in the midyear amendment that is not reflected in the budget, but we also expect this grant to run out before the end of the year. We would expect this line item to be above benchmark.
- **Other Federal Grants** – The Preventative Maintenance (PM) grant is the primary reason the urban federal grant revenue 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 will run higher than normal due to fare free service. The rural revenue is also trending high because of PM. The PM is higher during the winter months due to the seasonal service. We expect the PM expenses to drop in the last quarter.

- **Interest Earnings** – Interest earnings are below benchmark for urban and rural. 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 sell funds to and from the Federal Reserve. Over the last year, and because 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 the 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 rural loss of \$222.5K is largely 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. Urban is above benchmark due to the sale of vehicles that have been replaced. This line item can be hard to predict since we do not know the revenue we will receive from the sale of the retired vehicles.
- **Medicaid Purchase of Service** – This line item is of the most consequence to the rural operating revenue segment. It currently is almost at benchmark, which I am happy to see. However, revenue has been trending downward because of lower ridership and the fixed route remaining fare free. As a reminder, fare free service impacts our PMPW counts because if fares are not being charged, GMT cannot request PMPW reimbursement for a rider being scheduled on the fixed route.
- **Purchase of Service** – This line item is currently slightly 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 April 30th...

- **Wages** - Overall wages have stayed the same, right at benchmark on the urban side and below benchmark on the rural side. Rural driver wages remain under budget, mainly due to the suspension of some seasonal routes and the transfer of service to RCT.

- **Unemployment** is under benchmark on both systems due to credits we have received from the state.
- **Medical Insurance** is slightly over benchmark on the urban side, which is likely the result of a variance from the policy choice assumptions made for current staff and open positions.
- **Pension plan expense** on the rural side is over benchmark. This is a result of hazard pay pushing overall wages higher, as well as higher participation in GMT's retirement plan.
- **Other employee benefits** are over benchmark due to timing of invoices from Workplace Solutions.
- **Recruiting Expenses** are over benchmark on the rural side due to seasonal hiring which results in the line item not being spent equally during the fiscal year, as well as additional recruitment efforts that were required.
- **Dues and Subscriptions** are over benchmark on the rural side 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 because of the new Medicaid reimbursement methodology, which reimburses for all expenses related to the Medicaid program.
- **Communications** Is under benchmark due to timing of invoices.
- **Computer Services** is over benchmark due to timing of invoices.
- **Safety Expense** is over benchmark due to a driver safety rewards.
- **Other Planning** is over benchmark on the rural side due to the timing of Steadman Hill Consulting invoices. Which included NTD processing, Microtransit prelaunch and fare free analysis.
- **Facility Maintenance** is over benchmark on the urban side due to carpet cleaning at the main office. The rural side is over budget due to annual maintenance / electric bills from Town of Stowe.
- **Passenger Facility expenses** is over benchmark due to payment of past due invoices to the Town of Jeffersonville for parking access.
- **Cleaning** is over benchmark on the rural side due to the hiring of temporary labor.

- **Maintenance Tools/Supplies/Uniforms** is over budget because of COVID-19 supplies purchases. As a reminder additional funds were made available by VTRANS to support these purchases.
- **Misc. maintenance expenses** are over budget on the urban side and over benchmark on the rural side due to higher than anticipated vehicle registrations.
- **Public Information** is over benchmark due to timing of invoices.

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

☆ **Passenger Shelters:**

- Closing out VTrans permit for Milton shelter installation from last fall. Preparing permit application to remove shelter pad at former Williston Village stop. Evaluating potential sites for bus stop bench project.
- Installation of glass windows in the rural shelter has been completed. Working with planning to identify stops in the rural service area for installation of the shelter.

☆ **Montpelier Transit Center:**

- Scheduling staff training with Norris for operation and troubleshooting of the security system as well as some camera view adjustments. Awaiting approval from the City for a permit application for permanent bus berth signage at the MTC. Working with Planning and IT on the installation of a MyRide accessibility phone at the MTC.
- 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.

☆ **Electric Small Bus Procurement**

- Finalizing award letter for the electric cutaway RFP. A discrepancy was discovered between the quantities in the RFP and the total number of vehicles in VTrans' LONO applications for providers, so a separate analysis had to be performed to adjust the contract quantity for award.
- The working group for a procurement for charging equipment and software is near completion of an RFP with an anticipated issue date of June 9, 2021. GMT is planning to have charging stations installed at the Berlin facility by winter 2021.

☆ **DTC Air Conditioning Improvements**

- A contract has been awarded to Thomas Mechanical, Inc. for the installation of a split system heating/AC unit in the DTC ticket booth. A pre-construction meeting has been scheduled for June 7, 2021, with

construction expected to commence later that week. The work is expected to be completed by July 15, 2021.

☆ **Washington County Facility Site Selection Study**

- A quote has been received and accepted for appraisal services on the two finalist sites. The appraiser is not available until mid-August to perform the appraisals, so they are not expected to be received until September. Property owners at two other sites have reached out to GMT after a presentation at the selectboard meeting to express the availability of their sites. The consulting team is doing some initial analysis to verify the feasibility of both sites. Continuing to work with the consulting team to evaluate development possibilities at both sites. The final report timeline is expected to coincide with the availability of the appraisals.

☆ **Proterra Charging Stations**

- The ViriCiti software continues to work well with the Proterra equipment and there have been no recent issues with the charging stations.

☆ **31 Queen City Park Rd Facility Renovations**

- Working with design consulting team on the preparation of a master capital plan for the facility to prepare design criteria for long-scale renovations to the entire facility. Master capital plan would include items such as building envelope improvements, roof replacement, office area renovation, building ventilation improvements, site drainage and access from 101 QCP property, and additional floor space for EV charging infrastructure. Currently reviewing a design task order submitted by the A&E team.

☆ **101 Queen City Park Rd Facility Projects**

- Quotes have been received for the replacement of the front steps, which will now be planned as an FY22 project. The City of Burlington has administratively approved a zoning permit application for a 4 ft. extension of handrail at the top of the steps. The permit application is now in the appeal period before the permit will be ready for issue to GMT.
- Evaluating the feasibility to construct a dividing wall between the paint booth and the bus storage garage to create an enclosed space for body shop prep work. This would free up additional space in the 31 QCP building for indoor bus storage.

Benchmark = 75%

| | 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 | |
| REVENUES | | | | | | | | | | | |
| FEDERAL, STATE AND LOCAL REVENUE | | | | | | | | | | | |
| Municipal Member Assessments | 1,841,930 | | 1,841,930 | 2,476,163 | | 2,476,163 | 74.4% | 0.0% | 74.4% | 1,804,892 | |
| Municipal Paratransit Assessments | 516,578 | | 516,578 | 668,516 | | 668,516 | 77.3% | 0.0% | 77.3% | 508,030 | |
| Local Operating Assistance | 40,344 | 339,337 | 379,680 | 53,791 | 443,623 | 497,414 | 75.0% | 76.5% | 76.3% | 70,797 | 341,660 |
| Federal Urban Formula Grant | 3,771,218 | | 3,771,218 | 6,919,178 | | 6,919,178 | 54.5% | 0.0% | 54.5% | 1,962,069 | |
| Federal Rural Operating Grant | | 1,721,049 | 1,721,049 | | 1,893,100 | 1,893,100 | 0.0% | 90.9% | 90.9% | | 1,367,978 |
| State Regular Subsidy Operating Grant | 1,300,608 | 148,411 | 1,449,019 | 1,734,144 | 787,500 | 2,521,644 | 75.0% | 18.8% | 57.5% | 1,696,644 | 609,763 |
| E&D Grants and Local Match | | 701,734 | 701,734 | | 1,351,950 | 1,351,950 | 0.0% | 51.9% | 51.9% | | 988,807 |
| Other State Grants | 270,537 | 52,920 | 323,457 | 364,867 | 63,845 | 428,712 | 74.1% | 82.9% | 75.4% | 75,924 | 38,898 |
| Other Federal Grants | 2,503,265 | 715,227 | 3,218,492 | 3,020,422 | 863,805 | 3,884,227 | 82.9% | 82.8% | 82.9% | 2,661,828 | 870,265 |
| Fund Balance Reserves | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Capital Reserve Revenue | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Total Federal, State and Local Revenues | 10,244,480 | 3,678,678 | 13,923,157 | 15,237,081 | 5,403,823 | 20,640,904 | 67.2% | 68.1% | 67.5% | 8,780,184 | 4,217,371 |
| OPERATING REVENUE | | | | | | | | | | | |
| Passenger Revenue | 289 | 11 | 300 | | | | 0.0% | 0.0% | 0.0% | 1,675,508 | 95,837 |
| Paratransit Passenger Fares | | | | | | | 0.0% | 0.0% | 0.0% | 74,024 | |
| Advertising Revenue | 120,531 | 70,248 | 190,778 | 150,000 | 30,000 | 180,000 | 80.4% | 234.2% | 106.0% | 122,337 | 27,880 |
| Interest Earnings | 293 | 4,206 | 4,499 | 700 | 9,000 | 9,700 | 41.9% | 46.7% | 46.4% | 555 | 15,253 |
| Miscellaneous Revenue | 54,805 | 2 | 54,807 | 56,750 | | 56,750 | 96.6% | 0.0% | 96.6% | 30,462 | 78 |
| Sales Of Equipment | 13,135 | (222,457) | (209,322) | 1,000 | 2,000 | 3,000 | 1313.5% | -11122.9% | -6977.4% | 3,947 | 3,707 |
| Medicaid Purchase Of Svc | | 1,193,421 | 1,193,421 | | 1,690,975 | 1,690,975 | 0.0% | 70.6% | 70.6% | | 1,558,615 |
| Purchase of Service | 32,643 | 40,252 | 72,895 | 43,012 | 71,253 | 114,265 | 75.9% | 56.5% | 63.8% | 30,404 | 69,280 |
| Warranty Revenue | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Operating Revenue | 221,695 | 1,085,683 | 1,307,378 | 251,462 | 1,803,228 | 2,054,690 | 88.2% | 60.2% | 63.6% | 1,937,237 | 1,770,650 |
| Total Revenue | 10,466,175 | 4,764,360 | 15,230,535 | 15,488,543 | 7,207,051 | 22,695,594 | 67.6% | 66.1% | 67.1% | 10,717,421 | 5,988,020 |
| EXPENSES | | | | | | | | | | | |
| SALARIES AND WAGES | | | | | | | | | | | |
| Other Wages | 1,046,929 | 659,519 | 1,706,448 | 1,431,868 | 955,955 | 2,387,823 | 73.1% | 69.0% | 71.5% | 1,071,087 | 686,366 |
| Driver/Operator Wages | 3,024,563 | 1,285,027 | 4,309,591 | 4,253,033 | 2,088,548 | 6,341,580 | 71.1% | 61.5% | 68.0% | 3,366,294 | 1,435,818 |
| Vehicle Repair Wages | 676,888 | 115,614 | 792,502 | 1,017,556 | 175,059 | 1,192,615 | 66.5% | 66.0% | 66.5% | 662,336 | 114,901 |
| Salaries and Wages | 4,748,380 | 2,060,160 | 6,808,541 | 6,702,457 | 3,219,562 | 9,922,019 | 70.8% | 64.0% | 68.6% | 5,099,717 | 2,237,085 |
| PERSONNEL TAXES AND BENEFITS | | | | | | | | | | | |
| Payroll Taxes (FICA/MC) | 361,893 | 156,252 | 518,145 | 512,738 | 246,296 | 759,034 | 70.6% | 63.4% | 68.3% | 392,831 | 168,237 |
| Unemployment Tax Exp | 12,857 | 4,427 | 17,284 | 25,000 | 22,000 | 47,000 | 51.4% | 20.1% | 36.8% | (213) | 7,016 |
| Medical Insurance/HRA | 1,438,155 | 396,594 | 1,834,749 | 1,889,099 | 542,891 | 2,431,990 | 76.1% | 73.1% | 75.4% | 1,421,825 | 395,298 |
| Pension Plan Expenses | 207,521 | 68,743 | 276,264 | 294,908 | 80,489 | 375,397 | 70.4% | 85.4% | 73.6% | 225,497 | 53,713 |
| Employee Development | 4,741 | 4,534 | 9,274 | 13,000 | 12,000 | 25,000 | 36.5% | 37.8% | 37.1% | 8,588 | 3,909 |
| Other Employee Benefits | 97,889 | 50,067 | 147,956 | 116,372 | 49,725 | 166,097 | 84.1% | 100.7% | 89.1% | 100,604 | 41,440 |
| Personnel Taxes and Benefits | 2,123,056 | 680,616 | 2,803,672 | 2,851,116 | 953,401 | 3,804,518 | 74.5% | 71.4% | 73.7% | 2,149,132 | 669,613 |
| GENERAL AND ADMIN EXPENSES | | | | | | | | | | | |
| Admin Supplies and Expenses | 23,420 | 11,896 | 35,316 | 44,703 | 21,899 | 66,602 | 52.4% | 54.3% | 53.0% | 32,649 | 13,140 |
| Recruiting Expenses | 5,040 | 10,548 | 15,588 | 12,400 | 7,000 | 19,400 | 40.6% | 150.7% | 80.4% | 4,510 | 3,521 |
| Dues and Subscriptions | 5,933 | 7,748 | 13,681 | 10,305 | 4,992 | 15,297 | 57.6% | 155.2% | 89.4% | 4,236 | 3,332 |
| Travel and Meetings | | | | 2,500 | 1,256 | 3,756 | 0.0% | 0.0% | 0.0% | 849 | 2,329 |
| Board Development | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Communications | 23,261 | 19,060 | 42,321 | 38,464 | 36,463 | 74,927 | 60.5% | 52.3% | 56.5% | 22,744 | 20,789 |
| Computer Service Exp | 42,470 | 42,423 | 84,893 | 80,262 | 49,067 | 129,329 | 52.9% | 86.5% | 65.6% | 66,834 | 30,269 |
| Legal Fees | 49,123 | 6,278 | 55,401 | 102,300 | 58,800 | 161,100 | 48.0% | 10.7% | 34.4% | 37,290 | 17,392 |
| Insurance | 746,631 | 328,751 | 1,075,381 | 995,018 | 445,204 | 1,440,222 | 75.0% | 73.8% | 74.7% | 707,224 | 310,032 |
| Audit Fees | 9,485 | 4,065 | 13,550 | 16,450 | 7,050 | 23,500 | 57.7% | 57.7% | 57.7% | 18,865 | 8,085 |
| Consulting Fees | | | | | | | 0.0% | 0.0% | 0.0% | 9,412 | 13,559 |
| General and Admin Expenses | 905,362 | 430,768 | 1,336,131 | 1,302,403 | 631,731 | 1,934,134 | 69.5% | 68.2% | 69.1% | 904,614 | 422,449 |
| OPERATIONS EXPENSES | | | | | | | | | | | |

Benchmark = 75%

| | 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 | |
| Background Checks | 703 | 7,904 | 8,607 | 2,400 | 11,500 | 13,900 | 29.3% | 68.7% | 61.9% | 1,032 | 12,613 |
| Drug & Alcohol Testing | | | | | | | 0.0% | 0.0% | 0.0% | | |
| DOT Testing | 4,301 | 4,616 | 8,917 | 6,500 | 6,270 | 12,770 | 66.2% | 73.6% | 69.8% | 4,840 | 4,841 |
| Employment Recruitment Program | | | | 800 | 400 | 1,200 | 0.0% | 0.0% | 0.0% | 800 | |
| Driver's Uniforms | 10,731 | 4,301 | 15,032 | 20,000 | 10,000 | 30,000 | 53.7% | 43.0% | 50.1% | 10,892 | 5,385 |
| Safety Expense | 1,377 | | 1,377 | 400 | 500 | 900 | 344.3% | 0.0% | 153.0% | 328 | |
| Misc. Operating Exp | 1,372 | 362 | 1,734 | 6,125 | 1,100 | 7,225 | 22.4% | 32.9% | 24.0% | 2,257 | 831 |
| Operations Expenses | 18,484 | 17,184 | 35,667 | 36,225 | 29,770 | 65,995 | 51.0% | 57.7% | 54.0% | 20,149 | 23,670 |
| PLANNING EXPENSES | | | | | | | | | | | |
| Other Planning Expenses | | 30,569 | 30,569 | | 25,000 | 25,000 | 0.0% | 122.3% | 122.3% | | 14,779 |
| MPO Planning Expenses | 25,966 | | 25,966 | 100,000 | | 100,000 | 26.0% | 0.0% | 26.0% | 30,509 | |
| Planning Expenses | 25,966 | 30,569 | 56,535 | 100,000 | 25,000 | 125,000 | 26.0% | 122.3% | 45.2% | 30,509 | 14,779 |
| VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial) | | | | | | | | | | | |
| Parts Expense - Non-Revenue Vehicles | 2,195 | 1,311 | 3,506 | 5,000 | 2,000 | 7,000 | 43.9% | 65.5% | 50.1% | 2,709 | 362 |
| Parts Expense - Revenue Vehicles | 384,272 | 59,093 | 443,365 | 720,500 | 126,000 | 846,500 | 53.3% | 46.9% | 52.4% | 514,646 | 88,093 |
| Tires | 61,432 | 11,315 | 72,747 | 85,000 | 23,000 | 108,000 | 72.3% | 49.2% | 67.4% | 65,113 | 18,752 |
| Facility Maintenance | 36,956 | 42,304 | 79,260 | 54,000 | 54,900 | 108,900 | 68.4% | 77.1% | 72.8% | 45,860 | 41,520 |
| Passenger Facility Expenses | 30,198 | 950 | 31,148 | 29,187 | | 29,187 | 103.5% | 0.0% | 106.7% | 24,945 | |
| Security Expenses | 27 | | 27 | | | | 0.0% | 0.0% | 0.0% | | |
| Cleaning Expense | 5,382 | 11,539 | 16,921 | 7,800 | 10,000 | 17,800 | 69.0% | 115.4% | 95.1% | 11,272 | 9,695 |
| Repeater Fees | 15,444 | 10,944 | 26,388 | 20,304 | 15,552 | 35,856 | 76.1% | 70.4% | 73.6% | 15,150 | 12,312 |
| Light, Heat and Water | 115,997 | 34,144 | 150,141 | 177,500 | 69,400 | 246,900 | 65.4% | 49.2% | 60.8% | 122,620 | 39,094 |
| Fuel - Vehicles | 368,198 | 210,251 | 578,449 | 861,000 | 425,000 | 1,286,000 | 42.8% | 49.5% | 45.0% | 641,945 | 310,930 |
| Maintenance Tools/Supplies/Uniforms | 86,720 | 19,679 | 106,399 | 75,115 | 19,020 | 94,135 | 115.4% | 103.5% | 113.0% | 64,532 | 15,130 |
| Misc Maint Expenses and fees | 1,732 | 1,834 | 3,566 | 2,112 | 1,948 | 4,060 | 82.0% | 94.2% | 87.8% | 1,763 | 3,133 |
| Vehicle/Building Maintenance Exp | 1,108,553 | 403,363 | 1,511,917 | 2,037,518 | 746,820 | 2,784,338 | 54.4% | 54.0% | 54.3% | 1,510,554 | 539,020 |
| CONTRACTOR EXPENSES | | | | | | | | | | | |
| ADA/SSTA Paratransit | 804,498 | | 804,498 | 1,343,544 | | 1,343,544 | 59.9% | 0.0% | 59.9% | 890,280 | |
| Partner Local Share | | 45,872 | 45,872 | 19,833 | 45,872 | 65,705 | 0.0% | 100.0% | 69.8% | 19,833 | |
| Functional Assessment Costs | | | | 2,500 | | 2,500 | 0.0% | 0.0% | 0.0% | 4,493 | |
| Volunteer Drivers | | 256,651 | 256,651 | | 583,867 | 583,867 | 0.0% | 44.0% | 44.0% | | 474,873 |
| Other Transportation (incl Cabs) | 1,909 | 409,832 | 411,741 | 7,033 | 823,518 | 830,551 | 27.1% | 49.8% | 49.6% | 4,257 | 594,503 |
| Contractor Expenses | 806,407 | 712,355 | 1,518,762 | 1,372,910 | 1,453,257 | 2,826,167 | 58.7% | 49.0% | 53.7% | 918,863 | 1,069,377 |
| MARKETING EXPENSE | | | | | | | | | | | |
| Bus Tickets/Fare Media | | | | 20,000 | 2,400 | 22,400 | 0.0% | 0.0% | 0.0% | 10,165 | 931 |
| Marketing Expense | 2,750 | 1,293 | 4,043 | 26,320 | 12,000 | 38,320 | 10.4% | 10.8% | 10.6% | 11,276 | 13,212 |
| Public Information | 20,515 | 7,953 | 28,468 | 22,000 | 11,000 | 33,000 | 93.2% | 72.3% | 86.3% | 10,448 | 10,324 |
| Marketing Expense | 23,265 | 9,246 | 32,511 | 68,320 | 25,400 | 93,720 | 34.1% | 36.4% | 34.7% | 31,889 | 24,467 |
| OTHER EXPENSES | | | | | | | | | | | |
| Allowance for Doubtful Accounts | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Debt Service/Capital Reserve | 6,953 | | 6,953 | 8,214 | | 8,214 | 84.7% | 0.0% | 84.7% | 46,443 | |
| Bond Interest | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Capital Match | 750,000 | 98,618 | 848,618 | 1,000,000 | 131,490 | 1,131,490 | 75.0% | 75.0% | 75.0% | 80,025 | 58,200 |
| Other Expenses | 756,953 | 98,618 | 855,571 | 1,008,214 | 131,490 | 1,139,704 | 75.1% | 75.0% | 75.1% | 126,468 | 58,200 |
| TOTAL EXPENSES | 10,516,427 | 4,442,879 | 14,959,306 | 15,479,163 | 7,216,431 | 22,695,594 | 67.9% | 61.6% | 65.9% | 10,791,895 | 5,058,659 |
| Current Year Deferred Costs | 134,302 | | 134,302 | | | | 0.0% | 0.0% | 0.0% | 36,053 | |
| OH Admin Allocation | 112,903 | (112,903) | | 196,077 | (196,077) | | 57.6% | 0.0% | 0.0% | 185,131 | (185,131) |
| Urban Shop Allocation | 62,368 | (62,368) | | 84,913 | (84,913) | | 73.4% | 73.4% | 0.0% | 69,565 | (69,565) |
| Rural Link Cost Allocation | (237,812) | 237,812 | | (290,370) | 290,370 | | 81.9% | 81.9% | 0.0% | (219,584) | 219,584 |
| ALLOCATIONS BETWEEN PROGRAMS | (62,541) | 62,541 | | (9,380) | 9,380 | | 666.7% | 666.7% | 0.0% | 35,112 | (35,112) |
| Balance Of Operating Budget | 21,509 | 384,022 | 405,531 | | | | | | | (3,309) | 894,249 |

Benchmark = 75%

| | 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 | |
| Capital Revenue | | | | | | | | | | | |
| Federal Revenue | 972,672 | 666,840 | 1,639,513 | | | | 0.0% | 0.0% | 0.0% | 2,866,388 | 1,365,814 |
| State Revenue | 115,068 | 53,019 | 168,087 | | | | 0.0% | 0.0% | 0.0% | 123,662 | 61,548 |
| Paratransit Lease Revenue | 81,090 | | 81,090 | | | | 0.0% | 0.0% | 0.0% | 345,166 | |
| Local Match Revenue | 750,000 | 98,618 | 848,618 | | | | 0.0% | 0.0% | 0.0% | 80,025 | 58,200 |
| Total Capital Revenue | 1,918,830 | 818,476 | 2,737,306 | | | | 0.0% | 0.0% | 0.0% | 3,415,241 | 1,485,562 |
| Capital Expenses | | | | | | | | | | | |
| Vehicles | 723,184 | 751,860 | 1,475,045 | | | | 0.0% | 0.0% | 0.0% | 2,400,625 | 1,439,656 |
| Maintenance Parts and Equipment | 363,636 | 21,684 | 385,320 | | | | 0.0% | 0.0% | 0.0% | 341,621 | 10,138 |
| Passenger Amenities | 7,725 | 1,299 | 9,023 | | | | 0.0% | 0.0% | 0.0% | 2,316 | |
| Facility Repairs and Improvements | 122,721 | 25,206 | 147,927 | | | | 0.0% | 0.0% | 0.0% | 805,009 | 137,007 |
| Total Capital Expenses | 1,217,265 | 800,050 | 2,017,315 | | | | 0.0% | 0.0% | 0.0% | 3,549,571 | 1,586,801 |
| Balance of Capital Budget | 701,565 | 18,427 | 719,992 | | | | 0.0% | 0.0% | 0.0% | (134,331) | (101,238) |
| Transfer of Purchases to Fixed Assets | 790,791 | 690,724 | 1,481,514 | | | | 0.0% | 0.0% | 0.0% | 3,205,505 | 1,550,341 |
| Deferred Costs | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Depreciation Expense | (2,236,868) | (517,374) | (2,754,242) | | | | 0.0% | 0.0% | 0.0% | (2,206,620) | (613,450) |
| Subtotal | (1,446,077) | 173,350 | (1,272,727) | | | | 0.0% | 0.0% | 0.0% | 998,885 | 936,892 |
| Current Change in Net Assets | (723,003) | 575,799 | (147,204) | | | | | | | 861,245 | 1,729,902 |

Benchmark = 83.3%

| | 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 | |
| REVENUES | | | | | | | | | | | |
| FEDERAL, STATE AND LOCAL REVENUE | | | | | | | | | | | |
| Municipal Member Assessments | 2,046,589 | | 2,046,589 | 2,476,163 | | 2,476,163 | 82.7% | 0.0% | 82.7% | 2,004,904 | |
| Municipal Paratransit Assessments | 573,976 | | 573,976 | 668,516 | | 668,516 | 85.9% | 0.0% | 85.9% | 565,009 | |
| Local Operating Assistance | 44,826 | 394,283 | 439,109 | 53,791 | 443,623 | 497,414 | 83.3% | 88.9% | 88.3% | 78,664 | 394,960 |
| Federal Urban Formula Grant | 3,771,218 | | 3,771,218 | 6,919,178 | | 6,919,178 | 54.5% | 0.0% | 54.5% | 2,430,353 | |
| Federal Rural Operating Grant | | 1,721,049 | 1,721,049 | | 1,893,100 | 1,893,100 | 0.0% | 90.9% | 90.9% | | 1,403,062 |
| State Regular Subsidy Operating Grant | 1,445,120 | 148,411 | 1,593,531 | 1,734,144 | 787,500 | 2,521,644 | 83.3% | 18.8% | 63.2% | 1,651,827 | 542,271 |
| E&D Grants and Local Match | | 701,953 | 701,953 | | 1,351,950 | 1,351,950 | 0.0% | 51.9% | 51.9% | | 1,031,210 |
| Other State Grants | 270,537 | 52,920 | 323,457 | 364,867 | 63,845 | 428,712 | 74.1% | 82.9% | 75.4% | 83,356 | 64,323 |
| Other Federal Grants | 2,546,245 | 715,227 | 3,261,473 | 3,020,422 | 863,805 | 3,884,227 | 84.3% | 82.8% | 84.0% | 2,937,432 | 882,893 |
| Fund Balance Reserves | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Capital Reserve Revenue | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Total Federal, State and Local Revenues | 10,698,511 | 3,733,842 | 14,432,354 | 15,237,081 | 5,403,823 | 20,640,904 | 70.2% | 69.1% | 69.9% | 9,751,544 | 4,318,718 |
| OPERATING REVENUE | | | | | | | | | | | |
| Passenger Revenue | 291 | (1,247) | (957) | | | | 0.0% | 0.0% | 0.0% | 1,691,005 | 95,655 |
| Paratransit Passenger Fares | | | | | | | 0.0% | 0.0% | 0.0% | 75,976 | |
| Advertising Revenue | 121,216 | 80,445 | 201,661 | 150,000 | 30,000 | 180,000 | 80.8% | 268.2% | 112.0% | 137,405 | 31,060 |
| Interest Earnings | 313 | 4,492 | 4,805 | 700 | 9,000 | 9,700 | 44.7% | 49.9% | 49.5% | 615 | 15,586 |
| Miscellaneous Revenue | 54,805 | 2 | 54,807 | 56,750 | | 56,750 | 96.6% | 0.0% | 96.6% | 30,466 | 78 |
| Sales Of Equipment | 13,135 | (222,457) | (209,322) | 1,000 | 2,000 | 3,000 | 1313.5% | -11122.9% | -6977.4% | 3,947 | 3,707 |
| Medicaid Purchase Of Svc | | 1,309,907 | 1,309,907 | | 1,690,975 | 1,690,975 | 0.0% | 77.5% | 77.5% | | 1,720,745 |
| Purchase of Service | 35,330 | 44,726 | 80,055 | 43,012 | 71,253 | 114,265 | 82.1% | 62.8% | 70.1% | 33,315 | 75,672 |
| Warranty Revenue | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Operating Revenue | 225,088 | 1,215,867 | 1,440,956 | 251,462 | 1,803,228 | 2,054,690 | 89.5% | 67.4% | 70.1% | 1,972,730 | 1,942,504 |
| Total Revenue | 10,923,599 | 4,949,710 | 15,873,309 | 15,488,543 | 7,207,051 | 22,695,594 | 70.5% | 68.7% | 69.9% | 11,724,274 | 6,261,223 |
| EXPENSES | | | | | | | | | | | |
| SALARIES AND WAGES | | | | | | | | | | | |
| Other Wages | 1,213,151 | 769,372 | 1,982,523 | 1,431,868 | 955,955 | 2,387,823 | 84.7% | 80.5% | 83.0% | 1,166,288 | 771,554 |
| Driver/Operator Wages | 3,507,121 | 1,501,437 | 5,008,558 | 4,253,033 | 2,088,548 | 6,341,580 | 82.5% | 71.9% | 79.0% | 3,713,675 | 1,572,905 |
| Vehicle Repair Wages | 781,661 | 129,831 | 911,492 | 1,017,556 | 175,059 | 1,192,615 | 76.8% | 74.2% | 76.4% | 746,451 | 119,200 |
| Salaries and Wages | 5,501,933 | 2,400,640 | 7,902,573 | 6,702,457 | 3,219,562 | 9,922,019 | 82.1% | 74.6% | 79.6% | 5,626,414 | 2,463,660 |
| PERSONNEL TAXES AND BENEFITS | | | | | | | | | | | |
| Payroll Taxes (FICA/MC) | 417,232 | 180,824 | 598,056 | 512,738 | 246,296 | 759,034 | 81.4% | 73.4% | 78.8% | 433,454 | 185,016 |
| Unemployment Tax Exp | 17,617 | 5,468 | 23,085 | 25,000 | 22,000 | 47,000 | 70.5% | 24.9% | 49.1% | 2,931 | 12,549 |
| Medical Insurance/HRA | 1,606,097 | 442,325 | 2,048,422 | 1,889,099 | 542,891 | 2,431,990 | 85.0% | 81.5% | 84.2% | 1,571,779 | 435,415 |
| Pension Plan Expenses | 241,171 | 77,120 | 318,291 | 294,908 | 80,489 | 375,397 | 81.8% | 95.8% | 84.8% | 248,484 | 60,299 |
| Employee Development | 5,658 | 4,945 | 10,603 | 13,000 | 12,000 | 25,000 | 43.5% | 41.2% | 42.4% | 8,267 | 3,909 |
| Other Employee Benefits | 107,094 | 53,957 | 161,051 | 116,372 | 49,725 | 166,097 | 92.0% | 108.5% | 97.0% | 109,503 | 45,277 |
| Personnel Taxes and Benefits | 2,394,869 | 764,640 | 3,159,509 | 2,851,116 | 953,401 | 3,804,518 | 84.0% | 80.2% | 83.0% | 2,374,417 | 742,464 |
| GENERAL AND ADMIN EXPENSES | | | | | | | | | | | |
| Admin Supplies and Expenses | 25,802 | 13,322 | 39,124 | 44,703 | 21,899 | 66,602 | 57.7% | 60.8% | 58.7% | 35,626 | 14,978 |
| Recruiting Expenses | 5,040 | 10,737 | 15,777 | 12,400 | 7,000 | 19,400 | 40.6% | 153.4% | 81.3% | 5,378 | 3,521 |
| Dues and Subscriptions | 5,933 | 7,748 | 13,681 | 10,305 | 4,992 | 15,297 | 57.6% | 155.2% | 89.4% | 4,783 | 3,332 |
| Travel and Meetings | | | | 2,500 | 1,256 | 3,756 | 0.0% | 0.0% | 0.0% | 849 | 2,329 |
| Board Development | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Communications | 25,533 | 23,099 | 48,632 | 38,464 | 36,463 | 74,927 | 66.4% | 63.4% | 64.9% | 27,247 | 23,722 |
| Computer Service Exp | 49,984 | 45,728 | 95,712 | 80,262 | 49,067 | 129,329 | 62.3% | 93.2% | 74.0% | 68,675 | 31,292 |
| Legal Fees | 54,697 | 9,795 | 64,492 | 102,300 | 58,800 | 161,100 | 53.5% | 16.7% | 40.0% | 51,694 | 21,066 |
| Insurance | 829,897 | 365,502 | 1,195,399 | 995,018 | 445,204 | 1,440,222 | 83.4% | 82.1% | 83.0% | 786,156 | 344,730 |
| Audit Fees | 12,425 | 5,325 | 17,750 | 16,450 | 7,050 | 23,500 | 75.5% | 75.5% | 75.5% | 18,550 | 7,950 |
| Consulting Fees | | | | | | | 0.0% | 0.0% | 0.0% | (660) | 23,631 |
| General and Admin Expenses | 1,009,310 | 481,257 | 1,490,566 | 1,302,403 | 631,731 | 1,934,134 | 77.5% | 76.2% | 77.1% | 998,298 | 476,551 |
| OPERATIONS EXPENSES | | | | | | | | | | | |

Benchmark = 83.3%

| | 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 | |
| Background Checks | 797 | 8,181 | 8,978 | 2,400 | 11,500 | 13,900 | 33.2% | 71.1% | 64.6% | 1,101 | 12,799 |
| Drug & Alcohol Testing | | | | | | | 0.0% | 0.0% | 0.0% | | |
| DOT Testing | 5,233 | 4,831 | 10,064 | 6,500 | 6,270 | 12,770 | 80.5% | 77.0% | 78.8% | 5,530 | 5,542 |
| Employment Recruitment Program | | | | 800 | 400 | 1,200 | 0.0% | 0.0% | 0.0% | 800 | |
| Driver's Uniforms | 10,930 | 4,541 | 15,471 | 20,000 | 10,000 | 30,000 | 54.7% | 45.4% | 51.6% | 11,192 | 5,385 |
| Safety Expense | 2,048 | 350 | 2,398 | 400 | 500 | 900 | 512.0% | 70.0% | 266.4% | 328 | |
| Misc. Operating Exp | 1,560 | 362 | 1,923 | 6,125 | 1,100 | 7,225 | 25.5% | 32.9% | 26.6% | 2,257 | 831 |
| Operations Expenses | 20,569 | 18,265 | 38,834 | 36,225 | 29,770 | 65,995 | 56.8% | 61.4% | 58.8% | 21,208 | 24,557 |
| PLANNING EXPENSES | | | | | | | | | | | |
| Other Planning Expenses | | 32,884 | 32,884 | | 25,000 | 25,000 | 0.0% | 131.5% | 131.5% | | 15,388 |
| MPO Planning Expenses | 33,620 | | 33,620 | 100,000 | | 100,000 | 33.6% | 0.0% | 33.6% | 34,387 | |
| Planning Expenses | 33,620 | 32,884 | 66,504 | 100,000 | 25,000 | 125,000 | 33.6% | 131.5% | 53.2% | 34,387 | 15,388 |
| VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial) | | | | | | | | | | | |
| Parts Expense - Non-Revenue Vehicles | 2,318 | 1,311 | 3,629 | 5,000 | 2,000 | 7,000 | 46.4% | 65.5% | 51.8% | 2,709 | 362 |
| Parts Expense - Revenue Vehicles | 467,364 | 69,329 | 536,693 | 720,500 | 126,000 | 846,500 | 64.9% | 55.0% | 63.4% | 569,404 | 93,208 |
| Tires | 64,633 | 12,793 | 77,426 | 85,000 | 23,000 | 108,000 | 76.0% | 55.6% | 71.7% | 69,247 | 18,989 |
| Facility Maintenance | 46,170 | 51,260 | 97,429 | 54,000 | 54,900 | 108,900 | 85.5% | 93.4% | 89.5% | 47,076 | 52,193 |
| Passenger Facility Expenses | 31,153 | 950 | 32,103 | 29,187 | | 29,187 | 106.7% | 0.0% | 110.0% | 27,794 | |
| Security Expenses | 27 | | 27 | | | | 0.0% | 0.0% | 0.0% | | |
| Cleaning Expense | 5,382 | 14,575 | 19,957 | 7,800 | 10,000 | 17,800 | 69.0% | 145.8% | 112.1% | 11,272 | 9,695 |
| Repeater Fees | 17,160 | 12,312 | 29,472 | 20,304 | 15,552 | 35,856 | 84.5% | 79.2% | 82.2% | 15,150 | 12,312 |
| Light, Heat and Water | 134,150 | 38,649 | 172,800 | 177,500 | 69,400 | 246,900 | 75.6% | 55.7% | 70.0% | 138,944 | 42,812 |
| Fuel - Vehicles | 427,548 | 233,365 | 660,913 | 861,000 | 425,000 | 1,286,000 | 49.7% | 54.9% | 51.4% | 669,589 | 326,896 |
| Maintenance Tools/Supplies/Uniforms | 95,039 | 21,742 | 116,781 | 75,115 | 19,020 | 94,135 | 126.5% | 114.3% | 124.1% | 81,775 | 16,286 |
| Misc Maint Expenses and fees | 2,145 | 1,848 | 3,992 | 2,112 | 1,948 | 4,060 | 101.5% | 94.9% | 98.3% | 1,846 | 3,302 |
| Vehicle/Building Maintenance Exp | 1,293,088 | 458,134 | 1,751,222 | 2,037,518 | 746,820 | 2,784,338 | 63.5% | 61.3% | 62.9% | 1,634,806 | 576,054 |
| CONTRACTOR EXPENSES | | | | | | | | | | | |
| ADA/SSTA Paratransit | 896,970 | | 896,970 | 1,343,544 | | 1,343,544 | 66.8% | 0.0% | 66.8% | 917,662 | |
| Partner Local Share | 19,833 | 45,872 | 65,705 | 19,833 | 45,872 | 65,705 | 100.0% | 100.0% | 100.0% | 19,833 | |
| Functional Assessment Costs | | | | 2,500 | | 2,500 | 0.0% | 0.0% | 0.0% | 4,493 | |
| Volunteer Drivers | | 290,109 | 290,109 | | 583,867 | 583,867 | 0.0% | 49.7% | 49.7% | | 492,494 |
| Other Transportation (incl Cabs) | 2,012 | 427,953 | 429,965 | 7,033 | 823,518 | 830,551 | 28.6% | 52.0% | 51.8% | 4,257 | 608,543 |
| Contractor Expenses | 918,815 | 763,934 | 1,682,749 | 1,372,910 | 1,453,257 | 2,826,167 | 66.9% | 52.6% | 59.5% | 946,245 | 1,101,038 |
| MARKETING EXPENSE | | | | | | | | | | | |
| Bus Tickets/Fare Media | | | | 20,000 | 2,400 | 22,400 | 0.0% | 0.0% | 0.0% | 12,182 | 385 |
| Marketing Expense | 5,850 | 4,508 | 10,358 | 26,320 | 12,000 | 38,320 | 22.2% | 37.6% | 27.0% | 12,452 | 13,294 |
| Public Information | 20,691 | 8,129 | 28,821 | 22,000 | 11,000 | 33,000 | 94.1% | 73.9% | 87.3% | 11,071 | 10,470 |
| Marketing Expense | 26,541 | 12,637 | 39,179 | 68,320 | 25,400 | 93,720 | 38.8% | 49.8% | 41.8% | 35,705 | 24,148 |
| OTHER EXPENSES | | | | | | | | | | | |
| Allowance for Doubtful Accounts | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Debt Service/Capital Reserve | 6,953 | | 6,953 | 8,214 | | 8,214 | 84.7% | 0.0% | 84.7% | 46,443 | |
| Bond Interest | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Capital Match | 833,333 | 109,575 | 942,908 | 1,000,000 | 131,490 | 1,131,490 | 83.3% | 83.3% | 83.3% | 88,917 | 64,667 |
| Other Expenses | 840,287 | 109,575 | 949,862 | 1,008,214 | 131,490 | 1,139,704 | 83.3% | 83.3% | 83.3% | 135,359 | 64,667 |
| TOTAL EXPENSES | 12,039,032 | 5,041,967 | 17,080,999 | 15,479,163 | 7,216,431 | 22,695,594 | 77.8% | 69.9% | 75.3% | 11,806,839 | 5,488,526 |
| Current Year Deferred Costs | 148,686 | | 148,686 | | | | 0.0% | 0.0% | 0.0% | 46,858 | |
| OH Admin Allocation | 134,029 | (134,029) | | 196,077 | (196,077) | | 68.4% | 68.4% | 0.0% | 201,881 | (201,881) |
| Urban Shop Allocation | 66,993 | (66,993) | | 84,913 | (84,913) | | 78.9% | 78.9% | 0.0% | 73,975 | (73,975) |
| Rural Link Cost Allocation | (269,368) | 269,368 | | (290,370) | 290,370 | | 92.8% | 92.8% | 0.0% | (244,385) | 244,385 |
| ALLOCATIONS BETWEEN PROGRAMS | (68,346) | 68,346 | | (9,380) | 9,380 | | 728.6% | 728.6% | 0.0% | 31,471 | (31,471) |
| Balance Of Operating Budget | (1,035,092) | (23,912) | (1,059,003) | | | | | | | (4,236) | 741,226 |

Benchmark = 83.3%

| | 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 | |
| Capital Revenue | | | | | | | | | | | |
| Federal Revenue | 1,312,784 | 666,840 | 1,979,624 | | | | 0.0% | 0.0% | 0.0% | 2,885,102 | 1,370,469 |
| State Revenue | 157,582 | 53,019 | 210,600 | | | | 0.0% | 0.0% | 0.0% | 126,001 | 62,130 |
| Paratransit Lease Revenue | 123,604 | | 123,604 | | | | 0.0% | 0.0% | 0.0% | 345,166 | |
| Local Match Revenue | 833,333 | 109,575 | 942,908 | | | | 0.0% | 0.0% | 0.0% | 88,917 | 64,667 |
| Total Capital Revenue | 2,427,303 | 829,434 | 3,256,737 | | | | 0.0% | 0.0% | 0.0% | 3,445,186 | 1,497,266 |
| Capital Expenses | | | | | | | | | | | |
| Vehicles | 1,148,324 | 751,860 | 1,900,184 | | | | 0.0% | 0.0% | 0.0% | 2,400,625 | 1,439,656 |
| Maintenance Parts and Equipment | 364,011 | 21,684 | 385,696 | | | | 0.0% | 0.0% | 0.0% | 346,502 | 11,743 |
| Passenger Amenities | 7,750 | 1,299 | 9,048 | | | | 0.0% | 0.0% | 0.0% | 2,316 | |
| Facility Repairs and Improvements | 122,721 | 25,206 | 147,927 | | | | 0.0% | 0.0% | 0.0% | 822,828 | 141,220 |
| Total Capital Expenses | 1,642,806 | 800,050 | 2,442,855 | | | | 0.0% | 0.0% | 0.0% | 3,572,271 | 1,592,620 |
| Balance of Capital Budget | 784,497 | 29,384 | 813,881 | | | | 0.0% | 0.0% | 0.0% | (127,085) | (95,353) |
| Transfer of Purchases to Fixed Assets | 1,215,930 | 696,685 | 1,912,615 | | | | 0.0% | 0.0% | 0.0% | 3,205,505 | 1,550,341 |
| Deferred Costs | | | | | | | 0.0% | 0.0% | 0.0% | | |
| Depreciation Expense | (2,463,025) | (575,732) | (3,038,757) | | | | 0.0% | 0.0% | 0.0% | (2,460,613) | (676,871) |
| Subtotal | (1,247,095) | 120,953 | (1,126,142) | | | | 0.0% | 0.0% | 0.0% | 744,892 | 873,470 |
| Current Change in Net Assets | (1,497,689) | 126,425 | (1,371,264) | | | | | | | 613,571 | 1,519,343 |



| Month: | | <i>May 2021</i> | |
|---------------------------------|-------------------|--|--|
| Urban Data | Data | Notes | |
| Miles Operated: | 128,567 | Revenue Vehicles | |
| Major Road Calls: | 10 | Failure prevented a vehicle from completing or starting a scheduled revenue trip | |
| Major Road Calls/100,000 Miles: | 7.78 | | |
| Minor Road Calls: | 2 | Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC) | |
| Total Road Calls/100,000 Miles: | 9.33 | | |
| "C" PM's Completed: | 18 | "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 | 9.35 years | Transit buses have a 12 year life expectancy | |
| Rural Data | Data | Notes | |
| Miles Operated: | 65,243 | Revenue Vehicles | |
| Major Road Calls: | 0 | Failure prevented a vehicle from completing or starting a scheduled revenue trip | |
| Major Road Calls/100,000 Miles: | 0 | | |
| Minor Road Calls: | 0 | Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC) | |
| Total Road Calls/100,000 Miles: | 0 | | |
| "C" PM's Completed: | 13 | "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 | 3.29 years | Cut-away buses have a 5 year life expectancy | |



Proterra Analysis May 2021

Alec Robinson
Maintenance Coordinator

End of month mileages:

990: 15,755
991: 8,754

Total monthly miles run:

990: 363
991: 1,360

Highest mileage day for each bus:

990: 142.8 miles on 5/4
991: 157.3 miles on 5/10

990 has been off the road since 5/4. It was overheating on the road, which led us to find a circuit breaker box that had become faulty. Bob has since been in touch with Proterra, trying to get correct parts, which we still do not currently have.

991 was having a battery balance issue early in the month, and stayed out of service for a few days before that was corrected. It remained in service until 5/26, when a monitor issue took it out of service for a few days. The rear passenger monitor is currently non-functional, and is not a Proterra part, so we are trying to get with Luminator to troubleshoot. The bus is currently in service without this monitor.



To: GMT Board of Commissioners
 From: Jamie Smith, Director of Marketing and Planning
 Date: June 10, 2021
 Re: Marketing and Planning Update

- MyRide continues to show successes in Montpelier. See metrics below:

| MyRide by GMT | Jan. | Feb. | Mar. | Apr. | May | Definition/Notes |
|---|--------|---------|-------|------|-------|--|
| Total Ride Requests | 2078 | 2283 | 3225 | 3125 | 3618 | Total requests made in the system |
| Met Demand | 1972 | 2186 | 3094 | 3039 | 3479 | Met the request demand |
| Completed Rides | 1436 | 1688 | 2327 | 2281 | 2598 | Completed rides |
| Active Riders | 210 | 218 | 255 | 274 | 289 | Riders who have completed at least one trip |
| Vehicle Revenue Hours | 615.7 | 654.07 | 925.8 | 881 | 983.5 | The hours that vehicles actually travel while in revenue service including layover time. |
| Utilization | 2.3323 | 2.58076 | 2.5 | 2.6 | 2.6 | Completed rides / vehicle revenue hours |
| Pickup time: Requested vs scheduled | 8.8 | 9.2 | 9.4 | 9.8 | 7.4 | Minutes within request that someone is offered a trip |
| Average Ride Rating | 4.8 | 4.6 | 4.8 | 4.7 | 4.9 | App users |
| Average Pickup Walking Distance (in feet) | 20.1 | 15.4 | 17.3 | 20.7 | 25.6 | In feet to reach the vehicle |
| Average Ride Distance (in miles) | 3.3 | 3.3 | 3.4 | 3.4 | 2.4 | |
| Average Ride Duration | | 9.7 | 10.2 | 10.6 | 10.8 | Minutes |
| Accounts Created | 453 | 570 | 831 | 973 | 1064 | Since Launch |
| # of Riders who have made at least one ride request | 285 | 366 | 494 | 608 | 673 | |
| Number of bookings via call center | 1054 | 1068 | 1560 | 1494 | 1466 | |
| Number of bookings via app | 833 | 957 | 1253 | 1208 | 1270 | |
| App Installs | 203 | 96 | 109 | 118 | 111 | Per Month |

I would be happy to give a more substantial update on MyRide to the full board in the coming months, if desired.

- Planning and Marketing staff interviewed a field of candidates for the internship grant secured by Human Resources. In the coming weeks we will have two planning interns and one marketing intern joining our team. They will be working on a variety of projects including student communication, mapping work, assistance with MyRide, and website/social media work.
- On Wednesday, June 9th, Planning staff presented at the Global Mass Transit conference focused on Mobility as a Service. We were able to talk about our recent technology improvements, microtransit, and building ridership as we emerge from COVID.
- Planning and Operations staff finalized the July Berlin bid, which will go into effect on July 5th.



- Planning and Operations staff have begun work on the August bid for the urban system. We are excited to be bringing back commuter and LINK trip suspended during COVID.
- Staff continue to work with Swiftly on the Operator App for drivers as well as meeting and piloting a new module to incorporate service adjustments into downstream technology systems.
- Work has continued on the Transit Strategic Plan, staff hopes to have a draft of Chapters 1-3 in the coming months.

Meetings attended:

- Future of Rural Transit - May 14th
- Tri Town (Jericho, Underhill, Cambridge) Transportation Committee- May 18th
- I-89 Advisory Committee Study- May 19th
- Barre Housing Forum – May 19th
- Future of Rural Transit -May 24th
- UVMCC, CATMA, GMT Tilley Drive- May 27th
- CCRPC TAC-- June 1st
- Sugarbush re: Parking- June 1st
- Burlington School District- June 3rd
- Mobility as a Service Conference- June 9th



To: GMT Board of Commissioners
From: Trish Redalieu, Director of Human Resources
Date: June 15, 2021
RE: IT Support, Administrative Support, Training, and HR

Employee News

GMT welcomes Shelly Hanshew, full-time Bus Operator in Berlin. Shelly began her career here as a seasonal operator. GMT is in the final pre-hire stage in onboarding a new Maintenance Manager. An announcement will be made once this stage is successfully completed.

HR is completing the pre-hire process for three out of five of the paid internships funded through an Internship Grant award through the Vermont Department of Labor. The grant's purpose is to provide work-based learning opportunities to prepare students in post-secondary educational institutions and regional tech centers for future careers, creating an in-state talent pool.

The workforce shortage has created a new level of challenges in hiring part-time employees, particularly in the Berlin location. In partnership with Marketing, HR is in the process of creating vinyl bus adverts.

IT

IT is updating the Updating cameras systems at DTC and Burlington office, the Great Plains software update is complete; and end of year computer purchasing is in full swing. Five laptops are being configured for the internship positions, Maintenance Manager, the Training Department.

Training

The training Department has been busy training operator who were out of leave, updating manuals, and creating a manual specific for non CDL drivers.

Transition to Office Work

GMT is in Phase 2 of the Transition to Office Work. In phase 2, teleworking employees begin the transition back to the office work throughout the month of June. HR has drafted a remote work policy that sets the parameters for a hybrid work model.

Urban Ridership by Month

| Number of Service Days | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | FY21 YTD | FY20 YTD | FY19 YTD |
|------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|----------|
| Saturday | 3 | 5 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 4 | 5 | 4 | 47 | 48 | 47 |
| Sunday | 4 | 5 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 3 | 5 | 4 | 47 | 48 | 48 |
| Weekday | 23 | 21 | 21 | 22 | 20 | 22 | 20 | 20 | 23 | 22 | 20 | 22 | 234 | 234 | 234 |
| School Days | 0 | 12 | 20 | 18 | 18 | 15 | 20 | 15 | 21 | 17 | 20 | | 176 | 167 | 169 |

| # | 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 | 18,688 | 23,305 | 28,116 | 27,580 | 24,727 | | 267,785 | 355,713 | -87,928 | -24.72% | 420,995 | -153,210 | -36.39% |
| 7 | North Avenue | 11,383 | 11,692 | 15,174 | 14,756 | 11,914 | 11,246 | 10,746 | 11,239 | 15,317 | 14,733 | 15,665 | | 143,865 | 227,683 | -83,818 | -36.81% | 231,202 | -87,337 | -37.78% |
| 1 & 7 | RED LINE | 30,669 | 32,839 | 44,324 | 46,397 | 36,567 | 30,738 | 29,434 | 34,544 | 43,433 | 42,313 | 40,392 | | 411,650 | 583,396 | -171,746 | -29.44% | 665,580 | -253,930 | -38.15% |
| 2 | Essex Junction | 18,300 | 19,632 | 22,915 | 24,281 | 19,582 | 16,219 | 15,297 | 18,115 | 21,676 | 21,249 | 21,324 | | 218,590 | 353,377 | -134,787 | -38.14% | 425,458 | -206,868 | -48.62% |
| 6 | Shelburne Rd. | 14,548 | 15,036 | 16,261 | 17,437 | 14,659 | 16,124 | 14,317 | 14,204 | 17,637 | 17,623 | 18,022 | | 175,868 | 211,262 | -35,394 | -16.75% | 219,256 | -43,388 | -19.79% |
| 2 & 6 | BLUE LINE | 32,848 | 34,668 | 39,176 | 41,718 | 34,241 | 32,343 | 29,614 | 32,319 | 39,313 | 38,872 | 39,346 | | 394,458 | 564,639 | -170,181 | -30.14% | 644,714 | -250,256 | -38.82% |
| 10 | ORANGE LINE | 1,410 | 1,452 | 2,243 | 2,217 | 1,680 | 1,642 | 1,363 | 1,170 | 1,525 | 1,595 | 1,939 | | 18,236 | 17,906 | 330 | 1.84% | 17,075 | 1,161 | 6.80% |
| 5 | Pine Street | 4,210 | 4,295 | 4,779 | 4,598 | 4,073 | 3,914 | 3,849 | 3,365 | 4,604 | 4,757 | 4,752 | | 47,196 | 70,883 | -23,687 | -33.42% | 104,061 | -56,865 | -54.65% |
| 9 | Riverside/Winooski | 8,710 | 9,139 | 9,281 | 9,775 | 8,330 | 8,714 | 8,070 | 8,008 | 9,977 | 9,834 | 9,755 | | 99,593 | 117,114 | -17,521 | -14.96% | 109,754 | -10,161 | -9.26% |
| 5 & 9 | GREEN LINE | 12,920 | 13,434 | 14,060 | 14,373 | 12,403 | 12,628 | 11,919 | 11,373 | 14,581 | 14,591 | 14,507 | | 146,789 | 187,997 | -41,208 | -21.92% | 213,815 | -67,026 | -31.35% |
| 4 | SILVER LOOP | Discontinued in 2019. | | | | | | | | | | | | 0 | 19,145 | -19,145 | -100.00% | 27,284 | -27,284 | -100.00% |
| 8 | GOLD LOOP | 1,965 | 2,129 | 2,697 | 2,762 | 2,244 | 2,057 | 1,848 | 2,081 | 2,710 | 2,145 | 2,108 | | 24,746 | 39,713 | -14,967 | -37.69% | 60,988 | -36,242 | -59.42% |
| 11 | College Street Shuttle | 3,401 | 3,561 | 4,389 | 3,981 | 3,065 | 2,162 | 2,211 | 2,575 | 3,726 | 3,894 | 3,719 | | 36,684 | 86,691 | -50,007 | -57.68% | 107,268 | -70,584 | -65.80% |
| 12 | UMall/Airport | 825 | 1,226 | 1,869 | 2,046 | 1,120 | 888 | 827 | 970 | 1,383 | 1,310 | 1,320 | | 13,784 | 33,337 | -19,553 | -58.65% | 73,601 | -59,817 | -81.27% |
| 11 & 12 | PURPLE LINE | 4,226 | 4,787 | 6,258 | 6,027 | 4,185 | 3,050 | 3,038 | 3,545 | 5,109 | 5,204 | 5,039 | | 50,468 | 120,028 | -69,560 | -57.95% | 180,869 | -130,401 | -72.10% |
| 3 | Lakeside Commuter | 6 | 4 | 14 | 29 | 7 | 20 | 8 | 33 | 47 | 55 | 45 | | 268 | 207 | 61 | 29.47% | 1,814 | -1,546 | -85.23% |
| 16 | Hannaford's | 62 | 132 | 190 | 160 | 168 | 194 | 142 | 120 | 182 | 198 | 156 | | 1,704 | 1,883 | -179 | -9.51% | 2,432 | -728 | -29.93% |
| 19 | Price Chopper #1 | 314 | 230 | 206 | 220 | 180 | 164 | 92 | 144 | 222 | 274 | 170 | | 2,216 | 3,020 | -804 | -26.62% | 2,553 | -337 | -13.20% |
| 20 | Price Chopper #2 | 144 | 190 | 298 | 196 | 94 | 168 | 110 | 144 | 184 | 136 | 160 | | 1,824 | 1,621 | 203 | 12.52% | 2,149 | -325 | -15.12% |
| 21 | School Trippers | | | 1,604 | 2,713 | 2,691 | 2,132 | 2,696 | 1,712 | 2,687 | 2,825 | 3,361 | | 22,421 | 106,605 | -84,184 | -78.97% | 163,725 | -141,304 | -86.31% |
| 18 | Sunday Service | Discontinued in 2019. | | | | | | | | | | | | 0 | 0 | 0 | N/A | 5,335 | -5,335 | -100.00% |
| 26 | Other | Discontinued in 2019. | | | | | | | | | | | | 0 | 3,281 | -3,281 | -100.00% | 4,603 | -4,603 | -100.00% |
| 56 | Milton Commuter | 769 | 866 | 883 | 1,039 | 743 | 820 | 815 | 662 | 736 | 825 | 765 | | 8,923 | 12,925 | -4,002 | -30.96% | 15,935 | -7,012 | -44.00% |
| 76 | Middlebury Link | 159 | 145 | 272 | 201 | 222 | 157 | 169 | 255 | 173 | 176 | 196 | | 2,125 | 8,312 | -6,187 | -74.43% | 13,743 | -11,618 | -84.54% |
| 86 | Montpelier Link | 1,277 | 1,239 | 1,644 | 1,894 | 1,579 | 1,245 | 1,259 | 1,171 | 1,432 | 1,360 | 1,504 | | 15,604 | 85,674 | -70,070 | -81.79% | 115,328 | -99,724 | -86.47% |
| 96 | St. Albans Link | 285 | 362 | 493 | 528 | 518 | 336 | 387 | 530 | 726 | 633 | 625 | | 5,423 | 12,637 | -7,214 | -57.09% | 17,068 | -11,645 | -68.23% |
| 46 | 116 Commuter | Discontinued in 2019. | | | | | | | | | | | | 0 | 2,565 | -2,565 | -100.00% | 4,169 | -4,169 | -100.00% |
| 36 | Jeffersonville Commuter | 282 | 336 | 330 | 293 | 300 | 264 | 289 | 362 | 429 | 439 | 371 | | 3,695 | 8,693 | -4,998 | -57.49% | 9,487 | -5,792 | -61.05% |
| 97 | Barre LINK | Discontinued in 2019. | | | | | | | | | | | | 0 | 3,834 | -3,834 | -100.00% | 710 | -710 | -100.00% |
| SUBTOTAL | | 87,336 | 92,813 | 114,692 | 120,767 | 97,822 | 87,958 | 83,183 | 90,165 | 113,489 | 111,641 | 110,684 | 0 | 1,110,550 | 1,784,081 | -673,531 | -37.75% | 2,169,377 | -1,058,827 | -48.81% |
| ADA Paratransit | | 2,293 | 2,247 | 2,470 | 2,694 | 2,228 | 2,414 | 2,002 | 1,793 | 2,758 | 2,853 | | | 23,752 | 7,625 | 16,127 | 211.50% | 3,228 | 20,524 | 635.81% |
| TOTAL | | 89,629 | 95,060 | 117,162 | 123,461 | 100,050 | 90,372 | 85,185 | 91,958 | 116,247 | 114,494 | 110,684 | 0 | 1,134,302 | 1,791,706 | -657,404 | -36.69% | 2,169,377 | -1,035,075 | -47.71% |

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 | | 42 | 39 | | 39 |
| Sunday | 4 | 5 | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 3 | 5 | 4 | | 42 | 39 | | 40 |
| Weekday | 23 | 21 | 21 | 22 | 20 | 22 | 20 | 20 | 23 | 22 | 20 | 22 | | 214 | 193 | | 190 |
| School Days | | | 16 | 18 | 18 | 15 | 20 | 15 | 21 | 17 | | | | 140 | 130 | | 130 |

| # | Route Name | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY21 YTD | FY20 YTD | Riders | % | FY19 YTD | Riders | % | |
|-----|--------------------------------|------------------------------|---|--------|--------|-------|--------|---------------------|----------------------|--------|--------|--------|--------|----------|------------|-----------|----------|------------|-----------|----------|--------|
| 80 | City Route Mid-Day | 1,585 | 1,522 | 1,440 | 1,485 | 1,234 | 1,249 | 1,128 | 1,104 | 1,289 | 1,283 | 1,291 | | 14,610 | 21,619 | (7,009) | -32.4% | 20,699 | (6,089) | -29.4% | |
| 81 | Barre Hospital Hill | 1,993 | 2,215 | 2,062 | 2,385 | 2,007 | 1,979 | 1,712 | 1,672 | 1,994 | 1,999 | 2,043 | | 22,061 | 27,562 | (5,501) | -20.0% | 29,074 | (7,013) | -24.1% | |
| 82 | Montpelier Hospital Hill | 1,188 | 1,267 | 1,346 | 1,297 | 1,342 | 1,396 | 48 | Microtransit. | | | | 7,884 | 19,772 | (11,888) | -60.1% | 19,526 | (11,642) | -59.6% | | |
| 83 | Waterbury Commuter | 173 | 142 | 174 | 163 | 137 | 143 | 121 | 111 | 115 | 176 | 130 | | 1,585 | 6,993 | (5,408) | -77.3% | 8,955 | (7,370) | -82.3% | |
| 84 | US 2 Commuter | 84 | 50 | 81 | 88 | 85 | 58 | 65 | 50 | 48 | 53 | 40 | | 702 | 6,537 | (5,835) | -89.3% | 6,827 | (6,125) | -89.7% | |
| 85 | Hannaford Shopping Special | 124 | 135 | 176 | 145 | 152 | 126 | 124 | 132 | 214 | 184 | 171 | | 1,683 | 1,166 | 517 | 44.3% | 1,342 | 341 | 25.4% | |
| 87 | Northfield Shuttle | 17 | 25 | 48 | 29 | 30 | 38 | 46 | 40 | 54 | 38 | 30 | | 395 | 599 | (204) | -34.1% | 710 | (315) | -44.4% | |
| 88 | Capital Shuttle | Microtransit | | | | | | | | | | | 0 | 3,442 | (3,442) | -100.0% | 9,324 | (9,324) | -100.0% | | |
| 89 | City Commuter | 1,885 | 1,960 | 2,094 | 2,159 | 1,747 | 1,722 | 1,471 | 1,379 | 1,646 | 1,714 | 1,593 | | 19,370 | 31,403 | (12,033) | -38.3% | 29,185 | (9,815) | -33.6% | |
| 90 | Plainfield Shuttle | 33 | 55 | 58 | 57 | 33 | 47 | 35 | 39 | 40 | 34 | 48 | | 479 | 513 | (34) | -6.6% | 497 | (18) | -3.6% | |
| 91 | Hospital Hill Demand Response | Discontinued in FY19. | | | | | | | | | | | 0 | 0 | 0 | | 820 | (820) | -100.0% | | |
| 92 | Montpelier Circulator | 445 | 393 | 485 | 513 | 440 | 514 | Microtransit | | | | 2,790 | 12,020 | (9,230) | -76.8% | 13,768 | (10,978) | -79.7% | | | |
| 93 | Northfield Commuter | 256 | 320 | 241 | 298 | 278 | 243 | 222 | 198 | 270 | 259 | 266 | | 2,851 | 4,632 | (1,781) | -38.4% | 6,391 | (3,540) | -55.4% | |
| 100 | Route 100 Commuter | 14 | Transferred to Rural Community Transportation on Monday, July 6, 2020. | | | | | | | | | | | 14 | 5,493 | (5,479) | -99.7% | 7,679 | (7,665) | -99.8% | |
| 108 | Mountain Road Shuttle | | | | | 125 | 1,915 | 3,071 | 2,178 | 1,936 | 218 | | | | 9,443 | 80,618 | (71,175) | -88.3% | 68,554 | (59,111) | -86.2% |
| 102 | Morrisville Loop | 15 | Transferred to Rural Community Transportation on Monday, July 6, 2020. | | | | | | | | | | | 15 | 2,691 | (2,676) | -99.4% | 3,201 | (3,186) | -99.5% | |
| 103 | Morrisville Shopping Shuttle | 25 | Transferred to Rural Community Transportation on Monday, July 6, 2020. | | | | | | | | | | | 25 | 3,249 | (3,224) | -99.2% | 3,848 | (3,823) | -99.4% | |
| 109 | Tuesday Shopping Shuttle (FGI) | 46 | 52 | 60 | 50 | 64 | 52 | 44 | 32 | 54 | 50 | 56 | | 560 | 726 | (166) | -22.9% | 721 | (161) | -22.3% | |
| 110 | St.Albans DT Shuttle | 1,487 | 1,316 | 1,613 | 1,725 | 1,509 | 1,571 | 1,323 | 1,374 | 1,680 | 1,521 | 1,425 | | 16,544 | 21,813 | (5,269) | -24.2% | 19,138 | (2,594) | -13.6% | |
| 115 | Alburg-Georgia Commuter | 402 | 354 | 338 | 352 | 325 | 319 | 319 | 325 | 313 | 357 | 311 | | 3,715 | 5,485 | (1,770) | -32.3% | 6,390 | (2,675) | -41.9% | |
| 116 | Richford-St.Albans Commuter | 137 | 210 | 297 | 248 | 193 | 176 | 196 | 213 | 225 | 200 | 263 | | 2,358 | 6,094 | (3,736) | -61.3% | 5,664 | (3,306) | -58.4% | |
| 120 | Valley Floor | | | | | | 79 | 208 | 350 | 154 | | | | 791 | 6,935 | (6,144) | -88.6% | 6,481 | (5,690) | -87.8% | |
| 121 | Valley Evening Service | Discontinued for FY21 | | | | | | | | | | | 0 | 1,270 | (1,270) | -100.0% | 1,837 | (1,837) | -100.0% | | |
| 122 | Mount Ellen | | | | | | 323 | 1,973 | 3,148 | 1,169 | | | | 6,613 | 19,856 | (13,243) | -66.7% | 31,896 | (25,283) | -79.3% | |
| 124 | Mountain Condos | | | | | | 375 | 1,063 | 1,116 | 618 | | | | 3,172 | 9,329 | (6,157) | -66.0% | 9,064 | (5,892) | -65.0% | |
| 125 | Access Road | | | | | | 300 | 834 | 1,273 | 729 | | | | 3,136 | 10,756 | (7,620) | -70.8% | 0 | 3,136 | | |
| 99 | Special Services | | | | | | | | | | | | 0 | 1,834 | (1,834) | -100.0% | 1,472 | (1,472) | -100.0% | | |
| | Microtransit - MyRide | | | | | | | 1,972 | 2,186 | 3,094 | 3,039 | 3,045 | | 13,336 | N/A | | | N/A | | | |
| | SUBTOTAL | 9,909 | 10,016 | 10,513 | 10,994 | 9,701 | 12,625 | 15,975 | 16,920 | 15,642 | 11,125 | 10,712 | 0 | 120,796 | 312,407 | (191,611) | -61.3% | 313,063 | (192,267) | -61.4% | |
| | Minus MyRide | | | | | | | 14,003 | 14,734 | 12,548 | 8,086 | 7,667 | 0 | | | | | | | | |

| Route Name | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY21 YTD | Difference (FY21 - FY20) | | | Difference (FY21 - FY19) | | |
|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|----------|--------------------------|-----------|--------|--------------------------|----------|--------|
| Capital District | 7,837 | 8,084 | 8,205 | 8,619 | 7,485 | 7,515 | 4,972 | 4,725 | 5,670 | 5,740 | 5,612 | 0 | 74,464 | 147,691 | (73,227) | -49.6% | 161,846 | (87,382) | -54.0% |
| Franklin/Grand Isle | 2,072 | 1,932 | 2,308 | 2,375 | 2,091 | 2,118 | 1,882 | 1,944 | 2,272 | 2,128 | 2,055 | 0 | 23,177 | 34,118 | (10,941) | -32.1% | 31,913 | (8,736) | -27.4% |
| Seasonal Service | 0 | 0 | 0 | 0 | 125 | 2,992 | 7,149 | 8,065 | 4,606 | 218 | 0 | 0 | 23,155 | 130,598 | (107,443) | -82.3% | 119,304 | (96,149) | -80.6% |



To: GMT Board of Commissioners
From: Jon Moore, General Manager
Date: June 15, 2021
RE: General Manager Report

COVID-19 Policy Updates: The Transportation Security Administration (TSA) has extended their emergency amendment and three security directives until September 13, 2021 in support of a CDC Order requiring face coverings on public transportation conveyances.

The CDC order and the TSA amendment also require that transit employees wear masks while on public transportation conveyances and at transportation hubs. As applied to transit, public transportation conveyances are transit vehicles being used in revenue service. A transportation hub is any location where people gather to await, board, or disembark public transportation, such as bus and ferry terminals, train and subway stations, and ride-share pick-up locations. It also includes any facility directly involved in the provision of transit service, such as ticket sales offices, vehicle maintenance facilities, vehicle cleaning facilities, operations control centers, electric vehicle charging facilities, operator break areas, and fueling facilities. An employee is not required to wear a mask if he/she is the only person in the work area, such as in a private office.

Due to language regarding transportation hubs GMT will not be changing our face covering policy on buses or at GMT facilities until the TSA emergency amendment expires including for those who are fully vaccinated. As state and local face covering requirements are lifted we expect that there will be passenger confusion. To help avoid this and possible confrontation we are developing a public awareness campaign and a plan to have face masks available on-board buses for passenger use as needed.

Urban Assessments: Staff has started to develop a proposal to present to the Board for FY23 urban assessment allocations. Prior to the Board approving the NextGen service changes at the April 2019 meeting they approved the temporary suspension of the “10-hour rule” at the February 2019 meeting per the motion below.

Commissioner Sharrow made a motion to freeze the FY20 fixed route assessments at the current budgeted amounts, with the exception of the amount assessed for non-fare fixed route services (which shall be assessed using the current formula). The amount of fixed route service, in terms of the number of revenue hours of service, provided to member and non-member municipalities as of June 17, 2019 would be considered to be the base level of fixed route service for FY20. Beginning in FY21 the GMT Board of Commissioners would analyze and rebalance the member municipality assessment amounts including the consideration of retroactive adjustments and the 10-hour rule would be put back into effect for any future service changes as applicable. Commissioner Kaynor seconded the motion. All were in favor and the motion was approved as presented.

The “10-hour rule” sets a threshold of when assessment impacts are required based on service changes. Per Attachment A, Section 1(b) of the GMT Charter *"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....." The freezing of the "10-hour rule" in FY20 was necessary to allow for the cost neutral NextGen service changes to be implemented on a regional scale without local funding impacts.

Due to COVID-19, and the related service suspensions, adjustments to member assessments have yet to be looked at by staff or discussed by the Board. The August 2021 Burlington bid will include the resumption of all commuter services suspended during COVID-19 except for the Middlebury LINK service which will be operated by Tri-Valley Transit as of July 1, 2021. The midday 20-minute service on the Williston (#1) and Essex Junction (#2) routes will also continue. Staff is in the process of comparing August 2021 scheduled pay hours to August 2018 scheduled pay hours (less the Middlebury LINK) to compare the amount of base service hours provided. Once this analysis is completed staff will develop a service proposal to present to the Board as the base level of service to which assessment adjustments will be based on. The goal is to present an assessment readjustment proposal during the FY23 budgetary process to allow time for municipality outreach as necessary.

Washington County Site Selection Study: Matt Kimball and I toured a parcel owned by the Town of Berlin on Shed Road in late May. This property currently houses the Berlin Town Offices, Police Department and Public Works Department. The site is large enough for GMT to locate its Washington County Facility in addition to the current town operations while potentially allowing for some sharing of services (i.e. fueling and vehicle washing).

This site has scored favorably in the preliminary Site Selection Study with one potential drawback being the current access due to two residential properties being located on Shed Road in close proximity to the roadway. GMT's site study consultants have developed an access design plan cutting through the Berlin Travel Center on Paine Turnpike but the property owner has expressed that they would not entertain this as an option. Two additional properties have also been brought to GMT's attention in the past few weeks and these are being analyzed by our consultant to see if they are feasible options to consider further.

We have two appraisals scheduled for late summer for the Shed Road property and a privately owned parcel on Paine Turnpike. Once these appraisals are received the consultants will finalize the Site Selection Study and we will have additional conversations with the property owners.

General Manager Contact: Please contact me at any time with questions related to the GM report or any other general GMT questions. I am always happy to answer questions and provide facility tours to new Board members when safe to do so. I can be reached at 540-2527 or by email at jmoore@ridegmt.com.

EMPLOMENT AGREEMENT
Amendment 1

THIS AMENDMENT TO EMPLOYMENT AGREEMENT (this “*Amendment*”) is made and entered into effective as of June 15, 2021 (the “*Amendment Effective Date*”), by and between GREEN MOUNTAIN TRANSIT, a Vermont municipal corporation with a mailing address of 101 Queen City Park Road, Burlington, Vermont 05401 (“GMT”) and Jon Moore, an individual currently residing at 35 Wilkinson Drive, Essex Junction, VT 05452 (“Mr. Moore”).

WHEREAS, GMT and Mr. Moore entered into that certain Employment Agreement (the “*Agreement*”) dated as of May 5, 2020, and

WHEREAS, the Parties desire to amend Section 1 of the Agreement in the manner reflected herein, and

WHEREAS, the Board of Commissioners of GMT has approved the amendment of the Agreement in the manner reflected herein,

NOW THEREFORE, in consideration of the premises and mutual covenants and conditions herein, the Parties, intending to be legally bound, hereby agree as follows, effective as of the Amendment Effective Date:

1. Term. Section 1 of the Agreement is hereby deleted and replaced in its entirety with the following (with all capitalized terms having the meaning originally ascribed thereto in the Agreement):

Pursuant to the terms and conditions herein, Mr. Moore’s employment with GMT as General Manager will commence May 5, 2020 and shall end on August 31, 2021, unless extended by a subsequent agreement or amendment to this agreement or unless terminated prior to August 31, 2021 by either party in accordance with Paragraph 10 of this Agreement.

2. Ratification. All terms and provisions of the Agreement not amended hereby, either expressly or by necessary implication, shall remain in full force and effect. From and after the date of this Amendment, all references to the term “*Agreement*” in this Amendment or the original Agreement shall include the terms contained in this Amendment.

IN WITNESS WHEREOF: the parties hereto have executed this Agreement as of the 15th day of June, 2021.

Green Mountain Transit

By: Bonnie Waninger, Chair

Jon Moore

Date:

Date:



From: Matt Kimball, Capital Projects Manager
Nicolas Foss, Director of Finance
Kim Wall, Grants Manager
To: GMT Operations Committee
Date: June 3, 2021
cc: Jon Moore, General Manager
RE: Transit Asset Management Plan (TAMP) Update

In November 2018, the GMT Board of Commissioners adopted a new Transit Asset Management Plan (TAMP) prepared by GMT staff. As the TAMP has not been updated since its implementation, staff has found it necessary to update the plan to align the TAMP with changes to GMT personnel and the Board Commissioners as well as to address some inconsistencies between dates and intervals in the plan and what is required by FTA. Below is an outline of changes to the plan:

- 1) Update listing of Administrative Staff and Board of Commissioners
- 2) Change Accountable Executive from Mark Sousa to Jon Moore
- 3) Update number of vehicles in Fixed Route and Paratransit service
- 4) Extend initial horizon period from 6/30/2021 to 6/30/2022. It is noted in the TAMP that the horizon period is four years, however the previous date in the TAMP ends after three years.
- 5) Change condition assessment timeline to every two years for vehicular assets. Only facilities are required to be assessed annually. Vehicles already receive regular Preventive Maintenance work, so a condition assessment every year as part of the TAMP is not necessary.
- 6) Updated Section 2 to remove references to ThingTech software, which is no longer in use by GMT. In addition, references to quarterly updates between the Maintenance Supervisor and Grants & Procurement Officer have been removed as these positions are currently vacant and this process will likely be changed.
- 7) Edited vehicle types in Rolling Stock inventory description in Section 2 to match the vehicle types outlined in FTA TAM guidelines.
- 8) Edited Facility descriptions in Sections 2 and 3 to update changed addresses and more accurately describe facilities.
- 9) Changed condition assessment timeline in Section 3 to align with FTA requirements (Facilities annually, other assets every two years).



10) Changed frequency of staff coordination with respect to capital planning, performance goal setting, and TAM plan updates from quarterly to semi-annually. Quarterly is too frequent for this level of coordination across different departments and is not necessary to achieve the goals of the TAM.

Next Steps:

- Present updates in this memo to Board of Commissioners for approval.
- Comprehensive review of TAM across departments to have a new TAM proposed prior to the end of the horizon period on 6/30/22.
- Development of new processes for improved analysis of asset performance and capital planning.
- Collaboration with CCRPC on the scope of changes to TAM processes in the new plan.
- Review of new plan with Steadman Hill Consulting to ensure any changes to TAM or NTD guidance are incorporated.



**TRANSIT ASSET
MANAGEMENT PROGRAM (TAMP)**

Approved November, 2018

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Acknowledgements

Green Mountain Transit Authority Administrative Staff

[Jon Moore](#), General Manager

Deleted: Mark A. Sousa

Patricia Redalieu, Director of Human Resources

Deleted: Jon Moore, Director of Maintenance & Planning

[Nicolas Foss](#), Director of Finance

Deleted: Michelle Daley

Kimberly Wall, Grants Manager

[Hakeem Nuru](#), HR Coordinator

Deleted: Cheryl Whitaker, Grants & Procurement Coordinator

[Alec Robinson](#), Maintenance [Coordinator](#)

Deleted: John Robinson

David Hamblin, IT [Manager](#)

Deleted: Justin Town

Jamie Smith, [Director of Marketing and Planning](#)

Deleted: Supervisor

[Matt Kimball](#), [Capital Projects Manager](#)

Deleted: Specialist

Deleted: Marketing Manager

Green Mountain Transit Authority Board of Commissioners

[Bonnie Waninger](#), [Chair and Washington County Commissioner](#)

Deleted: Tom Chittenden, Chair and South Burlington Commissioner

[Austin Davis](#), [Vice Chair and Winooski Commissioner](#)

Chapin Kaynor, Past Chair and Williston Commissioner

[Megan Polyte](#), Secretary and [Burlington](#) Commissioner

Deleted: Bonnie Waninger, Vice Chair and Washington County Commissioner

Paul Bohne, Treasurer and Essex Commissioner

Deleted: Denis Barton

Catherine Dimitruk, Franklin County Commissioner

Deleted: Shelburne

Chapin Spencer, Burlington Commissioner

[Charlie Baker](#), [South Burlington Commissioner](#)

Deleted: Catherine Miles, Burlington Commissioner

Phil Pouech, Hinesburg Commissioner

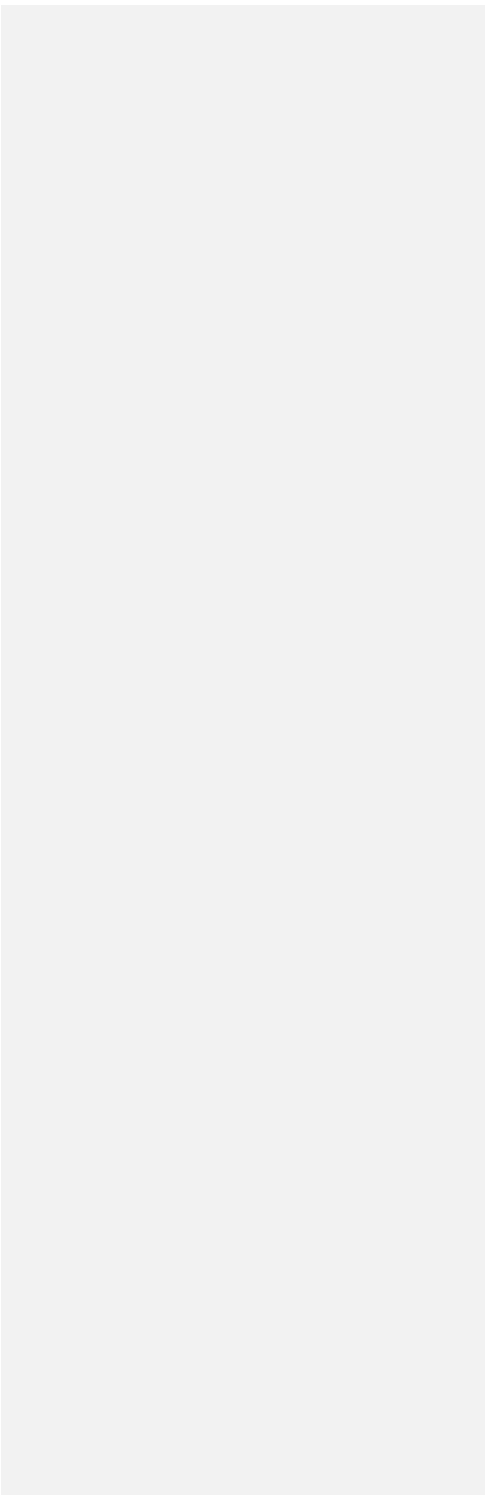
Bob Buermann, Grand Isle County Commissioner

Deleted: Ebony Nyoni, Winooski Commissioner

John Sharrow, Milton Commissioner

Tasha Wallis, Lamoille County Commissioner

[Lee Krohn](#), [Shelburne Commissioner](#)



Revision History

Agency Name:

Accountable Executive:

Deleted: Mark A. Sousa

Initial GMT Board Adoption Date:

Original Effective Date:

| Last Modified By (Name): | | Last Modified (Date): |
|------------------------------|--|--------------------------|
| Matt Kimball | | 6/1/2021 |
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Board approval

insert approval from board of commissioners when done

Executive Summary

A Transit Asset Management Plan (TAMP) is a business model that uses the condition of assets to guide the optimal prioritization of funding at transit agencies in order to keep transit systems in a State of Good Repair (SGR). By implementing a TAMP, the benefits include:

- Improved transparency and accountability for safety, maintenance, asset use, and funding investments;
- Optimized capital investment and maintenance decisions;
- Data-driven maintenance decisions; and
- System safety & Performance outcomes.

The consequences of an asset not being in a SGR include:

- Safety risks (Accidents per 100,000 revenue miles);
- Decreased system reliability (On-time performance);
- Higher maintenance costs; and/or
- Lower system performance (Missed runs due to breakdown).

Transit Asset Management Plan (TAMP) Policy:

The Green Mountain Transit Authority has developed this TAMP to aid in:

- 1) Assessment of the current condition of capital assets;
- 2) Determine [the desired](#) condition and performance of its assets [\(if they are not currently in a State of Good Repair\)](#);
- 3) Identify the unacceptable risks, including safety risks, in continuing to use an asset that is not in a State of Good Repair; and
- 4) Deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards improving asset condition and achieving a sufficient level of performance within those means.

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Agency Overview:

The Green Mountain Transit Authority (*"the Authority"*) provides both fixed route bus and shared ride paratransit public transportation services to approximately 2.6 million passengers annually in the Northwest and Central Vermont counties of Vermont. As a Vermont-designated local government entity (municipal authority), the Authority has an extensive core inventory of vehicles and capital assets, including the following:

- [71](#) Fixed route buses;
- [102](#) Paratransit vehicles (including [vehicles leased to](#) SSTA/CIDER/Essex);
- A centrally-located administration/operations/vehicle storage/refueling & maintenance facility; and
- Passenger [Transit Center](#) in Downtown Burlington

Deleted: 65

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The Green Mountain Transit Authority (GMT) was chartered in 1973 by the Vermont General Assembly after the private bus operator went out of business. In 2011, Chittenden County Transportation Authority (CCTA) and the Green Mountain Transit Agency (GMTA) became a single unified organization, making CCTA the first and only regional transit authority in the State of Vermont. In 2016, the agency became Green Mountain Transit (GMT). GMT is considered a municipality and is the first and only transit authority in the State of Vermont.

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

In Chittenden County, GMT offers fixed routes, local commuter routes, LINK Express routes, and ADA paratransit services. GMT also provides shuttles from senior housing complexes to local supermarkets and neighborhood specials for student transportation to Burlington schools. Outside of Chittenden County, in Washington, Lamoille, Franklin, and Grand Isle Counties, GMT provides a variety of public transportation services including local routes, commuter routes, demand response medical shuttles, and service to elders and persons with disabilities.

Local operating conditions of the transit system consist of weekday service from 5AM to Midnight, Saturday service from 9AM to Midnight, and Sunday service from 8AM to 9PM. The operating climate conditions in the service area consist of cold and snowy winter weather for six months out of the year. Winter weather conditions account for the large-scale use of road salt and liquid “brine”, which historically has caused the bodywork and undercarriage/ frame structure of some revenue and service vehicles to severely rust and to no longer be usable in a state of good repair. Additionally, warm weather conditions characterizes on average four to five months out of the year. Warmer weather conditions place a strain on the A/C and climate controls of revenue service vehicles during the varying four seasons experienced in the service area.

SECTION 1: INTRODUCTION & APPLICABILITY

The Green Mountain Transit Authority (“the *Authority*”) is committed to operating a public transportation system that offers reliable, accessible and convenient service with safe vehicles and facilities. Transit Asset Management (TAM) is an administrative management process that combines the components of investment (available funding), rehabilitation and replacement actions, and performance measures with the outcome of operating assets in the parameters of a *State of Good Repair* (SGR).

The Authority is currently operating as a FTA-defined *Tier II* transit operator in compliance with (49 CFR § 625.45 (b)(1). Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service, or have 100 or fewer vehicles in general demand response service during peak regular service hours.

This TAMP outlines how GMT will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system. The Authority’s approach to accomplish a SGR includes the strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on both engineering and economic analysis based upon quality of information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at a minimum practicable cost. This document shall cover the initial horizon period of 7/1/2018 to 6/30/2022. During this “horizon” period the Authority will amend this TAMP when there is a significant change to staff, assets, and/or operations occurring at the Authority.

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The Accountable Executive:

Per FTA TAM requirements, each transit operator receiving FTA funding shall designate an “Accountable Executive” to implement the TAM Plan. The Authority’s Accountable Executive shall be the General Manager. The Authority’s Accountable Executive must balance transit asset management, safety, day-to-day operations, and expansion needs in approving and carrying out the TAM Plan and a public transportation agency safety plan.

The Accountable Executive shall be responsible to ensure the development and implementation of the TAM Plan, in accordance with §625.25 (*Transit Asset Management Plan requirements*). Additionally, the Accountable Executive shall be responsible to ensure the reporting requirements, in accordance with both § 625.53 (*Recordkeeping for Transit Asset Management*) and § 625.55 (*Annual Reporting for Transit Asset Management*) are completed. Furthermore, the Accountable Executive shall approve the annual asset performance targets, TAMP document, and SGR Policy. These required approvals shall be self-certified by the Accountable Executive via the annual FTA Certifications and Assurances forms in TrAMS.

TAMP Elements:

As a Tier II public transportation provider, the Authority has developed and implemented a TAMP containing the following elements:

- (1) **Asset Inventory Portfolio:** An inventory of the number and type of capital assets to include: Rolling Stock, Facilities, and Equipment.
- (2) **Asset Condition Assessment:** A condition assessment of those inventoried assets for which the Authority has direct ownership and capital responsibility.
- (3) **Decision Support Tools & Management Approach:** A description of the analytical processes and decision-support tools that the Authority uses to estimate capital investment needs over time, and develop its investment prioritization.
- (4) **Investment Prioritization:** The Authority's project-based prioritization of investments, developed in accordance with §625.33.

Definitions:

Accountable Executive: Means a single, identifiable person who has ultimate responsibility for carrying out the safety management system of a public transportation agency; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's public transportation agency safety plan, in accordance with 49 U.S.C. 5329(d), and the agency's transit asset management plan in accordance with 49 U.S.C. 5326.

Asset Category: Means a grouping of asset classes, including a grouping of equipment, a grouping of rolling stock, a grouping of infrastructure, and a grouping of facilities.

Asset Class: Means a subgroup of capital assets within an asset category. For example, buses, trolleys, and cutaway vans are all asset classes within the rolling stock asset category.

Asset Inventory: Means a register of capital assets, and information about those assets.

Capital Asset: Means a unit of rolling stock, a facility, a unit of equipment, or an element of infrastructure used for providing public transportation.

Decision Support Tool: Means an analytic process or methodology: (1) To help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system, based on available condition data and objective criteria; or (2) To assess financial needs for asset investments over time.

Direct Recipient: Means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Equipment: Means an article of nonexpendable, tangible property having a useful life of at least one year.

Exclusive-Use Maintenance Facility: Means a maintenance facility that is not commercial and either owned by a transit provider or used for servicing their vehicles.

Facility: Means a building or structure that is used in providing public transportation.

Full Level of Performance: Means the objective standard established by FTA for determining whether a capital asset is in a state of good repair.

Horizon Period: Means the fixed period of time within which a transit provider will evaluate the performance of its TAM plan. FTA standard horizon period is four years.

Implementation Strategy: Means a transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies, and roles and responsibilities.

Infrastructure: Means the underlying framework or structures that support a public transportation system.

Investment Prioritization: Means a transit provider's ranking of capital projects or programs to achieve or maintain a state of good repair. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAM plan horizon period.

Key Asset Management Activities: Means a list of activities that a transit provider determines are critical to achieving its TAM goals.

Life-Cycle Cost: Means the cost of managing an asset over its whole life.

Participant: Means a tier II provider that participates in a group TAM plan.

Performance Measure: Means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets (e.g., a measure for on-time performance is the percent of buses that arrive on time, and a corresponding quantifiable indicator of performance or condition is an arithmetic difference between scheduled and actual arrival time for each bus).

Performance Target: Means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation System: Means the entirety of a transit provider's operations, including the services provided through contractors.

Public Transportation Agency Safety Plan: Means a transit provider's documented comprehensive agency safety plan that is required by 49 U.S.C. 5329.

Recipient: Means an entity that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling Stock: Means a revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services.

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Service Vehicle: Means a unit of equipment that is used primarily either to support maintenance and repair work for a public transportation system or for delivery of materials, equipment, or tools.

State of Good Repair (SGR): Means the condition in which a capital asset is able to operate at a full level of performance.

Subrecipient: Means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

TERM Scale: Means the five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good; 3.0—Adequate, 2.0—Marginal, and 1.0—Poor.

Tier I Provider: Means a recipient that owns, operates, or manages either (1) more than one hundred (100) vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

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Tier II Provider: Means a recipient that owns, operates, or manages (1) one hundred (100) or fewer vehicles in revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, (2) a subrecipient under the 5311 Rural Area Formula Program, (3) or any American Indian tribe.

Transit Asset Management (TAM): Means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

Transit Asset Management (TAM) Plan: Means a plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool, and a prioritization of investments.

Transit Asset Management (TAM) Policy: Means a transit provider's documented commitment to achieving and maintaining a state of good repair for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: Means the approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: Means a strategic and systematic process of operating, maintaining, and improving public transportation capital assets effectively, throughout the life cycles of those assets.

Transit Provider (provider): Means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates, or manages capital assets used in providing public transportation.

Useful life: Means either the expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB): Means the expected life cycle or the acceptable period of use in service for a capital asset, as determined by a transit provider, or the default benchmark provided by FTA.

State of Good Repair (SGR) Standards Policy:

The Authority's SGR policy is as follows:

A capital asset is in a state of good repair (SGR) when each of the following objective standards is met:

- (1) If the asset is in a condition sufficient for the asset to operate at a full level of performance. An individual capital asset may operate at a full level of performance regardless of whether or not other capital assets within a public transportation system are in a SGR;
- (2) The asset is able to perform its manufactured design function;
- (3) The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility; and
- (4) The assets life-cycle investment needs have been met or recovered, including all scheduled maintenance, rehabilitation and replacements (ULB).

The TAMP allows the Authority to predict the impact of its policies and investment justification decisions on the condition of its assets throughout the asset's life cycle, and enhances the ability to maintain a SGR by proactively investing in an asset before the asset's condition deteriorates to an unacceptable level.

The Authority shall establish annual TAM goals, which are separate from annual SGR performance goals, based upon tangible criteria related to asset performance. For FY 18-19, the authority shall use this time period to gather data in order to establish baseline measures. TAM goals include monitoring the following criteria (see [Table 1.1](#)):

- Safety risks (Measure of accidents per 100,000 revenue miles by mode, no more than 1);
- System reliability (On-time performance by mode, 95% goal);
- Maintenance Resources (Number of vehicles out of service for 30 or more days, by mode) ; and
- System performance (Missed runs due to major breakdown as a percentage of total runs by mode, no more than 10 in a 30 day period).

It is the belief of the Authority that TAMP implementation and monitoring provides a framework for maintaining a SGR by considering the condition of its assets in relation to the local operating environment. The authority has developed its SGR policies to account for the prevention, preservation, maintenance, inspection, rehabilitation, disposal, and replacement of capital assets. The goal of these policies is to allow the Authority to determine and predict the cost to improve asset condition(s) at various stages of the asset life cycle, while balancing prioritization of capital, operating and expansion needs. The two foundational criteria of SGR performance measures are *Useful Life Benchmark* (ULB) and *Condition*.

Useful Life Benchmark:

The Useful Life Benchmark (ULB) is defined as the expected lifecycle of a capital asset for a particular transit provider's operating environment, or the acceptable period of use in service for a particular transit provider's operating environment. ULB criteria are user defined, whereas ULB takes into account, a provider's unique operating environment (service frequency, weather, geography). When developing Useful Life Benchmarks (ULB), the Authority recognized and took into account the local operating environment of its assets within the service area,

historical maintenance records, manufacturer guidelines, and the default asset ULB derived from the FTA. In most cases, if an asset exceeds its ULB, then it is a strong indicator that it may not be in a state of good repair.

For the purposes of this TAMP, the Authority utilized a customized ULB for paratransit rolling stock that is based on FTA ULB standards. It should be noted that the FTA ULB measure for paratransit rolling stock is nearly double, at 10 years vs. 5 years and 150,000 miles for the VT DOT ULB measure. All other assets (facilities, equipment, and fixed route rolling stock) were assessed by using the FTA default ULB metrics (see [Table 1.2](#)).

While all other assets cited in this document are financed with federal funding, paratransit rolling stock replacement purchases are funded primarily by state (VT DOT) funding sources. The state DOT is utilizing FTA funds for the replacement of paratransit rolling stock assets throughout the State. In addition to the Authority observing the paratransit van ULB measure of 5 years and 150,000 miles due to VT DOT funding and program requirements, the following standards are utilized by VT DOT to arrive at the suggested vehicle replacement lifecycles and ULB measures, specifically those standards found in FTA Circular 5010.1E:

Recipients of federal assistance need to specify the expected minimum useful life in invitations for bids when acquiring new vehicles. Minimum useful life is determined by years of service or accumulation of miles whichever comes first, by asset type as follows:

a) Buses:

- 1 Large, heavy-duty transit buses including over-the-road buses (approximately 35' – 40' or larger including articulated buses):
At least 12 years of service or an accumulation of at least 500,000 miles.
- 2 Small size, heavy-duty transit buses:
At least 10 years or an accumulation of at least 350,000 miles.
- 3 Medium-size, medium-duty transit buses:
At least seven years or an accumulation of at least 200,000 miles.
- 4 Medium-size, light-duty transit buses:
At least five years or an accumulation of at least 150,000 miles.

b) Light Duty Vehicles:

Other light-duty vehicles used as equipment and to transport passengers (revenue service), such as regular and specialized vans, sedans, and light-duty buses including all bus models exempt from testing in the current 49 CFR part 665:

At least four years or an accumulation of at least 100,000 miles.

Condition Assessment:

The physical condition of an asset is rated as an SGR performance measure because it is a direct reflection of its ability to perform its intended function. As part of the TAMP SGR Standards, the Authority requires each vehicular asset and facility meeting FTA TAMP criteria to have a physical condition assessment conducted on [a biennial \(for vehicles\) and an annual \(for facilities\)](#) basis, where applicable. The condition assessments uses a rating scale to rate the current physical appearance, maintenance requirements, safety and accessibility of an asset, “as it currently sits”. See Section 3 for more information on condition assessments.

SGR Performance Measures & Targets:

SGR performance measures combine the measures of ULB and physical condition to create performance measures from which asset performance targets can be derived on an annual basis. These performance measures are directly related to asset lifecycle (ULB & condition) and maintenance needs. By the time an asset meets or exceeds its assigned ULB, it should have reached its prescribed mileage, maintenance, and condition requirements. Further information related to annual SGR targets can be found in Section 6. FTA-defined SGR performance measures include:

- **Rolling Stock: (Age)** The SGR performance measure for rolling stock is the percentage of revenue vehicles (fixed route & paratransit) within a particular asset class that have either met or exceeded their ULB.
- **Equipment (non-revenue service vehicles): (Age)** The SGR performance measure only applies to non-revenue service vehicles. The SGR performance measure for non-revenue, support-service and maintenance vehicles equipment is the percentage of those vehicles that have either met or exceeded their ULB.
- **Facilities: (Condition)** The SGR performance measure for facilities is the percentage of facilities within an asset class, rated below condition 3 on the FTA TERM Scale.

SECTION 2: ASSET INVENTORY PORTFOLIO

The following capital asset items that the Authority owns, operates and has a direct capital responsibility, included in the TAMP asset inventory, are comprised of: Rolling Stock, Equipment, and Facilities (see [Table 2.1](#)).

The Authority utilizes internal spreadsheet reports, Great Plains [accounting software](#), and Dossier fleet & facility management software to maintain inventory, schedule maintenance, and track the condition of assets. Assets are inventoried and tracked by entering [asset information and ULB into Microsoft Great Plains. Great Plains is the accounting software in use by the Authority, which is utilized for asset inventory record keeping and managing asset depreciation. The Authority also manages vehicle and non-vehicle inventory spreadsheets used both for internal tracking and reporting of assets and condition data to VTDOT.](#) The Authority's maintenance department utilizes the Dossier software system to track and schedule fleet and facility maintenance.

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Rolling Stock:

Rolling stock is an Authority-owned and operated revenue service vehicle used in the provision of providing public transportation, and includes vehicles used to primarily transport passengers. The Authority does not utilize or operate any third-party rolling stock assets. In addition to the TAMP, data for rolling stock assets is maintained and updated in the Dossier system. The following required data fields are maintained for each rolling stock asset (public transit vehicle):

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| | |
|---------------------------------------|---------------------------------------|
| Name/GP Vehicle ID | VtRANS Asset ID # |
| Asset Description | Classification |
| Vehicle Type | Urban or Rural |
| Vehicle Title Ownership | Expected Useful Life |
| Mileage | VIN Number |
| Useful Life Benchmark (ULB) | Manufacturer |
| Anticipated Replacement or Rehab Year | Year Built/In Service Date/Age |
| Reported Condition Assessment | Purchase Cost |
| Purchase Date | Capacity: Seating/Standing/Wheelchair |
| Purchase Status (New/Used) | Length of Vehicle |
| Purchase Source (Dealer/Vendor) | Current Status of Vehicle |
| Fuel Type | Storage location |
| Make/Model | Disposition Date, Cost & Buyer |
| Body Make/Model | Grant Source Used for Purchase |
| SGR Status | (State/Federal/ %) |
| Grant Number | |

The Authority operates two public transportation service divisions, Urban and Rural Services. The urban system is fixed route bus service with a fleet inventory consisting of 30', 35' and 40' [Heavy-Duty Transit Buses, 45' Over-the-Road Motor Coaches](#), and Medium Duty Cutaways (see Table 2.2).

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The Rural Service fleet inventory consists of [Heavy-Duty Transit Buses](#), [Medium-Duty Cutaways](#), [Light-Duty Cutaways](#), and [ADA-Accessible Minivans](#). Also included in this fleet is the cutaway fleet we lease to our contractor for the urban paratransit services in our urban system (see Table 2.3).

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Equipment:

Equipment evaluated per FTA requirements in this TAMP, is all non-revenue service vehicles regardless of value, and any authority-owned equipment with a cost of over \$50,000 in acquisition value. Equipment includes non-revenue service vehicles that are primarily used to support maintenance and repair work for a public transportation system, supervisory work, or for the delivery of materials, equipment, or tools. The Authority does not utilize or operate any third-party non-revenue service vehicle equipment assets. All non-revenue service vehicle equipment assets are owned and operated by the Authority.

Equipment: Non-Revenue Service Vehicles

The Authority operates thirteen (13) non-revenue service vehicles in its daily operations (see Table 2.4). Two vehicles are Ford Escape SUV's that are primarily used for supervisor and administrative purposes. The Authority also operates four Toyota Prius' that are primarily used for administrative use, driver exchanges, and travel to transportation conferences. Lastly, the Authority operates a Ford F-250 service truck that is used for responding to maintenance-related road calls and accidents involving revenue vehicles.

In addition to the TAMP, data for non-revenue service vehicle equipment assets is maintained and updated in the Dossier system. The following required data fields are maintained for each non-revenue service vehicle equipment asset:

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| | |
|---------------------------------------|--|
| Name/GP Vehicle ID | VTRANS Asset ID # |
| Asset Description | Classification |
| Vehicle Type | Urban or Rural |
| Vehicle Title Ownership | Expected Useful Life |
| Mileage | VIN Number |
| Useful Life Benchmark (ULB) | Manufacturer |
| Anticipated Replacement or Rehab Year | Year Built/In Service Date/Age |
| Reported Condition Assessment | Purchase Cost |
| Purchase Date | Capacity: Seating/Standing/Wheelchair |
| Purchase Status (New/Used) | Length of Vehicle |
| Purchase Source (Dealer/Vendor) | Current Status of Vehicle |
| Fuel Type | Storage location |
| Make/Model | Disposition Date, Cost & Buyer |
| Body Make/Model | Grant Source Used for Purchase (State/Federal/ %) |
| SGR Status | |
| Grant Number | |

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Equipment: At or Over \$50,000 in Acquisition Value

Equipment is any authority-owned asset item (single line item or group) with a cost at or over \$50,000 in acquisition value. Equipment includes items that are utilized in the operations of providing public transportation service. The Authority does not utilize or operate any third-party equipment assets. All equipment assets are owned and operated by the Authority.

In the provision of operating a public transportation system, the Authority utilizes five key equipment elements that have an acquisition value of \$50,000 or more (see Table 2.5). These five equipment elements are all part of the Facility asset class, specifically, the Authority (HQ) Administration & Maintenance Facility, and Fuel Island Facility.

In addition to the TAMP, data for non-vehicle equipment assets is maintained and updated in the [non-vehicle inventory on an annual basis and in Great Plains through biennial asset inventory reconciliations](#). The following required data fields are maintained for each non-vehicle equipment asset with an acquisition value of \$50,000 or more:

| | |
|---------------------|--|
| Type | Book Value |
| Asset Tag | Location |
| Description | Acquisition Date |
| Status | Purchase Source |
| Age | Cost |
| Condition | Item Serial Number |
| Rehabilitation Year | Model |
| Replacement Year | Grant Source Used for Purchase (State/Federal %) |
| Vendor | Grant Number |
| Quantity | Disposition Date, Cost & Buyer |
| Units | SGR Status |

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Facilities

Facilities are any structure used in providing public transportation where the Authority owns and has a direct capital responsibility. Facilities utilized, but not necessarily owned or operated, by the Authority include: operations, maintenance and administrative buildings, and passenger stations.

The Authority currently utilizes seven (7) separate locations for operations, administration, maintenance, storage, refueling, and passenger boarding activities. However, the Authority owns, operates, and has a direct capital responsibility for three (3) [facility locations](#); those being the Administrative & Maintenance [facility at 101 Queen City Park Road](#), the Downtown Transit Center, and [the 31 Queen City Park Road Storage and Maintenance building](#).

The Authority does utilize four third-party-owned facility locations for operations, vehicle storage, and passenger boarding activities/parking. However, the Authority does not have a direct capital responsibility at these other locations (see Table 2.6).

In addition to the TAMP, data for facility assets is maintained and updated [on an annual basis](#). The following required data fields are maintained for each facility asset:

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| | |
|--|---|
| Asset Ownership | Build Cost |
| Asset Description/Name | Purchase Date |
| Physical Location/Address | In-Service Date |
| Asset Tag # | Purchase Status (New/Used) |
| External ID | Expected Useful Life |
| Classification | Land Owner |
| Asset Type | Building Owner |
| Status | Facility Size |
| Age/Year Built | Section of Larger Facility |
| Reported Condition | Percent Operational |
| Last Maintenance | Number of Structures |
| Book Value | Number of Floors |
| Rehabilitation Year | Number of Elevators or Escalator |
| Replacement Year | Number of Parking Spaces (Public, Private, ADA) |
| Vendor/Builder | Line Number |
| FTA Facility Classification | LEED Certification Status |
| Interior (Sq. Ft.) | Features & Amenities (ADA) |
| Lot Size | Disposition Date, Cost & Buyer |
| Grant Source Used for Purchase (State/Federal %) | Grant Number |
| SGR Status | |

SECTION 3: ASSET CONDITION ASSESSMENT

The Authority assesses the condition of its assets on a biennial basis by utilizing the FTA TERM (Transit Economic Requirements Model) condition rating assessment scale (see Table 3.1), with the exception of facilities, which are assessed on an annual basis. This rating scale assigns a numerical value or rank based on the physical condition(s) presented by each individual asset throughout its life cycle. The rating scale is based on numbers 1 to 5, with five being new and one being poor. Assets with a rating of 3.0 or higher are considered to be in a SGR. All completed asset inspection forms are documented in the data set of the GMT TAMP Data companion document.

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The inspection process and documentation forms utilized to assess facility and vehicle assets are detailed in the following TAMP companion documents:

- GMT Urban Facility and Equipment Maintenance Plan
 - SGR Facility/Building/Equipment Inspection Procedures & Inspection Assessment Standards
- GMT Urban Fleet Management & Maintenance Manual
 - SGR Revenue & Non-Revenue Vehicle Inspection Procedures & Inspection Assessment Standards
- GMT Rural Facility and Equipment Maintenance Plan
 - SGR Facility/Building/Equipment Inspection Procedures & Inspection Assessment Standards
- GMT Rural Fleet Management & Maintenance Manual
 - SGR Revenue & Non-Revenue Vehicle Inspection Procedures & Inspection Assessment Standards

Rolling Stock

The TAMP Rolling Stock condition assessment consists of assigning a condition rating to all rolling stock assets for which the Authority owns and has a direct capital responsibility. A condition assessment ranking is not conducted in the TAMP for rolling stock assets for which the Authority does not own the rolling stock asset, the rolling stock asset is owned by a 3rd party, and/or where the Authority does not have a direct capital responsibility for the rolling stock asset. However, for the purposes of NTD reporting (Inventory & Condition Submittal), all Authority owned and 3rd party owned rolling stock assets (regardless of direct capital responsibility) are assigned an asset condition rating. At the time of this writing, the Authority owns and operates all fixed route and Shared Ride paratransit rolling stock (revenue vehicles).

The fixed route bus rolling stock condition assessment can be found on Table 3.2. The Shared Ride Paratransit rolling stock condition assessment can be found on Table 3.3.

Equipment: Non-Revenue Service Vehicles

The TAMP Equipment condition assessment consists of assigning a TERM physical condition rating to both all equipment that is either a non-revenue service vehicle or a non-vehicle equipment asset with an acquisition value of \$50,000 or more (individual line item or group). Furthermore, the equipment condition assessment contains only assets for which the Authority owns and has a direct capital responsibility.

A condition assessment ranking is not conducted in the TAMP for equipment assets for which the Authority does not own, is owned by a 3rd party, the equipment has an acquisition cost below \$50,000 (individual line item or group), or where the Authority does not have a direct capital responsibility.

However, for the purposes of NTD reporting (Inventory & Condition Submittal), all Authority owned equipment (with direct capital responsibility) that is a non-revenue service vehicle is only reported. At the time of this writing, the Authority owns and operates all equipment that is either a non-revenue service vehicle or a non-vehicle equipment asset with an acquisition cost at or above \$50,000.

The non-revenue service vehicle equipment condition assessment can be found on Table 3.4. The non-vehicle equipment condition assessment can be found on Table 3.5.

Equipment: Over \$50,000 in Acquisition Value (Non-Vehicle)

At the time of this report Green Mountain Transit has no equipment in its inventory over \$50,000.

Facilities

The TAM Plan Facilities condition assessment consists of assigning a physical condition rating, based on the FTA TERM Scale, to all facility assets for which the Authority owns and has a direct capital responsibility. A condition assessment ranking is not conducted in the TAM Plan for facility assets for which the Authority does not own the asset, the facility asset is owned by a 3rd party, and/or where the Authority does not have a direct capital responsibility for the facility asset.

However, for the purposes of NTD reporting (Inventory & Condition Submittal), all Authority owned and 3rd party owned facility assets (regardless of direct capital responsibility) are included in the Facility Asset Inventory (see Table 2.5). Only Authority owned facility assets with a direct capital responsibility are assigned a facility asset condition rating. At the time of this writing, the Authority only owns, operates, and has a direct capital responsibility for its [main headquarters in Burlington, VT; Downtown Transit Center](#); and maintenance storage facility in Burlington, VT. The [main headquarters](#) and storage [facility](#) are within the same compound on [Queen City Park Road](#); while the DTC is in the Burlington Downtown district. Each of these facility assets [are](#) inspected and assessed individually.

The detailed GMT Facility and Equipment plan explains when each condition assessment will take place. The inspection of major facility components and subcomponents will be conducted by the Director of Maintenance [or another](#) staff member, with results and data reported to the Authority Director of Finance and Grants Manager. Facility equipment assets that have an acquisition value of \$50,000 or greater will also be included in the facility condition assessment inspection.

As detailed in the GMT Facility and Equipment Maintenance Plans (SGR Facility/Building/Equipment Inspection Procedures & Inspection Assessment Standards), the process developed to assess the condition of the facilities where GMT has direct capital responsibility and ownership is as follows:

1. Define the facility components and sub-components;

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2. Establish the condition assessment language based on the FTA TERM Scale;
3. Conduct the assessment on an annual basis,
4. Calculate the overall condition by using the *Median Value Method*; and
5. Document and report the assessed condition.

In addition, Authority facility inspector(s) will gather and review the following elements before conducting a condition assessment inspection:

- Agency inspection & maintenance procedures/schedules found in the Fleet and Facility Maintenance Plans;
- Inspection schedule/alignment with reporting schedule;
- Data needs;
- Warranty status & age of components;
- Third-party inspection records; and
- Previous inspection records (CPT & internal tracking spreadsheet).

The components and sub-components that will be inspected for a condition assessment in an administrative/Maintenance and/or Passenger/Parking Facility can be found on pages 10-14 of the GMT Facility and Equipment Maintenance Plan (SGR Facility/Building/Equipment Inspection Procedures & Inspection Assessment Standards). The [most recent](#) facility condition assessment rating data can be found on Table 3.6. ▼

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Deleted: The 2017 facility inspection data showed that all three Authority facilities had an overall condition rating of 3.00.

SECTION 4: DECISION SUPPORT TOOLS & MANAGEMENT APPROACH

Sections 4 and 5 of this document are interrelated and detail the process and tools used to manage the lifecycle planning of capital public transportation assets. Authority staff within the maintenance, finance/grants, compliance, operations & safety, and executive departments utilize a variety of management practices, policies, and technology to manage, maintain, and plan throughout the life cycle of an asset.

Decision Support Tools:

The following analytical process is in place to support investment decision-making, including project selection and prioritization (see Table 4.1). The decision support tools that the Authority utilizes for asset lifecycle management and investment planning, include both electronic software and written policy manuals. Each written policy manual and software program compliments each other as they contribute to asset management throughout the lifecycle, from planning and procurement to disposal. An explanation of the decision support tools can be found in Table 4.2.

Management Approach to Asset Management:

The primary management approach utilized to maintain an SGR is risk mitigation. This management philosophy applies risk mitigation strategies (policies and procedures) throughout the assets life cycle, both from a maintenance perspective (breakdowns) and a safety & accessibility perspective (accidents/ADA requirements).

Throughout each asset's life cycle, the Authority shall monitor all assets for unsafe and inaccessible conditions. However, identifying an opportunity to improve the safety of an asset does not necessarily indicate an unsafe condition. When the Authority encounters and identifies an unacceptable safety risk associated with an asset, the asset shall be ranked with higher investment prioritization, to the extent practicable. The Authority's risk management philosophy is the proactive approach of identifying future projects and ranking preventative projects with better return on investment higher in the investment prioritization risk. Policies and procedures to mitigate risk are included in the documents presented in Tables 4.3.1 to 4.3.5.

Performing an analysis of the asset life cycle at the individual asset level is just one management approach the Authority uses to maintain a SGR. This analysis follows the asset from the time it is purchased, placed in operation, maintained, and ultimately disposed of. The analysis is a snap shot of each asset's current status. The asset lifecycle stages consist of the following strategies:

- Table 4.3.1: Acquisition Strategy (Design/Procurement)
- Table 4.3.2: Maintenance Strategy (Operate/Maintain/Monitor)
- Table 4.3.3: Overhaul & Rehabilitation Strategy (Rebuild)
- Table 4.3.4: Replacement Strategy (Disposal)
- Table 4.3.5: Risk Management Strategy (Mitigation)

SECTION 5: PRIORITIZED LIST of INVESTMENTS

Investment Prioritization Process:

The Authority shall perform an investment prioritization analysis on a semi-annual basis, in order to:

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- (1) Determine what capital investments are needed, how much (and when), in order to maintain SGR; and
- (2) Rate and rank SGR programs and projects in order of implementation priority.

The investment prioritization analysis aids the Authority in making more informed investment decisions to improve SGR of our capital assets, and define when an asset needs overhaul or replacement. The investment prioritization list, is a list containing the work plan(s) and schedule(s) of the proposed projects and programs that the Authority estimates would achieve its SGR goals, and a ranking of projects and programs based on implementation priority over the TAMP horizon period of four (4) years.

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The Authority will rank selected projects and programs to improve or manage the SGR of capital assets for which the Authority has a direct capital responsibility. The ranking criteria of projects and programs shall be consistent throughout the TAMP. Priority consideration will be given to local projects and programs that: (1) both improve SGR and correct an identified unacceptable safety risk; and (2) take into consideration ADA requirements (49 CFR Part 37) concerning maintenance of accessible features and the alteration of transit facilities. Furthermore, when developing an investment prioritization list, the Authority shall take into consideration its estimation of funding levels from all sources that it reasonably expects will be available in each fiscal year during the TAMP horizon period.

The ranking of investment prioritization programs and projects will be expressed as: *High Priority, Medium Priority, or Low Priority*. Each investment prioritization program or project ranked shall contain a year and/or date in which the Authority intends to carry out the program or project. This output process is a list of ranked projects and programs at the asset class level that identify assets from the asset inventory.

SECTION 6: ANNUAL PERFORMANCE TARGETS & MEASURES

This section lists the process, data sources, and methodology used in the development of the FTA requirement of the Authority to set annual SGR performance targets. As introduced in Section 1, a State of Good Repair (SGR) is a threshold that identifies the desired performance condition. Specifically, an asset is in an SGR when the condition of a capital asset is able to operate at a full level of performance. This means the asset:

1. Is able to perform its designed function;
2. Does not pose a known and/or unacceptable safety risk (Condition); and
3. Its lifecycle investments have been met or recovered (ULB).

The FTA has enlisted the use of the following asset performance measure criteria for use in the development of the Authority's SGR performance targets (see Table 6.1).

The Authority shall establish one or more performance target(s) for each applicable asset class performance measure on an annual basis for the next fiscal year. The timeline for establishing SGR performance targets & measures are as follows:

Within three months before the effective date of October 1, 2018, the Authority shall set performance targets for the next fiscal year for each asset class included in this TAM Plan. These performance targets shall be established on or by no later than the date of the September meeting of the Authority Board of Commissioners.

SGR performance targets are based on realistic expectations derived from both the most recent available data (ULB/condition), FTA performance measure criteria, and the financial resources from all sources the Authority reasonably expects will be available during the TAM Plan horizon period for capital planning purposes. SGR performance targets for the current fiscal year shall be monitored on a semi-annual basis. The Accountable Executive is required to approve each annual performance target submission to FTA/NTD.

The Authority's annual SGR performance targets for FY 2019 are that our fleet & equipment will not be more than 20% past the ULB and our facilities will be at least a 3.0 on the TERM rating scale.

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SECTION 7: RECORDKEEPING & NTD REPORTING

The Authority shall maintain all supporting TAM Plan records and documents. The Authority shall make TAM records available to Federal (FTA), State (VTDOT) and MPO's entities that provide(s) funding to the Authority, and to aid in the planning process. The Authority shall report, on an annual basis, to the FTA's National Transit Database (NTD):

- Inventory of assets;
- SGR performance targets for the next fiscal year;
- Condition inspection assessments and performance measures of capital assets; and
- An annual narrative shall also be included and reported to NTD that provides a description of any change in the condition of the Authority's transit system or operations from the previous year, and describe the progress made during the reporting year to meet the performance targets set in the previous reporting year.

Per NTD requirements, because the Authority's fiscal year ends on 6/30/2018, annual TAM data reporting to NTD shall be completed by the Authority Finance & Grants department by the last business day of October of each calendar year. If a NTD filing extension is required for any reason, an extension letter must be filed with NTD by October 31st

SECTION 8: UPDATES & CONTINUOUS IMPROVEMENT

The TAM Plan can be considered a "living document" that shall be reviewed on semi-annual basis, updated, and incorporated into the Authority's capital and budget planning, and reporting processes. Beginning in 2018, TAM data shall serve as a "baseline" measure of asset performance management. As more data is collected, additional monitoring categories and goals will be included to support condition and reliability-based decision-making.

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This document shall cover a "horizon period" of time (7/1/2018 to 6/30/2022) beginning with the completion of the initial TAM plan in 2018, continuing with full implementation in FY 2019, and ending four years later on FFY 2022. Table 8.1 details the key data and action items for FTA TAM compliance. This TAM shall be amended during the four-year horizon period when there is a significant change to staff, assets, maintenance plans, and/or operations occurring at the Authority.

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SECTION 9: CONCLUSION

The Board of Commissioners, management team, staff, and employees of Green Mountain Transit Authority firmly believe that by implementing this *Transit Asset Management Program* (TAMP), that it will allow the transportation system to meet its mission and offer safe, efficient, reliable, and accessible public transportation options to the general public of the counties served by GMT. In addition, the Authority believes that by implementing this TAMP, the following *State of Good Repair* (SGR) indicators will be either maintained or improved upon:

- Limit safety risks;
- Justify investments;
- Increase system reliability & accessibility;
- Lower maintenance costs; and/or
- Increase system performance.

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Table of Tables

Table 1.1 - Annual TAM Goals:

| Criteria | Measure | Goal | Actual |
|--------------------|--|------|--------|
| Safety Risks | Number of accidents per 100,000 miles (Rural) | 1 | TBD |
| Safety Risks | Number of accidents per 100,000 miles (Urban) | 1 | TBD |
| Safety Risks | Number of facility-related accidents to employees or customers | 0 | TBD |
| System Reliability | On-time performance | 95% | TBD |
| Maint. Resources | Number of vehicles out of service for 30 or more days | 1 | TBD |
| Maint. Resources | Number of vehicles out of service for 30 or more days | 1 | TBD |
| System Performance | Missed runs due to major breakdown as a percentage of total runs (rural) | <120 | TBD |
| System Performance | Missed runs due to major breakdown as a percentage of total runs (urban) | <120 | TBD |

Table 1.2 – Useful life benchmarks (ULB)

| Asset Classification | ULB (Yrs) |
|-----------------------|--------------|
| Bus | 12 |
| Cutaway Bus | 5 |
| Automobile | 4 |
| Mini-Van | ▼ |
| Sport Utility Vehicle | ▼ |

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Table 2.1 – Summary of Asset Inventory

Assets are Authority owned with direct capital responsibility

| Asset Class: Asset Class Name | # of Assets | Avg. Rating | Avg. Age | Useful Life Benchmark (ULB) | # of Assets Past ULB | % Past ULB | # of Assets Below 3.0 | % of Assets Below TERM 3.0 | Asset Category |
|-------------------------------|-------------|-------------|----------|-----------------------------|----------------------|------------|-----------------------|----------------------------|----------------|
| Automobile | 12 | 1.68 | 5.41 | 4 | 11 | 92 | 12 | 100 | Rolling Stock |
| Bus | 70 | 3.32 | 8.08 | 12 | 5 | 7 | 58 | 82.86 | Rolling Stock |
| Minivan | 3 | 3.13 | 3.78 | 4 | 1 | 33 | 1 | 33.33 | Rolling Stock |
| Cutaway bus | 88 | 2.39 | 5.27 | 5 | 53 | 60 | 76 | 86.36 | Rolling Stock |
| Sport utility vehicle | 8 | 2.83 | 4.93 | 4 | 2 | 25 | 5 | 62.5 | Rolling Stock |
| Automobile (Non-Revenue) | 6 | 1 | 9.51 | 4 | 6 | 100 | 6 | 100 | Equipment |
| Other rubber tire vehicles | 2 | 1.98 | 16.92 | 14 | 1 | 50 | 2 | 100 | Equipment |
| Equipment >\$50k | | | | | | | 0 | | Equipment |
| Bus Shelter | 96 | 3.08 | 11.42 | 15 | 28 | 29 | 54 | 56.25 | Facilities |
| Facilities | 3 | 3.29 | 8.71 | | 3 | 100 | 1 | 33.33 | Facilities |

Table 2.2 Urban Fleet Inventory

Attached

Table 2.3 Rural Fleet Inventory

Attached

Table 2.4 Non Revenue Vehicle Inventory

Attached

Table 2.5 Facility Inventory

| Facility | Location | Age | Square Footage | Year Built | Asset Class ULB | Purchased Value | OWNER |
|---------------------|-----------------------|-------|----------------|------------|-----------------|-----------------|-------|
| DTC | 100 Cherry Street | 2.06 | 22,587 | 2016 | 40 | \$10,662,135 | GMT |
| Maintenance Storage | 1 Industrial Parkway | 3.38 | 20,754 | 1973 | 40 | \$ 1,326,001 | GMT |
| Main Building | 15 Industrial Parkway | 21.03 | 45,915 | 1997 | 40 | \$ 2,704,345 | GMT |

Table 3.1 FTA TERM Rating Scale

| Category | Rank | Description |
|----------------------|------|--|
| New/Excellent | 5.00 | New Asset; no visible defects |
| Good | 4.00 | Some slightly defective/deteriorated component(s). |
| Adequate | 3.00 | Some moderately defective/deteriorated component(s). |
| Marginal | 2.00 | Increasing number of defective/deteriorated component(s) & maintenance needs. |
| Poor | 1.00 | In need of immediate repair or replacement; Item is a safety hazard, and may have critically damaged component(s). |

Table 3.2 Fleet Condition Assessment

Attached

Table 3.3 Non-Revenue Vehicle Assessment

| Asset ID | Body Make | Model | Model Year | Age | Odometer | Asset Class ULB | Fuel Type | Overall Condition |
|----------|-----------|-----------|------------|-------|----------|-----------------|-----------|-------------------|
| 30918 | Chevrolet | Malibu | 2010 | 8.53 | 79950 | 4 | Gas | 1 - Poor |
| 30917 | Chevrolet | Malibu | 2009 | 9.73 | 154325 | 4 | Gas | 1 - Poor |
| 30543 | Chevrolet | Silverado | 2016 | 2.85 | 8048 | 4 | Gas | 2 - Marginal |
| 30607 | Chevrolet | Silverado | 2016 | 2.85 | 9170 | 4 | Gas | 2 - Marginal |
| 30608 | Chevrolet | Silverado | | 9.73 | 20510 | 4 | Gas | 1 - Poor |
| 30609 | Chevrolet | Silverado | 2004 | 14.54 | 78935 | 4 | Gas | 1 - Poor |
| 30610 | Ford | Escape | 2012 | 6.96 | 95879 | 4 | Gas | 1 - Poor |
| 30615 | Toyota | Prius | 2009 | 9.88 | | 4 | Gas | 1 - Poor |
| 30640 | Toyota | Prius | 2009 | 9.88 | | 4 | Gas | 1 - Poor |
| 30769 | Toyota | Prius | 2009 | 9.88 | | 4 | Gas | 1 - Poor |
| 30771 | Toyota | Prius | 2009 | 9.88 | | 4 | Gas | 1 - Poor |
| 30785 | Bob Cat | | 2005 | 13.06 | | 14 | | 1 - Poor |
| 30616 | Toyota | | | 21.02 | | 14 | | 1 - Poor |

Table 3.4 Facility Condition Assessment

| Facility | Location | Age | Square Footage | Year Built | Asset Class ULB | Met ULB | Condition Assessment | Purchased Value | OWNER |
|---------------------|-----------------------|-------|----------------|------------|-----------------|---------|----------------------|-----------------|-------|
| DTC | 100 St. Paul Street | 2.06 | 22,587 | 2016 | 40 | NO | 5 - Excellent | \$10,662,135 | GMT |
| Maintenance Storage | 1 Industrial Parkway | 3.38 | 20,754 | 1973 | 40 | NO | 2 - Marginal | \$ 1,326,001 | GMT |
| Main Building | 15 Industrial Parkway | 21.03 | 45,915 | 1997 | 40 | NO | 4 - Good | \$ 2,704,345 | GMT |

Table 4.1 GMT TAM Decision Support & Capital Investment Planning Process

| STEP | Process Description |
|------|---|
| 1 | Semi-Annual department management meetings to review asset performance & establish goals. |
| 2 | Development of/or update to departmental policies and procedures |
| 3 | Creation of or update to: Operations plan, Facility & Fleet Maintenance Plan, Procurement Policy and Procedures Manual, and Transit Asset Management Plan. |
| 4 | Data Collection, analysis and review. |
| 5 | Update, record & report data: NTD and TAM |
| 6 | Department management meetings: Assess asset and transit system capital investment needs, based on: safety deficiencies, ADA accessibility, agency capacity, consumer demand, maintenance needs, data, and available funding. Compare to goals. |
| 7 | Development of Asset Investment Priority List of Projects & Programs. Placement in the TIP/STIP |
| 8 | Contract Advertising –RFP (Bid) & Award Process (Board Approval). |
| 9 | Project/Program Implementation & Monitoring |

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Table 4.2 GMT TAM Decision Support Tools

| Document/Software Tool | Description |
|--|---|
| Fleet, Facility & Equipment Maintenance Plan | The GMT Fleet, Facility & Equipment Maintenance Plan details all the policies and procedures related to Authority-owned fleet, facility and equipment. It includes maintenance standards, inspection processes, PM schedules, work order processes, inventory of facility components and inspection checklists. |
| Procurement Policy & Procedures Manual | The GMT Procurement manual lists all the relevant FTA purchasing policies, contract/bidding requirements and regulations, asset purchasing procedures. This document should be consulted when planning to purchase an asset/ |
| Transit Asset Management Plan | The Authority Transit Asset Management Plan (TAMP) is a document containing a business model that uses the condition of assets (facility, rolling stock and equipment) used in the provision of providing public transportation to guide the optimal prioritization of in order to keep transit systems in a State of Good Repair (SGR). In addition, the TAMP contains information related to data collection and reporting requirements for the following elements: Asset Inventory Portfolio; Asset Condition Assessment; Decision Support Tools & Management Approach; Investment Prioritization List of Projects and Program; and NTD Reporting. |
| Dossier Fleet Management & Maintenance Software | The Dossier software allows the Authority Maintenance Department to track, schedule, and record all vehicle related maintenance activities in a single platform. This software program also allows for custom reporting, inventory parts usage and vendor management activities, track pending work, create repair orders, create quotes for parts and equipment for use in procurement activities, track personnel activities, inventory vehicles, track fuel usage, and track asset/component warranty data. |
| Capital Plan/List of Prioritization Projects | The Capital plan lists projects in rank order on the priority list of projects needed in order to maintain the SGR of an asset. |
| CCRPC TIP | The Chittenden County Regional Planning Commission (CCRPC) Transportation Improvement Program (TIP) is a list of upcoming transportation projects covering a period of at least four years. The TIP is developed in cooperation with VTRANS and GMT. The TIP includes capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements. The TIP includes all regionally significant projects receiving FHWA or FTA funds, or for which FHWA or FTA approval is required. |

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Table 4.3.1 Asset Management Approach: Acquisition & Overhaul Strategy

| Acquisition & Overhaul Strategy: Determine when to initiate acquisition activities for assets. Describe the Authority's long-term replacement strategy, and how long-term improvement activities are assessed based on the asset's lifecycle. As applicable, describe any planned changes or improvements to these processes, describing the strategies below. | | |
|---|------------------|---|
| Asset Category | Asset Class | Acquisitions & Improvement Strategy |
| Rolling Stock | Bus | Buses (35'-40') vehicles have a ULB of 12 years. VTRANS approves acquisition and renewal of buses. Replacement can be forecasted up to three years in advance. |
| Rolling Stock | Cutaway | Cutaway vehicles have a ULB of 5 years and 150,000 miles. VTRANS approves acquisition and renewal of cutaway vehicles. Replacement can be forecasted up to three years in advance. |
| Equipment | Non-Rev Vehicles | The replacement of non-revenue service vehicles will be once their ULB is met. VTRANS approves acquisition and renewal of service vehicles. Replacement can be forecasted up to three years in advance. |
| Facility | Facility | In the event a facility needs to be updated or expanded, the project is scheduled in the Authority capital plan, and placed out to bid using the proper procurement method. |

Table 4.3.2 Asset Management Approach: Maintenance Strategy

| Maintenance Strategy: List regularly planned maintenance activities. As applicable, describe any planned changes or improvements to these processes, describing the strategies below. | | | |
|--|-----------------|---------------------------------|-------------------------|
| Asset Category | Asset Class | Maintenance Activity | Frequency |
| Rolling Stock | Bus/Cutaways | Clean & Wash | Daily |
| | | Pre-Trip Inspection | Daily |
| | | Level "A" PM Service | 6,000 Miles |
| | | VT State Inspection | Bi-Annual |
| | | SGR Vehicle Inspection | Annual |
| | | Transmission Inspection | 75,000 Miles |
| | | Rear End Inspection | 100,000 Miles |
| | | Engine Breather Inspection | 30,000 Miles |
| | | A/C Inspection | Annual |
| | | Air Dryer Inspection | Annual |
| | | Camera System Inspection | Daily |
| | | Farebox Inspection | Daily |
| | | Tire Inspection | Daily |
| Equipment | Non-Revenue Veh | ADA Systems Inspection | Daily |
| | | Clean & Wash | As needed |
| | | PM Service | 5,000 Miles |
| | | VT State Inspection | Annually |
| Facility | Facilities | SGR Inspection | Annual |
| | | Facility & Equipment Inspection | Daily/Monthly/Quarterly |
| | | SGR Facility Inspection | Annual |

Table 4.3.3 Asset Management Approach: Improvement Strategy

| Overhaul Strategy: Determine how and when assets get overhauled or replaced. Describe what activities take place during an overhaul. As applicable, describe any planned changes or improvements to these processes. | | |
|---|------------------|--|
| Asset Category | Asset Class | Acquisitions & Renewal Strategy |
| Rolling Stock | Bus | It is the policy of the Authority to repair damaged or non-functional assets and components on an “as needed basis”, only. The Authority does not overhaul or rehabilitate its assets, unless additional specific funding is obtained from state or federal sources, and a replacement asset item is made available during the time period the asset is unavailable. Assets are replaced once one of the following three conditions are met: (1) The asset’s ULB has been met; (2) an asset is considered a total loss by covering insurance; and/or (3) when replacement is approved by both VTRANS and FTA |
| Rolling Stock | Cutaway | |
| Equipment | Non-Rev Vehicles | |
| Facility | Facility | |

Table 4.3.4 Asset Management Approach: Disposal Strategy:

| Disposal Strategy: Describe the Authority's strategy for disposing of assets that are being renewed or replaced. Describe the approval process and detail, including procedures for physically removing the asset from the property. As applicable, describe any planned changes or improvements to these processes, describing the strategies below. | | |
|--|------------------|---|
| Asset Category | Asset Class | Disposal Strategy |
| Rolling Stock | Bus | Buses, Cutaway and non-revenue vehicles, once ULB is met or exceeded, are disposed of using the following method: 1) Approval received from VTRANS to initiate disposal procedures; 2) Vehicles are inspected, and a VTRANS vehicle disposition form is completed by the maintenance department; 3) Vehicles are placed out to bid and advertisements are placed on the Authority website and in both local newspapers; 4) Vehicle is sold to the highest bidder; 5) The Authority Maintenance Director creates the asset disposal form for documentation purposes; 6) The asset is written off the books by the Authority finance department and removed from TAMP tracking; and 6) The highest bidder receives title, and removes the vehicle from the property. Cutaway vehicles have a ULB of 5 years and 150,000 miles. VTRANS approves acquisition and renewal of cutaway vehicles. Replacement can be forecasted up to three years in advance. The replacement of non-revenue service vehicles will be once their ULB is met. VTRANS approves acquisition and renewal of service vehicles. Replacement can be forecasted up to three years in advance. |
| Rolling Stock | Cutaway | |
| Equipment | Non-Rev Vehicles | |
| Facility | Facility | |

Table 4.3.5 Asset Management Approach: Risk Management Strategy

| Risk Management: ID any risks faced to your assets or organization as a whole, and describe the mitigation strategies for each one. | |
|---|--|
| Risk | Mitigation Strategy |
| Loss of significant amounts of federal funding. | Decrease dependence on federal funding for capital improvements. Utilize reserve fund. Cut back on maintenance and service activities that are in balance with budget. Request additional VTRANS and local funding to make up the difference. Extend asset ULB, if possible. |
| Loss of significant amounts of state/local funding. | Decrease dependence on local/state funding for capital improvements. Utilize reserve fund. Cut back on maintenance and service activities that are in balance with budget. Request additional FTA funding to make up the difference. Extend asset ULB, is possible. |
| Fuel supply chain disruption. | Fuel offsite in partnership with another transit agency, state DOT, municipality, and/or private sector organization. |
| Parts supply chain disruption. | Partner with other transit agencies to retain parts supply chain. |
| Catastrophic loss of asset(s) due to natural or man-made disasters and hazards. | Enact SEPP and Catastrophic Loss Plans. Use backup facilities, and reserve vehicles from partner transit agencies. |

Table 6.1 FTA TAM Asset Category Performance Measures

| Asset Class | Performance Measure | Definition |
|--|---------------------|--|
| Rolling Stock (All Revenue vehicles) | Age | The percentage of revenue vehicles within a particular asset class that have either met or exceeded their ULB. |
| Equipment (Maintenance Equipment & Non-Revenue Vehicles) | Age | The percentage of vehicles and equipment that have either met or exceeded their ULB. |
| Facilities | Condition | The percentage of facilities with a condition rating of 3.0 on the FTA's TERM scale. |

Table 8.1 GMT Key Dates

| GMT/State: (FY) July – June | | Federal: (FFY) October – September | |
|---|--|------------------------------------|--|
| Action Item | | Date | |
| Submit targets and required Data for NTD | | October 2018 | |
| Complete Compliant TAMP | | | |
| Share TAMP with planning partners | | | |
| Report data to NTD | | October 2019 | |
| Submit targets for FY20 NTD | | | |
| Report data to NTD | | October 2020 | |
| Submit targets for FY21 NTD | | | |
| Report data to NTD | | October 2021 | |
| Submit targets for FY22 NTD | | | |

