



Green Mountain Transit Board of Commissioners Meeting
May 18, 2021 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401

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

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

To join the meeting via Zoom:

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

Audio Only: (646)-558-8656

Meeting ID: 893 0596 8523

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:35 a.m. 4. Consent Agenda (Action Item)
 - a. April 20, 2021 Board Meeting Minutes **Pages 3-9**
 - b. Check Register **Pages 10-16**
 - c. Finance Report **Pages 17-30**
 - d. Maintenance Report **Page 31**
 - e. Planning, Marketing and Public Affairs Report **Page 32**
 - f. IT Support, Administrative Support, Training and HR Report **Page 33**
 - g. Ridership Reports **Pages 34-35**
- 7:40 a.m. 5. VTrans Update
- 7:50 a.m. 6. General Manager Report – Updates and Opportunity for Questions on the Report **Page 36-37**



8:00 a.m. 7. Board Committee Reports

8:10 a.m. 8. Strategic Goals Presentation and Discussion (Action Item **Pages 38-43**)

8:45 a.m. 9. Talitha Consults Introduction and Work Plan Presentation

9:05 a.m. 10. Executive Session: 1 VSA 313(a) (1) (b), labor relations agreements with employees.

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

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

9:25 a.m. 11. General Commissioner Comments

9:30 a.m. 12. Adjourn

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

NOTES

- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Jamie Smith at 802-540-1098 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.



**Green Mountain Transit Board of Commissioners
Meeting April 20, 2021 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401**

Held virtually due to ongoing public health concerns.

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.

Attendance

Board of Commissioners

Chairperson Waninger
Vice-Chairperson Davis
Commissioner Baker
Commissioner Bohne
Commissioner Buermann
Commissioner Derenthal
Commissioner Dimitruk
Commissioner Kaynor
Commissioner Polyte
Commissioner Pouech
Commissioner Sharrow
Commissioner Spencer
Commissioner Wallis

Staff

Jon Moore, General Manager
Nick Foss, Director of Finance and Grants
Trish Redalieu, Director of Human Resources
Jamie Smith, Director of Planning and Marketing
Debbie Coppola, Senior Accountant
Matthew Kimball, Capital Projects Manager
Karen Plante, Staff Accountant
Kim Wall, Grant Manager
Chris Damiani, Transit Planner
Devin Mason, Transit Planner
Pam McDonald, Accounting Coordinator

Public/Stakeholders

Ross MacDonald, Public Transit Manager (VTrans)



43 **Open Meeting**

44 Chairperson Waninger opened the meeting at 7:31 AM.

45
46 **Adjustment of the Agenda**

47 No adjustments to the agenda.

48
49 **Public Comment**

50 No members of the public present.

51
52 **Consent Agenda (Action Item)**

53 **Commissioner Kaynor:** Minor re-wording on line 264 of previous month's minutes.

54 **Chairperson Waninger:** Exclude minutes, pending revisions. Minutes do not currently include motion and second for adjournment of March meeting.

55
56 **Commissioner Kaynor** motioned to approve Consent Agenda, with minutes excluded.

57 **Commissioner Pouech** seconded. Motion passed without opposition, abstention, or further discussion.

58
59
60 **VTrans Update & FY20 Route Performance Report Presentation**

61 Ross MacDonald (VTrans) provided an update on transit service in Vermont, including potential services changes and post-pandemic restoration of some intercity transit service.

62 **Commissioner Wallis:** What will federal funding look like two or three years from now? Will there be additional financial pressure on municipalities? **Ross MacDonald:** The intent of the federal funding is to reduce the need for local matches for new facilities and similar projects.

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67 **Commissioner Dimitruk:** Remarked on how transit agencies with a higher proportion of volunteer drivers still seem to have a higher per-passenger cost than does GMT. Was curious to know why. **Ross MacDonald:** Longer trips and more demand-response trips, whereas most of GMT's ridership occurs along fixed routes, and often for shorter distances.

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72 **Chairperson Waninger:** Is mileage something that is likely to be reflected in future productivity charts? **Ross MacDonald:** This is doable and may currently exist in the bulk data.



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

86 General Manager, Jon Moore, indicated that GMT is currently working to recruit more volunteer
87 drivers in its rural service areas, which GMT has identified as a potential opportunity for
88 considerable financial savings.

89
90 Two potential sites for new Berlin facility; selection study likely to be presented to the Board of
91 Commissioners in the coming months.

92
93 **Commissioner Kaynor:** How often is increased ridership requiring GMT to operate
94 supplemental service to maintain physical distancing aboard buses? **Jon Moore:** Very few
95 issues. Most such service has been provided along the Red Line to Williston. Anticipating
96 capacity issues once the Burlington School District returns to for-day-weekly in-person learning.
97 Potential for raising occupancy limits aboard Burlington buses.

98
99 **Board Committee Reports**

100 **Justice, Equity, Diversity, and Inclusion (JEDI) – Commissioner Polyte**

101 The JEDI Committee selected Talitha Consults, LLC (Tukwila, Washington) to assist it in its
102 justice, equity, diversity, and inclusion initiatives. The Committee has held its initial meeting with
103 Talitha, to determine GMT’s needs and to set an initial course of action.

104 **Finance – Commissioner Bohne**

105 Committee reviewed Fund Balance Policy and recommends amendment thereto. Finances may
106 be somewhat distorted by the inflow of federal funds, but expenses are down.

107 **Operations – Commissioner Sharrow**

108 Committee did not meet in March.

109 **Strategy – Commissioner Buermann**

110 Discussed transit strategic plan timeline.

111
112 **Fund Balance Policy Update Presentation (Action Item)**

113 Nick Foss provided an update on the Fund Balance Policy.

114 **Commissioner Baker** motioned to approve. **Commissioner Polyte** seconded. Policy approved
115 without opposition, abstention, or discussion.



127 **FY22 Zero-fare Policy Discussion (Action Item) (p. 1/2)**

128 Jon Moore provided an update on the zero-fare policy and indicated that the Vermont Legislature
129 intends to provide the funding that would be necessary for transit providers to remain fare-free
130 for FY22.

131
132 **Commissioner Baker:** Motioned to approve staff recommendation.

133 **Commissioner Derenthal:** This is likely to benefit those who depend upon GMT the most and
134 could be a good marketing tool to attract new ridership post-pandemic.

135 **Commissioner Sharrow:** Opposes using COVID funding (e.g. from the CARES Act) for fare-
136 free service. Would like to see that funding be used to temporarily relieve member municipalities
137 from their contributions.

138 **Commissioner Kaynor:** Gained ridership from continued fare-free service could help GMT to
139 regain lost STIC factors, which would result in a \$200,000 increase in federal funding.

140 **Commissioner Polyte:** This could be a way to attract passengers who are “on the fence” and
141 may otherwise be unwilling to try GMT’s services. Also believes that the pandemic will likely
142 continue to present public health issues this year, and that continuing fare-free service would
143 keep drivers safer.

144 **Commissioner Walis:** Believes GMT should be more financially-conservative in this regard.
145 Also disagrees with Commissioner Sharrow, regarding the potential of temporarily leaving
146 member municipalities “off the hook” for their contributions, as this may create resistance when
147 contributions resume. Generally uncomfortable with this proposal.

148 **Commissioner Dimitruk:** Research shows that transit ridership often increases when fare is
149 removed, and fare-free service could also be beneficial from an equity standpoint, as there are
150 racial and income disparities associated with car ownership in Vermont. As part of motion, would
151 also like to understand what budgeting process the Board will use for the FY23 budget, as
152 budgeting discussions begin in the Fall.

153
154 **Jon Moore:** Legislation making its way through congress could provide GMT with additional
155 funding that it could use for continued fare-free service.

156
157 **Commissioner Bohne:** What percentage of GMT drivers have received their COVID-19
158 vaccination? **Jon Moore:** Likely in the range of 25% to 30%.

159 **Commissioner Bohne:** Does not support continued fare-free. With COVID-19 winding down,
160 drivers should be obtaining their shots to protect them in their interactions during fare-collection.

161 **Commissioner Baker:** Indicated feeling more optimistic than Commissioners Bohne and
162 Sharrow about potential legislative developments pertaining to mass transit, both on the state
163 and federal level.

164
165
166 **FY22 Zero-fare Policy Discussion (Action Item) (p. 2/2)**



167 **Commissioner Wallis:** Would like to see fare-free service targeted, rather than being
168 systemwide. Is otherwise concerned that the lack of funding may leave GMT in a position where
169 it must reduce service.

170
171 **Jon Moore:** Staff are of the perspective that fare-free service should not come at the expense
172 of existing service and would not recommend the continuation of fare-free service if service
173 reductions were likely.

174
175 **Commissioner Davis:** While some Vermonters do not have access to an automobile, some
176 such individuals are still unable to use GMT's services due to location or schedule, but they
177 would still be paying for service through taxes.

178
179 **Commissioner Baker** motioned prior to discussion. Vote was not unanimous. Please see below
180 for each commissioner's vote:

- 181 • Commissioner Sharrow: Nay.
- 182 • Commissioner Buermann: Aye.
- 183 • Commissioner Pouech: Aye.
- 184 • Commissioner Kyanor: Aye.
- 185 • Commissioner Polyte: Aye.
- 186 • Commissioner Bohne: Nay.
- 187 • Commissioner Baker: Aye.
- 188 • Commissioner Dimitruk: Aye.
- 189 • Vice-Chairperson Davis: Aye.
- 190 • Commissioner Spencer: Aye.
- 191 • Commissioner Wallis: Aye.
- 192 • Chairperson Waninger: Aye.

193
194 **June 2021 Service Changes Discussion (Action Item)**

195 Jamie Smith provided an update on proposed changes pertaining to the Williston Red Line and
196 to the St. Albans LINK Express, as well as reversion to numbered routing.

197
198 **Commissioner Kaynor:** Glad that the changes for the Red Line were well-received.
199 Disappointed that the color-coding of lines did not work out.

200 **Commissioner Kaynor** motioned to approve. **Commissioner Bohne** seconded.
201 Recommended service changes adopted without opposition, abstention, or further discussion.
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208 **Executive Session: 1 VSA 313(a) (1) (b), labor relations agreements with employees.**

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

211
212 *Is there a motion to enter executive session pursuant to 1 VSA 313(a) (1) (b) to discuss*
213 *labor relations agreements with employees?*

214
215 **Commissioner Wallis** motioned. **Commissioner Dimitruk** seconded. Motion passed without
216 opposition, abstention, or further discussion.

217
218 **Commissioner Buermann** motioned to enter an executive session. **Commissioner Polyte**
219 **seconded. Jon Moore** invited Nick Foss to the executive session.

220 Motion passed without opposition, abstention, or further discussion. Executive
221 session commenced at 9:05 AM. Commissioner Kaynor motioned to end the
222 executive session, with no action taken. Commissioner Sharrow seconded, and the
223 executive session ended at 9:25 AM, without objection, abstention, or discussion.

224
225 **General Commissioner Comments**

226 **Commissioner Wallis:** Will the board soon be discussing the potential of in-person meetings,
227 per the Governor's recommendations? **Jon Moore:** It is possible that in-person board meetings
228 could resume as soon as May. Proposed discussion during May Leadership Committee meeting.

229 **Commissioner Kaynor:** Appreciates the thoughtful discord that has occurred, even if the Board
230 is not in unanimous agreement.

231 **Commissioner Bohne:** Would it be worth polling Admin and the Board to determine what
232 percentage are or intend to be fully vaccinated by May or June. **Jon Moore:** GMT has not yet
233 obtained an official legal opinion on this and therefore has not yet determined the legality of such
234 a poll. Frontline staff are being offered up to eight hours' pay for recovery from any vaccine-
235 related symptoms, in which case they would need to provide evidence. Proof would not be
236 required for any frontline staff who are not seeking paid time for the vaccine. Administrative staff
237 are not eligible for vaccine pay, so reporting of vaccination is voluntary.

238 **Chairperson Waninger:** Can GMT legally ask Board members about vaccination? **Jon Moore:**
239 Likely on a voluntary basis.

240 **Vice-Chairperson Davis:** Based on advice received from other legal counsel, there may be
241 legal issues associated with providing additional benefits to individuals who receive the vaccine.
242 Furthermore, the line of questioning is important. If an individual answers no, an employer cannot
243 ask why; this would simply be considered an ADA accommodation.

244 **Commissioner Dimitruk:** Would like to see a continued option for remote participation, both for
245 access and environmental reasons.



249 **Adjourn**
250 Commissioner Baker motioned to adjourn. Commissioner Sharrow seconded. Motion passed
251 without opposition, abstention, or further discussion. Meeting adjourned at 9:34 AM.
252 Next GMT Board of Commissioners Meeting Date: **May 18, 2021.**

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1446	M T Wallets, LLC	4/1/21	EFT000000015841	3,000.00	Lease
V1825	Ride Your Bike LLC	4/1/21	EFT000000015842	955.09	
V279	ABC Bus Companies-Muncie	4/2/21	93737	5,929.59	2 Part Invoices
V1481	Amerigas	4/2/21	93738	120.28	
V284	Brenntag Lubricants Northeast	4/2/21	93739	5,525.07	5 Part Invoices
V225	Burlington Electric Department	4/2/21	93740	3,524.55	Electric Bill
V226	Burlington Public Works-Water	4/2/21	93741	164.09	
V220	Class C Solutions Group	4/2/21	93742	1,971.61	3 Part Invoices
V389	Collins-Perley Sports Arena	4/2/21	93743	1,075.39	Park and Ride
V390	Commons Associates	4/2/21	93744	875.00	
V239	Cummins Northeast LLC	4/2/21	93745	3,889.01	2 Part Invoices
V1713	Dattco Sales and Service	4/2/21	93746	1,824.76	4 Bus Repair Invoices
V401	Dell Business Credit	4/2/21	93747	97.00	
V250	Fisher Auto Parts	4/2/21	93748	205.17	
V252	FleetPride, Inc	4/2/21	93749	43.99	
V1347	Foley Distributing Corp.	4/2/21	93750	906.21	
V257	Gillig Corp.	4/2/21	93751	1,538.06	2 Part Invoices
V258	Gordon Stamp & Engraving	4/2/21	93752	216.24	
V259	Grainger	4/2/21	93753	63.52	
V260	Green Mountain Kenworth, Inc.	4/2/21	93754	1,107.04	2 Part Invoices
V1204	Interstate Batteries	4/2/21	93755	1,035.91	Battery Stock Invoice
V328	Kirk's Automotive Inc.	4/2/21	93756	151.45	
V274	McMaster-Carr	4/2/21	93757	153.75	
V1866	MHC 83 (HW PORTFOLIO)LLC	4/2/21	93758	825.00	
V1891	Minuteman Security Technologies	4/2/21	93759	345.00	
V278	Mohawk Mfg. & Supply Co.	4/2/21	93760	1,591.85	4 Part Invoices
V950	Northern ToyotaLift	4/2/21	93761	548.50	
V534	Omega Electric	4/2/21	93762	125.98	
V296	Rouse Tire Sales	4/2/21	93763	2,000.00	Tire Invoice
V299	SB Collins, Inc.	4/2/21	93764	11,880.00	Fuel
V301	Sovernet	4/2/21	93765	385.89	
V1030	UniFirst Corporation	4/2/21	93766	408.40	
V391	Verizon Wireless	4/2/21	93767	1,757.08	IT Invoice
V1348	Wind River Environmental LLC	4/2/21	93768	456.76	
V433	Workplace Solutions, Inc.	4/2/21	93769	1,450.00	EAP Invoice
V338	Westaff	4/2/21	93770	197.58	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1639	Yancey Gratton	4/7/21	93771	\$30.09	
V129	Richard Lawrence	4/7/21	93772	\$363.36	FSA Reimbursement
V1337	Rick McDougal	4/7/21	93773	\$782.46	FSA Reimbursement
V1423	Andrew Alling	4/9/21	93774	\$62.72	
V1025	Charles Alter	4/9/21	93775	\$285.04	Volunteer
V1763	Linda Couture	4/9/21	93776	\$100.80	Volunteer
V1785	Alan Davis	4/9/21	93777	\$319.76	Volunteer
V1885	Heidi Kidder	4/9/21	93778	\$10.64	
V203	Joyce Ladd	4/9/21	93779	\$196.00	Volunteer
V1758	Robin Leach	4/9/21	93780	\$53.12	
V181	Helen Owen	4/9/21	93781	\$1,227.52	Volunteer
V1733	Robert Slack	4/9/21	93782	\$136.64	Volunteer
V14	Judith Bruce	4/9/21	EFT000000015843	\$154.45	FSA Reimbursement
V1182	John Charissakis	4/9/21	EFT000000015844	\$20.00	
V583	Tom Griffith	4/9/21	EFT000000015845	\$266.20	FSA Reimbursement
V38	Jon Moore	4/9/21	EFT000000015846	\$192.31	DCAP Reimbursement
V141	Shawn Riley	4/9/21	EFT000000015847	\$385.18	FSA Reimbursement
V1626	Jeremy Whiting	4/9/21	EFT000000015848	\$192.31	DCAP Reimbursement
V1655	Andrew Sciria	4/9/21	EFT000000015849	\$614.88	Volunteer
V1676	William Croteau	4/9/21	EFT000000015850	\$890.96	Volunteer
V1707	Betty Chase	4/9/21	EFT000000015851	\$652.40	Volunteer
V1723	Ronald Abare	4/9/21	EFT000000015852	\$139.44	Volunteer
V1725	Debra Utton	4/9/21	EFT000000015853	\$896.00	Volunteer
V1820	Franklin County Transportation	4/9/21	EFT000000015854	\$650.00	Volunteer
V522	S Jeanette Turcotte	4/9/21	EFT000000015855	\$118.16	Volunteer
V55	James Boudreau	4/9/21	EFT000000015856	\$1,210.72	Volunteer
V67	Sheryl Jewett	4/9/21	EFT000000015857	\$169.12	Volunteer
V70	Raymond LeClair	4/9/21	EFT000000015858	\$798.00	Volunteer
V75	Ronald Martin	4/9/21	EFT000000015859	\$639.52	Volunteer
V771	Chandra Sammons	4/9/21	EFT000000015860	\$601.44	Volunteer
V1007	Wendy Bova	4/9/21	EFT000000015861	\$70.56	
V1150	Mark Bruley SR	4/9/21	EFT000000015862	\$1,574.72	Volunteer
V86	Gail Pike	4/9/21	EFT000000015863	\$983.36	Volunteer
V89	Gail Sayers	4/9/21	EFT000000015864	\$635.60	Volunteer
V93	Marta Timm	4/9/21	EFT000000015865	\$892.08	Volunteer
Total Amoun				\$16,315.56	

Vendor ID	Vendor Name	Document Date	Document	Document Amount	
V338	Westaff	4/13/21	93785	564.82	
V279	ABC Bus Companies-Muncie	4/16/21	93786	1,584.65	3 Part Invoices
V316	Able Paint, Glass & Flooring Co.	4/16/21	93787	86.09	
V332	Alliance Bus Group Inc	4/16/21	93788	1,029.02	Part Invoice
V284	Brenntag Lubricants Northeast	4/16/21	93789	7,320.08	4 Oil and Antifreeze Invoices
V224	Burlington Communications	4/16/21	93790	111.66	
V1227	Burlington Public Works-NON Water!!!	4/16/21	93791	80	
V1813	CBM US INC	4/16/21	93792	45.58	
V1876	Central Vermont Medical Center Inc	4/16/21	93793	190	
V220	Class C Solutions Group	4/16/21	93794	1,117.42	4 Part Invoices
V241	D & W Diesel, Inc.	4/16/21	93795	127.75	
V321	Empire Janitorial Supply Company	4/16/21	93796	415.01	
V1870	Environmental Air Specialties Inc.	4/16/21	93797	1,835.00	Maintenance Supply Invoice
V402	Fastenal Company	4/16/21	93798	3.5	
V250	Fisher Auto Parts	4/16/21	93799	170.59	
V252	FleetPride, Inc	4/16/21	93800	45.86	
V253	FleetWave Partners, LLP	4/16/21	93801	3,084.00	2 Radio Repeater Invoices
V1814	Fred's Plumbing & Heating Inc.	4/16/21	93802	260.47	
V257	Gillig Corp.	4/16/21	93803	13,437.13	18 Part Invoices
V259	Grainger	4/16/21	93804	465.12	
V260	Green Mountain Kenworth, Inc.	4/16/21	93805	2,000.31	6 Part Invoices
V261	Green Mountain Power	4/16/21	93806	1,459.94	4 Electric Bills
V1658	J. David White Associates, Inc.	4/16/21	93807	1,776.00	2 Part Invoices
V328	Kirk's Automotive Inc.	4/16/21	93808	1,124.00	2 Part Invoices
V1509	Lawson Products, Inc	4/16/21	93809	88.41	
V270	Lowe's	4/16/21	93810	102.59	
V274	McMaster-Carr	4/16/21	93811	60.85	
V1419	Middlebury Fence Co., LLC	4/16/21	93812	1,476.00	Gate Repair Berlin
V278	Mohawk Mfg. & Supply Co.	4/16/21	93813	643.75	
V1709	Monaghan Safar Ducham PLLC	4/16/21	93814	11,053.98	legal
V1760	NCH Corporation	4/16/21	93815	1,046.60	Maintenance Supply Invoice
V223	O'Reilly Auto Enterprises, LLC	4/16/21	93816	544.09	
V1484	Parsons Environment & Infrastructure Group Inc.	4/16/21	93817	50.83	
V545	Pitney Bowes - Leasing	4/16/21	93818	75	
V474	PowerFlex Software	4/16/21	93819	1,078.00	IT Invoice
V291	Prevost Parts	4/16/21	93820	50.9	
V296	Rouse Tire Sales	4/16/21	93821	125.55	
V299	SB Collins, Inc.	4/16/21	93822	25,275.07	Fuel
V451	Stowe, Town of Electric Department	4/16/21	93823	252.26	
V1875	Sunwealth Project Pool 14 LLC	4/16/21	93824	1,306.15	Solar Invoice
V273	Transit Holding, Inc.	4/16/21	93825	3,660.49	11 Part Invoices
V313	Travelers	4/16/21	93826	444	
V1030	UniFirst Corporation	4/16/21	93827	846.76	
V315	United Parcel Service	4/16/21	93828	17.3	
V876	Vehicle Maintenance Program, Inc.	4/16/21	93829	72.78	
V1459	Vermont Information Consortium LLC	4/16/21	93830	96	
V1683	VHV Company	4/16/21	93831	1,487.06	2 Repair Invoices
V1614	Vt Transportation Brokerage & Logistics	4/16/21	93832	312.25	
V336	W.B Mason Co., Inc.	4/16/21	93833	166.72	
V707	Westward Equipment Service	4/16/21	93834	394.5	
V251	Wex Fleet Universal	4/16/21	93835	30,301.67	Fuel
V796	Yipes Auto Accessories	4/16/21	93836	1,926.60	2 Public Information Invoices

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1894	Russell Dougherty	4/21/21	93847	28.45	
V1423	Alling, Andrew	4/23/21	93837	41.44	
V1025	Alter, Charles	4/23/21	93838	204.4	Volunteer
V1099	Barnett, Wendy	4/23/21	93839	721.28	Volunteer
V1763	Couture Linda	4/23/21	93840	50.4	
V1785	Davis Alan	4/23/21	93841	394.8	Volunteer
V1893	Gauthier Ben	4/23/21	93842	450.18	Volunteer
V181	Owen, Helen	4/23/21	93843	1,232.00	Volunteer
V1733	Slack, Robert	4/23/21	93844	112	Volunteer
V962	Williams, Kenneth	4/23/21	93845	70.4	
V1865	Young Brittany	4/23/21	93846	211.55	Volunteer
V279	ABC Bus Companies-Muncie	4/23/21	93900	666.58	
V217	Airgas USA, LLC	4/23/21	93901	235.47	
V1852	Allegiance Trucks LLC	4/23/21	93902	450	
V1892	Allen Michael	4/23/21	93903	99	
V219	Aubuchon C/O Blue Tarp Financial, Inc.	4/23/21	93904	48.34	
V1685	Barnes, Thomas	4/23/21	93905	780.16	FSA Reimbursement
V284	Brenntag Lubricants Northeast	4/23/21	93906	774.94	
V425	BSC Industries, Inc.	4/23/21	93907	10.64	
V224	Burlington Communications	4/23/21	93908	311	
V225	Burlington Electric Department	4/23/21	93909	1,858.86	Electric Bill
V226	Burlington Public Works-Water	4/23/21	93910	2,443.01	2 Water and Sewer Bills
V227	Burlington Telecom	4/23/21	93911	2,102.21	IT Invoice
V229	Camerota Truck Parts	4/23/21	93912	2,525.00	2 Part Invoices
V1813	CBM US INC	4/23/21	93913	194.93	
V1807	City of St. Albans	4/23/21	93914	1,258.25	Ticket Refund
V220	Class C Solutions Group	4/23/21	93915	1,713.78	5 Part Invoices
V1357	CleanPro, Inc	4/23/21	93916	599.46	
V1240	ClearChoiceMD	4/23/21	93917	95	
V239	Cummins Northeast LLC	4/23/21	93918	184.52	
V1260	Dahal, Santi	4/23/21	93919	264	FSA Reimbursement
V242	Danform Shoes	4/23/21	93920	179.96	
V250	Fisher Auto Parts	4/23/21	93921	2,351.95	19 Part Invoices
V252	FleetPride, Inc	4/23/21	93922	98.7	
V1347	Foley Distributing Corp.	4/23/21	93923	515.86	
V394	Formula Ford Inc.	4/23/21	93924	2,280.14	8 Part Invoices
V799	Gauthier Trucking Company, Inc.	4/23/21	93925	451.4	
V257	Gillig Corp.	4/23/21	93926	6,922.54	4 Part Invoices
V1129	Global Montello Group Corp	4/23/21	93927	11,561.24	Fuel
V259	Grainger	4/23/21	93928	119.38	
V260	Green Mountain Kenworth, Inc.	4/23/21	93929	1,530.37	4 Part Invoices
V1658	J. David White Associates, Inc.	4/23/21	93930	2,322.00	Part Invoice
V328	Kirk's Automotive Inc.	4/23/21	93931	145	
V1191	Lucky's Trailer Sales Inc.	4/23/21	93932	975.75	
V912	Maple Leaf Carpet & Tile Cleaning	4/23/21	93933	2,025.00	Carpet Cleaning
V1337	McDougal, Rick	4/23/21	93934	49.99	
V278	Mohawk Mfg. & Supply Co.	4/23/21	93935	1,350.19	2 Part Invoices
V996	New England Air Systems	4/23/21	93936	578.92	
V1621	Premier Cloud	4/23/21	93937	9,360.00	Software Licenses
V141	Riley, Shawn	4/23/21	93938	1,100.00	Tool Allowance
V296	Rouse Tire Sales	4/23/21	93939	928	
V854	S2Technology	4/23/21	93940	540	
V298	Sanel Auto Parts Co.	4/23/21	93941	153.67	
V299	SB Collins, Inc.	4/23/21	93942	1,488.43	Fuel
V301	Sovernet	4/23/21	93943	392.54	
V734	Thermo King Northeast/Dattco	4/23/21	93944	711.32	

V273	Transit Holding, Inc.	4/23/21	93945	429.73	
V313	Travelers	4/23/21	93946	355,363.50	Insurance
V1030	UniFirst Corporation	4/23/21	93947	260.11	
V391	Verizon Wireless	4/23/21	93948	300.72	
V689	Vermont Elevator Inspection Services Inc.	4/23/21	93949	200	
V410	Vermont Gas Systems, Inc.	4/23/21	93950	384.08	
V336	W.B Mason Co., Inc.	4/23/21	93951	19.99	
V1723	Abare, Ronald	4/23/21	EFT000000015866	597.52	Volunteer
V55	Boudreau, James	4/23/21	EFT000000015867	1,158.64	Volunteer
V1007	Bova, Wendy	4/23/21	EFT000000015868	150.08	Volunteer
V1150	Bruley SR, Mark	4/23/21	EFT000000015869	1,419.04	Volunteer
V1707	Chase, Betty	4/23/21	EFT000000015870	598.08	Volunteer
V1676	Croteau, William	4/23/21	EFT000000015871	648.48	Volunteer
V1121	Fitzgerald, Terry	4/23/21	EFT000000015872	108.64	Volunteer
V1820	Franklin County Transportation	4/23/21	EFT000000015873	960	
V67	Jewett, Sheryl	4/23/21	EFT000000015874	550.48	Volunteer
V70	LeClair, Raymond	4/23/21	EFT000000015875	799.68	Volunteer
V75	Martin, Ronald	4/23/21	EFT000000015876	529.2	Volunteer
V86	Pike, Gail	4/23/21	EFT000000015877	1,252.16	Volunteer
V771	Sammons, Chandra	4/23/21	EFT000000015878	543.2	Volunteer
V1655	Sciria, Andrew	4/23/21	EFT000000015879	234.64	Volunteer
V93	Timm, Marta	4/23/21	EFT000000015880	750.96	Volunteer
V522	Turcotte, S Jeanette	4/23/21	EFT000000015881	146.16	Volunteer
V1725	Utton, Debra	4/23/21	EFT000000015882	542.64	Volunteer
V1623	Wells, Roy	4/23/21	EFT000000015883	161.28	Volunteer
V1182	Charissakis, John	4/23/21	EFT000000015884	85	
V38	Moore, Jon	4/23/21	EFT000000015885	192.31	DCAP Reimbursement
V39	Sweeney, Cecil	4/23/21	EFT000000015886	100	Shoe Reimbursement
V1626	Whiting, Jeremy	4/23/21	EFT000000015887	192.31	DCAP Reimbursement

Vendor ID	Vendor Name	Document Date	Document	Document Amount	
V265	ICMA	3/12/21	2021 0312	1,192.02	Retirement
V1467	Charles Schwab	3/12/21	2021 0312	16,095.22	Retirement
V1467	Charles Schwab	3/26/21	2021 0326	16,448.79	Retirement
V265	ICMA	3/26/21	2021 0326	1,187.01	Retirement
v265	ICMA	4/9/21	2021 0409	1,195.01	Retirement
V1467	Charles Schwab	4/9/21	2021 0409	16,629.95	Retirement
V981	Burlington, City of	4/27/21	93955	25	
V1305	Allegiant Care	4/30/21	93952	214,492.00	Health Insurance
V279	ABC Bus Companies-Muncie	4/30/21	93958	1,672.06	2 Part Invoices
V1334	Background Investigation Bureau, LLC	4/30/21	93959	69	
V1056	American Seating Company	4/30/21	93960	48.35	
V284	Brenntag Lubricants Northeast	4/30/21	93961	1,607.61	2 Part Invoices
V225	Burlington Electric Department	4/30/21	93962	2,997.93	5 Electric Bills
V226	Burlington Public Works-Water	4/30/21	93963	180.26	
V228	C.I.D.E.R., Inc.	4/30/21	93964	17,928.35	E & D and Medicaid
V412	Capitol Copy	4/30/21	93965	115.1	
V1813	CBM US INC	4/30/21	93966	60.08	
V851	Champlain Medical	4/30/21	93967	100	
V220	Class C Solutions Group	4/30/21	93968	1,485.00	3 Part Invoices
V239	Cummins Northeast LLC	4/30/21	93969	5,670.96	2 Part Invoices
V242	Danform Shoes	4/30/21	93970	171	
V321	Empire Janitorial Supply Company	4/30/21	93971	111.35	
V250	Fisher Auto Parts	4/30/21	93972	619.23	
V252	FleetPride, Inc	4/30/21	93973	21.16	
V1347	Foley Distributing Corp.	4/30/21	93974	780.42	
V394	Formula Ford Inc.	4/30/21	93975	35.43	
V256	Genfare	4/30/21	93976	117.35	
V257	Gillig Corp.	4/30/21	93977	944.11	
V259	Grainger	4/30/21	93978	184.77	
V715	Green Mountain Electric Supply	4/30/21	93979	286.63	
V260	Green Mountain Kenworth, Inc.	4/30/21	93980	1,109.67	5 Part Invoices
V1204	Interstate Batteries	4/30/21	93981	650.13	
V1658	J. David White Associates, Inc.	4/30/21	93982	3,120.00	2 Part Invoices
V446	Janek Corporation, The	4/30/21	93983	992.98	
V328	Kirk's Automotive Inc.	4/30/21	93984	5,564.00	3 Part Invoices
V1509	Lawson Products, Inc	4/30/21	93985	229.5	
V702	Lincoln National Life Insurance Company, The	4/30/21	93986	12,685.40	Insurance
V1191	Lucky's Trailer Sales Inc.	4/30/21	93987	263.9	
V1068	Midwest Bus Corporation	4/30/21	93988	2,814.86	14 Part Invoices
V278	Mohawk Mfg. & Supply Co.	4/30/21	93989	283.95	
V280	Mutual of Omaha Insurance Co.	4/30/21	93990	14.03	
V792	Myers Container Service Corp.	4/30/21	93991	224.01	
V283	Neopart LLC	4/30/21	93992	320.05	
V996	New England Air Systems	4/30/21	93993	1,606.80	AC maintenance Berlin
V223	O'Reilly Auto Enterprises, LLC	4/30/21	93994	899.34	
V863	P & P Septic Service, Inc	4/30/21	93995	1,696.25	Wash Rack Drain Pump
V289	People's United Businesscard Services	4/30/21	93996	2,628.84	Hotels,Marketing misc Invoices
V232	Petty Cash	4/30/21	93997	70.22	
V720	Power Washer Sales, LLC	4/30/21	93998	185.65	
V291	Prevost Parts	4/30/21	93999	105.02	
V294	RHR Smith & Company	4/30/21	94000	4,200.00	Auditing Invoice
V296	Rouse Tire Sales	4/30/21	94001	3,075.36	2 Tire Invoices
V297	Safety-Kleen Systems, Inc.	4/30/21	94002	318.89	
V299	SB Collins, Inc.	4/30/21	94003	1,617.35	Fuel
V301	Sovernet	4/30/21	94004	1,139.10	IT Invoice
V308	Steadman Hill Consulting, Inc.	4/30/21	94005	7,654.00	Consulting
V309	Stride Creative Group	4/30/21	94006	128	
V1875	Sunwealth Project Pool 14 LLC	4/30/21	94007	25.3	
V311	Teamsters Local 597	4/30/21	94008	7,735.00	Union Dues

V734	Thermo King Northeast/Dattco	4/30/21	94009	436.68	
V273	Transit Holding, Inc.	4/30/21	94010	5,098.50	11 Part Invoices
V1833	Trillium Solutions, Inc	4/30/21	94011	6,200.00	2 Mapping Invoices
V1030	UniFirst Corporation	4/30/21	94012	318.51	
V410	Vermont Gas Systems, Inc.	4/30/21	94013	4,003.39	6 Natural Gas Bills
V336	W.B Mason Co., Inc.	4/30/21	94014	149.92	
V338	Westaff	4/30/21	94015	1,272.63	3 Temp Help Invoices
V1761	Montpelier City of	4/30/21	94016	2,112.66	Light water heat MTC
V1540	K-D Associates, Inc	4/30/21	94017	575	
V1446	M T Wallets, LLC	4/30/21	EFT00000C	3,000.00	Lease
V1825	Ride Your Bike LLC	4/30/21	EFT00000C	955.09	
V303	SSTA	4/30/21	EFT00000C	118,607.88	ADA and E & D
V1856	Via Transportation Inc.	4/30/21	EFT00000C	2,300.00	MircoTransit Invoice

To: Finance Committee

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

Date: May 10, 2021

RE: Finance/Grants/Capital Projects

Monthly Review:

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

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

In late April F&G staff met with Commissioner Davis to discuss the possibility of creating an *ADA Stabilization Reserve Fund*. The rules surrounding the fund still need to be established, but the goal is clear - to help dampen the volatility witnessed historically from GMT's annual ADA assessments on member towns and cities. Staff will be presenting some historical ADA data at this coming Finance Committee (FC) meeting and is looking forward to a robust discussion on this possibility.

GMT was notified last month that its request for inclusion in Congressman Welch's member-designated project list for the Transportation & Infrastructure (T&I) Committee had been chosen. As a reminder, GMT submitted a request for \$2.02 million to finish its 31 Queen City Park Road rehab and renovation project. In addition, VTRANS requested \$4.4 million for a new central Vermont location for GMT. To be clear, this in no way guarantees these projects will be selected, but we have been assured that Rep. Welch and his staff have stressed the importance of these projects to the T&I committee. I have included a link [HERE](#) to Rep. Welch's website where you can view the complete list of projects.

This month GMT's Grants Manager Kim Wall will be presenting the annual review of the Authority's available federal grants. This important annual exercise will give an in-depth review of GMT's available federal funding and will be useful in our discussions as we enter the FY22 Budget Adjustment process and start planning for FY23 and beyond.

Last week I submitted our FY20 Indirect Rate Close-out report to the FTA and we recently received approval. I am happy to report that our rate is trending in the right

direction and increased to 7.24% from 6.07% for FY22. In addition, if trends continue, I expect GMT's deferred cost pool (*funds owed to FTA because of overallocation of general & admin. costs*) to be reduced by 30%-40% as we enter FY22.

This month negotiations will begin for FY22's transit rate with GMT's paratransit provider SSTA. As you may remember, GMT recently completed its paratransit services RFP with SSTA being awarded the contract. After the contract was awarded a transit rate was established for the remainder of FY21, with the agreement that both parties would negotiate a transit rate each year moving forward. I will keep the FC updated as we move through this important process.

F&G recently completed its second mid-year amendment in coordination with VTRANS. This second amendment to GMT's state grant largely included the shifting of excess capital funds for projects such as the sites analysis in Berlin, non-revenue vehicles, and capital expenses at the Montpelier Transit Center (MTC). On the operating side, funding was added from the Recovery and Job Access Rides grant, which will fund rides for those struggling with substance use disorders to support groups, recovery centers, drug testing sites, and job training. For more information on this program please click [HERE](#).

As I mentioned in my report last month, GMT continues to struggle with its volunteer driver base both with current drivers and recruitment. To reverse this trend, F&G staff is collaborating with the Marketing Department to develop and fund an ongoing marketing campaign. The campaign is still being developed, but one item we have decided to move forward with is a native advertising campaign with Seven Days. City Market recently did completed one about becoming a member, which you can find [HERE](#) as an example.

Lastly, I wanted to remind the FC that I have hard copies of our FY20 Audit and would be happy to mail them out to any commissioner that would like one. Please email me at nfoss@ridemt.com if you would like one.

Medicaid Update:

GMT's Medicaid Non-Emergency Medical Transportation (NEMT) program is currently operating at a roughly \$233.8K surplus through March, which is a decrease of \$43.7K from January's results. As you can see below, we have been recognizing deficits since February, which reflects the new reimbursement methodology that VPTA agreed on. At a future FC meeting I plan to ask the Executive Director of VPTA to come present so the committee can better understand VPTA's new reimbursement methodology.

FY21 Medicaid Profitability Analysis (VPTA)

	July	August	September	October	November	December	January	February	March	Total
Revenue										
PMPW Revenue	\$ 185,436.90	\$ 145,254.71	\$ 142,443.42	\$ 143,607.00	\$ 113,612.00	\$ 111,814.00	\$ 137,825.00	\$ 108,970.00	\$ 104,012.00	
Total Revenue	\$ 185,436.90	\$ 145,254.71	\$ 142,443.42	\$ 143,607.00	\$ 113,612.00	\$ 111,814.00	\$ 137,825.00	\$ 108,970.00	\$ 104,012.00	\$ 1,192,975.03
Expenses										
Trip Cost Vans minus Cider Contracted	\$ 33,150.53	\$ 32,981.15	\$ 36,232.36	\$ 45,227.69	\$ 38,903.30	42,406.72	\$ 44,478.97	\$ 47,477.10	\$ 54,050.86	\$ 374,908.68
Trip Cost Other	\$ 20,971.10	\$ 20,078.12	\$ 19,573.60	\$ 21,168.03	\$ 17,070.82	18,963.67	\$ 19,242.55	\$ 16,836.83	\$ 21,164.61	\$ 175,069.33
Cider Contracted	\$ 5,282.97	\$ 5,266.16	\$ 6,113.45	\$ 3,257.86	\$ 2,624.36	3,144.81	\$ 2,406.42	\$ 7,138.87	\$ 8,534.23	\$ 43,769.12
Salaries	\$ 21,254.87	\$ 21,751.47	\$ 19,167.40	\$ 30,549.80	\$ 21,220.60	22,682.37	\$ 22,754.43	\$ 25,486.82	\$ 22,701.70	\$ 207,569.46
Benefits	\$ 5,446.33	\$ 5,383.35	\$ 5,293.95	\$ 5,471.52	\$ 6,628.62	8,544.44	\$ 7,730.99	\$ 7,736.99	\$ 7,743.76	\$ 59,979.95
Direct Costs-(Dues, Computer,Background checks, c	\$ 2,848.10	\$ 2,951.25	\$ 3,439.53	\$ 14,980.45	\$ 3,110.09	3,219.49	\$ 4,863.95	\$ 3,895.30	\$ 3,635.64	\$ 42,943.80
O/H Rate 6.07%	\$ 5,399.50	\$ 5,366.58	\$ 5,452.09	\$ 7,323.78	\$ 5,436.16	\$ 6,006.96	\$ 6,159.67	\$ 6,590.31	\$ 7,152.33	\$ 54,887.39
Total Expenses	\$ 94,353.40	\$ 93,778.08	\$ 95,272.38	\$ 127,979.13	\$ 94,993.95	\$ 104,968.46	\$ 107,636.98	\$ 115,162.22	\$ 124,983.13	\$ 959,127.73
Profit/(Loss)	\$ 91,083.50	\$ 51,476.63	\$ 47,171.04	\$ 15,627.87	\$ 18,618.05	\$ 6,845.54	\$ 30,188.02	\$ (6,192.22)	\$ (20,971.13)	\$ 233,847.30
Profit as % of Total Revenue	49.12%	35.44%	33.12%	10.88%	16.39%	6.12%	21.90%	-5.68%	-20.16%	19.60%
Volunteer Trips										
Volunteer Tolls & Parking	\$ 209.01	\$ 158.71	\$ -	\$ -	\$ -	\$ 207.73	\$ -	\$ -	\$ -	\$ 575.45
Number of Volunteer Miles	28998.00	31606.30	32580.00	34150.00	26604.00	29874.00	31190.00	28271.00	33907.00	277180.30
GSA Rate	\$ 0.58	\$ 0.58	\$ 0.58	\$ 0.58	\$ 0.58	\$ 0.58	\$ 0.56	\$ 0.56	\$ 0.56	
Volunteer Expenses	\$16,882.86	\$18,332.33	\$18,733.50	\$19,636.25	\$15,297.30	\$17,385.28	\$17,466.40	\$15,831.76	\$18,987.92	\$158,553.60

Retirement Update:

The Retirement Committee (RC) met last month for its quarterly meeting, which included GMT's new investment advisor NFP. NFP provided an analysis of the current fund lineup and recommended several changes. The RC decided to review these recommendations from NFP during the coming months and make a decision at the next scheduled RC meeting. Draft minutes for the meeting can be found [HERE](#).

Financial Summary:

Attached are the February financials for your review along with the March expenses. As we review the expenses through February 28, 2021, we use a benchmark to determine how well we followed our budget. We calculate the benchmark as the percentage of the budget that would be expected to be earned/spent if all revenues and expenses were spent/earned equally over twelve

months. Therefore, we would expect to see budgets at 66.7% for February and 75% for March.

The February financials currently show a **total surplus** of roughly **\$372K**. With a surplus of roughly **\$41.4K** on the **urban** side and roughly **\$330.6K** surplus (Adj. figure = \$564,727) on the **rural** side. Please note that I have provided an adjusted figure on the rural side due to the non-cash charge resulting from the transfer of equipment to RCT.

Note: The rural revenue is currently high due to the higher transit rate used to bill the grants in the first half of the year. The rural transit rate has been dropping throughout the year so we will be reevaluating the grants billed with the higher rate (5311 and state operating). This evaluation will likely result in a reduction in the revenue earned.

Please find the following explanations for specific areas of interest:

Revenues were reviewed based on the activity through February 28th...

- **Federal Urban Formula Grant** - This is impacted by the overall urban spending. Total urban expenses are below benchmark and operating revenue is currently above benchmark, both of which reduce our 5307 billing. We also expect this line item to be lower because of the utilization of our Preventative Maintenance (PM) grant funding, which will run out before the end of the year. Once our PM funding is exhausted all maintenance expenses will be billed against our 5307 grant funds. Therefore 5307 trends lower during the start of a new fiscal year and then sharply increases once the PM grant runs out.
- **Federal Rural Operating Grant** – This is trending higher than benchmark due to the CARES funding provided by VTrans. This funding is 100% federal funding with no match requirement, so we are earning the federal revenue at a higher rate and the State revenue at a lower rate. In addition, GMT was awarded roughly \$370K of funding in the mid-year amendment process that is not reflected in the budgeted revenue, therefore the current budget variance is overstated. As explained in the Financials Summary section, the transit rate has been dropping so we may reduce the grant revenue billed in the beginning of the year after we reevaluate the rate and billing process.
- **Local Operating Assistance** – Revenue is at benchmark on the urban side and under benchmark on the rural side. The variance on the rural side is the result of contributions for seasonal service arriving later in the year. In addition, F&G has been notified that the Stowe Area Association is unable to pay their full contribution this year which will impact how close this line item tracks the budget.

- **State Regular Subsidy Operating Grant** – Revenue is at benchmark on the urban side. The rural side is coming up under benchmark because of the 5311 CARES Funds being provided by VTRANS. As explained above, these funds are at 100% federal and require no match.
- **E&D Grants and Local Match** – E&D revenue is below benchmark due to COVID related service reductions.
- **Other State Grants** – The rural side of this revenue is above benchmark. It is primarily driven by mobility management. We received an additional \$6,759 of funding in the midyear amendment that is not reflected in the budget, but we also expect this grant to run out before the end of the year. We would expect this line item to be above benchmark.
- **Other Federal Grants** – The Preventative Maintenance (PM) grant is the primary reason the urban revenue is trending high. The PM grant will run out before the end of the year, so we do not expect it to be on benchmark. The grant reduction also means this will be spent down faster than normal. CMAQ is also running slightly higher than expected, however this is hard to predict due to COVID service changes. In addition, it is expected that CMAQ will run higher than normal due to fare free service.
- **Interest Earnings** – Interest earnings are below benchmark for urban and rural. The interest rate paid on GMT's sweep account is a direct result of the Federal Funds Target rate, which is set by the Federal Reserve. As a reminder, the Fed Funds rate is the rate banks buy and sell funds to and from the Federal Reserve. Over the last year, and because of the economic effects of the pandemic, the Fed Funds rate has gone from 1.75% at the beginning of 2020 to the current rate of .25% which was effective in the middle of March. GMT's rate has therefore gone from .80% as of January of last year to the current rate of .15%, which is the standard rate for the investment sweep account GMT has.
- **Miscellaneous Revenue** – This line item is over benchmark on the urban side due to the timing of a large payment from Encore Renewables. Encore leased GMT's roof at its Burlington location for a solar array. The contract terms included a one-time payment of \$55.5K, as well as \$1K/yr. for the remainder of the contract.

Sale of Equipment – The rural loss of \$222.5K is largely due to the transfer of busses and shelters to RCT. The transfer consisted of 4 busses and 3 shelters. RCT took over several rural service routes in July. Urban is above benchmark due to the sale of vehicles that have been replaced. This line item can be hard to predict since we do not know the revenue we will receive from the sale of the retired vehicles.

- **Medicaid Purchase of Service** – This line item is of the most consequence to the rural operating revenue segment. It currently is almost at benchmark, which I am happy to see. However, revenue has been trending downward because of lower ridership and the fixed route remaining fare free. As a reminder, fare free service impacts our PMPW counts because if fares are not being charged, GMT cannot request PMPW reimbursement for a rider being scheduled on the fixed route.
- **Purchase of Service** – This line item is currently over benchmark on the urban side and under benchmark on the rural side. This variance on the urban side is due to timing of payments, whereas on the rural side it is due to the discontinuation of service due to COVID-19.

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

- **Wages** - Overall wages came in under benchmark on both the urban and rural side. Rural driver wages remain under budget, mainly due to the suspension of some seasonal routes and the transfer of service to RCT.
- **Unemployment** is under benchmark on both systems due to credits we have received from the state.
- **Pension plan expense** on the rural side is over benchmark. This is a result of hazard pay pushing overall wages higher, as well as higher participation in GMT's retirement plan.
- **Other employee benefits** are over benchmark due to timing of invoices from Workplace Solutions.
- **Recruiting Expenses** are over benchmark on the rural side due to seasonal hiring which results in the line item not being spent equally during the fiscal year, as well as additional recruitment efforts that were required.
- **Dues and Subscriptions** are over benchmark on the rural side due to a change in allocation for the VPTA dues. Historically the dues have been split between urban and rural equally, however the costs are now being fully allocated to the rural side. This change was made because of the new Medicaid reimbursement methodology, which reimburses for all expenses related to the Medicaid program.
- **Communications** is under benchmark due to timing of invoices.
- **Computer Services** is over benchmark due to timing of invoices.

- **Background Checks** is over benchmark because of seasonal hiring on the rural side.
- **DOT Testing**- Is over benchmark due to required physicals.
- **Safety Expense** is over benchmark due to a driver safety lunch in July.
- **Other Planning** is over benchmark on the rural side due to the timing of Steadman Hill Consulting invoices. Which included NTD processing, Microtransit prelaunch and fare free analysis.
- **Passenger Facility expenses** is over benchmark due to payment of past due invoices to the Town of Jeffersonville for parking access.
- **Cleaning** is over benchmark on the urban side due to the hiring of temporary labor during the summer. This program ended in August.
- **Maintenance tools** is high due to timing of invoices.
- **Misc. maintenance expenses** are high due to vehicle registrations.

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

☆ **Passenger Shelters:**

- Preparing permit application to remove shelter pad at former Williston Village stop. Evaluating potential sites for bus stop bench project. Installation of glass windows in the rural shelter currently in storage at GMT's facility has been scheduled for May 11, 2021. Working with planning to identify stops in the rural service area for installation of the shelter.

☆ **Montpelier Transit Center:**

- Scheduling staff training with Norris for operation and troubleshooting of the security system. Coordinating with the City of Montpelier on the completion of punch list items for the General Contractor, including the main door ADA Opener, door sweeps at exterior doors, Vacant/Occupied indicators at bathroom doors, and "One-Way" signage for the travel lanes inside the center.

☆ **Electric Small Bus Procurement**

- VPTA has approved an award recommendation from the evaluation committee for the electric cutaway and narrow-body transit vehicles RFP. Preparing award letter for review by other committee members and the VPTA Executive Director.
- Finalizing task order for A&E services to complete design work for the installation of chargers. Working with a group consisting of members from Advance Transit, MVRTD, VTrans, and VEIC on the development

of a statewide procurement for charging equipment. The goal is to have a procurement for charging equipment and software issued by June 1, 2021. GMT is planning to have charging stations installed at the Berlin facility by winter 2021.

☆ **DTC Air Conditioning Improvements**

- Designs have been finalized to add an air conditioning head unit to the ticket booth. A bid package has been issued to multiple HVAC contractors, with a pre-quote site visit to be held over the next couple of weeks. Goal is to have a Contractor in place by June 1st.

☆ **Washington County Facility Site Selection Study**

- The consulting team has narrowed the list of sites to two options. Continuing to work with consulting team to evaluate development possibilities at both sites. Have engaged in preliminary conversations with both property owners about acquisition possibilities. Working on securing an appraiser to perform appraisals at both sites to identify the fair market value of parcels at both sites.

☆ **Proterra Charging Stations**

- Testing with ViriCiti has determined that the software is functioning as intended with limiting power demand during charging when peak shaving schedules are enabled. GMT and ViriCiti will attempt to simulate the power level when communication between ViriCiti and the chargers is interrupted during an active charging session.

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

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

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

- Working with maintenance on a project to replace the front steps. Planning to extend the handrail about 4 feet as there is a shallow drop off the side of the platform at the top of the stairs, which can be a potential safety hazard. Confirming with the zoning department if the length of the handrail extension meets the threshold for a zoning permit.
- Evaluating the feasibility to construct a dividing wall between the paint booth and the bus storage garage to create an enclosed space for body shop prep work. This would free up additional space in the 31 QCP building for indoor bus storage.

Benchmark = 66.7%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
REVENUES											
FEDERAL, STATE AND LOCAL REVENUE											
Municipal Member Assessments	1,637,271.44		\$1,637,271.44	2,476,163.05		\$2,476,163.05	66.12%	0.00%	66.12%	1,604,879.75	
Municipal Paratransit Assessments	459,180.72		459,180.72	668,515.80		668,515.80	68.69%	0.00%	68.69%	451,050.73	
Local Operating Assistance	35,860.96	285,657.15	321,518.11	53,791.00	443,623.00	497,414.00	66.67%	64.39%	64.64%	62,930.96	287,835.06
Federal Urban Formula Grant	3,339,915.50		3,339,915.50	6,919,177.99		6,919,177.99	48.27%	0.00%	48.27%	1,728,607.51	
Federal Rural Operating Grant		1,544,267.10	1,544,267.10		1,893,100.00	1,893,100.00	0.00%	81.57%	81.57%		1,123,226.37
State Regular Subsidy Operating Grant	1,170,158.98	132,880.60	1,303,039.58	1,734,144.00	787,500.00	2,521,644.00	67.48%	16.87%	51.67%	1,508,128.00	589,809.04
E&D Grants and Local Match		614,935.84	614,935.84		1,351,949.91	1,351,949.91	0.00%	45.49%	45.49%		905,702.81
Other State Grants	242,176.11	47,443.83	289,619.94	364,867.00	63,845.00	428,712.00	66.37%	74.31%	67.56%	66,929.20	33,167.11
Other Federal Grants	2,207,828.66	641,754.14	2,849,582.80	3,020,422.29	863,805.00	3,884,227.29	73.10%	74.29%	73.36%	2,370,031.57	752,523.08
Fund Balance Reserves							0.00%	0.00%	0.00%		
Capital Reserve Revenue							0.00%	0.00%	0.00%		
Total Federal, State and Local Revenues	9,092,392.37	3,266,938.66	12,359,331.03	15,237,081.13	5,403,822.91	20,640,904.04	59.67%	60.46%	59.88%	7,792,557.72	3,692,263.47
OPERATING REVENUE											
Passenger Revenue	289.00	10.00	299.00				0.00%	0.00%	0.00%	1,567,980.85	92,155.44
Paratransit Passenger Fares							0.00%	0.00%	0.00%	68,266.25	
Advertising Revenue	119,155.58	60,050.75	179,206.33	150,000.00	30,000.00	180,000.00	79.44%	200.17%	99.56%	105,194.27	22,500.00
Interest Earnings	257.64	3,715.99	3,973.63	700.00	9,000.00	9,700.00	36.81%	41.29%	40.97%	491.21	13,877.32
Miscellaneous Revenue	54,804.50	2.00	54,806.50	56,750.00		56,750.00	96.57%	0.00%	96.58%	30,416.10	70.03
Sales Of Equipment	12,960.00	(222,457.12)	(209,497.12)	1,000.00	2,000.00	3,000.00	1296.00%	-11122.86%	-6983.24%	3,947.00	3,707.00
Medicaid Purchase Of Svc		1,089,408.85	1,089,408.85		1,690,974.84	1,690,974.84	0.00%	64.42%	64.42%		1,398,372.05
Purchase of Service	29,935.45	35,238.01	65,173.46	43,012.00	71,253.00	114,265.00	69.60%	49.45%	57.04%	27,944.56	62,426.20
Warranty Revenue							0.00%	0.00%	0.00%		
Operating Revenue	217,402.17	965,968.48	1,183,370.65	251,462.00	1,803,227.84	2,054,689.84	86.46%	53.57%	57.59%	1,804,240.24	1,593,108.04
Total Revenue	9,309,794.54	4,232,907.14	13,542,701.68	15,488,543.13	7,207,050.75	22,695,593.88	60.11%	58.73%	59.67%	9,596,797.96	5,285,371.51
EXPENSES											
SALARIES AND WAGES											
Other Wages	933,918.57	590,626.64	1,524,545.21	1,431,868.45	955,954.83	2,387,823.28	65.22%	61.78%	63.85%	944,122.52	600,977.05
Driver/Operator Wages	2,723,876.13	1,125,592.45	3,849,468.58	4,253,032.57	2,088,547.90	6,341,580.47	64.05%	53.89%	60.70%	3,006,468.92	1,245,367.99
Vehicle Repair Wages	604,909.05	105,864.71	710,773.76	1,017,556.47	175,058.84	1,192,615.31	59.45%	60.47%	59.60%	611,467.95	111,653.07
Salaries and Wages	4,262,703.75	1,822,083.80	6,084,787.55	6,702,457.49	3,219,561.57	9,922,019.06	63.60%	56.59%	61.33%	4,562,059.39	1,957,998.11
PERSONNEL TAXES AND BENEFITS											
Payroll Taxes (FICA/MC)	325,490.14	139,093.40	464,583.54	512,738.00	246,296.00	759,034.00	63.48%	56.47%	61.21%	352,504.40	148,282.35
Unemployment Tax Exp	12,857.02	4,426.88	17,283.90	25,000.00	22,000.00	47,000.00	51.43%	20.12%	36.77%	(212.84)	6,925.98
Medical Insurance/HRA	1,266,874.77	351,622.41	1,618,497.18	1,889,098.68	542,891.49	2,431,990.17	67.06%	64.77%	66.55%	1,258,092.89	352,226.58
Pension Plan Expenses	185,821.63	61,836.46	247,658.09	294,908.00	80,489.00	375,397.00	63.01%	76.83%	65.97%	202,608.58	46,823.11
Employee Development	4,541.89	4,533.51	9,075.40	13,000.00	12,000.00	25,000.00	34.94%	37.78%	36.30%	8,587.72	3,908.70
Other Employee Benefits	87,600.52	44,678.44	132,278.96	116,371.66	49,724.86	166,096.52	75.28%	89.85%	79.64%	90,723.44	37,270.73
Personnel Taxes and Benefits	1,883,185.97	606,191.10	2,489,377.07	2,851,116.34	953,401.35	3,804,517.69	66.05%	63.58%	65.43%	1,912,304.19	595,437.45
GENERAL AND ADMIN EXPENSES											
Admin Supplies and Expenses	20,979.40	9,864.37	30,843.77	44,703.00	21,899.00	66,602.00	46.93%	45.04%	46.31%	31,324.84	12,061.42
Recruiting Expenses	4,521.57	8,219.36	12,740.93	12,400.00	7,000.00	19,400.00	36.46%	117.42%	65.67%	4,271.50	3,359.69
Dues and Subscriptions	5,933.00	7,747.50	13,680.50	10,305.30	4,992.00	15,297.30	57.57%	155.20%	89.43%	4,156.46	3,252.00
Travel and Meetings				2,500.00	1,256.00	3,756.00	0.00%	0.00%	0.00%	773.89	2,286.24
Board Development							0.00%	0.00%	0.00%		
Communications	23,052.21	17,511.26	40,563.47	38,464.00	36,463.00	74,927.00	59.93%	48.02%	54.14%	21,785.01	16,612.77
Computer Service Exp	41,797.72	68,850.63	110,648.35	80,262.40	49,067.00	129,329.40	52.08%	140.32%	85.56%	59,972.26	26,821.23
Legal Fees	42,063.75	2,105.25	44,169.00	102,300.00	58,800.00	161,100.00	41.12%	3.58%	27.42%	21,291.54	7,818.88
Insurance	663,364.31	291,998.85	955,363.16	995,018.00	445,204.00	1,440,222.00	66.67%	65.59%	66.33%	634,004.99	277,652.55
Audit Fees	9,485.00	4,065.00	13,550.00	16,450.00	7,050.00	23,500.00	57.66%	57.66%	57.66%	18,865.00	8,085.00
Consulting Fees							0.00%	0.00%	0.00%	8,893.47	8,893.46
General and Admin Expenses	811,196.96	410,362.22	1,221,559.18	1,302,402.70	631,731.00	1,934,133.70	62.28%	64.96%	63.16%	805,338.96	366,843.24
OPERATIONS EXPENSES											
Background Checks	655.00	7,856.00	8,511.00	2,400.00	11,500.00	13,900.00	27.29%	68.31%	61.23%	1,032.00	12,613.00

Green Mountain Transit Authority
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	Urban			Rural			Combined			Urban			Rural		
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020					
Drug & Alcohol Testing							0.00%	0.00%	0.00%						
DOT Testing	4,300.59	4,426.00	8,726.59	6,500.00	6,270.00	12,770.00	66.16%	70.59%	68.34%	4,740.00	4,841.00				
Employment Recruitment Program				800.00	400.00	1,200.00	0.00%	0.00%	0.00%	800.00					
Driver's Uniforms	10,631.01	4,301.19	14,932.20	20,000.00	10,000.00	30,000.00	53.16%	43.01%	49.77%	10,891.88	5,284.58				
Safety Expense	1,377.03		1,377.03	400.00	500.00	900.00	344.26%	0.00%	153.00%	328.35					
Misc. Operating Exp	1,292.01	362.44	1,654.45	6,125.00	1,100.00	7,225.00	21.09%	32.95%	22.90%	1,557.28	131.30				
Operations Expenses	18,255.64	16,945.63	35,201.27	36,225.00	29,770.00	65,995.00	50.40%	56.92%	53.34%	19,349.51	22,869.88				
PLANNING EXPENSES															
Other Planning Expenses		30,555.42	30,555.42		25,000.00	25,000.00	0.00%	122.22%	122.22%		7,789.40				
MPO Planning Expenses	25,966.00		25,966.00	100,000.00		100,000.00	25.97%	0.00%	25.97%	26,548.72					
Planning Expenses	25,966.00	30,555.42	56,521.42	100,000.00	25,000.00	125,000.00	25.97%	122.22%	45.22%	26,548.72	7,789.40				
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)															
Parts Expense - Non-Revenue Vehicles	2,195.44	1,310.60	3,506.04	5,000.00	2,000.00	7,000.00	43.91%	65.53%	50.09%	2,708.78	299.48				
Parts Expense - Revenue Vehicles	321,481.05	55,122.66	376,603.71	720,500.00	126,000.00	846,500.00	44.62%	43.75%	44.49%	440,642.71	77,589.44				
Tires	56,452.90	11,315.14	67,768.04	85,000.00	23,000.00	108,000.00	66.42%	49.20%	62.75%	60,335.33	16,219.76				
Facility Maintenance	31,565.73	32,595.96	64,161.69	54,000.00	54,900.00	108,900.00	58.46%	59.37%	58.92%	42,622.56	37,639.20				
Passenger Facility Expenses	25,197.57	950.00	26,147.57	29,187.00		29,187.00	86.33%	0.00%	89.59%	22,674.84					
Security Expenses	27.06		27.06				0.00%	0.00%	0.00%						
Cleaning Expense	5,381.66	8,700.93	14,082.59	7,800.00	10,000.00	17,800.00	69.00%	87.01%	79.12%	11,272.00	8,496.22				
Repeater Fees	13,728.00	9,576.00	23,304.00	20,304.00	15,552.00	35,856.00	67.61%	61.57%	64.99%	13,434.00	10,944.00				
Light, Heat and Water	96,406.84	27,502.41	123,909.25	177,500.00	69,400.00	246,900.00	54.31%	39.63%	50.19%	104,955.39	33,729.16				
Fuel - Vehicles	300,986.27	175,009.13	475,995.40	861,000.00	425,000.00	1,286,000.00	34.96%	41.18%	37.01%	596,754.28	274,568.57				
Maintenance Tools/Supplies/Uniforms	76,405.46	18,407.65	94,813.11	75,115.00	19,020.00	94,135.00	101.72%	96.78%	100.72%	54,096.47	12,845.64				
Misc Maint Expenses and fees	1,549.71	1,806.71	3,356.42	2,112.00	1,948.00	4,060.00	73.38%	92.75%	82.67%	1,755.00	3,055.30				
Vehicle/Building Maintenance Exp	931,377.69	342,297.19	1,273,674.88	2,037,518.00	746,820.00	2,784,338.00	45.71%	45.83%	45.74%	1,351,251.36	475,386.77				
CONTRACTOR EXPENSES															
ADA/SSTA Paratransit	713,060.74		713,060.74	1,343,543.59		1,343,543.59	53.07%	0.00%	53.07%	820,885.13					
Partner Local Share		45,871.78	45,871.78	19,833.00	45,872.00	65,705.00	0.00%	100.00%	69.81%	9,916.50					
Functional Assessment Costs				2,500.00		2,500.00	0.00%	0.00%	0.00%	4,263.58					
Volunteer Drivers		230,205.34	230,205.34		583,867.00	583,867.00	0.00%	39.43%	39.43%		435,520.98				
Other Transportation (incl Cabs)	1,651.20	360,230.24	361,881.44	7,032.98	823,518.42	830,551.40	23.48%	43.74%	43.57%	4,076.40	549,737.08				
Contractor Expenses	714,711.94	636,307.36	1,351,019.30	1,372,909.57	1,453,257.42	2,826,166.99	52.06%	43.78%	47.80%	839,141.61	985,258.06				
MARKETING EXPENSE															
Bus Tickets/Fare Media				20,000.00	2,400.00	22,400.00	0.00%	0.00%	0.00%	10,278.42	860.48				
Marketing Expense	2,727.52	1,270.51	3,998.03	26,320.00	12,000.00	38,320.00	10.36%	10.59%	10.43%	10,268.77	12,900.02				
Public Information	17,414.34	5,622.98	23,037.32	22,000.00	11,000.00	33,000.00	79.16%	51.12%	69.81%	10,448.13	10,172.38				
Marketing Expense	20,141.86	6,893.49	27,035.35	68,320.00	25,400.00	93,720.00	29.48%	27.14%	28.85%	30,995.32	23,932.88				
OTHER EXPENSES															
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%						
Debt Service/Capital Reserve	6,953.42		6,953.42	8,214.00		8,214.00	84.65%	0.00%	84.65%	46,442.51					
Bond Interest							0.00%	0.00%	0.00%						
Capital Match	666,666.67	87,660.00	754,326.67	1,000,000.00	131,490.00	1,131,490.00	66.67%	66.67%	66.67%	71,133.33	51,733.33				
Other Expenses	673,620.09	87,660.00	761,280.09	1,008,214.00	131,490.00	1,139,704.00	66.81%	66.67%	66.80%	117,575.84	51,733.33				
TOTAL EXPENSES	9,341,159.90	3,959,296.21	13,300,456.11	15,479,163.10	7,216,431.34	22,695,594.44	60.35%	54.87%	58.60%	9,664,564.90	4,487,249.12				
Current Year Deferred Costs	129,770.46		129,770.46				0.00%	0.00%	0.00%	30,987.54					
OH Admin Allocation	94,980.00	(94,980.00)		196,077.00	(196,077.00)		48.44%	48.44%	0.00%	168,786.01	(168,786.01)				
Urban Shop Allocation	56,600.03	(56,600.03)		84,913.00	(84,913.00)		66.66%	66.66%	0.00%	61,702.76	(61,702.76)				
Rural Link Cost Allocation	(208,578.88)	208,578.88		(290,370.00)	290,370.00		71.83%	71.83%	0.00%	(194,783.48)	194,783.48				
ALLOCATIONS BETWEEN PROGRAMS	(56,998.85)	56,998.85		(9,380.00)	9,380.00		607.66%	607.66%	0.00%	35,705.29	(35,705.29)				
Balance Of Operating Budget	41,406.25	330,609.78	372,016.03	0.00	0.00	0.00				(1,074.11)	762,417.10				
Capital Revenue															

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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
Federal Revenue	963,182.83	666,840.38	1,630,023.21				0.00%	0.00%	0.00%	2,850,341.90	1,360,548.90
State Revenue	113,889.65	53,018.54	166,908.19				0.00%	0.00%	0.00%	121,656.30	60,890.28
Paratransit Lease Revenue	81,089.77		81,089.77				0.00%	0.00%	0.00%	345,166.00	
Local Match Revenue	666,666.67	87,660.00	754,326.67				0.00%	0.00%	0.00%	71,133.33	51,733.33
Total Capital Revenue	1,824,828.92	807,518.92	2,632,347.84	0.00	0.00		0.00%	0.00%	0.00%	3,388,297.53	1,473,172.51
Capital Expenses											
Vehicles	723,184.25	751,860.43	1,475,044.68				0.00%	0.00%	0.00%	2,395,657.60	1,349,775.00
Maintenance Parts and Equipment	352,166.90	21,684.15	373,851.05				0.00%	0.00%	0.00%	330,228.56	8,635.46
Passenger Amenities	7,724.50	1,298.75	9,023.25				0.00%	0.00%	0.00%	2,316.25	
Facility Repairs and Improvements	121,473.09	25,206.25	146,679.34				0.00%	0.00%	0.00%	799,187.00	134,052.98
Total Capital Expenses	1,204,548.74	800,049.58	2,004,598.32	0.00	0.00		0.00%	0.00%	0.00%	3,527,389.41	1,492,463.44
Balance of Capital Budget	620,280.18	7,469.34	627,749.52	0.00	0.00		0.00%	0.00%	0.00%	(139,091.88)	(19,290.93)
Transfer of Purchases to Fixed Assets	790,790.60	690,723.66	1,481,514.26				0.00%	0.00%	0.00%	3,205,505.20	1,460,460.27
Deferred Costs							0.00%	0.00%	0.00%		
Depreciation Expense	(2,010,947.21)	(459,125.66)	(2,470,072.87)				0.00%	0.00%	0.00%	(1,952,626.93)	(545,479.33)
Subtotal	(1,220,156.61)	231,598.00	(988,558.61)	0.00	0.00		0.00%	0.00%	0.00%	1,252,878.27	914,980.94
Current Change in Net Assets	(558,470.18)	569,677.12	11,206.94	0.00	0.00	(0.56)	-1861567266.67%	-96555444.07%	-2001239.29%	1,112,712.28	1,658,107.11

Benchmark = 75%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
REVENUES											
FEDERAL, STATE AND LOCAL REVENUE											
Municipal Member Assessments	1,841,930.37		\$1,841,930.37	2,476,163.05		\$2,476,163.05	74.39%	0.00%	74.39%	1,804,892.01	
Municipal Paratransit Assessments	516,578.31		516,578.31	668,515.80		668,515.80	77.27%	0.00%	77.27%	508,029.78	
Local Operating Assistance	40,343.58	338,213.45	378,557.03	53,791.00	443,623.00	497,414.00	75.00%	76.24%	76.11%	70,797.33	341,659.90
Federal Urban Formula Grant	3,339,915.50		3,339,915.50	6,919,177.99		6,919,177.99	48.27%	0.00%	48.27%	1,962,068.51	
Federal Rural Operating Grant		1,544,267.10	1,544,267.10		1,893,100.00	1,893,100.00	0.00%	81.57%	81.57%		1,367,977.68
State Regular Subsidy Operating Grant	1,314,670.98	132,880.60	1,447,551.58	1,734,144.00	787,500.00	2,521,644.00	75.81%	16.87%	57.41%	1,696,644.00	609,762.81
E&D Grants and Local Match		615,154.59	615,154.59		1,351,949.91	1,351,949.91	0.00%	45.50%	45.50%		988,807.41
Other State Grants	242,176.11	47,443.83	289,619.94	364,867.00	63,845.00	428,712.00	66.37%	74.31%	67.56%	75,924.37	38,897.92
Other Federal Grants	2,232,629.57	641,754.14	2,874,383.71	3,020,422.29	863,805.00	3,884,227.29	73.92%	74.29%	74.00%	2,661,827.50	870,264.89
Fund Balance Reserves							0.00%	0.00%	0.00%		
Capital Reserve Revenue							0.00%	0.00%	0.00%		
Total Federal, State and Local Revenues	9,528,244.42	3,319,713.71	12,847,958.13	15,237,081.13	5,403,822.91	20,640,904.04	62.53%	61.43%	62.25%	8,780,183.50	4,217,370.61
OPERATING REVENUE											
Passenger Revenue	289.00	11.00	300.00				0.00%	0.00%	0.00%	1,675,507.66	95,837.37
Paratransit Passenger Fares							0.00%	0.00%	0.00%	74,023.75	
Advertising Revenue	120,530.58	70,247.90	190,778.48	150,000.00	30,000.00	180,000.00	80.35%	234.16%	105.99%	122,337.04	27,880.00
Interest Earnings	293.01	4,205.84	4,498.85	700.00	9,000.00	9,700.00	41.86%	46.73%	46.38%	555.27	15,253.15
Miscellaneous Revenue	54,804.50	2.00	54,806.50	56,750.00		56,750.00	96.57%	0.00%	96.58%	30,462.10	78.04
Sales Of Equipment	13,135.00	(222,457.12)	(209,322.12)	1,000.00	2,000.00	3,000.00	1313.50%	-11122.86%	-6977.40%	3,947.00	3,707.00
Medicaid Purchase Of Svc		1,193,420.85	1,193,420.85		1,690,974.84	1,690,974.84	0.00%	70.58%	70.58%		1,558,614.56
Purchase of Service	32,643.07	40,252.09	72,895.16	43,012.00	71,253.00	114,265.00	75.89%	56.49%	63.79%	30,404.27	69,279.51
Warranty Revenue							0.00%	0.00%	0.00%		
Operating Revenue	221,695.16	1,085,682.56	1,307,377.72	251,462.00	1,803,227.84	2,054,689.84	88.16%	60.21%	63.63%	1,937,237.09	1,770,649.63
Total Revenue	9,749,939.58	4,405,396.27	14,155,335.85	15,488,543.13	7,207,050.75	22,695,593.88	62.95%	61.13%	62.37%	10,717,420.59	5,988,020.24
EXPENSES											
SALARIES AND WAGES											
Other Wages	1,046,928.92	659,519.17	1,706,448.09	1,431,868.45	955,954.83	2,387,823.28	73.12%	68.99%	71.46%	1,071,087.47	686,366.35
Driver/Operator Wages	3,024,563.35	1,285,027.16	4,309,590.51	4,253,032.57	2,088,547.90	6,341,580.47	71.12%	61.53%	67.96%	3,366,294.07	1,435,817.84
Vehicle Repair Wages	676,888.15	115,613.82	792,501.97	1,017,556.47	175,058.84	1,192,615.31	66.52%	66.04%	66.45%	662,335.54	114,900.61
Salaries and Wages	4,748,380.42	2,060,160.15	6,808,540.57	6,702,457.49	3,219,561.57	9,922,019.06	70.85%	63.99%	68.62%	5,099,717.08	2,237,084.80
PERSONNEL TAXES AND BENEFITS											
Payroll Taxes (FICA/MC)	361,893.30	156,251.87	518,145.17	512,738.00	246,296.00	759,034.00	70.58%	63.44%	68.26%	392,831.18	168,237.18
Unemployment Tax Exp	12,857.02	4,426.88	17,283.90	25,000.00	22,000.00	47,000.00	51.43%	20.12%	36.77%	(212.84)	7,015.59
Medical Insurance/HRA	1,438,155.02	396,593.96	1,834,748.98	1,889,098.68	542,891.49	2,431,990.17	76.13%	73.05%	75.44%	1,421,824.59	395,298.21
Pension Plan Expenses	207,521.15	68,742.52	276,263.67	294,908.00	80,489.00	375,397.00	70.37%	85.41%	73.59%	225,496.84	53,712.82
Employee Development	4,740.89	4,533.51	9,274.40	13,000.00	12,000.00	25,000.00	36.47%	37.78%	37.10%	8,587.72	3,908.70
Other Employee Benefits	97,888.64	50,067.34	147,955.98	116,371.66	49,724.86	166,096.52	84.12%	100.69%	89.08%	100,604.11	41,440.13
Personnel Taxes and Benefits	2,123,056.02	680,616.08	2,803,672.10	2,851,116.34	953,401.35	3,804,517.69	74.46%	71.39%	73.69%	2,149,131.60	669,612.63
GENERAL AND ADMIN EXPENSES											
Admin Supplies and Expenses	23,420.43	11,895.68	35,316.11	44,703.00	21,899.00	66,602.00	52.39%	54.32%	53.03%	32,649.24	13,140.19
Recruiting Expenses	5,040.01	10,548.34	15,588.35	12,400.00	7,000.00	19,400.00	40.65%	150.69%	80.35%	4,510.44	3,520.69
Dues and Subscriptions	5,933.00	7,747.50	13,680.50	10,305.30	4,992.00	15,297.30	57.57%	155.20%	89.43%	4,236.46	3,332.00
Travel and Meetings				2,500.00	1,256.00	3,756.00	0.00%	0.00%	0.00%	848.89	2,328.79
Board Development							0.00%	0.00%	0.00%		
Communications	23,260.85	19,059.70	42,320.55	38,464.00	36,463.00	74,927.00	60.47%	52.27%	56.48%	22,743.79	20,789.48
Computer Service Exp	42,469.52	69,599.34	112,068.86	80,262.40	49,067.00	129,329.40	52.91%	141.85%	86.65%	66,833.96	30,268.94
Legal Fees	49,122.75	6,278.23	55,400.98	102,300.00	58,800.00	161,100.00	48.02%	10.68%	34.39%	37,289.96	17,392.34
Insurance	746,630.57	328,750.66	1,075,381.23	995,018.00	445,204.00	1,440,222.00	75.04%	73.84%	74.67%	707,224.03	310,032.43
Audit Fees	9,485.00	4,065.00	13,550.00	16,450.00	7,050.00	23,500.00	57.66%	57.66%	57.66%	18,865.00	8,085.00
Consulting Fees							0.00%	0.00%	0.00%	9,411.90	13,559.17
General and Admin Expenses	905,362.13	457,944.45	1,363,306.58	1,302,402.70	631,731.00	1,934,133.70	69.51%	72.49%	70.49%	904,613.67	422,449.03
OPERATIONS EXPENSES											
Background Checks	703.00	7,904.00	8,607.00	2,400.00	11,500.00	13,900.00	29.29%	68.73%	61.92%	1,032.00	12,613.00

Green Mountain Transit Authority
Budget v. Actual Report
For the Nine Months Ending Wednesday, March 31, 2021

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
Drug & Alcohol Testing							0.00%	0.00%	0.00%		
DOT Testing	4,300.59	4,616.00	8,916.59	6,500.00	6,270.00	12,770.00	66.16%	73.62%	69.82%	4,840.00	4,841.00
Employment Recruitment Program				800.00	400.00	1,200.00	0.00%	0.00%	0.00%	800.00	
Driver's Uniforms	10,731.01	4,301.19	15,032.20	20,000.00	10,000.00	30,000.00	53.66%	43.01%	50.11%	10,891.88	5,384.58
Safety Expense	1,377.03		1,377.03	400.00	500.00	900.00	344.26%	0.00%	153.00%	328.35	
Misc. Operating Exp	1,372.01	362.44	1,734.45	6,125.00	1,100.00	7,225.00	22.40%	32.95%	24.01%	2,257.15	831.16
Operations Expenses	18,483.64	17,183.63	35,667.27	36,225.00	29,770.00	65,995.00	51.02%	57.72%	54.05%	20,149.38	23,669.74
PLANNING EXPENSES											
Other Planning Expenses		30,569.31	30,569.31		25,000.00	25,000.00	0.00%	122.28%	122.28%		14,779.40
MPO Planning Expenses	25,966.00		25,966.00	100,000.00		100,000.00	25.97%	0.00%	25.97%	30,508.72	
Planning Expenses	25,966.00	30,569.31	56,535.31	100,000.00	25,000.00	125,000.00	25.97%	122.28%	45.23%	30,508.72	14,779.40
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)											
Parts Expense - Non-Revenue Vehicles	2,195.44	1,310.60	3,506.04	5,000.00	2,000.00	7,000.00	43.91%	65.53%	50.09%	2,708.78	361.73
Parts Expense - Revenue Vehicles	384,272.00	59,092.61	443,364.61	720,500.00	126,000.00	846,500.00	53.33%	46.90%	52.38%	514,646.15	88,092.77
Tires	61,431.69	11,315.14	72,746.83	85,000.00	23,000.00	108,000.00	72.27%	49.20%	67.36%	65,113.05	18,751.92
Facility Maintenance	36,955.98	42,303.81	79,259.79	54,000.00	54,900.00	108,900.00	68.44%	77.06%	72.78%	45,860.09	41,519.57
Passenger Facility Expenses	30,198.14	950.00	31,148.14	29,187.00		29,187.00	103.46%	0.00%	106.72%	24,944.93	
Security Expenses	27.06		27.06				0.00%	0.00%	0.00%		
Cleaning Expense	5,381.66	11,539.07	16,920.73	7,800.00	10,000.00	17,800.00	69.00%	115.39%	95.06%	11,272.00	9,695.14
Repeater Fees	15,444.00	10,944.00	26,388.00	20,304.00	15,552.00	35,856.00	76.06%	70.37%	73.59%	15,150.00	12,312.00
Light, Heat and Water	115,997.09	34,143.52	150,140.61	177,500.00	69,400.00	246,900.00	65.35%	49.20%	60.81%	122,619.75	39,094.20
Fuel - Vehicles	368,198.37	210,251.06	578,449.43	861,000.00	425,000.00	1,286,000.00	42.76%	49.47%	44.98%	641,944.52	310,929.57
Maintenance Tools/Supplies/Uniforms	86,720.03	19,679.06	106,399.09	75,115.00	19,020.00	94,135.00	115.45%	103.47%	113.03%	64,531.95	15,130.03
Misc Maint Expenses and fees	1,731.99	1,834.42	3,566.41	2,112.00	1,948.00	4,060.00	82.01%	94.17%	87.84%	1,762.89	3,133.19
Vehicle/Building Maintenance Exp	1,108,553.45	403,363.29	1,511,916.74	2,037,518.00	746,820.00	2,784,338.00	54.41%	54.01%	54.30%	1,510,554.11	539,020.12
CONTRACTOR EXPENSES											
ADA/SSTA Paratransit	804,497.51		804,497.51	1,343,543.59		1,343,543.59	59.88%	0.00%	59.88%	890,280.44	
Partner Local Share		45,871.78	45,871.78	19,833.00	45,872.00	65,705.00	0.00%	100.00%	69.81%	19,833.00	
Functional Assessment Costs				2,500.00		2,500.00	0.00%	0.00%	0.00%	4,493.04	
Volunteer Drivers		256,650.78	256,650.78		583,867.00	583,867.00	0.00%	43.96%	43.96%		474,873.34
Other Transportation (incl Cabs)	1,909.20	379,548.39	381,457.59	7,032.98	823,518.42	830,551.40	27.15%	46.09%	45.93%	4,257.00	594,503.35
Contractor Expenses	806,406.71	682,070.95	1,488,477.66	1,372,909.57	1,453,257.42	2,826,166.99	58.74%	46.93%	52.67%	918,863.48	1,069,376.69
MARKETING EXPENSE											
Bus Tickets/Fare Media				20,000.00	2,400.00	22,400.00	0.00%	0.00%	0.00%	10,165.26	931.19
Marketing Expense	2,750.02	1,293.01	4,043.03	26,320.00	12,000.00	38,320.00	10.45%	10.78%	10.55%	11,275.77	13,211.52
Public Information	20,514.94	7,952.94	28,467.88	22,000.00	11,000.00	33,000.00	93.25%	72.30%	86.27%	10,448.13	10,324.06
Marketing Expense	23,264.96	9,245.95	32,510.91	68,320.00	25,400.00	93,720.00	34.05%	36.40%	34.69%	31,889.16	24,466.77
OTHER EXPENSES											
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%		
Debt Service/Capital Reserve	6,953.42		6,953.42	8,214.00		8,214.00	84.65%	0.00%	84.65%	46,442.51	
Bond Interest							0.00%	0.00%	0.00%		
Capital Match	750,000.00	98,617.50	848,617.50	1,000,000.00	131,490.00	1,131,490.00	75.00%	75.00%	75.00%	80,025.00	58,200.00
Other Expenses	756,953.42	98,617.50	855,570.92	1,008,214.00	131,490.00	1,139,704.00	75.08%	75.00%	75.07%	126,467.51	58,200.00
TOTAL EXPENSES	10,516,426.75	4,439,771.31	14,956,198.06	15,479,163.10	7,216,431.34	22,695,594.44	67.94%	61.52%	65.90%	10,791,894.71	5,058,659.18
Current Year Deferred Costs	134,302.03		134,302.03				0.00%	0.00%	0.00%	36,052.50	
OH Admin Allocation	112,903.39	(112,903.39)		196,077.00	(196,077.00)		57.58%	57.58%	0.00%	185,130.96	(185,130.96)
Urban Shop Allocation	62,367.89	(62,367.89)		84,913.00	(84,913.00)		73.45%	73.45%	0.00%	69,565.48	(69,565.48)
Rural Link Cost Allocation	(237,812.21)	237,812.21		(290,370.00)	290,370.00		81.90%	81.90%	0.00%	(219,584.03)	219,584.03
ALLOCATIONS BETWEEN PROGRAMS	(62,540.93)	62,540.93		(9,380.00)	9,380.00		666.75%	666.75%	0.00%	35,112.41	(35,112.41)
Balance Of Operating Budget	(694,726.07)	28,165.89	(666,560.18)	0.00	0.00	0.00				(3,309.21)	894,248.65
Capital Revenue											

Green Mountain Transit Authority
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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY21 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2020	
Federal Revenue	963,182.83	666,840.38	1,630,023.21				0.00%	0.00%	0.00%	2,866,387.52	1,365,814.05
State Revenue	113,889.65	53,018.54	166,908.19				0.00%	0.00%	0.00%	123,662.00	61,548.42
Paratransit Lease Revenue	81,089.77		81,089.77				0.00%	0.00%	0.00%	345,166.00	
Local Match Revenue	750,000.00	98,617.50	848,617.50				0.00%	0.00%	0.00%	80,025.00	58,200.00
Total Capital Revenue	1,908,162.25	818,476.42	2,726,638.67	0.00	0.00		0.00%	0.00%	0.00%	3,415,240.52	1,485,562.47
Capital Expenses											
Vehicles	723,184.25	751,860.43	1,475,044.68				0.00%	0.00%	0.00%	2,400,624.60	1,439,656.00
Maintenance Parts and Equipment	363,635.53	21,684.15	385,319.68				0.00%	0.00%	0.00%	341,621.28	10,137.59
Passenger Amenities	7,724.50	1,298.75	9,023.25				0.00%	0.00%	0.00%	2,316.25	
Facility Repairs and Improvements	122,720.95	25,206.25	147,927.20				0.00%	0.00%	0.00%	805,009.30	137,007.13
Total Capital Expenses	1,217,265.23	800,049.58	2,017,314.81	0.00	0.00		0.00%	0.00%	0.00%	3,549,571.43	1,586,800.72
Balance of Capital Budget	690,897.02	18,426.84	709,323.86	0.00	0.00		0.00%	0.00%	0.00%	(134,330.91)	(101,238.25)
Transfer of Purchases to Fixed Assets	790,790.60	690,723.66	1,481,514.26				0.00%	0.00%	0.00%	3,205,505.20	1,550,341.27
Deferred Costs							0.00%	0.00%	0.00%		
Depreciation Expense	(2,236,867.66)	(517,373.88)	(2,754,241.54)				0.00%	0.00%	0.00%	(2,206,620.11)	(613,449.71)
Subtotal	(1,446,077.06)	173,349.78	(1,272,727.28)	0.00	0.00		0.00%	0.00%	0.00%	998,885.09	936,891.56
Current Change in Net Assets	(1,449,906.11)	219,942.51	(1,229,963.60)	0.00	0.00	(0.56)	-4833020366.67%	-37278391.53%	219636357.14%	861,244.97	1,729,901.96



Month:		<i>April 2021</i>	
Urban Data	Data	Notes	
Miles Operated:	135,329	Revenue Vehicles	
Major Road Calls:	5	Failure prevented a vehicle from completing or starting a scheduled revenue trip	
Major Road Calls/100,000 Miles:	3.69		
Minor Road Calls:	5	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)	
Total Road Calls/100,000 Miles:	7.39		
"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 %	100%	Within 10% of the scheduled mileage per the FTA	
Active Fleet Avg. Age	9.30 years	Transit buses have a 12 year life expectancy	
Rural Data	Data	Notes	
Miles Operated:	71913	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:	1	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)	
Total Road Calls/100,000 Miles:	1.39		
"C" PM's Completed:	22	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles	
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA	
Cut-away Active Fleet Avg. Age	3.24 years	Cut-away buses have a 5 year life expectancy	



To: GMT Board of Commissioners
From: Jamie Smith, Director of Marketing and Planning
Date: May 12, 2021
Re: Marketing and Planning Update

- Microtransit Webinar: On April 22, 2021, the Director of Marketing and Planning presented at a microtransit webinar (hosted by New Hampshire DOT). The 90-minute session focused on microtransit in general, and presented data specific to MyRide by GMT.
- The Planning staff continued work on both the Transit Strategic Plan and the Strategic Goals. We presented an updated Strategic Plan, Strategic Vision, and GMT service standards draft to the Strategy Committee and will work to have a finalized version for the full board over the summer.
- Planning staff attended the launch of the conversion of the Green Ride Bikeshare to electric assist bikes. The fleet will be located in key locations around Burlington, South Burlington, and Winooski to provide additional transportation options and connectivity. It was great to see so many community partners in person at the event! For more information visit: <http://greenridebikeshare.com/>
- Staff have continued meeting with Swiftly and Trillium on exciting technology-based updates to improve the customer and operator experience including service adjustments, html schedules and refinement of GMT service planning data that utilizes this technology.
- Chris Damiani, Transit Planner, recently passed the American Institute for Certified Planners (AICP) Exam. It certifies professionals in the field of urban planning and assists planners in the areas of ethics, professional development, planning education, and the standards of planning practice.
- Marketing and Planning staff are working with Human Resources to hire two interns that would be with us for 5 quarters.



To: GMT Board of Commissioners
From: Trish Redalieu, Director of Human Resources
Date: May 18, 2021
RE: IT Support, Administrative Support, Training, and HR

Employee News

Randy Forrest and Douglas Moyes, have transitioned from part-time driver positions to full-time driver positions. Romeo Hermann has accepted a position as a Call Center Customer Service Representative in Burlington. GMT also welcomes Faiza Hassan, who has been hired as a part-time DTC Customer Service Representative.

Unemployment Claims

GMT has reason to believe that to date six fraudulent claims have been filed with the Vermont Department for Labor, using current employees' personal information. HR has notified the potentially affected employees that they may be victims of identity theft and provided them with resources to navigate the situation.

IT

GMT's firewalls were updated this month, and antivirus was updated organization wide. The virtual servers will be upgraded this summer. IT is in the process of procuring new screens for the DTC.

Training

The Training Supervisors completed Smith System Defensive Driving training in Berlin last week. Burlington's training is expected to be completed this week, while FGI's training will start in June. Smith System is an effective behind-the-wheel training in crash-avoidance driver safety training.

The trainers will also provide Proterra training to the two remaining Maintenance staff who have not yet received it.

Hunter Eddy has received an award from the Burlington Police Department for the department with their training needs. Congratulations Hunter!

Transition to Office Work

HR has developed a transition plan for teleworking employees to return to the office. The plan allows for transition back to office work over the next eight weeks, allowing time for employees who may have IT challenges, childcare or other issues related to the pandemic to reacclimate.

HR presented the plan to administrative staff on May 6th. Staff provided excellent feedback to facilitate the transition.

Urban Ridership by Month

Number of Service Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY21 YTD
Saturday	3	5	4	5	4	4	5	4	4	4	5	4	42
Sunday	4	5	4	4	5	4	5	4	4	3	5	4	42
Weekday	23	21	21	22	20	22	20	20	23	22	20	22	214
School Days	0	12	20	18	18	15	20	15	21	17			156

FY20 YTD
43
43
214
147

FY19 YTD
43
44
212
147

#	Route Name	FY21 YTD												Difference (FY21-FY20)			Difference (FY21-FY19)			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY21 YTD	FY20 YTD	riders	%	FY19 YTD	riders	%
1	Williston-Wal-Mart	19,286	21,147	29,150	31,641	24,653	19,492	18,688	23,305	28,116	27,580			243,058	343,084	-100,026	-29.15%	385,733	-142,675	-36.99%
7	North Avenue	11,383	11,692	15,174	14,756	11,914	11,246	10,746	11,239	15,317	14,733			128,200	219,325	-91,125	-41.55%	206,685	-78,485	-37.97%
1 & 7	RED LINE	30,669	32,839	44,324	46,397	36,567	30,738	29,434	34,544	43,433	42,313			371,258	562,409	-191,151	-33.99%	604,448	-233,190	-38.58%
2	Essex Junction	18,300	19,632	22,915	24,281	19,582	16,219	15,297	18,115	21,676	21,249			197,266	339,453	-142,187	-41.89%	388,373	-191,107	-49.21%
6	Shelburne Rd.	14,548	15,036	16,261	17,437	14,659	16,124	14,317	14,204	17,637	17,623			157,846	200,317	-42,471	-21.20%	198,377	-40,531	-20.43%
2 & 6	BLUE LINE	32,848	34,668	39,176	41,718	34,241	32,343	29,614	32,319	39,313	38,872			355,112	539,770	-184,658	-34.21%	586,750	-231,638	-39.48%
10	ORANGE LINE	1,410	1,452	2,243	2,217	1,680	1,642	1,363	1,170	1,525	1,595			16,297	17,336	-1,039	-5.99%	15,469	828	5.36%
5	Pine Street	4,210	4,295	4,779	4,598	4,073	3,914	3,849	3,365	4,604	4,757			42,444	68,445	-26,001	-37.99%	94,246	-51,802	-54.96%
9	Riverside/Winooski	8,710	9,139	9,281	9,775	8,330	8,714	8,070	8,008	9,977	9,834			89,838	111,487	-21,649	-19.42%	100,023	-10,185	-10.18%
5 & 9	GREEN LINE	12,920	13,434	14,060	14,373	12,403	12,628	11,919	11,373	14,581	14,591			132,282	179,932	-47,650	-26.48%	194,269	-61,987	-31.91%
4	SILVER LOOP												0	18,765	-18,765	-100.00%	24,269	-24,269	-100.00%	
8	GOLD LOOP	1,965	2,129	2,697	2,762	2,244	2,057	1,848	2,081	2,710	2,145			22,638	38,345	-15,707	-40.96%	55,736	-33,098	-59.38%
11	College Street Shuttle	3,401	3,561	4,389	3,981	3,065	2,162	2,211	2,575	3,726	3,894			32,965	84,634	-51,669	-61.05%	97,801	-64,836	-66.29%
12	UMall/Airport	825	1,226	1,869	2,046	1,120	888	827	970	1,383	1,310			12,464	32,467	-20,003	-61.61%	67,303	-54,839	-81.48%
11 & 12	PURPLE LINE	4,226	4,787	6,258	6,027	4,185	3,050	3,038	3,545	5,109	5,204			45,429	117,101	-71,672	-61.21%	165,104	-119,675	-72.48%
3	Lakeside Commuter	6	4	14	29	7	20	8	33	47	55			223	200	23	11.50%	1,686	-1,463	-86.78%
16	Hannaford's	62	132	190	160	168	194	142	120	182	198			1,548	1,777	-229	-12.89%	2,264	-716	-31.63%
19	Price Chopper #1	314	230	206	220	180	164	92	144	222	274			2,046	2,878	-832	-28.91%	2,253	-207	-9.19%
20	Price Chopper #2	144	190	298	196	94	168	110	144	184	136			1,664	1,401	263	18.77%	2,037	-373	-18.31%
21	School Trippers			1,604	2,713	2,691	2,132	2,696	1,712	2,687	2,825			19,060	106,605	-87,545	-82.12%	147,346	-128,286	-87.06%
18	Sunday Service	Discontinued in 2019.												0	0	0	N/A	4,970	-4,970	-100.00%
26	Other													0	3,281	-3,281	-100.00%	4,603	-4,603	-100.00%
56	Milton Commuter	769	866	883	1,039	743	820	815	662	736	825			8,158	12,457	-4,299	-34.51%	14,449	-6,291	-43.54%
76	Middlebury Link	159	145	272	201	222	157	169	255	173	176			1,929	8,107	-6,178	-76.21%	12,685	-10,756	-84.79%
86	Montpelier Link	1,277	1,239	1,644	1,894	1,579	1,245	1,259	1,171	1,432	1,360			14,100	85,027	-70,927	-83.42%	105,327	-91,227	-86.61%
96	St. Albans Link	285	362	493	528	518	336	387	530	726	633			4,798	12,380	-7,582	-61.24%	15,543	-10,745	-69.13%
46	116 Commuter													0	2,565	-2,565	-100.00%	3,770	-3,770	-100.00%
36	Jeffersonville Commuter	282	336	330	293	300	264	289	362	429	439			3,324	8,569	-5,245	-61.21%	8,608	-5,284	-61.39%
97	Barre LINK													0	3,834	-3,834	-100.00%	351	-351	-100.00%
SUBTOTAL		87,336	92,813	114,692	120,767	97,822	87,958	83,183	90,165	113,489	111,641	0	0	999,866	1,722,739	-722,873	-41.96%	1,971,938	-972,072	-49.30%
ADA Paratransit		2,293	2,247	2,470	2,694	2,228	2,414	2,002	1,793	2,758	2,853			23,752	7,625	16,127	211.50%	3,228	20,524	635.81%
TOTAL		89,629	95,060	117,162	123,461	100,050	90,372	85,185	91,958	116,247	114,494	0	0	1,023,618	1,730,364	-706,746	-40.84%	1,971,938	-948,320	-48.09%

Legend	
No Service	Discontinued where noted. Otherwise, service normally not operated.
Suspended	
Corrected	Error or incompleteness identified.
Note	Current data practices result in one-month delay for ADA Paratransit ridership.

FY21 GMT Rural Ridership by Month

Number of Service Days													FY21 YTD	FY20 YTD	FY19 YTD
Saturday	3	5	4	5	4	4	5	4	4	4	5	4	42	39	39
Sunday	4	5	4	4	5	4	5	4	4	3	5	4	42	39	40
Weekday	23	21	21	22	20	22	20	20	23	22	20	22	214	193	190
School Days			16	18	18	15	20	15	21	17			140	130	130

#	Route Name	FY21 YTD												Difference (FY21 - FY20)				Difference (FY21 - FY19)				
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY21 YTD	FY20 YTD	Riders	%	FY19 YTD	Riders	%		
80	City Route Mid-Day	1,585	1,522	1,440	1,485	1,234	1,249	1,128	1,104	1,289	1,283			13,319	21,619	(8,300)	-38.4%	20,699	(7,380)	-35.7%		
81	Barre Hospital Hill	1,993	2,215	2,062	2,385	2,007	1,979	1,712	1,672	1,994	1,999			20,018	27,562	(7,544)	-27.4%	29,074	(9,056)	-31.1%		
82	Montpelier Hospital Hill	1,188	1,267	1,346	1,297	1,342	1,396	48	Microtransit.				7,884	19,772	(11,888)	-60.1%	19,526	(11,642)	-59.6%			
83	Waterbury Commuter	173	142	174	163	137	143	121	111	115	176			1,455	6,993	(5,538)	-79.2%	8,955	(7,500)	-83.8%		
84	US 2 Commuter	84	50	81	88	85	58	65	50	48	53			662	6,537	(5,875)	-89.9%	6,827	(6,165)	-90.3%		
85	Hannaford Shopping Special	124	135	176	145	152	126	124	132	214	184			1,512	1,166	346	29.7%	1,342	170	12.7%		
87	Northfield Shuttle	17	25	48	29	30	38	46	40	54	38			365	599	(234)	-39.1%	710	(345)	-48.6%		
88	Capital Shuttle	Microtransit												0	3,442	(3,442)	-100.0%	9,324	(9,324)	-100.0%		
89	City Commuter	1,885	1,960	2,094	2,159	1,747	1,722	1,471	1,379	1,646	1,714			17,777	31,403	(13,626)	-43.4%	29,185	(11,408)	-39.1%		
90	Plainfield Shuttle	33	55	58	57	33	47	35	39	40	34			431	513	(82)	-16.0%	497	(66)	-13.3%		
91	Hospital Hill Demand Response	Discontinued in FY19.												0	0	0		820	(820)	-100.0%		
92	Montpelier Circulator	445	393	485	513	440	514	Microtransit				2,790	12,020	(9,230)	-76.8%	13,768	(10,978)	-79.7%				
93	Northfield Commuter	256	320	241	298	278	243	222	198	270	259			2,585	4,632	(2,047)	-44.2%	6,391	(3,806)	-59.6%		
100	Route 100 Commuter	14	Transferred to Rural Community Transportation on Monday, July 6, 2020.												14	5,493	(5,479)	-99.7%	7,679	(7,665)	-99.8%	
108	Mountain Road Shuttle						125	1,915	3,071	2,178	1,936	218			9,443	80,618	(71,175)	-88.3%	68,554	(59,111)	-86.2%	
102	Morrisville Loop	15	Transferred to Rural Community Transportation on Monday, July 6, 2020.												15	2,691	(2,676)	-99.4%	3,201	(3,186)	-99.5%	
103	Morrisville Shopping Shuttle	25	Transferred to Rural Community Transportation on Monday, July 6, 2020.												25	3,249	(3,224)	-99.2%	3,848	(3,823)	-99.4%	
109	Tuesday Shopping Shuttle (FGI)	46	52	60	50	64	52	44	32	54	50			504	726	(222)	-30.6%	721	(217)	-30.1%		
110	St.Albans DT Shuttle	1,487	1,316	1,613	1,725	1,509	1,571	1,323	1,374	1,680	1,521			15,119	21,813	(6,694)	-30.7%	19,138	(4,019)	-21.0%		
115	Alburg-Georgia Commuter	402	354	338	352	325	319	319	325	313	357			3,404	5,485	(2,081)	-37.9%	6,390	(2,986)	-46.7%		
116	Richford-St.Albans Commuter	137	210	297	248	193	176	196	213	225	200			2,095	6,094	(3,999)	-65.6%	5,664	(3,569)	-63.0%		
120	Valley Floor							79	208	350	154			791	6,935	(6,144)	-88.6%	6,481	(5,690)	-87.8%		
121	Valley Evening Service	Discontinued for FY21												0	1,270	(1,270)	-100.0%	1,837	(1,837)	-100.0%		
122	Mount Ellen							323	1,973	3,148	1,169			6,613	19,856	(13,243)	-66.7%	31,896	(25,283)	-79.3%		
124	Mountain Condos							375	1,063	1,116	618			3,172	9,329	(6,157)	-66.0%	9,064	(5,892)	-65.0%		
125	Access Road							300	834	1,273	729			3,136	10,756	(7,620)	-70.8%	0	3,136			
99	Special Services													0	1,834	(1,834)	-100.0%	1,472	(1,472)	-100.0%		
	Microtransit - MyRide							1,306	1,688	1,985	1,948			6,927	N/A				N/A			
	SUBTOTAL	9,909	10,016	10,513	10,994	9,701	12,625	15,309	16,422	14,533	10,034	0	0	113,129	312,407	(199,278)	-63.8%	313,063	(199,934)	-63.9%		

Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY21 YTD	Difference (FY21 - FY20)				Difference (FY21 - FY19)			
Capital District	7,837	8,084	8,205	8,619	7,485	7,515	4,972	4,725	5,670	5,740	0	0	68,852	147,691	(78,839)	-53.4%	161,846	(92,994)	-57.5%		
Franklin/Grand Isle	2,072	1,932	2,308	2,375	2,091	2,118	1,882	1,944	2,272	2,128	0	0	21,122	34,118	(12,996)	-38.1%	31,913	(10,791)	-33.8%		
Seasonal Service	0	0	0	0	125	2,992	7,149	8,065	4,606	218	0	0	23,155	130,598	(107,443)	-82.3%	119,304	(96,149)	-80.6%		



To: GMT Board of Commissioners
From: Jon Moore, General Manager
Date: May 18, 2021
RE: General Manager Report

COVID-19 Policy Updates: GMT has issued companywide policy updates based on the Vermont Forward Plan: Business Operations guidance. These updates follow the Universal Guidance effective May 1, 2021 for Group B sectors and include:

1. **Stay home if sick.** No symptomatic or COVID-19 positive workers are allowed on site.
2. **Wear a mask.** All employees must wear a face covering over their nose and mouth when in the presence of others. There are no changes at this time to the Federal Mask Mandate or the GMT Mask Policy.
3. **Ensure six-foot spaces and uncrowded places.** Employees must observe strict social distancing of 6 feet while on the job. Businesses and non-profit or government entities must ensure customers observe strict social distancing of 6 feet while on location, to the extent possible.
4. **Practice good hygiene.** Employees must have easy and frequent access to soap and water or hand sanitizer during the duration of work, and handwashing or hand sanitization is required frequently including before entering, and leaving, job sites. All common spaces (when open) and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned regularly.
5. **Think before you travel.** Follow the state's travel guidance and educate your employees and customers about the state's policies.

GMT is developing a phased return to work plan for administrative employees. Employees will begin to return to in-office operations on June 1 with alternating work days to minimize the number of employees in the building at once. As of July 1 all employees are expected to return to in-office work unless they have an approved job accommodation. Face masks will continue to be required on GMT property when employees are in the presence of others.

TSA Mask Mandate Extension: The Transportation Security Administration (TSA) has extended the face mask requirement for individuals across all transportation networks throughout the United States, including at airports, onboard commercial aircraft, on over-the-road buses, and on commuter bus and rail systems through September 13.



On-board Capacity Increase: Based on declining COVID-19 case counts and increasing vaccination rates GMT increased its on-board occupancy limit to 75% of a vehicles seated capacity effective on April 24.

Washington County Site Selection Study: I along with Matt Kimball continue to work closely with the project consultants on this project. Matt and I have had exploratory phone calls with two property owners whose property will likely score at the top of the study and we will be presenting information to the Berlin Selctboard on May 17. I am expecting the study to be completed and presented to the Board at the June meeting.

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



To: GMT Board of Commissioners
From: Jamie Smith, Director of Marketing and Planning
Date: May 10, 2021
Re: Strategic Goals

- **Requested motion:** *The GMT Board of Commissioners moves to approve the Strategic Goals as presented.*

The Planning department presents the most recent draft Strategic Goals to the GMT Board of Commissioners for adoption. The draft goals represent work completed by staff, the Strategy Committee, the GMT Board of Commissioners, and includes input from our Planning Consultant, Stephen Falbel.

In February 2021, the GMT Board of Commissioners attended a Board Retreat focusing on the organizational Strategic Goals. Staff received a lot of valuable feedback that lead us to the current draft. Some improvements include; a time frame in which a goal will be completed and aligning the goals with the PTPP and other plans developed by VTrans.

In addition to Board input, the Planning Staff presented the Strategic Goals for feedback to all staff members on two occasions.

In the past several months, the Planning Department has been working with Stephen Falbel on the Transit Strategic Plan. Through that work, we identified additional ways to connect the Strategic Goals to the overall vision of GMT. For example, many of the original goals (Increasing ridership, Sustainability, and Fairness and Inclusion) were principles that should be applied to all of the works done by GMT. As a result, you will see that we included General Principles at the start of the document.

In addition to the changes above, we spent some time developing goal statements (column 1) to avoid any ambiguity and confusion and defined clear and actionable Strategies and Tactics to focus our work. Staff feels the end product encompasses many varied opinions and we are hopeful that the Strategic Goal document sets staff and the organization up for future success.

General Principles

Underlying all of the goals and strategies listed above is a set of general principles that applies to everything GMT does. These principles, or parts thereof, could be formulated as goals and strategies, but given their overarching importance and cross-cutting nature, they are pulled out separately here. Their relationship to the goals and strategies is explained below.

Increasing Ridership

Every transit agency strives to increase ridership on a continuous basis. Providing mobility to people is the core of the mission of public transportation, and thus increasing the number of passenger trips is the essence of fulfilling that mission. This principle applies to designing attractive service, operating it safely and reliably, maintaining vehicles and facilities to make service comfortable, informing riders of schedules and on-time performance, and making riders feel welcome through excellent customer service.

Sustainability

The principle of sustainability applies to GMT in multiple ways. Internally, GMT seeks to be sustainable as an organization by maintaining a reliable funding stream and a stable and customer-focused workforce. Externally, GMT promotes sustainability in both the economy and the environment. In the absence of efficient public transit, economic growth and land development results in traffic congestion, which can choke off further growth. Dependence on automobiles, even electric ones, degrades the environment through air pollution, greenhouse gas emissions, toxic runoff from paved surfaces, and the byproducts of vehicle manufacturing. Recognition of transit's role in economic and environmental sustainability is a key component of the justification for ongoing subsidy of operations by local, state and federal agencies, as well as private-sector partners, thereby ensuring GMT's internal sustainability.

Fairness and inclusion

As a publicly funded agency and an integral part of the regional transportation system, GMT must instill fairness and inclusion into all of its operations and outreach activities. All people within its service region, regardless of race, color, national origin, citizenship, income, gender, or disability should have equal access to GMT's services and a fair opportunity to have input into how those services are designed and operated. Beyond compliance with federal and state laws and regulations such as Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, GMT must be proactive in engaging with community members and seeking input from those who might otherwise be excluded because of language, lack of technology or unfamiliarity with government processes.

Goal	Strategy	Key Performance Indicator	Tactic	Supporting Documents	Department Responsible	Time Frame
1. Design excellent and reliable service that is attractive to all segments of the population	1.a: Adopt aggressive service standards	Periodic performance reports and compliance with service standards	Document standards and monitor performance	TSP 2.1	Planning	Short
	1.b: Tailor services to meet market demand	Number of services with unacceptable productivity and cost effectiveness; overall ridership and productivity	Monitor performance; engage in planning; expand innovative modes such as microtransit	TSP 2.2 and 4.1	Planning	Ongoing
	1.c: Design schedules and information systems to maximize reliability	Schedule adherence: one minute early to five minutes late at terminals and mid-route timepoints	Monthly OTP reporting, schedule adjustments as needed	TSP 2.2.1, Monthly Performance Report	Operations	Short
	1.d: Seek funding to support higher service levels	Total operating revenue; percent of total budget for operations	Maximize state, federal, local, and private funding opportunities	TSP 6.1	GM and Finance	Ongoing
2. Operate safe, accessible and efficient service that makes the best use of public funds	2.a: Minimize accidents, illness and injuries	Preventable accidents per million miles; Number of fatalities or serious injuries (goal of zero); Driver sick days	Retraining after preventable accidents; cleaning protocols in vehicles and driver rooms	Monthly performance Report; TSP A.7	Operations	Ongoing
	2.b: Meet or exceed ADA requirements	ADA paratransit ridership; use of wheelchair ramps/lifts on buses; ADA complaints	Eligibility assessments; travel training; maintenance of ADA equipment	Monthly Performance Report	ADA and Operations	Ongoing

Goal	Strategy	Key Performance Indicator	Tactic	Supporting Documents	Department Responsible	Time Frame
	2.c: Assess scheduling and operations to minimize non-productive operator time	Percent of total revenue hours by route that is layover or other non-revenue time	Adjust parameters in HASTUS; consider alternative blocking	TSP 2.2.1; Analysis of each bid package	Planning; Operations	Short
	2.d: Reduce energy use and carbon footprint	Percent of fleet electrified; miles per gallon of fuel used by mode	Identify funding for fleet electrification; install fuel efficiency technology	TSP 2.3.1	Finance; Operations; Maintenance	Long
	2.e: Monitor and adjust service on a continuous basis	Routes assessed per year; changes in performance measures attainment	Application of performance standards; service planning	TSP 2.2.1	Planning	Ongoing
3. Maintain and expand capital infrastructure to support operations	3.a: Adhere to vehicle replacement plan	Fleet average age	Continuously seek funds for vehicle replacement; procure on schedule	CIP; TAMP; TSP 5.1; A.6	Capital; GM	Ongoing
	3.b: Maintain assets in good or excellent condition	Capital assessment ratings (NTD, TAMP); Mean distance between failures for rolling stock	Semiannual maintenance trainings; annual asset condition assessments	CIP; TAMP; TSP 5.1; A.6	Capital; GM	Ongoing
	3.c: Washington County facility	New site identified	Complete site analysis study		GM; Maintenance	Long
	3.d: Prioritize capital investments for expansion	Riders served by new or enhanced facility or vehicle	Develop bus stop standards; create index of investment per passenger	TSP 5.2	Planning; Capital	Short

Goal	Strategy	Key Performance Indicator	Tactic	Supporting Documents	Department Responsible	Time Frame
4. Improve operations and passenger information through technology	4.a: Procure state-of-the-art software when justified	Inventory of software; assessment of software benefits	Communicate with vendors and peer agencies	TSP 4.4, A.8	Planning	Ongoing
	4.b: Enhance and maintain staff capacity to make use of technology	Assessment of software benefits and usage; Monthly OTP report	Training for staff	TSP 4.4, A.8	Operations	Ongoing
	4.c: Share reliable information with the riding public	Accuracy and % of online time for bus location and real-time arrivals on website and Transit app	Monitor Swiftly data	TSP 4.4, A.8	Operations	Ongoing
5. Motivate workforce to maximize service quality	5.a: Develop enhanced customer service tools and procedures	Customer satisfaction rate from on-board surveys; number of founded complaints per month	Provide annual customer service training to all employees, develop a customer service plan and SOP	TSP A.10, Monthly Performance Report	All	Short
	5.b: Increase employee retention, and job satisfaction	Job satisfaction survey	Annual employee survey		Human resources	Ongoing
	5.c: Enhance skills of all segments of the authority	Percent of staff with training in past year	Encourage training opportunities	Employee handbook	All	Ongoing

Goal	Strategy	Key Performance Indicator	Tactic	Supporting Documents	Department Responsible	Time Frame
6. Integrate with the community to add to regional quality of life	6.a: Establish open channels of communication	Meetings with outside parties	Designate contacts at all levels of govt. and other partners; set up regular check ins	TSP A.10	GM; Planning; Marketing	Short
	6.b: Coordinate with municipalities on development and supportive infrastructure	Regular participation in development decisions; new sidewalks/crosswalks built near bus stops	Engage in land use planning; advocate for investment in pedestrian facilities and bus lanes		Planning	Ongoing
	6.c: Solicit input on needs and address them	Surveys; public meetings	Conduct surveys; meetings with riders and stakeholders	TSP A.10	GM; Planning; Marketing	Ongoing
	6.d: Communicate benefits of transit/ build case for sustainable funding support from all parties	Support for transit on public opinion surveys; political support at municipal level; establish regional funding committee	Conduct surveys; present to selectboards and city councils; conduct regional funding study	TSP A.10	GM	Short