



Green Mountain Transit Board of Commissioners
March 17, 2020 - 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.

- 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)
- January 21, 2020 Board Minutes- Pages 1-3
 - Check Register- Pages 4-9
 - Maintenance Report- Page 10
 - Planning, Marketing and Public Affairs Report- Page 11-13
 - IT Support, Administrative Support, Training and HR Report- Page 14
 - Ridership Reports- Pages 15-16
- 7:45 a.m. 5. General Manager Report- Page 17-19
- 7:50 a.m. 6. Low-No Grant Application
- 7:55 a.m. 7. Colchester Service Agreement (Action Item)- Pages 20-27
- 8:05 a.m. 8. FY19 Audit (Action Item)- Pages 28-41
- 8:10 a.m. 9. Inclusion & Diversity Discussion
- 8:25 a.m. 10. Board Retreat Continuation
- 8:35 a.m. 11. Committee Reports
- Leadership Committee: Next Meeting 4/13, 11:00a.m.
 - Strategy Committee: Next Meeting 5/11, 8:30 a.m.
 - Finance Committee TBD
 - Operations Committee: Next Meeting 4/13, 10:00 a.m.
 - Commissioner Comments & Announcements



8:45 a.m. 12. Executive Session: 1 V.S.A 313(a)(3), Personnel

9:15 a.m. 13. Adjourn

Conference call in number: 802-540-2449 (quest ID# 11592)

Next GMT Board of Commissioners Meeting Date: April 21, 2020

NOTES

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



Board Meeting Minutes
Tuesday, February 11, 2020 at 9:00 a.m.
South Burlington Police Department
19 Gregory Drive, South Burlington, VT 05403

Present:

Commissioner Chittenden

Commissioner Waninger

Secretary Kaynor

Commissioner Dimitruk

Commissioner Pouech

Commissioner Buermann

Commissioner Sharrow

Commissioner Bohne

Commissioner Wallis (Phone)

Commissioner Spencer

Alt. Commissioner Polyte

Alt. Commissioner Gallagher

Alt. Commissioner Moore

Alt. Commissioner Barritt

Jon Moore, Interim General Manager

Trish Redalieu, Director of Human
Resources

Nick Foss, Director of Finance

Kim Wall, Grants Manager

Debbie Coppola, Senior Accountant

Jamie Smith, Director of Marketing and
Planning

Christopher Damiani, Transit Planner

Matthew Young, HR Coordinator

Ross McDonald, VTrans

Spencer Smith, Public

Ron Smith, RHR Smith

1. Commissioner Kaynor opened the meeting at 9:04 a.m.
2. Adjustment of the Agenda – Mr. Moore suggested introductions be made due to new board members being present.
3. Public Comment – Spencer Smith informed the Board that she had done some research about electrification by Lightning Systems and she provided handouts to those who were interested.

Ron Smith entered at 9:07 a.m.

Mr. McDonald stated that electric vehicles need to be Altoona tested and certified to be purchased with FTA funds.

Commissioner Spencer entered at 9:08 a.m.

4. Consent Agenda- **A motion was made to approve the consent agenda as presented by Commissioner Dimitruk, the motion was seconded by Commissioner Buermann.**



Chair Waninger entered at 9:11 a.m.

All were in favor, and the motion passed.

5. GM Report- Service Suspensions Due to Weather - Mr. Moore informed the Board that on Friday 2/7/2020 there were some service suspensions due to the winter storm. He will hold a post event meeting to assess if we can do anything more efficiently next time. There was discussion on the service suspensions.

VT Labor Relations Meeting – Mr. Moore stated that he has attended one hearing regarding the supervisors at GMT requesting to form a bargaining unit and there will be another hearing in the future. Once the hearings are concluded there is a three to four week waiting period for the outcome.

6. VTrans Update - Mr. McDonald stated that he appreciated GMT's performance during the winter storm on 2/7/2020.

Mr. McDonald stated that VTrans will be submitting additional competitive grants for additional vehicles that would be distributed throughout the state.

Mr. McDonald stated that funds have been earmarked by the Congressional Delegation for the micro transit pilot for the Montpelier area that has been discussed in previous meetings. VTrans is still waiting to hear if they will receive the grant for the micro transit pilot project.

There was discussion.

7. FY19 Audit, Ron Smith, RHR Smith & Company* - Mr. Smith presented an overview of the FY19 audit. Mr. Smith stated that the finalized recommendation letter was not yet available but he would get it to the once it is complete.

Mr. Smith stated that after the audit one of his recommendations would be that GMT invest in budgeting software. Much of the work is still done in excel. Mr. Smith also recommended that GMT review our charter and see if it needs to be updated to match the services that we provide.

There was discussion on the audit.

There was no action take The Board requested waiting until the finalized letter is available before approving the audit.



8. FY21 Service Modifications* – Mrs. Smith and Mr. Damiani presented the FY21 service medication scenarios that were included in this month’s board packet.

Commissioner Kaynor stated that we have spent a lot of money on the NextGen study and made service changes with recommendations from the study. We are slowly taking back these changes and should be aware of this.

There was discussion.

Commissioner Buermann made a motion to move forward with the public process on these potential service changes. Commissioner Bohne seconded the motion. Commissioner Kaynor abstained, all others were in favor. The motion passed.

Ron Smith, Ross McDonald, members of the public, and all admin staff exited at 10:23 a.m. except: Ms. Redalieu, Mr. Young, Mr. Moore, Mrs. Smith, and Mr. Damiani.

9. Furthering Fairness and Diversity Panel and Discussion – There was a panel discussion on fairness and diversity led by Commissioner Polyte. Panelists, including Xusana Davis, Cathie Pelchat, Curtis Reed Jr. and Captain Gary Scott, discussed their individual roles in relation to fairness and diversity in their workplaces. Commissioner Polyte mentioned that the GMT Board of Commissioners in now leaning into this process for the first time and asked for direction from the panel.
10. Adjourn – **Commissioner Polyte made a motion to adjourn. Commissioner Spencer seconded the motion. All were in favor, and the meeting adjourned at 12:03 a.m.**

| Vendor ID | Vendor Name | Document Date | Document Number | Document Amount | | |
|-----------|--|---------------|-----------------|-----------------|---------------------------|-----|
| V1801 | Wheeler Jonathan | 1/31/20 | 90731 | 680.89 | Volunteer | |
| V311 | Teamsters | 1/31/20 | 90732 | 8,509.00 | Union Dues | |
| V545 | Pitney Bowes | 1/31/20 | 90733 | 126.27 | | |
| V1780 | Allen Elizabeth | 2/14/20 | 90734 | 81.65 | | |
| V1423 | Alling, Andrew | 2/14/20 | 90735 | 32.20 | | |
| V1025 | Alter, Charles | 2/14/20 | 90736 | 332.35 | Volunteer | |
| V1099 | Barnett, Wendy | 2/14/20 | 90737 | 1,104.00 | Volunteer | |
| V1782 | Blake Chad | 2/14/20 | 90738 | 61.88 | | |
| V1135 | Blanchard, Thomas | 2/14/20 | 90739 | 179.40 | Volunteer | |
| V1771 | Chaikin Joshua | 2/14/20 | 90740 | 128.80 | Volunteer | |
| V1619 | Cherrad, Tracy | 2/14/20 | 90741 | 40.80 | | |
| V1706 | Cobb, Evan | 2/14/20 | 90742 | 42.55 | | |
| V471 | Constantine, Julia | 2/14/20 | 90743 | 278.30 | Volunteer | |
| V1763 | Couture Linda | 2/14/20 | 90744 | 155.25 | Volunteer | |
| V1785 | Davis Alan | 2/14/20 | 90745 | 607.20 | Volunteer | |
| V555 | Ernst, Richard | 2/14/20 | 90746 | 75.90 | | |
| V1573 | Fairbanks, Dori | 2/14/20 | 90747 | 286.35 | Volunteer | |
| V1516 | Gagnon, Chaz | 2/14/20 | 90748 | 236.64 | Volunteer | |
| V1794 | Goodrich Ann | 2/14/20 | 90749 | 74.75 | | |
| V1694 | Hebda, Jerome | 2/14/20 | 90750 | 93.15 | | |
| V1687 | Houghton, Gregory | 2/14/20 | 90751 | 424.35 | Volunteer | |
| V203 | Ladd, Joyce | 2/14/20 | 90752 | 102.35 | Volunteer | |
| V1784 | Larose Lisbeth | 2/14/20 | 90753 | 266.22 | Volunteer | |
| V1758 | Leach Robin | 2/14/20 | 90754 | 126.50 | Volunteer | |
| V1718 | Luke, Norma | 2/14/20 | 90755 | 180.55 | Volunteer | |
| V181 | Owen, Helen | 2/14/20 | 90756 | 1,331.70 | Volunteer | |
| V1138 | Pease, Charles | 2/14/20 | 90757 | 209.44 | Volunteer | |
| V1719 | Pelletier, Charles | 2/14/20 | 90758 | 264.50 | Volunteer | |
| V1655 | Sciria, Andrew | 2/14/20 | 90759 | 786.60 | Volunteer | |
| V1800 | Sells Catherine | 2/14/20 | 90760 | 20.70 | | |
| V1747 | Stetson, Nicole | 2/14/20 | 90761 | 161.00 | Volunteer | |
| V962 | Williams, Kenneth | 2/14/20 | 90762 | 39.78 | | |
| V1566 | Wisell, David | 2/14/20 | 90763 | 116.15 | Volunteer | |
| V944 | Woodward, Patricia | 2/14/20 | 90764 | 897.00 | Volunteer | |
| V1313 | Amey, Wayne | 2/14/20 | 90765 | 750.00 | FSA Reimbursement | |
| V1639 | Gratton, Yancey | 2/14/20 | 90766 | 227.79 | FSA Reimbursement | |
| V436 | Mabee, Jonathan | 2/14/20 | 90767 | 34.97 | | |
| V1751 | Nicholas Foss | 2/14/20 | 90768 | 1,420.00 | FSA Reimbursement | |
| V915 | Puzic, Aid | 2/14/20 | 90769 | 330.00 | FSA Reimbursement | |
| V1802 | Subba Budda | 2/14/20 | 90770 | 94.99 | | |
| V1788 | Wood Jen | 2/14/20 | 90771 | 66.58 | | |
| V1296 | Young, Matthew | 2/14/20 | 90772 | 145.99 | Costco Reimbursement | |
| V279 | ABC Bus Companies-Muncie | 2/14/20 | 90773 | 2,181.37 | 8 Part Invoices | |
| V316 | Able Paint, Glass & Flooring Co. | 2/14/20 | 90774 | 360.00 | | |
| V727 | Addison County Transit Resources | 2/14/20 | 90775 | 598.43 | | |
| V742 | AHC Corp | 2/14/20 | 90776 | 34,960.12 | New Lifts | 214 |
| V217 | Airgas USA, LLC | 2/14/20 | 90777 | 185.32 | | |
| V219 | Aubuchon C/O Blue Tarp Financial, Inc. | 2/14/20 | 90778 | 204.87 | | |
| V590 | Barrett Trucking Co., Inc. | 2/14/20 | 90779 | 401.36 | | |
| V248 | Bay State Elevator Company | 2/14/20 | 90780 | 879.03 | | |
| V1481 | Blue Flame Gas | 2/14/20 | 90781 | 788.57 | | |
| V284 | Brenntag Lubricants Northeast | 2/14/20 | 90782 | 185.99 | | |
| V226 | Burlington Public Works -Water | 2/14/20 | 90783 | 3,360.00 | 4 Water Sewer Invoices | |
| V229 | Camerota Truck Parts | 2/14/20 | 90784 | 62.81 | | |
| V293 | Charlebois, R.R Inc. | 2/14/20 | 90785 | 450.00 | | |
| V220 | Class C Solutions Group | 2/14/20 | 90786 | 1,506.14 | 5 Part Invoices | |
| V1357 | CleanPro, Inc | 2/14/20 | 90787 | 599.46 | | |
| V1346 | Craig Bushey Enterprises, LLC dba Abba Fuels | 2/14/20 | 90788 | 720.00 | | |
| V241 | D & W Diesel, Inc. | 2/14/20 | 90789 | 202.82 | | |
| V242 | Danform Shoes | 2/14/20 | 90790 | 193.46 | | |
| V417 | Dion Security, Inc. | 2/14/20 | 90791 | 1.99 | | |
| V246 | Duffy Waste & Recycling | 2/14/20 | 90792 | 59.50 | | |
| V321 | Empire Janitorial Supply Company | 2/14/20 | 90793 | 61.27 | | |
| V250 | Fisher Auto Parts | 2/14/20 | 90794 | 1,243.47 | 25 Part Invoices | |
| V252 | FleetPride, Inc | 2/14/20 | 90795 | 210.62 | | |
| V253 | FleetWave Partners, LLP | 2/14/20 | 90796 | 3,084.00 | 2 Radio Repeater Invoices | |

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|-------|---|-------------------------|-----------|-----------------------------|
| V1347 | Foley Distributing Corp. | 2/14/20 90797 | 798.07 | |
| V394 | Formula Ford Inc. | 2/14/20 90798 | 102.69 | |
| V799 | Gauthier Trucking Company, Inc. | 2/14/20 90799 | 384.14 | |
| V257 | Gillig Corp. | 2/14/20 90800 | 12,876.84 | 11 Part Invoices |
| V1129 | Global Montello Group Corp | 2/14/20 90801 | 15,433.48 | Fuel |
| V259 | Grainger | 2/14/20 90802 | 355.55 | |
| V260 | Green Mountain Kenworth, Inc. | 2/14/20 90803 | 6,891.73 | 24 Part and Credit Invoices |
| V261 | Green Mountain Power | 2/14/20 90804 | 61.47 | |
| V472 | Irving Energy Distribution | 2/14/20 90805 | 738.14 | |
| V446 | Janek Corporation, The | 2/14/20 90806 | 630.00 | |
| V1703 | John G. French & Sons Trucking, Inc. | 2/14/20 90807 | 1,350.00 | Snow Plowing |
| V328 | Kirk's Automotive Inc. | 2/14/20 90808 | 3,358.67 | 5 Part Invoices |
| V1509 | Lawson Products, Inc | 2/14/20 90809 | 615.94 | |
| V473 | Limoge & Sons Garage Doors, Inc. | 2/14/20 90810 | 3,630.12 | 3 Repair Invoices |
| V1191 | Lucky's Trailer Sales Inc. | 2/14/20 90811 | 429.84 | |
| V274 | McMaster-Carr | 2/14/20 90812 | 77.34 | |
| V329 | Minuteman Press | 2/14/20 90813 | 120.93 | |
| V278 | Mohawk Mfg. & Supply Co. | 2/14/20 90814 | 993.26 | |
| V1709 | Monaghan Safar Ducham PLLC | 2/14/20 90815 | 2,741.82 | Legal |
| V792 | Myers Container Service Corp. | 2/14/20 90816 | 143.87 | |
| V1576 | New England Auto Glass LLC | 2/14/20 90817 | 250.00 | |
| V1320 | NorthEast Mailing Systems, LLC | 2/14/20 90818 | 230.17 | |
| V223 | O'Reilly Auto Enterprises, LLC | 2/14/20 90819 | 107.09 | |
| V1484 | Parsons Environment & Infrastructure Group Inc. | 2/14/20 90820 | 72.93 | |
| V993 | Paws Trucking, LLC | 2/14/20 90821 | 175.00 | |
| V232 | Petty Cash | 2/14/20 90822 | 119.08 | |
| V291 | Prevost Parts | 2/14/20 90823 | 513.26 | |
| V589 | Ronald McDonald House- All | 2/14/20 90824 | 40.00 | |
| V296 | Rouse Tire Sales | 2/14/20 90825 | 1,614.17 | 3 Tire Invoices |
| V297 | Safety-Kleen Systems, Inc. | 2/14/20 90826 | 347.20 | |
| V299 | SB Collins, Inc. | 2/14/20 90827 | 23,439.67 | Fuel |
| V302 | Sports & Fitness Edge Inc. | 2/14/20 90828 | 699.25 | |
| V312 | Stowe, Town of | 2/14/20 90829 | 735.34 | |
| V1030 | UniFirst Corporation | 2/14/20 90830 | 947.97 | |
| V315 | United Parcel Service | 2/14/20 90831 | 104.19 | |
| V535 | VAS Tools, LLC | 2/14/20 90832 | 164.95 | |
| V391 | Verizon Wireless | 2/14/20 90833 | 1,818.83 | IT Invoice |
| V410 | Vermont Gas Systems, Inc. | 2/14/20 90834 | 488.51 | |
| V1614 | Vermont Ride Network, Inc. | 2/14/20 90835 | 2,515.50 | 2 Cab Invoices |
| V336 | W.B Mason Co., Inc. | 2/14/20 90836 | 297.75 | |
| V251 | Wex Fleet Universal | 2/14/20 90837 | 43,110.00 | Fuel |
| V352 | Wiemann- Lamphere Architects Inc. | 2/14/20 90838 | 1,349.75 | 5 Consulting Invoices |
| V1348 | Wind River Environmental LLC | 2/14/20 90839 | 476.86 | |
| V1497 | Yawkey Family Inn | 2/14/20 90840 | 150.00 | |
| V796 | Yipes Auto Accessories | 2/14/20 90841 | 49.19 | |
| V1723 | Abare, Ronald | 2/14/20 EFT000000015033 | 851.00 | Volunteer |
| V1628 | Andrews, Nancy | 2/14/20 EFT000000015034 | 56.35 | |
| V1775 | Bertram Marjorie | 2/14/20 EFT000000015035 | 348.45 | Volunteer |
| V55 | Boudreau, James | 2/14/20 EFT000000015036 | 1,075.25 | Volunteer |
| V1007 | Bova, Wendy | 2/14/20 EFT000000015037 | 216.20 | Volunteer |
| V1150 | Bruley SR, Mark | 2/14/20 EFT000000015038 | 1,570.90 | Volunteer |
| V1291 | Callan, Linda | 2/14/20 EFT000000015039 | 629.05 | Volunteer |
| V1707 | Chase, Betty | 2/14/20 EFT000000015040 | 876.30 | Volunteer |
| V1676 | Croteau, William | 2/14/20 EFT000000015041 | 1,054.55 | Volunteer |
| V60 | Farr, Delores | 2/14/20 EFT000000015042 | 388.70 | Volunteer |
| V170 | Hertz, Kenneth | 2/14/20 EFT000000015043 | 502.55 | Volunteer |
| V67 | Jewett, Sheryl | 2/14/20 EFT000000015044 | 512.90 | Volunteer |
| V174 | Langlois, Paulette | 2/14/20 EFT000000015045 | 713.00 | Volunteer |
| V1420 | Lawyer, Ronald | 2/14/20 EFT000000015046 | 710.70 | Volunteer |
| V70 | LeClair, Raymond | 2/14/20 EFT000000015047 | 708.40 | Volunteer |
| V71 | Lightholder, Stephen | 2/14/20 EFT000000015048 | 343.85 | Volunteer |
| V74 | Markham, Laurel | 2/14/20 EFT000000015049 | 162.15 | Volunteer |
| V75 | Martin, Ronald | 2/14/20 EFT000000015050 | 980.95 | Volunteer |
| V1018 | Metivier, Shelli | 2/14/20 EFT000000015051 | 759.00 | Volunteer |
| V706 | Mobbs, Cynthia | 2/14/20 EFT000000015052 | 57.50 | |
| V1570 | Murphy Sandra | 2/14/20 EFT000000015053 | 473.80 | Volunteer |
| V82 | Parah, Donna | 2/14/20 EFT000000015054 | 510.60 | Volunteer |

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|-------|----------------------|---------|-----------------|----------|--------------------|
| V83 | Parah, Maurice | 2/14/20 | EFT000000015055 | 1,302.95 | Volunteer |
| V86 | Pike, Gail | 2/14/20 | EFT000000015056 | 1,358.73 | Volunteer |
| V771 | Sammons, Chandra | 2/14/20 | EFT000000015057 | 586.50 | Volunteer |
| V89 | Sayers, Gail | 2/14/20 | EFT000000015058 | 972.90 | Volunteer |
| V741 | Steiner, Timothy | 2/14/20 | EFT000000015059 | 149.50 | Volunteer |
| V93 | Timm, Marta | 2/14/20 | EFT000000015060 | 941.85 | |
| V522 | Turcotte, S Jeanette | 2/14/20 | EFT000000015061 | 213.90 | Volunteer |
| V1725 | Utton, Debra | 2/14/20 | EFT000000015062 | 648.60 | Volunteer |
| V712 | Ward, Jacqueline | 2/14/20 | EFT000000015063 | 17.25 | |
| V1623 | Wells, Roy | 2/14/20 | EFT000000015064 | 324.30 | Volunteer |
| V25 | Frechette, Normand | 2/14/20 | EFT000000015065 | 176.58 | FSA Reimbursement |
| V29 | Hirsch, Alain | 2/14/20 | EFT000000015066 | 90.00 | |
| V137 | Karen Plante | 2/14/20 | EFT000000015067 | 70.00 | |
| V124 | Kimball, Matt | 2/14/20 | EFT000000015068 | 233.21 | FSA Reimbursement |
| V34 | Maple, Walter | 2/14/20 | EFT000000015069 | 135.00 | Shoe Reimbursement |
| V38 | Moore, Jon | 2/14/20 | EFT000000015070 | 192.31 | DCAP Reimbursement |
| V1626 | Whiting, Jeremy | 2/14/20 | EFT000000015071 | 576.93 | DCAP Reimbursement |

| Vendor ID | Vendor Name | Document Date | Document Num | Document Amount | |
|-----------|--------------------------------------|---------------|--------------|-----------------|-----------------------------------|
| V236 | Colonial Supplement Insurance | 2/14/20 | 90842 | 104.85 | |
| V796 | Yipes Auto Accessories | 2/14/20 | 9043 | 4,967.00 | Electric Bus Decal |
| V279 | ABC Bus Companies-Muncie | 2/21/20 | 90844 | 36.96 | |
| V1804 | Absolute Spill Response LLC | 2/21/20 | 90845 | 700 | |
| V217 | Airgas USA, LLC | 2/21/20 | 90846 | 117.19 | |
| V415 | Amazon | 2/21/20 | 90847 | 266.28 | |
| V1334 | Background Investigation Bureau, LLC | 2/21/20 | 90848 | 417 | |
| V590 | Barrett Trucking Co., Inc. | 2/21/20 | 90849 | 598.56 | |
| V1481 | Blue Flame Gas | 2/21/20 | 90850 | 578.75 | |
| V284 | Brenntag Lubricants Northeast | 2/21/20 | 90851 | 10,152.58 | 9 Part Invoices |
| V425 | BSC Industries, Inc. | 2/21/20 | 90852 | 16.77 | |
| V225 | Burlington Electric Department | 2/21/20 | 90853 | 2,025.05 | Electric Bill |
| V228 | C.I.D.E.R., Inc. | 2/21/20 | 90854 | 25,638.50 | E & D and Medicaid |
| V229 | Camerota Truck Parts | 2/21/20 | 90855 | 1,779.90 | 2 Part Invoices |
| V851 | Champlain Medical | 2/21/20 | 90856 | 600 | |
| V220 | Class C Solutions Group | 2/21/20 | 90857 | 701.21 | |
| V1357 | CleanPro, Inc | 2/21/20 | 90858 | 599.46 | |
| V1240 | ClearChoiceMD | 2/21/20 | 90859 | 475 | |
| V928 | Conway Office Solutions | 2/21/20 | 90860 | 60 | |
| V238 | Void | 2/21/20 | 90861 | Void | Wrong Vendor |
| V239 | Cummins Northeast LLC | 2/21/20 | 90862 | 235.86 | |
| V241 | D & W Diesel, Inc. | 2/21/20 | 90863 | 7,685.94 | 7 Part Invoices |
| V242 | Danform Shoes | 2/21/20 | 90864 | 296.96 | |
| V417 | Dion Security, Inc. | 2/21/20 | 90865 | 1,248.00 | Replaced Door Lock at the DTC |
| V250 | Fisher Auto Parts | 2/21/20 | 90866 | 109.69 | |
| V252 | FleetPride, Inc | 2/21/20 | 90867 | 205.6 | |
| V256 | Genfare | 2/21/20 | 90868 | 467.63 | |
| V257 | Gillig Corp. | 2/21/20 | 90869 | 5,479.97 | 7 Part Invoices |
| V1129 | Global Montello Group Corp | 2/21/20 | 90870 | 14,776.59 | Fuel |
| V259 | Grainger | 2/21/20 | 90871 | 45.7 | |
| V260 | Green Mountain Kenworth, Inc. | 2/21/20 | 90872 | 5,198.19 | 5 Part Invoices |
| V261 | Green Mountain Power | 2/21/20 | 90873 | 1,809.17 | 3 Electric Bills |
| V472 | Irving Energy Distribution | 2/21/20 | 90874 | 343.91 | |
| V1803 | J & L Service Center, Inc. | 2/21/20 | 90875 | 95 | |
| V446 | Janek Corporation, The | 2/21/20 | 90876 | 2,025.00 | Part |
| V328 | Kirk's Automotive Inc. | 2/21/20 | 90877 | 1,074.18 | 3 Part Invoices |
| V1509 | Lawson Products, Inc | 2/21/20 | 90878 | 64.4 | |
| V268 | Loomis | 2/21/20 | 90879 | 229.09 | |
| V274 | McMaster-Carr | 2/21/20 | 90880 | 64.67 | |
| V1068 | Midwest Bus Corporation | 2/21/20 | 90881 | 4,254.15 | 4 Part Invoices |
| V278 | Mohawk Mfg. & Supply Co. | 2/21/20 | 90882 | 406.72 | |
| V280 | Mutual of Omaha Insurance Co. | 2/21/20 | 90883 | 28.4 | |
| V283 | Neopart LLC | 2/21/20 | 90884 | 127.84 | 2212020 |
| V1645 | Norris, Inc. | 2/21/20 | 90885 | 1,258.00 | 4 Security System Repair Invoices |
| V545 | Pitney Bowes - Leasing | 2/21/20 | 90886 | 126.27 | |
| V408 | Pitney Bowes - Purchase Power | 2/21/20 | 90887 | 150 | |
| V291 | Prevost Parts | 2/21/20 | 90888 | 1,165.35 | 5 Part Invoices |
| V465 | Queen City Printers, Ins. | 2/21/20 | 90889 | 3,486.00 | Rural Bus Tickets |
| V518 | Queen City Steel | 2/21/20 | 90890 | 194.75 | |
| V294 | RHR Smith & Company | 2/21/20 | 90891 | 100 | |
| V296 | Rouse Tire Sales | 2/21/20 | 90892 | 3,989.08 | 2 Tire Invoices |
| V312 | Stowe, Town of | 2/21/20 | 90893 | 1,107.56 | 2 Heating Oil Bills |
| V451 | Stowe, Town of Electric Department | 2/21/20 | 90894 | 307.92 | |
| V734 | Thermo King Northeast/Dattco | 2/21/20 | 90895 | 116.33 | |
| V273 | Transit Holding, Inc. | 2/21/20 | 90896 | 997.69 | |
| V313 | Travelers | 2/21/20 | 90897 | 402.5 | |
| V1030 | UniFirst Corporation | 2/21/20 | 90898 | 36.36 | |
| V315 | United Parcel Service | 2/21/20 | 90899 | 111.5 | |
| V529 | Valley Reporter, The | 2/21/20 | 90900 | 248.6 | |
| V351 | Vantage Press | 2/21/20 | 90901 | 368.62 | |
| V876 | Vehicle Maintenance Program, Inc. | 2/21/20 | 90902 | 337.97 | |
| V410 | Vermont Gas Systems, Inc. | 2/21/20 | 90903 | 7,882.17 | 6 Gas Bills |
| V1459 | Vermont Information Consortium LLC | 2/21/20 | 90904 | 456 | |
| V336 | W.B Mason Co., Inc. | 2/21/20 | 90905 | 324.23 | |
| V1805 | AG Adjustment LTD | 2/20/20 | 90906 | 231 | |

0

| Vendor ID | Vendor Name | Document Date | Document Number | Document Amount |
|-----------|--|---------------|-----------------|--|
| V303 | SSTA | 2/24/20 | EFT000000015072 | 145,241.14 ADA E & D Tilley Drive Invoices |
| V1025 | Alter, Charles | 2/28/20 | 90907 | 364.55 Volunteer |
| V1480 | Andrews-Ford, Sheri | 2/28/20 | 90908 | 56.35 |
| V1738 | Birrell, Emily | 2/28/20 | 90909 | 167.17 Volunteer |
| V1135 | Blanchard, Thomas | 2/28/20 | 90910 | 103.5 Volunteer |
| V1771 | Chaikin Joshua | 2/28/20 | 90911 | 82.8 |
| V1619 | Cherrad, Tracy | 2/28/20 | 90912 | 44.88 |
| V471 | Constantine, Julia | 2/28/20 | 90913 | 379.5 Volunteer |
| V1785 | Davis Alan | 2/28/20 | 90914 | 324.3 Volunteer |
| V1573 | Fairbanks, Dori | 2/28/20 | 90915 | 144.9 Volunteer |
| V1762 | Franks Ginger | 2/28/20 | 90916 | 220.32 Volunteer |
| V1794 | Goodrich Ann | 2/28/20 | 90917 | 64.4 |
| V1687 | Houghton, Gregory | 2/28/20 | 90918 | 637.1 Volunteer |
| V203 | Ladd, Joyce | 2/28/20 | 90919 | 172.5 Volunteer |
| V181 | Owen, Helen | 2/28/20 | 90920 | 923.45 Volunteer |
| V1719 | Pelletier, Charles | 2/28/20 | 90921 | 23 |
| V1655 | Sciria, Andrew | 2/28/20 | 90922 | 402.5 Volunteer |
| V1595 | Waller, Marlys | 2/28/20 | 90923 | 205.85 Volunteer |
| V1549 | Ware, Michael | 2/28/20 | 90924 | 167.9 Volunteer |
| V853 | Wilson, Thomas | 2/28/20 | 90925 | 19.55 |
| V1566 | Wisell, David | 2/28/20 | 90926 | 71.3 |
| V944 | Woodward, Patricia | 2/28/20 | 90927 | 784.3 Volunteer |
| V279 | ABC Bus Companies-Muncie | 2/28/20 | 90928 | 3,524.99 4 Part Invoices |
| V214 | AT&T Mobility | 2/28/20 | 90929 | 39.28 |
| V590 | Barrett Trucking Co., Inc. | 2/28/20 | 90930 | 402.52 |
| V284 | Brenntag Lubricants Northeast | 2/28/20 | 90931 | 539.4 |
| V425 | BSC Industries, Inc. | 2/28/20 | 90932 | 28.2 |
| V225 | Burlington Electric Department | 2/28/20 | 90933 | 5,953.12 5 Electric Bills |
| V227 | Burlington Telecom | 2/28/20 | 90934 | 2,099.75 IT Invoice |
| V229 | Camerota Truck Parts | 2/28/20 | 90935 | 2,475.00 Transmission |
| V1369 | Capitol City Auto Mart Inc dba | 2/28/20 | 90936 | 136.45 |
| V220 | Class C Solutions Group | 2/28/20 | 90937 | 1,873.88 4 Part Invoices |
| V241 | D & W Diesel, Inc. | 2/28/20 | 90938 | 4,687.88 2 Part Invoices |
| V246 | Duffy Waste & Recycling | 2/28/20 | 90939 | 59.5 |
| V321 | Empire Janitorial Supply Company | 2/28/20 | 90940 | 184.48 |
| V250 | Fisher Auto Parts | 2/28/20 | 90941 | 372.96 |
| V1347 | Foley Distributing Corp. | 2/28/20 | 90942 | 667.6 |
| V394 | Formula Ford Inc. | 2/28/20 | 90943 | 137.13 |
| V257 | Gillig Corp. | 2/28/20 | 90944 | 4,020.59 4 Part Invoices |
| V1129 | Global Montello Group Corp | 2/28/20 | 90945 | 15,490.28 Fuel |
| V260 | Green Mountain Kenworth, Inc. | 2/28/20 | 90946 | 5,699.30 5 Part Invoices |
| V263 | Heritage Ford | 2/28/20 | 90947 | 53.26 |
| V1658 | J. David White Associates, Inc. | 2/28/20 | 90948 | 1,550.00 Part |
| V446 | Janek Corporation, The | 2/28/20 | 90949 | 5,020.00 2 Part Invoices |
| V328 | Kirk's Automotive Inc. | 2/28/20 | 90950 | 152.29 |
| V129 | Lawrence, Richard | 2/28/20 | 90951 | 228.13 FSA Reimbursement |
| V270 | Lowe's | 2/28/20 | 90952 | 35.61 |
| V1191 | Lucky's Trailer Sales Inc. | 2/28/20 | 90953 | 19.68 |
| V1599 | Miller, Holly & Bob 2017 Charitable Lead Trust | 2/28/20 | 90954 | 974.2 |
| V278 | Mohawk Mfg. & Supply Co. | 2/28/20 | 90955 | 937.82 |
| V792 | Myers Container Service Corp. | 2/28/20 | 90956 | 153.94 |
| V223 | O'Reilly Auto Enterprises, LLC | 2/28/20 | 90957 | 1,195.29 3 Paint Supply Invoices |
| V289 | People's United Businesscard Services | 2/28/20 | 90958 | 2,687.67 5 Credit Cards Misc Parts Meals |
| V296 | Rouse Tire Sales | 2/28/20 | 90959 | 2,000.00 Tire Invoice |
| V297 | Safety-Kleen Systems, Inc. | 2/28/20 | 90960 | 314.08 |
| V301 | Sovernet | 2/28/20 | 90961 | 344.14 |
| V309 | Stride Creative Group | 2/28/20 | 90962 | 1,088.00 Marketing Invoice |
| V311 | Teamsters Local 597 | 2/28/20 | 90963 | 8,070.00 Union Dues |
| V186 | Tech Group, The | 2/28/20 | 90964 | 1,760.00 IT Invoice |
| V1602 | The Peck Company | 2/28/20 | 90965 | 23,572.53 Transformer Station |
| V734 | Thermo King Northeast/Dattco | 2/28/20 | 90966 | 89.24 |
| V273 | Transit Holding, Inc. | 2/28/20 | 90967 | 23.69 |
| V1030 | UniFirst Corporation | 2/28/20 | 90968 | 534.39 |
| V315 | United Parcel Service | 2/28/20 | 90969 | 103.3 |
| V876 | Vehicle Maintenance Program, Inc. | 2/28/20 | 90970 | 154.7 |
| V391 | Verizon Wireless | 2/28/20 | 90971 | 1,815.31 IT Invoices |
| V385 | Vermont Offender Work Program | 2/28/20 | 90972 | 3,466.00 2 Work Crew Invoices |

| | | | | |
|-------|--------------------------------|-------------------------|-------|---------------------------|
| V1683 | VHV Company | 2/28/20 | 90973 | 521.42 |
| V1073 | Villanti & Sons, Printers Inc. | 2/28/20 | 90974 | 5,285.00 Rural Bus Guides |
| V336 | W.B Mason Co., Inc. | 2/28/20 | 90975 | 209.49 |
| V1788 | Wood Jen | 2/28/20 | 90976 | 34.29 |
| V1723 | Abare, Ronald | 2/28/20 EFT000000015073 | | 917.7 Volunteer |
| V1628 | Andrews, Nancy | 2/28/20 EFT000000015074 | | 87.4 |
| V1775 | Bertram Marjorie | 2/28/20 EFT000000015075 | | 286.35 Volunteer |
| V55 | Boudreau, James | 2/28/20 EFT000000015076 | | 1,209.80 Volunteer |
| V1007 | Bova, Wendy | 2/28/20 EFT000000015077 | | 227.7 Volunteer |
| V1150 | Bruley SR, Mark | 2/28/20 EFT000000015078 | | 1,398.40 Volunteer |
| V1291 | Callan, Linda | 2/28/20 EFT000000015079 | | 719.9 Volunteer |
| V1707 | Chase, Betty | 2/28/20 EFT000000015080 | | 617.55 Volunteer |
| V1676 | Croteau, William | 2/28/20 EFT000000015081 | | 494.5 Volunteer |
| V60 | Farr, Delores | 2/28/20 EFT000000015082 | | 276.58 Volunteer |
| V170 | Hertz, Kenneth | 2/28/20 EFT000000015083 | | 566.95 Volunteer |
| V67 | Jewett, Sheryl | 2/28/20 EFT000000015084 | | 43.7 |
| V174 | Langlois, Paulette | 2/28/20 EFT000000015085 | | 623.3 Volunteer |
| V1420 | Lawyer, Ronald | 2/28/20 EFT000000015086 | | 738.3 Volunteer |
| V71 | Lightholder, Stephen | 2/28/20 EFT000000015087 | | 350.75 Volunteer |
| V74 | Markham, Laurel | 2/28/20 EFT000000015088 | | 665.85 Volunteer |
| V75 | Martin, Ronald | 2/28/20 EFT000000015089 | | 791.2 Volunteer |
| V1018 | Metivier, Shelli | 2/28/20 EFT000000015090 | | 455.4 Volunteer |
| V1570 | Murphy Sandra | 2/28/20 EFT000000015091 | | 646.3 Volunteer |
| V82 | Parah, Donna | 2/28/20 EFT000000015092 | | 458.85 Volunteer |
| V83 | Parah, Maurice | 2/28/20 EFT000000015093 | | 1,302.95 Volunteer |
| V86 | Pike, Gail | 2/28/20 EFT000000015094 | | 1,647.95 Volunteer |
| V771 | Sammons, Chandra | 2/28/20 EFT000000015095 | | 704.95 Volunteer |
| V89 | Sayers, Gail | 2/28/20 EFT000000015096 | | 737.15 Volunteer |
| V741 | Steiner, Timothy | 2/28/20 EFT000000015097 | | 40.25 |
| V93 | Timm, Marta | 2/28/20 EFT000000015098 | | 941.85 Volunteer |
| V522 | Turcotte, S Jeanette | 2/28/20 EFT000000015099 | | 250.7 Volunteer |
| V1725 | Utton, Debra | 2/28/20 EFT000000015100 | | 888.95 Volunteer |
| V1623 | Wells, Roy | 2/28/20 EFT000000015101 | | 417.45 Volunteer |
| V35 | McDonald, Pam | 2/28/20 EFT000000015102 | | 72.48 |
| V38 | Moore, Jon | 2/28/20 EFT000000015103 | | 192.31 DCAP Reimbursement |
| V141 | Riley, Shawn | 2/28/20 EFT000000015104 | | 37.87 |
| V39 | Sweeney, Cecil | 2/28/20 EFT000000015105 | | 153 FSA Reimbursement |
| V1626 | Whiting, Jeremy | 2/28/20 EFT000000015106 | | 192.31 DCAP Reimbursement |



| Month: | February 2020 | |
|---------------------------------|----------------------|--|
| Urban Data | Data | Notes |
| Miles Operated: | 170,636 | Revenue Vehicles |
| Major Road Calls: | 3 | Failure prevented a vehicle from completing or starting a scheduled revenue trip |
| Major Road Calls/100,000 Miles: | 1.76 | |
| Minor Road Calls: | 9 | Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC) |
| Total Road Calls/100,000 Miles: | 7.05 | |
| "C" PM's Completed: | 28 | "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 % | 96% | Within 10% of the scheduled mileage per the FTA |
| Active Fleet Avg. Age | 8.26 years | Transit buses have a 12 year life expectancy |
| Rural Data | | Notes |
| Miles Operated: | 112,148 | 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: | 24 | "C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles |
| "C" PM On-time % | 92% | Within 10% of the scheduled mileage per the FTA |
| Cut-away Active Fleet Avg. Age | 2.67 years | Cut-away buses have a 5 year life expectancy |



To: GMT Board of Commissioners
From: Jamie L. Smith, Director of Marketing and Planning
Date: March 13, 2020
Re: Marketing, Public Affairs, and Planning Report

- **Marketing Updates:**

- **Website:** Work continues on the website in an effort to provide clear and concise information for our passengers. The new layout of the GMT homepage is meant to direct passengers to the most current and updated information.
- **Bus Map and Guide:** GMT issued a new Chittenden County BM&G on March 9th.
- **Service Alerts:** After the February 7th storm, Marketing staff created a new email alert system for passengers, stakeholders, etc. We will continue to work with transit partners and stakeholders to identify additional communication channels that GMT can utilize.

- **Planning Updates:**

- **Public Hearings:** In light of COVID-19 developments, the GMT Planning staff has cancelled all schedule public hearings. See schedule below:

URBAN Public Hearing Schedule

| Meeting Date | Location | Time of Meeting |
|--------------|--|------------------|
| 3/16/20 | Contois Auditorium | Cancelled |
| 3/18/20 | Lincoln Hall Village Conference Room 2 | Cancelled |
| 3/19/20 | GMT Administrative Office | Cancelled |

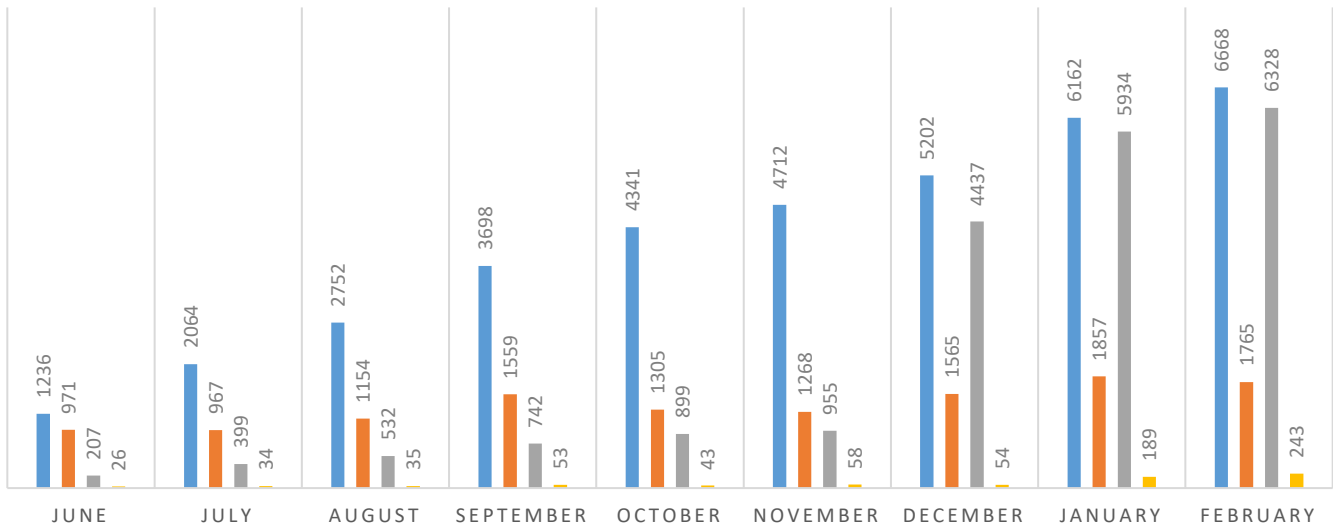
RURAL Public Hearing Schedule

| Meeting Date | Location | Time of Meeting |
|--------------|--|------------------|
| 3/24/20 | Montpelier Transit Center | Cancelled |
| 3/24/20 | Marshfield Town Office | Cancelled |
| 3/25/20 | Lamoille County Planning Commission Office | Cancelled |
| 3/25/20 | Stowe Library | Cancelled |
| 3/30/20 | St. Albans City Council Chambers | Cancelled |

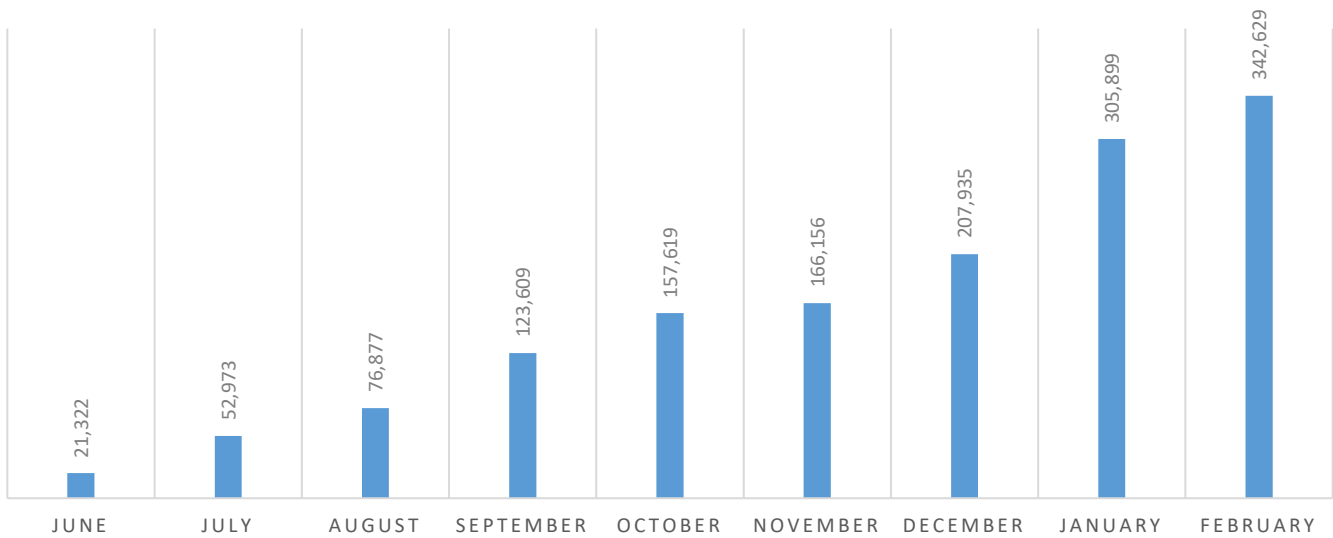
- **Urban Ridecheck:** Ridecheck for the urban system will begin at the end of March and will last through May 2020. This information is required for NTD reporting and provides the planning staff a resource to assess ridership by stop.

GMT TRANSIT APP STATISTICS

Monthly Active Users Downloads GO trips Alert Subscribers



SESSIONS



Definitions

Monthly Active Users: How many individual riders use Transit.

Downloads: How many times Transit is downloaded.

Sessions: How many times riders open Transit.

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

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

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

Clicks: Taps on a line

Top 15 Most Popular Lines over the last 3 months (1/10/20- 3/10/20)

Most Popular Lines Last 3 months

search

| Line | Views | Clicks |
|-----------------------------------|---------|--------|
| Blue Blue Line | 385,123 | 66,159 |
| Red Red Line | 345,695 | 63,181 |
| Purple Purple Line | 301,426 | 20,108 |
| Green Green Line | 260,811 | 20,146 |
| 108 Mountain Road Shuttle | 247,522 | 75,154 |
| Gold Gold Loop | 199,244 | 7,115 |
| 86 Montpelier LINK Express | 132,612 | 6,959 |
| 100 Route 100 Commuter | 99,971 | 2,919 |
| 76 Middlebury LINK Express | 80,086 | 1,446 |
| 56 Milton Commuter | 63,021 | 3,055 |
| 96 St Albans LINK Express | 57,517 | 1,649 |
| 46 The 116 Commuter | 53,640 | 461 |
| 36 Jeffersonville Commuter | 49,523 | 2,291 |
| 21 School Trippers | 37,993 | 1,398 |
| Orange Orange Line | 35,040 | 2,051 |

Top 15 Most Popular Lines over the last 7 days (3/3/20- 3/10/20)

Most Popular Lines Last Week

search

| Line | Views | Clicks |
|-----------------------------------|--------|--------|
| Blue Blue Line | 36,138 | 6,576 |
| Red Red Line | 31,328 | 5,932 |
| 108 Mountain Road Shuttle | 27,238 | 7,029 |
| Green Green Line | 26,166 | 1,720 |
| Purple Purple Line | 25,460 | 1,930 |
| Gold Gold Loop | 17,210 | 505 |
| 86 Montpelier LINK Express | 11,684 | 594 |
| 100 Route 100 Commuter | 11,151 | 253 |
| 76 Middlebury LINK Express | 7,059 | 148 |
| 56 Milton Commuter | 5,697 | 236 |
| 96 St Albans LINK Express | 4,717 | 128 |
| 36 Jeffersonville Commuter | 4,567 | 148 |
| 46 The 116 Commuter | 4,186 | 34 |
| 21 School Trippers | 3,944 | 153 |
| Orange Orange Line | 3,474 | 345 |



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: March 17, 2020

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

Steven Sicard, has joined the St Albans as a Scheduling Dispatcher, Jessica LeClair has joined the Burlington Call Center as A CSR, and Debby Tapper is our new MTC CSR. GMT has begun to transition new seasonal drivers (new this season) to Berlin as the season winds down. To date, four are either in training or have expressed interest working in Berlin when the season ends.

The Training Department has nearly completed the Proterra electric bus training in Burlington. Training included Operations Supervisors, Maintenance staff, and drivers. Drivers were given the option of additional training as needed. Once the electric bus training is completed, management will continue the Implicit Bias training for the remaining Burlington staff; with training for Berlin to be conducted at after seasonal service ends.

Allegiant Care (GMT's health benefits provider) has opted to add COVID-19 testing as preventive for it members. The test itself will be free, however in-network copays may apply. Employees should contact their health care provider to find out if they should be seen for an evaluation and consideration of testing.

Health care providers may decide to test the following people for COVID-19:

- A person who has symptoms consistent with COVID-19 and is hospitalized.
- A person – whether hospitalized or in an outpatient setting — who has symptoms consistent with COVID-19 and a travel history to an affected area or had close contact with another person who tested positive for COVID-19.
- A person who is ill and a health care provider believes their symptoms could be due to COVID-19.

Employees who are sick are encouraged to stay home to keep from spreading respiratory illness to others; to cover coughs or sneezes with a tissue, then throw the tissue in the Trash, and clean and disinfect frequently touched objects and surfaces. These are simple techniques to help protect employees.

FY20 GMT Urban Ridership by Month

[illegible]

FY20 GMT Rural Ridership by Month

| Number of Service Days | | | | | | | | | | | | FY20 YTD | | | FY19 YTD | | | FY18 YTD | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|--|----------|----|----|----------|----|----|----------|----|-----|
| Saturday | | | | | | | | | | | | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 4 | 35 |
| Sunday | | | | | | | | | | | | 4 | 4 | 5 | 4 | 5 | 4 | 4 | 4 | 34 |
| Weekday | | | | | | | | | | | | 22 | 22 | 20 | 23 | 20 | 21 | 23 | 20 | 169 |
| School Days | | | | | | | | | | | | 0 | 3 | 20 | 22 | 16 | 15 | 20 | 15 | 113 |

| Route Name | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY20 YTD | FY19 YTD | Riders | % | FY18 YTD | Riders | % |
|--------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-----|------|----------|----------|---------|---------|----------|---------|---------|
| City Route Mid-day | 2,237 | 2,325 | 2,115 | 2,294 | 2,177 | 2,068 | 2,532 | 2,642 | | | | | 18,390 | 16,366 | 2,024 | 12.4% | 14,348 | 4,042 | 28.2% |
| Barre Hospital Hill | 3,044 | 3,561 | 2,977 | 3,102 | 3,010 | 2,828 | 2,507 | 2,572 | | | | | 23,601 | 23,178 | 423 | 1.8% | 18,357 | 5,244 | 28.6% |
| Montpelier Hospital Hill | 2,307 | 2,410 | 2,182 | 2,580 | 2,373 | 1,921 | 2,017 | 1,852 | | | | | 17,642 | 15,419 | 2,223 | 14.4% | 13,984 | 3,658 | 26.2% |
| Waterbury Commuter | 877 | 781 | 776 | 872 | 696 | 775 | 900 | 825 | | | | | 6,502 | 7,072 | (570) | -8.1% | 7,325 | (823) | -11.2% |
| US 2 Commuter | 689 | 677 | 722 | 805 | 713 | 799 | 830 | 758 | | | | | 5,993 | 5,247 | 746 | 14.2% | 4,744 | 1,249 | 26.3% |
| Hannaford Shopping Special | 119 | 50 | 101 | 148 | 97 | 101 | 132 | 179 | | | | | 927 | 1,116 | (189) | -16.9% | 1,757 | (830) | -47.2% |
| Northfield Shuttle | 42 | 70 | 63 | 73 | 49 | 90 | 63 | 47 | | | | | 497 | 568 | (71) | -12.5% | 785 | (288) | -36.7% |
| Capital Shuttle | 0 | 0 | 0 | 0 | 0 | 0 | 1,810 | 1,482 | | | | | 3,292 | 6,387 | (3,095) | -48.5% | 3,783 | (491) | 0.0% |
| City Commuter | 3,472 | 3,430 | 3,419 | 3,614 | 3,200 | 3,152 | 3,680 | 3,476 | | | | | 27,443 | 23,300 | 4,143 | 17.8% | 24,063 | 3,380 | 14.0% |
| Plainfield Shuttle | 28 | 56 | 40 | 75 | 41 | 59 | 75 | 67 | | | | | 441 | 382 | 59 | 15.4% | 485 | (44) | -9.1% |
| Hospital Hill Demand Response | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 729 | (729) | -100.0% | 720 | (720) | -100.0% |
| Montpelier Circulator | 1,238 | 1,246 | 1,234 | 1,522 | 1,354 | 1,263 | 1,506 | 1,345 | | | | | 10,708 | 10,594 | 114 | 1.1% | 11,784 | (1,076) | -9.1% |
| Northfield Commuter | 540 | 441 | 502 | 559 | 518 | 455 | 629 | 537 | | | | | 4,181 | 5,189 | (1,008) | -19.4% | 4,680 | (499) | -10.7% |
| Route 100 Commuter | 460 | 521 | 672 | 645 | 470 | 706 | 914 | 670 | | | | | 5,058 | 6,095 | (1,037) | -17.0% | 5,586 | (528) | -9.5% |
| Mountain Road Shuttle | 0 | 0 | 0 | 0 | 217 | 18,153 | 25,019 | 25,428 | | | 0 | 0 | 68,817 | 53,166 | 15,651 | 29.4% | 46,395 | 22,422 | 48.3% |
| Morrisville Loop | 279 | 259 | 236 | 366 | 325 | 325 | 310 | 249 | | | | | 2,349 | 2,476 | (127) | -5.1% | 2,936 | (587) | -20.0% |
| Morrisville Shopping Shuttle | 215 | 177 | 290 | 338 | 288 | 483 | 646 | 387 | | | | | 2,824 | 2,969 | (145) | -4.9% | 2,867 | (43) | -1.5% |
| Tuesday Shopping Shuttle (FGI) | 90 | 74 | 68 | 98 | 54 | 96 | 72 | 68 | | | | | 620 | 548 | 72 | 13.1% | 522 | 98 | 18.8% |
| St.Albans DT Shuttle | 2,222 | 2,515 | 1,940 | 2,253 | 2,239 | 2,229 | 2,470 | 2,458 | | | | | 18,326 | 14,966 | 3,360 | 22.5% | 14,003 | 4,323 | 30.9% |
| Alburg-Georgia Commuter | 529 | 669 | 509 | 562 | 555 | 601 | 657 | 611 | | | | | 4,693 | 4,953 | (260) | -5.2% | 3,607 | 1,086 | 30.1% |
| Richford-St.Albans Commuter | 683 | 768 | 785 | 700 | 604 | 619 | 704 | 665 | | | | | 5,528 | 4,521 | 1,007 | 22.3% | 4,965 | 563 | 11.3% |
| Valley Floor | 0 | 0 | 0 | 0 | 0 | 963 | 2,462 | 2,552 | | | 0 | 0 | 5,977 | 5,179 | 798 | 15.4% | 4,920 | 1,057 | 21.5% |
| Valley Evening Service | 0 | 0 | 0 | 0 | 0 | 197 | 351 | 591 | | | 0 | 0 | 1,139 | 1,486 | (347) | -23.4% | 1,594 | (455) | -28.5% |
| Mount Ellen | 0 | 0 | 0 | 0 | 0 | 2,549 | 5,835 | 9,123 | | | 0 | 0 | 17,507 | 22,844 | (5,337) | -23.4% | 11,874 | 5,633 | 47.4% |
| Mountain Condos | 0 | 0 | 0 | 0 | 0 | 1,990 | 2,916 | 3,879 | | | 0 | 0 | 8,785 | 6,990 | 1,795 | 25.7% | 7,272 | 1,513 | 20.8% |
| Access Road | 0 | 0 | 0 | 0 | 0 | 1,833 | 3,632 | 4,052 | | | 0 | 0 | 9,517 | 0 | 9,517 | | 7,442 | 2,075 | 27.9% |
| Special Services | 1,834 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 1,834 | 1,472 | 362 | 24.6% | 2,384 | (550) | -23.1% |
| SUBTOTAL | 20,905 | 20,030 | 18,631 | 20,606 | 18,980 | 44,255 | 62,669 | 66,515 | 0 | 0 | 0 | 0 | 272,591 | 243,212 | 29,379 | 12.1% | 223,182 | 49,409 | 22.1% |

| Route Name | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | FY20 YTD | Difference (FY20-FY19) | | | Difference (FY20-FY18) | | |
|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-----|------|----------|------------------------|--------|-------|------------------------|--------|-------|
| Capital District | 15,547 | 16,004 | 15,329 | 16,993 | 15,311 | 15,025 | 18,551 | 17,088 | 0 | 0 | 0 | 0 | 129,848 | 127,087 | 2,761 | 2.2% | 118,204 | 11,644 | 9.9% |
| Franklin/Grand Isle | 3,524 | 4,026 | 3,302 | 3,613 | 3,452 | 3,545 | 3,903 | 3,802 | 0 | 0 | 0 | 0 | 29,167 | 24,988 | 4,179 | 16.7% | 23,097 | 6,070 | 26.3% |
| Seasonal Service | 0 | 0 | 0 | 0 | 217 | 25,685 | 40,215 | 45,625 | 0 | 0 | 0 | 0 | 111,742 | 91,137 | 20,605 | 22.6% | 81,881 | 29,861 | 36.5% |



To: GMT Staff
From: Jon Moore, Interim General Manager
Date: March 6, 2020
RE: COVID-19

To help keep you informed please see the attached fact sheet from the Center for Disease Control & prevention (CDC) with information about the coronavirus disease 2019 (COVID-19). While there are no confirmed cases in Vermont at this time the following simple everyday preventative actions can help protect you from any respiratory illness:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Furthermore if you are sick, to keep from spreading respiratory illness to others, please follow the below guidelines:

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

GMT Management has participated in an American Public Transit Association (APTA) webinar and a Federal Transit Administration (FTA) phone call in the past 24 hours to receive the most up to date information and best practices that transit agencies should be taking at this time in regards to COVID-19.

While the everyday preventative hygiene actions listed above are the most important actions individuals can take at this time GMT has also taken the following actions:

- Purchased electrostatic sprayers to disinfect and sanitize buses and transit centers.
- Purchased hand sanitizing stations to be installed at all GMT facilities.
- Purchased sanitizing wipes for operator use in driver compartments and at GMT facilities.



- Posted employee information on personal hygiene preventative actions at GMT facilities.
- Posted passenger information on personal hygiene preventative actions on our website and at transit centers.

Please note that some of the products purchased are on back order and will not be immediately available.

GMT will keep in contact with local, state and federal partners to stay updated on current information and best practices to protect our employees and passengers.

Additional information can be found at the CDC website located at:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.





To: Board of Commissioners
From: Jon Moore, Interim General Manager
Date: March 17, 2020
RE: Colchester Service Agreement

As discussed the current Service Agreement with the Town of Colchester expires on June 30, 2020. GMT and Town management have discussed and negotiated an extension agreement to start on July 1, 2020 to include the following:

- Six (6) year Service Agreement period.
- 50% ADA discount (adjusted during the service agreement to match any member municipality discount changes).
- Four percent (4%) FY21 fixed route amount increase (to match FY21 member assessment increases). Colchester's future fixed route amounts would increase (or decrease) at same percentage applied to member municipalities.
- Colchester will provide payments in lieu of Capital Match to be paid at \$20,256 in FY21 & FY22 for a total of \$40,512. Colchester would not be rebilled for Capital Match if/when they become a GMT member municipality any time in the future.

In essence the above Service Agreement terms would provide the Town of Colchester the same financial benefits and responsibilities of a member municipality without a seat on the GMT Board of Commissioners.

While the above terms would reduce the FY21 & 22 (based on FY21 budgeted costs) ADA "rebates" to member municipalities as shown below:

| Municipality | Budgeted FY21 Rebate (Colchester 100% ADA) | Projected FY21 Rebate (Colchester 50% ADA & \$24,306 payment) | Difference |
|---------------------|---|--|-------------------|
| Burlington | \$10,040.00 | \$7,113.00 | \$2,927 |
| S.Burlington | \$8,634.00 | \$6,117.00 | \$2,517 |
| Winooski | \$3,725.00 | \$2,639.00 | \$1,086 |
| Shelburne | \$2,083.00 | \$1,476.00 | \$607 |
| Essex | \$2,989.00 | \$2,118.00 | \$871 |
| Williston | \$1,116.00 | \$791.00 | \$325 |
| Total | \$28,587.00 | \$20,254 | \$8,333 |



It is staff's recommendation that the Board agree to the terms of the proposed Service Agreement to realize the following benefits:

1. Funding and relationship stability with the Town through an extended six year agreement.
2. Annual fixed route and ADA funding change percentages to mirror member municipalities. In past service agreements the Town had a defined annual increase percentage that has been lower than member municipality increases.
3. \$40,512 in lieu of Capital Match that has not been required in past agreements
4. Improving the chances of future GMT membership for the Town of Colchester.

PUBLIC TRANSIT SERVICE AGREEMENT

This Public Transit Service Agreement (the “Agreement”) is entered into on this ____ day of _____, 2020, between the Town of Colchester, a chartered Vermont municipality with a place of business of 781 Blakely Rd. Colchester, Vermont (“Colchester”), and the Green Mountain Transit, a chartered Vermont municipality with a place of business at 101 Queen City Park Road, Burlington, Vermont (“GMT”).

PURPOSE

This Agreement provides for Colchester’s participation in the funding of certain GMT existing public transit services serving Colchester (Blue Line-Essex Junction and Milton Commuter Routes) along VT Route 15 and US Route 7 in Colchester.

SECTION 1: TERM AND RENEWAL

The term of this Agreement shall commence on July 1, 2020 (the “Commencement Date”) and expire on June 30, 2026, unless terminated earlier in accordance with this Agreement. Should Colchester become a member of GMT in accordance with GMT’s Charter within the term of this Agreement, this Agreement shall terminate on the initial date of Colchester’s membership in GMT.

Continuation beyond the term would require Colchester to become a member of GMT or entering into an additional agreement on mutually acceptable terms prior to May 21, 2026.

Should the Agreement not be renewed after six years, or be terminated prior to expiration, the Milton Commuter will terminate its use of Route 7 through Colchester and the associated stops.

SECTION 2: AVAILABILITY OF FUNDING

This Agreement is subject to funding availability from GMT’s current members as well as the above mentioned Federal and State sources. If Milton’s membership status changes or its share of the Milton Commuter service falls below 50% of the local match in years FY21 through FY26, GMT or Colchester may request the re-negotiation or termination of this Agreement by providing written notice of termination not less than thirty (30) days prior to the **proposed** effective date of termination. Any re-negotiation of the Agreement shall be mutually agreeable to GMT and Colchester. References to FY or fiscal year in this Agreement are to GMT’s fiscal year, **July 1 through June 30**.

SECTION 3: GMT RESPONSIBILITIES

GMT expressly acknowledges, understands, and agrees that:

- a. GMT shall continue to apply for additional funding to continue the Milton Commuter’s service along Route 7 in Colchester.
- b. GMT shall assist Colchester in efforts towards a membership vote should Colchester decide to call a vote on membership in GMT.

- c. GMT shall, **on a quarterly basis**, provide Colchester with reports on route and ADA ridership for services operating in Colchester including monthly, annual ridership, and prior year/month ridership.
- d. GMT shall comply with all Federal, State and local laws, rules, ordinances, executive orders and other legal requirements that apply to the public transit services provided pursuant to this Agreement.

SECTION 4: COLCHESTER RESPONSIBILITIES

Colchester expressly acknowledges, understands, and agrees that:

- a. Colchester shall pay an ADA assessment at the 50% discounted member rate, and Colchester shall benefit from the **receipt of** any expenses for non-member community ADA riders in the same way that members are so treated. The FY21 non-member Colchester ADA assessment is estimated as noted below in the table under section d..
- b. Colchester shall contribute funding to support the Blue Line (Essex Junction) and Milton Commuter routes within Colchester according to the chart below in section d unless the GMT Board of Commissioners increases or decreases the annual assessment amount to member municipalities, in which case Colchester will pay the same **percentage** increase or decrease as GMT members. These shall be payable annually on July 31.
- c. GMT shall permit Colchester to pay the member rates if Colchester pays the **full** capital buy-in costs **of \$40,512.00** over a period of the first two years of this agreement. Colchester may become a member within the term of the Agreement or immediately upon the expiration of this Agreement. If Colchester becomes a member following completion of payment of buy in costs—at any time in the future--Colchester shall not be charged capital buy in costs a second time.
- d. Based on the membership costing approach for the services specified in Section 4 outlined in the Purpose section of the agreement and considering past and recent trends, Colchester's costs under this agreement are estimated as follows:

| Fiscal Yr | Fixed Route + Commuter | Estimated ADA | Capital Buy In | Estimated Total |
|-----------|---------------------------|------------------|-------------------|--------------------|
| FY21 | \$ 44,101 | \$ 25,000 | \$ 20,256 | \$ 89,357 |
| | 4.0% | 16% | | |
| FY22 | \$ 45,865 | \$ 29,000 | \$ 20,256 | \$ 95,121 |
| | 4.0% | 16% | | |
| FY23 | \$ 47,700 | \$ 33,640 | | \$ 81,340 |
| | 4.0% | 16% | | |
| FY24 | \$ 49,608 | \$ 39,022 | | \$ 88,630 |
| | 4.0% | 16% | | |
| FY25 | \$ 51,592 | \$ 45,266 | | \$ 96,858 |
| | 4.0% | 16% | | |
| FY26 | \$ 53,656 | \$ 52,509 | | \$ 106,164 |
| | 4.0% | 16% | | |
| FY 27 | \$ 55,802 | \$ 60,910 | | \$ 116,712 |
| | 4.0% | 16% | | |
| FY28 | \$ 58,034 | \$ 70,655 | | \$ 128,689 |
| | 4.0% | 16% | | |
| FY29 | \$ 60,355 | \$ 81,960 | | \$ 142,316 |
| | 4.0% | 16% | | |
| FY 30 | \$ 62,769 | \$ 95,074 | | \$ 157,844 |
| Total | \$ 529,481 | \$ 533,037 | \$ 40,512 | \$ 1,103,030 |

e. Notwithstanding the above paragraphs a, b, and c in this section, and subject to GMT's right to change its assessments to members via charter or bylaws, Colchester shall pay its contractual fees on the same basis as GMT members

SECTION 5: MUTUAL RESPONSIBILITIES

Colchester and GMT expressly acknowledge, understand, and agree that:

- a. Prior to Colchester becoming a member pursuant to the GMT Charter, Colchester shall not have representation on GMT's Board. Given that this Agreement provides for Colchester's participation in funding a regional transportation service, with no service exclusive to Colchester, Selectboard and municipal staff input may be provided by the Colchester Town Manager or designee to the GMT General Manager or designee. Colchester public input will be considered through public participation according to GMT's fare and service changes public hearing policy.
- b. GMT shall not be liable to Colchester, and it shall not be grounds for terminating this Agreement or assessing any damages against GMT, in the event there should be any delay, failure, or interruption of the public transit services under this Agreement or any delay, failure or interruption in the performance of GMT's other obligations under this Agreement, caused by any of the following:

Force Majeure. Acts of nature, governmental restrictions, civil commotion or

insurrection, any kind of armed attack by a foreign power, a public health emergency caused, for instance, by an epidemic, and other similar causes beyond GMT's ability to control, commonly known as force majeure.

Labor Problems. Labor actions or in-actions, ~~such as blue collar flu,~~ **including but not limited to strike, lock out, work-to-rule,** sit-in or slow-down.

Should any of the above, individually or cumulatively, result in a gap of service in a fiscal year of more than thirty days of service, however, Colchester's contribution for the Essex Junction Route and Milton Commuter shall be pro-rated so that Colchester does not contribute its local share to the service for any unplanned service gap exceeding three days within a given fiscal year as described above.

SECTION 6: DISPUTE RESOLUTION; REMEDIES

Notice of Dispute:

If either party believes that the performance of the other party pursuant to this agreement is inconsistent with its provisions, it shall notify the other party in writing. The written notice shall describe the nature of the concerns, the names of all parties involved, the date of the occurrence, and any previous steps taken to address the matter. The party notified shall respond in writing within thirty (30) calendar days from receipt of the original letter either denying, clarifying, or proposing a solution. The notices shall be in writing and addressed pursuant to this Agreement. Both parties shall make a good faith effort to resolve the dispute within thirty (30) calendar days. If the parties are unable to resolve the dispute within thirty (30) calendar days, either party may terminate the Agreement pursuant to Section 7 below.

SECTION 7: TERMINATION

Colchester and GMT each reserves the right, at its option and sole discretion, to terminate this Agreement in accordance with this Section 7.

Termination With Cause: Termination of this Agreement with cause, as defined below, upon providing sixty (60) calendar days prior written notice.

Cause for termination exists in the event that: (i) the other party terminates or suspends business operations for any reason; (ii) the other party shall admit in writing its inability to pay its debts as they become due, or shall make a general assignment for the benefit of creditors, or any proceeding shall be instituted by or against such party seeking to adjudicate it bankrupt or insolvent, or seeking liquidation, reorganization, arrangement, protection of it or its debts under any law relating to bankruptcy, insolvency, or reorganization, which proceeding shall remain unresolved within sixty (60) days of commencement; (iii) if Milton's membership status changes or its share of the Milton Commuter service falls below 50% of the local match in years FY21, FY22, FY23, FY24, FY25, or FY26; or (iv) either party fails to comply with the provisions of the Agreement and the failure to comply is not resolved pursuant to the process provided in Section 6(a) above.

Termination of this Agreement by either party shall not prejudice or be deemed to be a waiver of any rights or remedies which that party might have against the other due to any default or failure in performance by that other party under the terms of this Agreement up to and including the date of

termination.

Termination Without Cause: Termination of this Agreement without cause, as defined below, upon providing notice at least a full GMT fiscal year ahead of the time such termination shall take effect. This extended notice recognizes GMT's potential need for planning work if necessary to reduce services should Colchester decide to conclude funding. It also provides an equivalent amount of notice as is required by GMT's members in GMT's charter.

SECTION 8: INDEMNIFICATION

To the extent permitted by Vermont law, each party to this Agreement agrees to defend, indemnify, save and hold harmless the other (and each of their respective directors, officers, agents and employees) from and against all liabilities, suits, obligations, claims, demands, damages, fines, costs, and expenses (including reasonable attorney's fees) arising under this Agreement to the extent that such are attributable, directly or indirectly, to the indemnifying party's negligence, error, omission, or intentional act.

SECTION 9: CHANGES REQUIRED BY LAW, ORDER OR REGULATION

If any provision of this Agreement violates or conflicts with, or is determined to violate or conflict with applicable laws, regulations or ordinances, or any judgment of any court of competent jurisdiction, the parties shall amend or reform such provision so it complies fully with such laws, regulations, ordinances, orders or judgment; provided, however, that in the event such amendment would frustrate the purpose of the Agreement or make it financially impractical for one or the other party to perform its obligations hereunder, such party may terminate this Agreement pursuant to Section 7.

SECTION 10: RELATIONSHIP OF PARTIES

Each party to this Agreement shall act in its individual capacity and not as an agent, employee, partner, joint venture, associate, or any other representative capacity of the other. Each party shall be solely responsible for its acts or the acts of its agents and employees during the performances of this Agreement.

SECTION 11: INTEGRATION

This Agreement represents the entire Agreement of the parties with respect to the subject matter hereof, and all agreements entered into prior hereto with respect to the subject matter hereof are revoked and superseded by this Agreement, and no representation, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties, hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.

SECTION 12: ATTORNEY'S FEES

In the event suit is brought or an attorney is retained by any party to this Agreement to enforce the terms of this Agreement or to collect any monies due hereunder, or to collect money damages for breach hereof, the prevailing party shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorneys' fees, court costs, costs of investigation and other related expenses incurred in connection therewith.

SECTION 13: SEVERABILITY

If any provision of this Agreement is declared void or unenforceable, such provision shall be deemed severed from this Agreement and the balance of the Agreement shall otherwise remain in full force and effect.

SECTION 14: WAIVER

The failure of either party to insist upon the strict compliance with any of the terms, covenants, or conditions herein shall not be deemed a waiver of any such terms, covenants, or conditions, nor shall any waiver or relinquishment of any such right or power hereunder at any time be deemed a waiver or relinquishment of any such right or power at any other time.

SECTION 15: APPLICABLE LAW

This agreement shall be governed by the laws of the State of Vermont.

SECTION 16: REMEDIES CUMULATIVE

The rights and remedies herein are cumulative and not exclusive of other rights and remedies which may be granted or provided by law.

IN WITNESS WHEREOF, the parties have executed this Agreement, as of the date first written above.

Green Mountain Transit

Town of Colchester

By: _____
General Manager

By: _____
Aaron Frank
Town Manager



To: GMT Board of Commissioners

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

Date: March 9, 2020

RE: Finance/Grants/Capital Projects

With the passage of the FY21 Budget and the completion of the FY19 Audit, the Finance & Grants Department will be shifting its focus to a whole new line of priorities, which are shown in no specific order below:

- State Grant Application
- Internal Controls Review
- Volunteer Driver Recruitment
- Procurement Policy Update
- Next phase of the company's payroll rollout (Scheduling/HR)
- Alternative sites analysis (Berlin)
- ADA/Paratransit RFP for Chittenden County
- Submission/approval of FY21 FTA Indirect Rate
- Retirement plan review for the Finance Committee and larger Board of Commissioners.
- Management of the Encore Roof Solar Project
- Update to the Finance Department Web Page
- Company employee benefits analysis

You may have noticed one item missing from the preceding list – new accounting software. As much as I agree with our Auditor that there is indeed better software currently available, I am hesitant to add that to the short-term priority list. GMT is still in the early/mid stage of its implementation of PayData's payroll software, and this by no means was a small change to the way the company previously operated. Therefore, to ensure GMT receives the maximum return on investment (ROI) from adopting PayData's services, I believe management's full focus should remain on payroll before taking on an even more complicated task such as accounting software.

Truthfully, a change in accounting software is likely to be an even more arduous project to analyze from an ROI standpoint than most. Any new software is almost certainly going to be more expensive than what we currently support, and, combined with the probable scenario of no operational savings will likely make the



project unattractive from a risk/reward standpoint. However, there would clearly be increased functionality and other benefits gained by staff, management, and the Board if we were to switch software. And, although this would be difficult to evaluate from a savings perspective, there would certainly be value unlocked by providing higher quality, more in-depth, financial information both internally to management, as well as the Board.

Payroll continues to be a challenge to implement, but so far has gone smoothly – knock on wood. It is never easy to change old habits, but in this ever changing world organizations like GMT must adapt to the times. I've previously spoken about the efficiencies from a staff perspective that we will gain from this implementation and those assumptions still remain true. In addition to the benefits of streamlining payroll to the Finance Department, the Human Resources Department will also be able to benefit from the ability to move to a paper-less new hire process. This should allow for efficiencies gained in terms of document retention, as well as a simpler overall hiring process.

Finally, I continue to be optimistic as we move into the second half of FY20 both on a financial and non-financial basis. I feel lucky every day to have the staff that I do, as they have certainly taught me far more than I have them, which will hopefully balance out at some point. But either way, we continue to work hard up here in the Finance & Grants Department to provide you with timely, accurate, and useful financial information.

Financial Summary

Attached are the December financials for your review along with the preliminary January expenses. As we review the expenses for January 31, 2020, we use a benchmark to determine how well we are following our budget. We calculate this 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 50% for December and 58% for January.

The December financials currently show a total surplus of \$293.3K, with a surplus of \$280.9K for Rural and a surplus of roughly \$12.4K for Urban. Please note that the large surplus on the rural side of the business is partially to do with two factors: (1) the methodology and timing of how we recognize grant revenues, which is a temporary factor; (2) the lower general and administrative expenses that we've witnessed over the past year – this has led to a lower amount of overhead costs being shifted to the rural side of the business from the urban side than has historically been the case.

Please find the following explanations for specific areas of interest.



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

- **Federal Urban operating grant finished at 52.7%** - this is slightly over where we would like to be at this point, so we will continue to monitor this line item closely for the remainder of the year.
- **Advertising revenue** came in at above benchmark for both systems. This year's advertising revenue estimates were adjusted to more realistic budget figures. Staff is happy to see this area trending higher and is very excited about all the new initiatives the Marketing Department has come up with to bring in new revenues.

Expenses were reviewed based on the activity through January 31st.....

- **Salaries and Wages** came in under benchmark for both systems. As mentioned during the Budget Adjustment presentation a slight buffer was built into these line items to account for future CTO payouts. Another concern on the rural side is the beginning of seasonal service, which due to labor constraints could lead to large increases in driver compensation.
- **Pension Plan Expenses** came in over benchmark on the urban side. This line item is budgeted based off historical participation information. Therefore, because wages are not over budget, this clearly means more employees are taking advantage of the company's retirement plan benefits.
- **Other Employee Benefits** is currently over the benchmark. During the budgeting process additional life insurance benefits provided to employees was not included in the budget. Going forward these expenses will be captured.
- **Legal fees** came in over budget due to unforeseen circumstances.
- **Dues and Subscriptions** are over the benchmark due to the timing of a VPTA invoice for 2019 dues on both Rural and Urban.
- **Travel and Meetings**- the rural side came in over budget at 152.4%. This is strictly made up of mileage, and should level out with the arrival of our new non-revenue vehicles that employees can use.
- **Computer Services**- The urban side came in over budget at 67.9%. This is mainly due to the timing of two large invoices - Thingtech (\$19K) and CSched (\$47K).



- **Audit Fees** are over the benchmark due to the timing of invoices. In short, there was a FY19 invoice that did not get captured in FY19, but instead got pushed into FY20. The Finance Department will do a better job in FY20 of ensuring we accrue invoices that come towards the end of a fiscal year.
- **Background Checks** are over the benchmark on the rural side due to gearing up for seasonal service.
- **DOT Testing** is over the benchmark at 65.5% on the rural side due to physicals required by the DOT.
- **Employment Recruitment Program** is over the benchmark at 100% on the urban side due to employee referrals.
-

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



- **Parts Expense** for the urban system is higher than we would have hoped. The hope is now that other line items will come in under budget to offset this variance, or that costs will grow slower in the remaining quarters.
- **Tires expense** for the urban system is over budget, but much of this is timing and the unpredictable nature of this line item.
- **Passenger Facility Expenses** is over budget due to timing of invoices.
- **Misc. Maintenance Expenses and Fees** is above benchmark on the rural side coming in at 86.4%. This is the result of a large amount of vehicle registrations this year. Going forward, the Finance Department will do a better job at matching the forecast for vehicle registration expenses with upcoming vehicle purchases.

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

☆ **Passenger Shelters:**

- Working with Enseicom to schedule the installation of a glass shelter at the Larkin Terrace property, the conversion of a shelter to covered bike storage on Cherry Street, and the removal of two shelters on Cherry Street. Continuing to work with Planning to identify bus stops to prioritize the installation of shelters and benches over the summer.



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

- Continuing to work with Proterra to ensure that all contract requirements are met with respect to the programmability of the charging stations and that all maintenance equipment is being provided.
- Charging stations have been operational throughout the training period. The fence has been installed around the transformer. The only outstanding project item is seeding and mulching of the stabilized areas which will need to take place in the spring.

☆ **31 Queen City Park Road (Formerly 1 Industrial Parkway)**

- Continuing to work on value engineering with Wiemann-Lamphere to reduce the scope of the body shop renovations as much as feasible to bring the anticipated cost within budget. Would likely need to defer building envelope improvements while staff explores other grant opportunities.

☆ **Montpelier Transit Center:**

- GMT staff and the City of Montpelier are nearing completion of the Operating Agreement for GMT's operation of the Transit Center.
- Working with Norris, Inc. to finalize punch list items and prepare for final commissioning of the system. Integration of the front entrance ADA door opener with the system is still on hold until the City's contractor can complete the installation of ADA opener paddles. Have not received an update on when this will be completed.

☆ **15 Industrial Pkwy Roof Replacement:**

- Installation of the roof membrane and metal fascia are 100% complete. Due to winter conditions, the final inspection with the roofing material manufacturer will need to be delayed until the spring. Will coordinate with roofing manufacturer in advance of future solar project to ensure that warranty conditions are met.

☆ **Electric Small Bus Procurement**

- Reviewing specification edits from VEIC as well as specifications from a similar procurement used by another Agency in the development of an electric small bus specification. Will work with VTrans and VEIC to finalize an RFP in the near future.

☆ **DTC Air Conditioning Improvements**

- Per the recommendation of the MEPF engineer, a fan will be installed in the exhaust vent in the server room at the DTC. This will more effectively draw conditioned air into the room from the adjacent hallway to maintain a temperature of 70-75°. We will likely explore design for a split system A/C for the server room if this method does not prove effective. This would be a much higher cost solution than the fan installation, so it is in the Agency's best interest to see if the fan will be effective at cooling the space. Also awaiting a scope of design from the engineer for the expansion of the current HVAC system in the building to provide climate control in the ticket booth.



☆ **GMTA Facility Renovation:**

- Working with VTrans and neighbors to line up funding for 4" sewer line along Route 12. VTrans' earmark grant for the project will only cover what is needed for the GMT facility (2" line). Cost difference needs to be picked up by others which will be part of ongoing discussions with the State, Town of Berlin, and neighbor properties.

REVENUES

FEDERAL, STATE AND LOCAL REVENUE

| | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural |
|--|---------------------|---------------------|--------------------------------------|----------------------|----------------------|---------------|---------------|---------------|---------------------|---------------------|-------|
| | Current Fiscal Year | To Date | FY20 ADJ. BUDGET (Approved Dec 2018) | Budget Variance | Combined | PYTD 2019 | | | | | |
| Municipal Member Assessments | 1,204,855.23 | | \$1,204,855.23 | 2,400,146.00 | \$2,400,146.00 | 50.20% | 0.00% | 50.20% | 1,150,485.06 | | |
| Municipal Paratransit Assessments | 337,092.63 | | 337,092.63 | 683,749.00 | 683,749.00 | 49.30% | 0.00% | 49.30% | 318,883.50 | | |
| Local Operating Assistance | 47,198.22 | 181,515.38 | 228,713.60 | 94,396.00 | 524,756.00 | 50.00% | 42.18% | 43.58% | 45,330.54 | 179,138.90 | |
| Federal Urban Formula Grant | 1,389,486.51 | | 1,389,486.51 | 2,635,398.00 | 2,635,398.00 | 52.72% | 0.00% | 52.72% | 1,607,103.00 | | |
| Federal Rural Operating Grant | | 611,529.43 | 611,529.43 | | 1,214,000.00 | 0.00% | 50.37% | 50.37% | | 520,326.96 | |
| State Regular Subsidy Operating Grant | 1,131,096.00 | 407,177.22 | 1,538,273.22 | 2,317,192.00 | 3,362,192.00 | 48.81% | 38.96% | 45.75% | 1,123,893.00 | 399,077.68 | |
| E&D Grants and Local Match | | 679,974.63 | 679,974.63 | | 1,318,807.00 | 0.00% | 51.56% | 51.56% | | 595,877.50 | |
| Other State Grants | 50,106.83 | 19,981.83 | 70,088.66 | 107,061.00 | 184,661.00 | 46.80% | 25.75% | 37.96% | 42,528.92 | 25,502.90 | |
| Other Federal Grants | 1,799,444.60 | 478,070.08 | 2,277,514.68 | 3,426,846.00 | 4,530,726.00 | 52.51% | 43.31% | 50.27% | 1,639,438.24 | 555,154.19 | |
| Fund Balance Reserves | | | | | | 0.00% | 0.00% | 0.00% | | | |
| Capital Reserve Revenue | | | | | | 0.00% | 0.00% | 0.00% | | | |
| Total Federal, State and Local Revenues | 5,959,280.02 | 2,378,248.57 | 8,337,528.59 | 11,664,788.00 | 16,854,435.00 | 51.09% | 45.83% | 49.47% | 5,927,662.26 | 2,275,078.13 | |

OPERATING REVENUE

| | | | | | | | | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|---------------------|---------------------|
| Passenger Revenue | 1,126,076.18 | 68,298.15 | 1,194,374.33 | 2,332,641.00 | 126,700.00 | 2,459,341.00 | 48.27% | 53.91% | 48.56% | 1,074,988.70 | 64,609.50 |
| Paratransit Passenger Fares | 50,321.25 | | 50,321.25 | 102,102.00 | | 102,102.00 | 49.29% | 0.00% | 49.29% | 48,737.50 | |
| Advertising Revenue | 90,386.50 | 22,500.00 | 112,886.50 | 150,000.00 | 25,000.00 | 175,000.00 | 60.26% | 90.00% | 64.51% | 78,450.51 | 13,500.00 |
| Interest Earnings | 373.12 | 10,070.16 | 10,443.28 | 700.00 | 9,000.00 | 9,700.00 | 53.30% | 111.89% | 107.66% | 370.56 | 4,905.87 |
| Miscellaneous Revenue | 5,295.88 | 52.02 | 5,347.90 | 31,595.00 | 6,507.00 | 31,595.00 | 16.76% | 0.00% | 16.93% | 3,327.28 | 60.03 |
| Sales Of Equipment | 3,947.00 | 3,507.00 | 7,454.00 | 4,097.00 | 10,604.00 | 10,604.00 | 96.34% | 53.90% | 70.29% | | |
| Medicaid Purchase Of Svc | | 1,050,666.08 | 1,050,666.08 | | 2,156,960.00 | 2,156,960.00 | 0.00% | 48.71% | 48.71% | | 1,078,993.59 |
| Purchase of Service | | 45,884.62 | 68,234.18 | 38,920.00 | 83,906.00 | 122,826.00 | 57.42% | 54.69% | 55.55% | 24,111.72 | 33,384.87 |
| Warranty Revenue | 22,349.56 | | | | | | 0.00% | 0.00% | 0.00% | | 3,318.26 |
| Operating Revenue | 1,298,749.49 | 1,200,978.03 | 2,499,727.52 | 2,660,055.00 | 2,408,073.00 | 5,068,128.00 | 48.82% | 49.87% | 49.32% | 1,229,986.27 | 1,198,772.12 |

| | | | | | | | | | | | |
|----------------------|---------------------|---------------------|----------------------|----------------------|---------------------|----------------------|---------------|---------------|---------------|---------------------|---------------------|
| Total Revenue | 7,258,029.51 | 3,579,226.60 | 10,837,256.11 | 14,324,843.00 | 7,597,720.00 | 21,922,563.00 | 50.67% | 47.11% | 49.43% | 7,157,648.53 | 3,473,850.25 |
|----------------------|---------------------|---------------------|----------------------|----------------------|---------------------|----------------------|---------------|---------------|---------------|---------------------|---------------------|

EXPENSES

SALARIES AND WAGES

| | | | | | | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------|---------------|---------------|---------------------|---------------------|
| Other Wages | 738,782.15 | 461,066.03 | 1,199,848.18 | 1,486,310.00 | 943,116.00 | 2,429,426.00 | 49.71% | 48.89% | 49.39% | 851,632.07 | 419,298.73 |
| Driver/Operator Wages | 2,332,686.66 | 880,149.36 | 3,212,836.02 | 4,605,711.00 | 2,019,420.00 | 6,625,131.00 | 50.65% | 43.58% | 48.49% | 2,120,468.48 | 941,636.13 |
| Vehicle Repair Wages | 452,774.31 | 82,792.52 | 535,566.83 | 980,472.00 | 170,894.00 | 1,151,366.00 | 46.18% | 48.45% | 46.52% | 444,049.55 | 74,006.10 |
| Salaries and Wages | 3,524,243.12 | 1,424,007.91 | 4,948,251.03 | 7,072,493.00 | 3,133,430.00 | 10,205,923.00 | 49.83% | 45.45% | 48.48% | 3,416,150.10 | 1,434,940.96 |

PERSONNEL TAXES AND BENEFITS

| | | | | | | | | | | | |
|-------------------------------------|---------------------|-------------------|---------------------|---------------------|-------------------|---------------------|---------------|---------------|---------------|---------------------|-------------------|
| Payroll Taxes (FICA/MC) | 275,174.85 | 108,264.45 | 383,439.30 | 541,046.00 | 239,707.00 | 780,753.00 | 50.86% | 45.17% | 49.11% | 265,649.45 | 104,690.59 |
| Unemployment Tax Exp | (142.25) | 5,360.58 | 5,218.33 | 20,000.00 | 17,000.00 | 37,000.00 | -0.71% | 31.53% | 14.10% | 18,682.78 | 3,597.11 |
| Medical Insurance/HRA | 930,803.33 | 260,031.11 | 1,190,834.44 | 1,871,164.00 | 561,066.00 | 2,432,230.00 | 49.74% | 46.35% | 48.96% | 923,733.15 | 254,291.95 |
| Pension Plan Expenses | 157,749.95 | 33,128.47 | 190,878.42 | 289,972.00 | 72,069.00 | 362,041.00 | 54.40% | 45.97% | 52.72% | 142,933.09 | 32,593.46 |
| Employee Development | 7,033.58 | 3,373.21 | 10,406.79 | 22,000.00 | 18,000.00 | 40,000.00 | 31.97% | 18.74% | 26.02% | 22,574.52 | 5,806.25 |
| Other Employee Benefits | 68,106.51 | 27,654.30 | 95,760.81 | 118,101.00 | 42,630.00 | 160,731.00 | 57.67% | 64.87% | 59.58% | 68,112.66 | 22,917.63 |
| Personnel Taxes and Benefits | 1,438,725.97 | 437,812.12 | 1,876,538.09 | 2,862,283.00 | 950,472.00 | 3,812,755.00 | 50.26% | 46.06% | 49.22% | 1,441,665.65 | 423,896.59 |

GENERAL AND ADMIN EXPENSES

| | | | | | | | | | | | |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|--------|---------|--------|-----------|-----------|
| Admin Supplies and Expenses | 21,666.47 | 6,982.10 | 28,648.57 | 48,032.00 | 21,424.00 | 69,456.00 | 45.11% | 32.59% | 41.25% | 20,894.23 | 7,102.41 |
| Recruiting Expenses | 4,271.50 | 3,057.98 | 7,329.48 | 12,400.00 | 7,000.00 | 19,400.00 | 34.45% | 43.69% | 37.78% | 4,140.18 | 9,958.05 |
| Dues and Subscriptions | 4,050.00 | 3,252.00 | 7,302.00 | 5,100.00 | 4,787.00 | 9,887.00 | 79.41% | 67.93% | 73.85% | 22,814.62 | 5,354.50 |
| Travel and Meetings | 309.44 | 2,188.60 | 2,498.04 | 2,500.00 | 1,500.00 | 4,000.00 | 12.38% | 145.91% | 62.45% | 1,280.21 | 484.15 |
| Board Development | | | | | | | 0.00% | 0.00% | 0.00% | | |
| Communications | 18,182.99 | 13,294.36 | 31,477.35 | 43,692.00 | 52,680.00 | 96,372.00 | 41.62% | 25.24% | 32.66% | 17,285.45 | 20,591.16 |

Green Mountain Transit Authority
Budget v. Actual Report
For the Six Months Ending Tuesday, December 31, 2019

| | Urban | | Rural | | Combined | | FY20 ADJ. BUDGET (Approved Dec 2018) | | Urban | | Rural | | Combined | | Urban | | Rural | | Combined | | Urban | | Rural | | Combined | |
|---|---------------------|-------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------------|---------------|---------------------|-------------------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|
| | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date | Current Fiscal Year | To Date |
| Computer Service Exp | 59,133.79 | 25,224.31 | 84,358.10 | 87,098.00 | 71,608.00 | 158,706.00 | 67.89% | 35.23% | 53.15% | 75,650.06 | 32,094.68 | | | | | | | | | | | | | | | |
| Legal Fees | 19,461.52 | 5,582.08 | 25,043.60 | 15,000.00 | 3,000.00 | 18,000.00 | 129.74% | 186.07% | 139.13% | 21,075.58 | 204,406.25 | | | | | | | | | | | | | | | |
| Insurance | 475,715.81 | 208,078.51 | 683,794.32 | 963,990.00 | 428,205.00 | 1,392,195.00 | 49.35% | 48.59% | 49.12% | 470,364.71 | 2,700.00 | | | | | | | | | | | | | | | |
| Audit Fees | 15,435.00 | 6,615.00 | 22,050.00 | 16,450.00 | 7,050.00 | 23,500.00 | 93.83% | 93.83% | 93.83% | 6,300.00 | 1,681.00 | | | | | | | | | | | | | | | |
| Consulting Fees | 4,042.00 | 4,042.00 | 8,084.00 | 12,000.00 | 12,000.00 | 24,000.00 | 33.68% | 33.68% | 33.68% | 2,529.00 | 1,681.00 | | | | | | | | | | | | | | | |
| General and Admin Expenses | 622,268.52 | 278,316.94 | 900,585.46 | 1,206,262.00 | 609,254.00 | 1,815,516.00 | 51.59% | 45.68% | 49.60% | 642,334.04 | 284,372.20 | | | | | | | | | | | | | | | |
| OPERATIONS EXPENSES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Background Checks | 806.00 | 10,026.00 | 10,832.00 | 2,400.00 | 11,500.00 | 13,900.00 | 33.58% | 87.18% | 77.93% | 767.00 | 9,576.00 | | | | | | | | | | | | | | | |
| Drug & Alcohol Testing | | | | | | | 0.00% | 0.00% | 0.00% | 316.00 | 31.00 | | | | | | | | | | | | | | | |
| DOT Testing | 3,060.00 | 3,526.00 | 6,586.00 | 6,500.00 | 6,270.00 | 12,770.00 | 47.08% | 56.24% | 51.57% | 2,478.00 | 4,975.26 | | | | | | | | | | | | | | | |
| Employment Recruitment Program | 800.00 | 800.00 | 800.00 | 800.00 | 400.00 | 1,200.00 | 100.00% | 0.00% | 66.67% | | | | | | | | | | | | | | | | | |
| Driver's Uniforms | 9,580.18 | 4,941.13 | 14,521.31 | 20,000.00 | 10,000.00 | 30,000.00 | 47.90% | 49.41% | 48.40% | 9,182.44 | 5,081.31 | | | | | | | | | | | | | | | |
| Safety Expense | 328.35 | 328.35 | 656.70 | 800.00 | 500.00 | 1,300.00 | 41.04% | 0.00% | 25.26% | 277.50 | | | | | | | | | | | | | | | | |
| Misc. Operating Exp | 987.13 | 131.30 | 1,118.43 | 6,125.00 | 3,675.00 | 9,800.00 | 16.12% | 3.57% | 11.41% | 322.25 | | | | | | | | | | | | | | | | |
| Operations Expenses | 15,561.66 | 18,624.43 | 34,186.09 | 36,625.00 | 32,345.00 | 68,970.00 | 42.49% | 57.58% | 49.57% | 13,343.19 | 19,663.57 | | | | | | | | | | | | | | | |
| PLANNING EXPENSES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Planning Expenses | 1,873.40 | 1,873.40 | 1,873.40 | 25,000.00 | 25,000.00 | 25,000.00 | 0.00% | 7.49% | 7.49% | | 3,053.03 | | | | | | | | | | | | | | | |
| MPO Planning Expenses | 16,514.72 | 16,514.72 | 16,514.72 | 100,000.00 | 100,000.00 | 100,000.00 | 16.51% | 0.00% | 16.51% | 34,090.64 | | | | | | | | | | | | | | | | |
| Planning Expenses | 16,514.72 | 1,873.40 | 18,388.12 | 100,000.00 | 25,000.00 | 125,000.00 | 16.51% | 7.49% | 14.71% | 34,090.64 | 3,053.03 | | | | | | | | | | | | | | | |
| VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parts Expense - Non-Revenue Vehicles | 2,392.24 | 299.48 | 2,691.72 | 7,000.00 | 3,000.00 | 10,000.00 | 34.17% | 9.98% | 26.92% | 3,379.64 | 695.25 | | | | | | | | | | | | | | | |
| Parts Expense - Revenue Vehicles | 301,983.76 | 58,713.43 | 360,697.19 | 431,157.00 | 125,662.00 | 556,819.00 | 70.04% | 46.72% | 64.78% | 294,324.34 | 168,340.28 | | | | | | | | | | | | | | | |
| Tires | 47,916.14 | 14,349.31 | 62,265.45 | 70,000.00 | 30,000.00 | 100,000.00 | 68.45% | 47.83% | 62.27% | 24,398.43 | 22,905.43 | | | | | | | | | | | | | | | |
| Facility Maintenance | 31,307.86 | 27,540.84 | 58,848.70 | 72,000.00 | 68,151.00 | 140,151.00 | 43.48% | 40.41% | 41.99% | 39,121.29 | 30,488.75 | | | | | | | | | | | | | | | |
| Passenger Facility Expenses | 16,182.37 | 16,182.37 | 32,364.74 | 28,666.00 | | 28,666.00 | 56.45% | 0.00% | 56.45% | 12,939.76 | | | | | | | | | | | | | | | | |
| Security Expenses | | | | | | | 0.00% | 0.00% | 0.00% | | | | | | | | | | | | | | | | | |
| Cleaning Expense | 5,940.00 | 5,897.30 | 11,837.30 | 24,000.00 | 12,000.00 | 36,000.00 | 24.75% | 49.14% | 32.88% | 9,385.76 | 5,117.30 | | | | | | | | | | | | | | | |
| Repeater Fees | 10,044.00 | 8,208.00 | 18,252.00 | 20,088.00 | 16,416.00 | 36,504.00 | 50.00% | 50.00% | 50.00% | 9,936.25 | 8,514.00 | | | | | | | | | | | | | | | |
| Light, Heat and Water | 67,489.30 | 19,552.27 | 87,041.57 | 177,476.00 | 60,955.00 | 238,431.00 | 38.03% | 32.08% | 36.51% | 67,129.61 | 18,828.12 | | | | | | | | | | | | | | | |
| Fuel - Vehicles | 451,664.03 | 178,727.77 | 630,391.80 | 936,000.00 | 536,780.00 | 1,472,780.00 | 48.25% | 33.30% | 42.80% | 460,070.03 | 143,680.02 | | | | | | | | | | | | | | | |
| Maintenance Tools/Supplies/Uniforms | 43,364.93 | 11,528.67 | 54,893.60 | 86,250.00 | 20,580.00 | 106,830.00 | 50.28% | 56.02% | 51.38% | 46,298.59 | 7,429.96 | | | | | | | | | | | | | | | |
| Misc Maint Expenses and fees | 1,094.91 | 2,847.23 | 3,942.14 | 6,680.00 | 3,320.00 | 10,000.00 | 16.39% | 85.76% | 39.42% | 1,794.68 | 68.51 | | | | | | | | | | | | | | | |
| Vehicle/Building Maintenance Exp | 979,379.54 | 327,664.30 | 1,307,043.84 | 1,859,317.00 | 876,864.00 | 2,736,181.00 | 52.67% | 37.37% | 47.77% | 968,778.38 | 406,067.62 | | | | | | | | | | | | | | | |
| CONTRACTOR EXPENSES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADA/SSTA Paratransit | 606,444.10 | 606,444.10 | 1,212,888.20 | 1,251,215.00 | | 1,251,215.00 | 48.47% | 0.00% | 48.47% | 609,787.37 | | | | | | | | | | | | | | | | |
| Partner Local Share | | | 19,833.00 | 10,000.00 | | 10,000.00 | 0.00% | 0.00% | 0.00% | | | | | | | | | | | | | | | | | |
| Functional Assessment Costs | 3,213.72 | 3,213.72 | 6,427.44 | 10,000.00 | | 10,000.00 | 32.14% | 0.00% | 32.14% | 3,915.41 | | | | | | | | | | | | | | | | |
| Volunteer Drivers | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Transportation (incl Cabs) | 3,096.00 | 411,730.93 | 414,826.93 | 10,972.00 | 952,398.00 | 963,370.00 | 28.22% | 43.23% | 43.06% | 5,289.00 | 452,411.89 | | | | | | | | | | | | | | | |
| Contractor Expenses | 612,753.82 | 737,120.13 | 1,349,873.95 | 1,292,020.00 | 1,522,549.00 | 2,814,569.00 | 47.43% | 48.41% | 47.96% | 618,991.78 | 697,112.56 | | | | | | | | | | | | | | | |
| MARKETING EXPENSE | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bus Tickets/Fare Media | 7,170.11 | 519.68 | 7,689.79 | 20,000.00 | 2,400.00 | 22,400.00 | 35.85% | 21.65% | 34.33% | 7,938.35 | 896.58 | | | | | | | | | | | | | | | |
| Marketing Expense | 9,717.28 | 8,551.84 | 18,269.12 | 26,320.00 | 30,140.00 | 56,460.00 | 36.92% | 28.37% | 32.36% | 14,403.33 | 20,243.86 | | | | | | | | | | | | | | | |
| Public Information | 12,010.92 | 4,887.38 | 16,898.30 | 22,000.00 | 11,000.00 | 33,000.00 | 54.60% | 44.43% | 51.21% | 12,076.00 | 3,277.21 | | | | | | | | | | | | | | | |
| Marketing Expense | 28,898.31 | 13,958.90 | 42,857.21 | 68,320.00 | 43,540.00 | 111,860.00 | 42.30% | 32.06% | 38.31% | 34,417.68 | 24,417.65 | | | | | | | | | | | | | | | |

Green Mountain Transit Authority
Budget v. Actual Report
For the Six Months Ending Tuesday, December 31, 2019

OTHER EXPENSES

Allowance for Doubtful Accounts
Debt Service/Capital Reserve
Bond Interest
Capital Match
Other Expenses

TOTAL EXPENSES

Current Year Deferred Costs
OH Admin Allocation
Urban Shop Allocation
Rural Link Cost Allocation
ALLOCATIONS BETWEEN PROGRAMS

Balance Of Operating Budget

| | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural |
|------------------------------------|---------------------|---------------------|----------------------|----------------------|---------------------|----------------------|-----------------|------------------|------------------|---------------------|---------------------|
| | Current Fiscal Year | To Date | | FY20 ADJ. BUDGET | (Approved Dec 2018) | | Urban | Budget Variance | | Urban | PYTD 2019 |
| | | | | | | | 0.00% | 0.00% | 0.00% | | |
| | 46,442.51 | | 46,442.51 | 46,443.00 | | 46,443.00 | 100.00% | 0.00% | 100.00% | 46,442.51 | |
| | | | | | | | 0.00% | 0.00% | 0.00% | | |
| | 53,350.00 | 38,800.00 | 92,150.00 | 106,700.00 | 77,600.00 | 184,300.00 | 50.00% | 50.00% | 50.00% | 47,112.00 | 105,217.50 |
| | 99,792.51 | 38,800.00 | 138,592.51 | 153,143.00 | 77,600.00 | 230,743.00 | 65.16% | 50.00% | 60.06% | 93,554.51 | 105,217.50 |
| TOTAL EXPENSES | 7,338,138.17 | 3,278,178.13 | 10,616,316.30 | 14,650,463.00 | 7,271,054.00 | 21,921,517.00 | 50.09% | 45.09% | 48.43% | 7,263,345.97 | 3,398,742.08 |
| Current Year Deferred Costs | 72,355.30 | | 72,355.30 | | | | 0.00% | 0.00% | 0.00% | (78,260.56) | (219,363.59) |
| OH Admin Allocation | 113,147.24 | (113,147.24) | | 326,120.00 | (326,120.00) | | 34.69% | 34.69% | 0.00% | 219,363.59 | (79,416.67) |
| Urban Shop Allocation | 51,339.21 | (51,339.21) | | | | | 0.00% | 0.00% | 0.00% | 79,416.67 | 133,422.78 |
| Rural Link Cost Allocation | (144,294.10) | 144,294.10 | | | | | 0.00% | 0.00% | 0.00% | (133,422.78) | (165,357.48) |
| ALLOCATIONS BETWEEN PROGRAMS | 20,192.35 | (20,192.35) | | 326,120.00 | (326,120.00) | | 6.19% | 6.19% | 0.00% | 165,357.48 | |
| Balance Of Operating Budget | 12,438.99 | 280,856.12 | 293,295.11 | 500.00 | 546.00 | 1,046.00 | 2487.80% | 51438.85% | 28039.69% | (18,600.52) | (90,249.31) |

Capital Revenue

Federal Revenue
State Revenue
Paratransit Lease Revenue
Local Match Revenue
Total Capital Revenue

| | | | | | | | | | | | |
|------------------------------|---------------------|---------------------|---------------------|-------------|-------------|-------------|--------------|--------------|--------------|-------------------|-------------------|
| | 1,073,362.72 | 1,181,131.82 | 2,254,494.54 | | | | 0.00% | 0.00% | 0.00% | 589,335.33 | 12,440.93 |
| | 104,521.92 | 43,644.57 | 148,166.49 | | | | 0.00% | 0.00% | 0.00% | 73,393.21 | 1,555.11 |
| | 214,166.00 | | 214,166.00 | | | | 0.00% | 0.00% | 0.00% | | |
| | 53,350.00 | 38,800.00 | 92,150.00 | | | | 0.00% | 0.00% | 0.00% | 47,112.00 | 105,217.50 |
| Total Capital Revenue | 1,445,400.64 | 1,263,576.35 | 2,708,977.03 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 709,840.54 | 119,213.54 |

Capital Expenses

Vehicles
Maintenance Parts and Equipment
Passenger Amenities
Facility Repairs and Improvements
Total Capital Expenses

| | | | | | | | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|-------------|-------------|-------------|--------------|--------------|--------------|-------------------|------------------|
| | 427,098.00 | 1,260,020.00 | 1,687,118.00 | | | | 0.00% | 0.00% | 0.00% | 198,067.16 | 30,354.45 |
| | 274,292.88 | 6,510.46 | 280,803.34 | | | | 0.00% | 0.00% | 0.00% | 42,871.50 | 7,956.99 |
| | 2,316.25 | | 2,316.25 | | | | 0.00% | 0.00% | 0.00% | | |
| | 532,288.80 | 88,064.76 | 620,353.56 | | | | 0.00% | 0.00% | 0.00% | 503,405.52 | 744,344.18 |
| Total Capital Expenses | 1,235,995.93 | 1,354,595.22 | 2,590,591.15 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 744,344.18 | 38,311.44 |

Balance of Capital Budget

| | | | | | | | | | | | |
|--|------------|-------------|------------|------|------|--|-------|-------|-------|-------------|-----------|
| | 209,404.71 | (91,018.83) | 118,385.88 | 0.00 | 0.00 | | 0.00% | 0.00% | 0.00% | (34,503.64) | 80,902.10 |
|--|------------|-------------|------------|------|------|--|-------|-------|-------|-------------|-----------|

Transfer of Purchases to Fixed Assets

Deferred Costs

Depreciation Expense

Subtotal

| | | | | | | | | | | | |
|--|----------------|--------------|----------------|------|------|--|-------|-------|-------|----------------|--------------|
| | 940,416.87 | 1,329,517.27 | 2,269,934.14 | | | | 0.00% | 0.00% | 0.00% | 454,665.30 | 331.62 |
| | (1,461,997.53) | (408,769.69) | (1,870,767.22) | | | | 0.00% | 0.00% | 0.00% | (1,447,719.98) | (289,364.01) |
| | (521,580.66) | 920,747.58 | 399,166.92 | 0.00 | 0.00 | | 0.00% | 0.00% | 0.00% | (993,054.68) | (289,032.39) |

Current Change in Net Assets

| | | | | | | | | | | | |
|--|--------------|--------------|------------|--------|--------|----------|------------|------------|-----------|----------------|--------------|
| | (299,736.96) | 1,110,584.87 | 810,847.91 | 500.00 | 546.00 | 1,046.00 | -59947.39% | 203403.82% | 77518.92% | (1,046,158.84) | (298,379.60) |
|--|--------------|--------------|------------|--------|--------|----------|------------|------------|-----------|----------------|--------------|

REVENUES

FEDERAL, STATE AND LOCAL REVENUE

- Municipal Member Assessments
- Municipal Paratransit Assessments
- Local Operating Assistance
- Federal Urban Formula Grant
- Federal Rural Operating Grant
- State Regular Subsidy Operating Grant
- E&D Grants and Local Match
- Other State Grants
- Other Federal Grants
- Fund Balance Reserves
- Capital Reserve Revenue
- Total Federal, State and Local Revenues***

OPERATING REVENUE

- Passenger Revenue
- Paratransit Passenger Fares
- Advertising Revenue
- Interest Earnings
- Miscellaneous Revenue
- Sales Of Equipment
- Medicaid Purchase Of Svc
- Purchase of Service
- Warranty Revenue
- Operating Revenue**

Total Revenue

SALARIES AND WAGES

Other Wages
Driver/Operator Wages
Vehicle Repair Wages
Salaries and Wages

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)
Unemployment Tax Exp
Medical Insurance/HRA
Pension Plan Expenses
Employee Development
Other Employee Benefits
Personnel Taxes and Benefits

GENERAL AND ADMIN EXPENSES

- Admin Supplies and Expenses
- Recruiting Expenses
- Dues and Subscriptions
- Travel and Meetings
- Board Development
- Communications

[illegible]

| | | | | | | | | | | |
|--------------|--------------|---------------|---------------|--------------|---------------|--------|---------|---------|--------------|--------------|
| 1,344,668.00 | 79,715.94 | 1,424,383.94 | 2,332,641.00 | 126,700.00 | 2,459,341.00 | 57.65% | 62.92% | 57.92% | 1,272,987.28 | 78,336.83 |
| 59,913.75 | | 59,913.75 | 102,102.00 | | 102,102.00 | 58.68% | 0.00% | 58.68% | 56,762.50 | |
| 96,296.50 | 22,500.00 | 118,796.50 | 150,000.00 | 25,000.00 | 175,000.00 | 64.20% | 90.00% | 67.88% | 85,850.51 | 15,500.00 |
| 435.16 | 12,149.03 | 12,584.19 | 700.00 | 9,000.00 | 9,700.00 | 62.17% | 134.99% | 129.73% | 432.68 | 8,162.26 |
| 20,868.80 | 58.02 | 20,926.82 | 31,595.00 | | 31,595.00 | 66.05% | 0.00% | 66.23% | 4,634.08 | 76.03 |
| 3,947.00 | 3,707.00 | 7,654.00 | 4,097.00 | 6,507.00 | 10,604.00 | 96.34% | 56.97% | 72.18% | | |
| | 1,240,322.42 | 1,240,322.42 | | 2,156,960.00 | 2,156,960.00 | 0.00% | 57.50% | 57.50% | | 1,242,752.62 |
| 25,296.60 | 54,146.22 | 79,442.82 | 38,920.00 | 83,906.00 | 122,826.00 | 65.00% | 64.53% | 64.68% | 26,563.76 | 38,690.55 |
| | | | | | | 0.00% | 0.00% | 0.00% | | 3,318.26 |
| 1,551,425.81 | 1,412,598.63 | 2,964,024.44 | 2,660,055.00 | 2,408,073.00 | 5,068,128.00 | 58.32% | 58.66% | 58.48% | 1,447,230.81 | 1,386,836.66 |
| 8,080,553.22 | 3,844,285.79 | 11,924,839.01 | 14,324,843.00 | 7,597,720.00 | 21,922,563.00 | 56.41% | 50.60% | 54.40% | 8,190,732.07 | 4,229,237.43 |

| | | | | | | | | | | |
|--------------|--------------|--------------|--------------|--------------|---------------|--------|--------|--------|--------------|--------------|
| 879,339.50 | 538,024.35 | 1,417,363.85 | 1,486,310.00 | 943,116.00 | 2,429,426.00 | 59.16% | 57.05% | 58.34% | 968,135.85 | 482,611.97 |
| 2,662,416.64 | 1,047,352.73 | 3,709,769.37 | 4,605,711.00 | 1,019,420.00 | 6,625,131.00 | 57.81% | 51.86% | 56.00% | 2,428,803.66 | 1,116,625.05 |
| 471,482.20 | 87,558.70 | 559,040.90 | 980,472.00 | 170,894.00 | 1,151,366.00 | 48.09% | 51.24% | 48.55% | 504,708.69 | 87,158.22 |
| 4,013,238.34 | 1,672,935.78 | 5,686,174.12 | 7,072,493.00 | 3,133,430.00 | 10,205,923.00 | 56.74% | 53.39% | 55.71% | 3,901,648.20 | 1,686,395.22 |

PERSONNEL TAXES AND BENEFITS

| | | | | | | | | | | |
|--------------|------------|--------------|--------------|------------|--------------|--------|--------|-----------|--------------|------------|
| 1,678,509.77 | 516,688.49 | 2,195,158.26 | 2,862,283.00 | 950,472.00 | 3,812,755.00 | 58.6% | 54.3% | 57.5% | 1,676,468.74 | 504,862.44 |
| 81,413.50 | 33,314.91 | 114,728.41 | 118,101.00 | 42,630.00 | 160,731.00 | 68.9% | 78.1% | 77.138.11 | 27,150.87 | 27,150.87 |
| 8,402.23 | 3,723.21 | 12,125.44 | 22,000.00 | 18,000.00 | 40,000.00 | 38.1% | 20.6% | 30.31% | 8,596.99 | 8,596.99 |
| 1,095,478.55 | 306,070.71 | 1,401,549.26 | 1,871,164.00 | 571,066.00 | 2,432,230.00 | 58.5% | 54.5% | 57.6% | 1,081,431.42 | 4,367.33 |
| 180,034.54 | 39,721.01 | 219,755.55 | 289,972.00 | 72,069.00 | 362,041.00 | 62.0% | 55.12% | 60.70% | 169,842.99 | 39,082.50 |
| 313,370.26 | 127,380.89 | 440,751.15 | 541,046.00 | 239,707.00 | 780,753.00 | 57.92% | 53.14% | 56.45% | 303,391.17 | 123,517.13 |
| (189.31) | 6,437.76 | 6,248.45 | 20,000.00 | 17,000.00 | 37,000.00 | -0.95% | 3.87% | 16.89% | 21,047.93 | 4,367.33 |

| | | | | | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|--------|---------|--------|-----------|-----------|
| 26,882.31 | 10,173.18 | 37,055.49 | 48,032.00 | 21,424.00 | 69,456.00 | 55.97% | 47.45% | 53.35% | 23,666.12 | 9,405.16 |
| 4,271.50 | 3,209.69 | 7,481.19 | 12,400.00 | 7,000.00 | 19,400.00 | 34.45% | 45.85% | 38.56% | 4,515.18 | 9,998.04 |
| 4,067.45 | 3,252.00 | 7,319.45 | 5,100.00 | 4,787.00 | 9,887.00 | 79.75% | 67.93% | 74.03% | 23,519.62 | 5,354.50 |
| 746.89 | 2,286.24 | 3,033.13 | 2,500.00 | 1,500.00 | 4,000.00 | 29.83% | 152.42% | 75.83% | 1,280.21 | 484.11 |
| 19,063.21 | 15,380.23 | 34,443.44 | 43,692.00 | 52,680.00 | 96,372.00 | 0.00% | 0.00% | 0.00% | 20,577.19 | 24,072.97 |

Green Mountain Transit Authority
Budget v. Actual Report
For the Seven Months Ending Friday, January 31, 2020

| | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural |
|-----------------------------------|---------------------|-------------------|---------------------|--------------------------------------|-------------------|---------------------|---------------|---------------|---------------|-------------------|-------------------|
| | Current Fiscal Year | To Date | | FY20 ADJ. BUDGET (Approved Dec 2018) | | | | | | PY TD 2019 | |
| Computer Service Exp | 58,783.28 | 25,415.09 | 84,198.37 | 87,098.00 | 71,608.00 | 158,706.00 | 67.49% | 35.49% | 53.05% | 76,896.70 | 32,515.60 |
| Legal Fees | 22,306.54 | 5,881.38 | 28,187.92 | 15,000.00 | 3,000.00 | 18,000.00 | 148.71% | 196.05% | 156.60% | 21,098.00 | 3,793.21 |
| Insurance | 554,860.40 | 242,865.53 | 797,725.93 | 963,990.00 | 428,205.00 | 1,392,195.00 | 57.56% | 56.72% | 57.30% | 546,071.12 | 237,341.42 |
| Audit Fees | 18,795.00 | 8,055.00 | 26,850.00 | 16,450.00 | 7,050.00 | 23,500.00 | 114.26% | 114.26% | 114.26% | 7,280.00 | 3,120.00 |
| Consulting Fees | 4,042.00 | 4,042.00 | 8,084.00 | 12,000.00 | 12,000.00 | 24,000.00 | 33.68% | 33.68% | 33.68% | 2,529.00 | 1,681.00 |
| General and Admin Expenses | 713,818.58 | 320,560.34 | 1,034,378.92 | 1,206,262.00 | 609,254.00 | 1,815,516.00 | 59.18% | 52.62% | 56.97% | 727,435.14 | 323,972.85 |

| | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural |
|--------------------------------|---------------------|------------------|------------------|--------------------------------------|------------------|------------------|---------------|---------------|---------------|------------------|------------------|
| | Current Fiscal Year | To Date | | FY20 ADJ. BUDGET (Approved Dec 2018) | | | | | | PY TD 2019 | |
| Background Checks | 925.00 | 11,317.00 | 12,242.00 | 2,400.00 | 11,500.00 | 13,900.00 | 38.54% | 98.41% | 88.07% | 767.00 | 9,576.00 |
| Drug & Alcohol Testing | | | | | | | 0.00% | 0.00% | 0.00% | 316.00 | 93.00 |
| DOT Testing | 3,855.00 | 4,116.00 | 7,971.00 | 6,500.00 | 6,270.00 | 12,770.00 | 59.31% | 65.65% | 62.42% | 3,288.00 | 4,975.26 |
| Employment Recruitment Program | 800.00 | | 800.00 | 800.00 | 400.00 | 1,200.00 | 100.00% | 0.00% | 66.67% | | |
| Driver's Uniforms | 9,830.12 | 4,941.13 | 14,771.25 | 20,000.00 | 10,000.00 | 30,000.00 | 49.15% | 49.41% | 49.24% | 13,441.65 | 6,609.97 |
| Safety Expense | 328.35 | | 328.35 | 800.00 | 500.00 | 1,300.00 | 41.04% | 0.00% | 25.26% | 277.50 | |
| Misc. Operating Exp | 987.13 | 131.30 | 1,118.43 | 6,125.00 | 3,675.00 | 9,800.00 | 16.12% | 3.57% | 11.41% | 322.25 | |
| Operations Expenses | 16,725.60 | 20,505.43 | 37,231.03 | 36,625.00 | 32,345.00 | 68,970.00 | 45.67% | 63.40% | 53.98% | 18,412.40 | 21,254.23 |

| | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural |
|--------------------------|---------------------|-----------------|------------------|--------------------------------------|------------------|-------------------|---------------|---------------|---------------|------------------|-----------------|
| | Current Fiscal Year | To Date | | FY20 ADJ. BUDGET (Approved Dec 2018) | | | | | | PY TD 2019 | |
| Other Planning Expenses | 26,548.72 | 7,789.40 | 7,789.40 | 25,000.00 | 25,000.00 | 25,000.00 | 0.00% | 31.16% | 31.16% | 50,455.18 | 3,053.03 |
| MPO Planning Expenses | | | | | | | 26.55% | 0.00% | 26.55% | | |
| Planning Expenses | 26,548.72 | 7,789.40 | 34,338.12 | 100,000.00 | 25,000.00 | 125,000.00 | 26.55% | 31.16% | 27.47% | 50,455.18 | 3,053.03 |

| | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural |
|---|---------------------|-------------------|---------------------|--------------------------------------|-------------------|---------------------|---------------|---------------|---------------|---------------------|-------------------|
| | Current Fiscal Year | To Date | | FY20 ADJ. BUDGET (Approved Dec 2018) | | | | | | PY TD 2019 | |
| VEHICLE/BUILDING MAINTENANCE EXP (15 | 2,577.62 | 299.48 | 2,877.10 | 7,000.00 | 3,000.00 | 10,000.00 | 36.82% | 9.98% | 28.77% | 4,880.41 | 695.25 |
| Industrial) | | | | | | | | | | | |
| Parts Expense - Non-Revenue Vehicles | 372,882.61 | 65,185.92 | 438,068.53 | 431,157.00 | 125,662.00 | 556,819.00 | 86.48% | 51.87% | 78.67% | 311,704.86 | 210,387.97 |
| Parts Expense - Revenue Vehicles | 51,282.63 | 16,019.76 | 67,302.39 | 70,000.00 | 30,000.00 | 100,000.00 | 73.26% | 53.40% | 67.30% | 26,185.79 | 24,952.85 |
| Tires | 37,520.14 | 31,689.34 | 69,209.48 | 72,000.00 | 68,151.00 | 140,151.00 | 52.11% | 46.50% | 49.38% | 46,822.99 | 36,332.84 |
| Facility Maintenance | 20,575.64 | | 20,575.64 | 28,666.00 | | 28,666.00 | 71.78% | 0.00% | 71.78% | 15,789.85 | |
| Passenger Facility Expenses | | | | | | | 0.00% | 0.00% | 0.00% | | |
| Security Expenses | 5,940.00 | 6,496.76 | 12,436.76 | 24,000.00 | 12,000.00 | 36,000.00 | 24.75% | 54.14% | 34.55% | 10,382.42 | 6,816.76 |
| Cleaning Expense | 11,718.00 | 9,576.00 | 21,294.00 | 20,088.00 | 16,416.00 | 36,504.00 | 58.33% | 58.33% | 58.33% | 9,936.25 | 8,514.00 |
| Repeater Fees | 85,143.62 | 25,884.81 | 111,028.43 | 177,476.00 | 60,955.00 | 238,431.00 | 47.97% | 42.47% | 46.57% | 86,893.52 | 29,060.16 |
| Light, Heat and Water | 519,490.84 | 228,313.29 | 747,804.13 | 936,000.00 | 536,780.00 | 1,472,780.00 | 55.50% | 42.53% | 50.78% | 536,174.07 | 198,070.38 |
| Fuel - Vehicles | 47,051.99 | 12,585.42 | 59,637.41 | 86,250.00 | 20,580.00 | 106,830.00 | 54.55% | 61.15% | 55.82% | 50,113.99 | 10,021.61 |
| Maintenance Tools/Supplies/Uniforms | 1,625.74 | 2,869.33 | 4,495.07 | 6,680.00 | 3,320.00 | 10,000.00 | 24.34% | 86.43% | 44.95% | 2,485.20 | 81.77 |
| Misc Maint Expenses and fees | | | | | | | | | | | |
| Vehicle/Building Maintenance Exp | 1,155,808.83 | 398,920.11 | 1,554,728.94 | 1,859,317.00 | 876,864.00 | 2,736,181.00 | 62.16% | 45.49% | 56.82% | 1,101,369.35 | 524,933.55 |

| | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural |
|----------------------------------|---------------------|-------------------|---------------------|--------------------------------------|---------------------|---------------------|---------------|---------------|---------------|-------------------|-------------------|
| | Current Fiscal Year | To Date | | FY20 ADJ. BUDGET (Approved Dec 2018) | | | | | | PY TD 2019 | |
| CONTRACTOR EXPENSES | | | | | | | | | | | |
| ADA/SSTA Paratransit | 719,908.68 | | 719,908.68 | 1,251,215.00 | | 1,251,215.00 | 57.54% | 0.00% | 57.54% | 707,924.94 | |
| Partner Local Share | 9,916.50 | | 9,916.50 | 19,833.00 | | 19,833.00 | 50.00% | 0.00% | 50.00% | | |
| Functional Assessment Costs | 3,732.78 | | 3,732.78 | 10,000.00 | | 10,000.00 | 37.33% | 0.00% | 37.33% | 4,859.30 | |
| Volunteer Drivers | | 384,458.33 | 384,458.33 | | 570,151.00 | 570,151.00 | 0.00% | 67.43% | 67.43% | | 289,823.36 |
| Other Transportation (incl Cabs) | 3,612.00 | 440,671.97 | 444,283.97 | 10,972.00 | 952,398.00 | 963,370.00 | 32.92% | 46.27% | 46.12% | 5,908.20 | 527,822.38 |
| Contractor Expenses | 737,169.96 | 825,130.30 | 1,562,300.26 | 1,292,020.00 | 1,522,549.00 | 2,814,569.00 | 57.06% | 54.19% | 55.51% | 718,692.44 | 817,645.74 |

| | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural |
|--------------------------|---------------------|------------------|------------------|--------------------------------------|------------------|-------------------|---------------|---------------|---------------|------------------|------------------|
| | Current Fiscal Year | To Date | | FY20 ADJ. BUDGET (Approved Dec 2018) | | | | | | PY TD 2019 | |
| MARKETING EXPENSE | | | | | | | | | | | |
| Bus Tickets/Fare Media | 9,356.56 | 1,013.75 | 10,370.31 | 20,000.00 | 2,400.00 | 22,400.00 | 46.78% | 42.24% | 46.30% | 10,428.84 | 860.15 |
| Marketing Expense | 9,717.28 | 8,607.27 | 18,324.55 | 26,320.00 | 30,140.00 | 56,460.00 | 36.92% | 28.56% | 32.46% | 14,678.33 | 21,037.96 |
| Public Information | 11,275.91 | 4,887.38 | 16,163.29 | 22,000.00 | 11,000.00 | 33,000.00 | 51.25% | 44.43% | 48.98% | 12,592.00 | 3,793.21 |
| Marketing Expense | 30,349.75 | 14,508.40 | 44,858.15 | 68,320.00 | 43,540.00 | 111,860.00 | 44.42% | 33.32% | 40.10% | 37,659.17 | 25,691.32 |

Green Mountain Transit Authority
Budget v. Actual Report
For the Seven Months Ending Friday, January 31, 2020

OTHER EXPENSES

Allowance for Doubtful Accounts
Debt Service/Capital Reserve
Bond Interest
Capital Match
Other Expenses

TOTAL EXPENSES

Current Year Deferred Costs
OH Admin Allocation
Urban Shop Allocation
Rural Link Cost Allocation
ALLOCATIONS BETWEEN PROGRAMS

Balance Of Operating Budget

Capital Revenue

Federal Revenue
State Revenue
Paratransit Lease Revenue
Local Match Revenue
Total Capital Revenue

Capital Expenses

Vehicles
Maintenance Parts and Equipment
Passenger Amenities
Facility Repairs and Improvements
Total Capital Expenses

Balance of Capital Budget

Transfer of Purchases to Fixed Assets

Deferred Costs
Depreciation Expense
Subtotal

Current Change in Net Assets

| | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural | Combined | Urban | Rural |
|---------------------------------------|---------------------|---------------------|----------------------|----------------------|---------------------|----------------------|--------------------|-------------------|-------------------|-----------------------|---------------------|
| | Current Fiscal Year | To Date | | FY20 ADJ. BUDGET | (Approved Dec 2018) | | Budget Variance | | | PYTD 2019 | |
| | | | | | | | | | | | |
| | 46,442.51 | | 46,442.51 | 46,443.00 | | 46,443.00 | 0.00% | 0.00% | 0.00% | 46,442.51 | |
| | 62,241.67 | 45,266.67 | 107,508.34 | 106,700.00 | 77,600.00 | 184,300.00 | 58.33% | 58.33% | 58.33% | 54,964.00 | 122,753.75 |
| | 108,684.18 | 45,266.67 | 153,950.85 | 153,143.00 | 77,600.00 | 230,743.00 | 70.97% | 58.33% | 66.72% | 101,406.51 | 122,753.75 |
| TOTAL EXPENSES | 8,480,853.73 | 3,822,264.92 | 12,303,118.65 | 14,650,463.00 | 7,271,054.00 | 21,921,517.00 | 57.89% | 52.57% | 56.12% | 8,333,587.13 | 4,030,562.20 |
| Current Year Deferred Costs | 57,362.31 | | 57,362.31 | | | | 0.00% | 0.00% | 0.00% | (111,221.57) | |
| OH Admin Allocation | 139,160.92 | (139,160.92) | | 326,120.00 | (326,120.00) | | 42.67% | 42.67% | 0.00% | 262,377.90 | (262,377.90) |
| Urban Shop Allocation | 55,329.13 | (55,329.13) | | | | | 0.00% | 0.00% | 0.00% | 103,248.41 | (103,248.41) |
| Rural Link Cost Allocation | (169,094.65) | 169,094.65 | | | | | 0.00% | 0.00% | 0.00% | (158,103.26) | 158,103.26 |
| ALLOCATIONS BETWEEN PROGRAMS | 25,395.40 | (25,395.40) | | 326,120.00 | (326,120.00) | | 7.79% | 7.79% | 0.00% | 207,523.05 | (207,523.05) |
| Balance Of Operating Budget | (317,542.80) | (3,374.53) | (320,917.33) | 500.00 | 546.00 | 1,046.00 | -63508.56% | -618.05% | -30680.43% | (46,553.58) | (8,847.82) |
| Capital Revenue | | | | | | | | | | | |
| Federal Revenue | 1,073,362.72 | 1,252,935.82 | 2,326,298.54 | | | | 0.00% | 0.00% | 0.00% | 617,835.33 | 12,440.93 |
| State Revenue | 104,521.92 | 43,644.57 | 148,166.49 | | | | 0.00% | 0.00% | 0.00% | 73,393.21 | 1,555.11 |
| Paratransit Lease Revenue | 214,166.00 | | 214,166.00 | | | | 0.00% | 0.00% | 0.00% | | |
| Local Match Revenue | 62,241.67 | 45,266.67 | 107,508.34 | | | | 0.00% | 0.00% | 0.00% | 54,964.00 | 122,753.75 |
| <i>Total Capital Revenue</i> | 1,450,292.31 | 1,341,847.06 | 2,796,139.37 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 746,192.54 | 136,749.75 |
| Capital Expenses | | | | | | | | | | | |
| Vehicles | 481,500.60 | 1,260,020.00 | 1,741,520.60 | | | | 0.00% | 0.00% | 0.00% | 38.16 | |
| Maintenance Parts and Equipment | 288,361.53 | 6,510.46 | 294,871.99 | | | | 0.00% | 0.00% | 0.00% | 231,929.45 | 35,000.00 |
| Passenger Amenities | 2,316.25 | | 2,316.25 | | | | 0.00% | 0.00% | 0.00% | 42,871.50 | |
| Facility Repairs and Improvements | 664,893.97 | 97,936.78 | 762,830.75 | | | | 0.00% | 0.00% | 0.00% | 505,276.84 | 13,791.99 |
| <i>Total Capital Expenses</i> | 1,437,072.35 | 1,364,467.24 | 2,801,539.59 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00% | 0.00% | 780,115.95 | 48,791.99 |
| Balance of Capital Budget | 17,219.96 | (22,620.18) | (5,400.22) | 0.00 | 0.00 | | 0.00% | 0.00% | 0.00% | (33,923.41) | 87,957.80 |
| Transfer of Purchases to Fixed Assets | 1,128,397.67 | 1,337,017.27 | 2,465,414.94 | | | | 0.00% | 0.00% | 0.00% | 454,665.30 | 331.62 |
| Deferred Costs | (1,701,869.39) | (477,953.67) | (2,179,823.06) | | | | 0.00% | 0.00% | 0.00% | (1,687,129.48) | (333,131.73) |
| Depreciation Expense | (573,471.72) | 859,063.60 | 285,591.88 | 0.00 | 0.00 | | 0.00% | 0.00% | 0.00% | (1,232,464.18) | (332,800.11) |
| Subtotal | | | | | | | | | | | |
| Current Change in Net Assets | (873,794.56) | 833,068.89 | (40,725.67) | 500.00 | 546.00 | 1,046.00 | -174758.91% | 152576.72% | -3893.47% | (1,312,941.17) | (253,690.13) |



Proven Expertise and Integrity

January 7, 2020

Board of Commissioners
Green Mountain Transit Authority
15 Industrial Parkway
Burlington, VT 05401

MANAGEMENT LETTER

In planning and performing our audit of the financial statements of the business-type activities of the Green Mountain Transit Authority as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority's internal control. We did so to determine our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for expressing our opinion on the effectiveness of the Green Mountain Transit Authority's internal control over financial reporting or compliance.

During our audit we became aware of several matters referred to as "management letter comments" that offer opportunities for strengthening internal control and improving operating procedures of the Green Mountain Transit Authority. The following pages summarize our comments and suggestions on those matters.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

These matters do not modify our opinion on the financial statements for the year ended June 30, 2019, where we expressed an unmodified opinion on our independent auditors' report.

Fiscal Software:

While performing the audit for the above mentioned year end, it was noticed the Authority has an existing fiscal software it utilizes to process its every day fiscal needs. It was noticed during the audit exercise that management has created numerous spreadsheets to improvise for the software not having the ability to perform the desired fiscal function. Some of the spreadsheets are billing, grants management, budget and cost allocation. We recommend the Authority review its fiscal software and consider changing to a more suited software to eliminate some of the many spreadsheets that are currently being utilized by management.

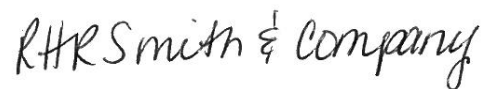
Charter:

While performing the audit for the above mentioned year, we were asked by management to review the existing charter and comment on any observations and suggestion that might be necessary to the current charter to be consistent with the growth of the Authority. We have issued a separate letter to management regarding our observations and suggestions dated November 8, 2019. We recommend the Authority review its existing charter and consider making adjustments where necessary.

We would like to thank Jon, Nick, Deb, Kim, Matt and all of the staff at the Authority for their cooperation throughout this audit process.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,

A handwritten signature in black ink that reads "RHR Smith & Company". The script is cursive and fluid.

RHR Smith and Company, CPAs