

AGENDA

Green Mountain Transit Board of Commissioners

November 15, 2016, 7:30 a.m.

15 Industrial Pkwy, Burlington, VT 05401

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

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:36 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda*
- October 18, 2016 Board Meeting Minutes (pages 3-6)
 - Check Register (pages 7-11)
 - Finance Report (pages 12-17)
 - Maintenance Report (page 18)
 - Operations Report (pages 19-20)
 - Performance Report (page 21)
 - Planning Report (pages 22-23)
 - Marketing, IT Support, & Human Resources Report (page 24)
 - Project Development Report (page 25)
 - Ridership Reports (pages 26-27)
 - ADA
 - CCTA
 - GMTA
- 7:45 a.m. 5. FGI Shopping Shuttle Route change (Goal 3)
- 7:50 a.m. 6. Assistance Dog Policy Change** (Goal 2) (page 28)
- 7:55 a.m. 7. System Analysis Vendor approval** (Goal 3) (page 29)
- 8:05 a.m. 8. Medicaid update (Strategic Goal 1)
- 8:15 a.m. 9. Board Survey Results (Strategic Goal 7)
- 8:35 a.m. 10. 2017 Strategic Goals Final Draft** (pages 30-36)

8:50 a.m. 11. GM & Committee reports

- *Leadership Committee: Next scheduled meeting Thursday, December 15 @9am*
- *Strategy Committee: December 12 @8:15am*
- *Operations Committee: November 28 @ 9:30am*
- *Finance Committee: November 22 @8:30 am*

9:05 a.m. 12. Adjourn

NOTES:

- * Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact John Robinson at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-864-CCTA or 802-864-2282.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.

GMT Board Minutes

Date: October 18, 2016

Time: 7:30 AM

Place: GMT

15 Industrial Parkway

Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston

Rob Moore, Vice Chair, Lamoille County (Via Phone)

Marti Powers, Treasurer, Essex (Via Phone)

Chapin Spencer, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Tom Chittenden, Commissioner, South Burlington

Bob Buermann, Commissioner, Grand Isle County

Harold Garabedian, Commissioner, Washington County (Via Phone)

Katherine Miles, Commissioner, Burlington

Karen Walton, General Manager

Mark Sousa, Assistant General Manager

Donna Rae Decatur, Director of Rural Operations

Michelle Daley, Director of Finance

Trish Redalieu, Director of Administration and Support Services

Bill McCarty, Director of Maintenance

David Armstrong, Planning Manager

John Robinson, Human Resources Coordinator

Jordan Posner, ADA Management Coordinator

Members of the Public:

Daryl Straw, Future Planning

Antoine Williams, Plan Investment Advisor

Thomas Murray, Vermont Gas

Not Present:

Denis Barton, Secretary, Shelburne

Catherine Dimitruk, Commissioner, Franklin County

Raghu Acharya, Commissioner, Winooski

Kim Parker, Commissioner, Hinesburg

1. Open Meeting

Chair Kaynor opened the meeting at 7:35 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

There were no adjustments to the agenda.

3. Public Comment

Chair Kaynor took a moment to introduce the newly appointed commissioner for Burlington, Katherine Miles. Chair Kaynor also took a moment to thank General Manager, Karen Walton and the GMT staff for their efforts and participation in the grand opening of the DTC.

4. Consent Agenda

A motion to approve the Consent Agenda with the removal of the Minutes was made by Commissioner Buermann and seconded by Commissioner Chittenden. All were in favor and the Consent Agenda was approved with the removal of the Minutes.

Commissioner Buermann asked to adjust the Strategy committee report to better reflect the staff's efforts in the continued improvement of user friendliness.

Commissioner Chittenden noted two grammatical errors on page five, under item nine.

Commissioner Buermann made a motion to accept the meeting Minutes with the noted corrections. Commissioner Chittenden seconded. Commissioner Miles abstained and all others were in favor. The Minutes were approved with the noted corrections.

5. GMT Retirement Plan Proposed Changes

Michelle Daley, Director of Finance, Daryl Straw, Future Planning and Antoine Williams, Plan Investment Advisor all spoke on the presented pension plan changes. In order to add additional investments, the plan platform needed to be updated. Daryl Straw recommended the Charles Schwab platform. The proposed plan was reviewed by the Finance Committee and they too recommend the current plan be changed to the Charles Schwab plan. It will save on money and increase efficiencies for staff on current areas of oversight, such as, tax filings, distributions and loan processing.

Commissioner Chittenden made a motion to accept the pension plan changes as presented. Commissioner Sharrow seconded. All were in favor and the motion to approve the pension plan was approved.

6. CNG Fuel Recommendation (Goal 4)

Mark Sousa, Assistant General Manager, presented the CNG fuel recommendation. Financial considerations played a significant role in the recommendation presented. The CNG Ad Hoc Committee reviewed the bids and after all the consideration they have recommended the next bus purchase be diesel. With the recommendation of a five year contract it does allow the Board to revisit alternative fuel options if the situation changes.

Thomas Murray of Vermont Gas spoke of his views on the use of natural gas. He understands the committee's decision but wanted to stress the fact that a window is closing for help in the conversion to a natural gas fleet. Vermont Gas has money set aside to help build a refueling station but it may not be there the next time GMT is ready to consider the option of natural gas.

The Board discussed further into what was reviewed and how the recommendation was decided. Mr. Sousa did explain that with the purchase of diesel it would allow for them to secure more buses in the purchase.

A motion to accept the report as presented was made by Commissioner Sharrow and seconded by Commissioner Buermann. All were in favor and the report was accepted as presented.

7. Bus Purchase Recommendation & Approval

Mr. Sousa spoke on the recent RFP for the new bus purchases. GMT partnered with VPTA and the State of New Hampshire for the RFP to help buying power for 125 vehicles over five years. It came down to Gillig and Eldorado for the best and final prices. After reviewing the approved equals, it was found that Gillig was able to offer the better pricing and options. Through the negotiation process they also agreed to waive the PPI for the first two years. With Gillig buses in the current fleet, it allows for the inventory of parts on hand to be used, thus adding to the savings. Gillig has agreed to produce the first twelve buses within twelve months of ordering.

Commissioner Spencer made a motion to approve the bus purchase through Gillig. The motion was seconded by Commissioner Chittenden. All were in favor and the motion to approve the bus purchase through Gillig was approved.

8. Marketing Plan Discussion & Approval (Goal 6)

Trish Redalieu, Director of Administration and Support Services, presented the Fiscal year 2017 Marketing Plan. Ms. Redalieu spoke on the target demographics and their importance to the growth of the agency. A discussion on how the marketing plan could better address the year-over-year ridership loss took place. Ms. Redalieu explained surveys will be added as part of the DTC's Wi-Fi allowing GMT to better understand the riders and their needs. Ms. Walton also explained more information will be gathered with the system analysis study.

Commissioner Buermann made a motion to approve the Marketing Plan and was seconded by Commissioner Sharrow. All were in favor and the Marketing Plan was approved.

9. Medicaid Update (Goal 1)

Ms. Walton informed the Board that VPTA was selected as the provider for Medicaid in the State of Vermont. Mr. Sousa will attend a VPTA meeting tomorrow to see what this means for GMT. By next month they should be able to present more information on the current status.

10. System Analysis Vendor Update (Goal 3)

Mr. Sousa spoke on the current state of the RFP for the system analysis. Four vendors responded with bids and staff have narrowed it down two. Staff will start negotiations with the preferred vendor and a contract may be available for review at the next Board meeting. The analysis will cover all five counties of service.

11. MTicketing Update (Goal 2)

Mr. Sousa explained that all bids are in. A comparison of the bids prices was completed. Currently they are reviewing two options. The first option is a fixed cost and the second option is a variable cost. Now they have begun reviewing the contracts. There is still work to be done on the process but staff hopes to have more information to bring to the Board at the next meeting.

12. Assistance Dog Policy Change Discussion (Goal 6)

Ms. Walton reviewed the current policy for service animals with the Board. The ADA has stated only two types of animals may be used as service animals; dogs or small horses. The FTA has stated it may be any type of animal. There are only two questions one may ask regarding a service animal, "Is this a service animal" and "What is it trained to do". Ms. Walton would like to change the policy to better serve the passengers who may have communication issues. Ms. Walton would like to just ask "Is this a service animal". This will minimize the interaction and avoids the potential of drivers engaging in conversations that may infringe on protected rights. Ms. Walton will provide the Board with more information at the next Board meeting.

Commissioner Spencer exited at 8:53 AM.

13. GM & Committee Reports

Ms. Walton gave the GM update and informed the Board that they're working on a RFP Scope for the LEED Platinum campus. There are many unique ideas out there and she is excited to see what may come in the bids.

RouteShout has been launched and seems to be working with few if any bugs.

The DTC is now running under Operations and we have received positive feedback. Jordan Posner, A.D.A Coordinator met with his ADA committee at the DTC. They were able to point out some items that can be addressed to better accommodate and comply with ADA regulations.

Leadership Committee will work on their strategic goals for next month. Chair Kaynor also informed the Board that they will begin the Board evaluations in the coming month.

Strategy Committee was previously covered during the meeting.

Operations Committee has blended in recommendations from the last Board retreat for the strategic goals. They continue to update the PIP and also have begun to review the Safety, Security and Emergency Preparedness Plan (SSEP) provided to them by Mr. Sousa.

Finance Committee informed the Board that the auditors were on site for four days. This year they seemed to focus on the process and polices due to the recent changes to the Super Circular. The audit is not complete yet. They are now working off site.

Commissioner Chittenden exited at 8:55 AM.

14. Adjourn

Commissioner Buermann made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 9:12 AM.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount
10/7/2016	V245	DRIVE	79788	\$44.00
10/7/2016	V396	United Way	79792	\$62.00
10/7/2016	V611	Northwestern Occupational He	79789	\$115.00
10/7/2016	V301	Sovernet	79790	\$180.62
10/7/2016	V433	Workplace Solutions, Inc.	79794	\$568.75
10/7/2016	V336	W.B Mason Co., Inc.	79793	\$727.12
10/7/2016	V10	Vermont Office of Child Suppor	EFT000000011291	\$853.10
10/7/2016	V1430	Hampton Inn & Suites	79786	\$1,069.60 Training Lodging
10/7/2016	V265	ICMA	V265 2016 1007	\$1,200.95 Retirement
10/7/2016	V364	Vermont Dept of Taxes	V364 2016 1007	\$10,368.57 State Tax
10/7/2016	V215	American Funds	V215 2016 1007	\$13,865.86 Retirement
10/7/2016	V303	SSTA	79791	\$33,236.18 Tilley Aug/E&D June
10/7/2016	V228	C.I.D.E.R., Inc.	79787	\$52,286.30 July/Aug E&D Van, E&D Med
10/7/2016	V266	IRS - EFTPS	V266 2016 1007	\$84,760.70 Federal Taxes
10/13/2016	V34	Maple, Walter	EFT000000011333	\$28.92
10/13/2016	V137	Plante, Karen	EFT000000011340	\$39.00
10/13/2016	V35	McDonald, Pam	EFT000000011334	\$50.00
10/13/2016	V36	McLaughlin, Timothy	EFT000000011335	\$100.14 FSA Reimbursement
10/13/2016	V1182	Charissakis, John	EFT000000011330	\$144.76 FSA Reimbursement
10/13/2016	V32	Laferriere, Richard	EFT000000011332	\$181.00 Shoe Reimbursement
10/13/2016	V17	Smith, Jamie L	EFT000000011341	\$192.31 DCAP
10/13/2016	V814	Nelle, Jordan	EFT000000011339	\$245.00 FSA Reimbursement
10/13/2016	V38	Moore, Jon	EFT000000011337	\$262.31 FSA/DCAP Reimbursement
10/13/2016	V747	Nassau II, Jason	EFT000000011338	\$333.16 FSA Reimbursement
10/13/2016	V124	Kimball, Matt	EFT000000011331	\$345.00 FSA Reimbursement
10/13/2016	V37	Meigs, Dale	EFT000000011336	\$1,759.70 FSA Reimbursement
10/14/2016	V223	Bond Auto Parts	79833	\$6.79
10/14/2016	V702	Lincoln National Life Insurance	79873	\$8.86
10/14/2016	V402	Fastenal Company	79857	\$13.39
10/14/2016	V218	Atlantic Detroit Diesel - Allison	79829	\$18.04
10/14/2016	V989	Waring, Lynn	79819	\$19.44
10/14/2016	V1343	Schoolcraft, Sarah	79818	\$21.60
10/14/2016	V261	Green Mountain Power	79867	\$21.88
10/14/2016	V71	Lightholder, Stephen	EFT000000011310	\$25.92
10/14/2016	V1135	Blanchard, Thomas	79801	\$28.08
10/14/2016	V205	LeBlanc, Alice	79812	\$28.08
10/14/2016	V258	Gordon Stamp & Engraving	79864	\$28.99
10/14/2016	V315	United Parcel Service	79906	\$37.39
10/14/2016	V1160	Fox, Therrien	EFT000000011301	\$39.24
10/14/2016	V1377	Cleary, Diane	EFT000000011299	\$41.04
10/14/2016	V1309	Arthur, Alan	79799	\$42.12
10/14/2016	V554	Desarno, David	79804	\$42.12
10/14/2016	V168	Fay, Carol	79805	\$45.36
10/14/2016	V1084	Fisher, Allan	79806	\$46.98
10/14/2016	V1194	Joseph, Ben	79809	\$48.60
10/14/2016	V604	Vermont Fire Extinguisher	79909	\$48.65
10/14/2016	V128	Redalieu, Patsy	79890	\$50.00
10/14/2016	V793	SYN-TECH Systems	79902	\$56.70
10/14/2016	V857	Driver, Sandra	79855	\$62.08
10/14/2016	V1179	Congleton, William	79802	\$64.26
10/14/2016	V328	Kirk's Automotive Inc.	79870	\$65.90
10/14/2016	V829	Mcmahon, John	EFT000000011313	\$66.96
10/14/2016	V203	Ladd, Joyce	79810	\$67.50
10/14/2016	V150	Walker, Michael	79913	\$70.41
10/14/2016	V332	Alliance Bus Group Inc	79826	\$75.24
10/14/2016	V385	Vermont Offender Work Progra	79910	\$76.00
10/14/2016	V693	MacMan Inc.	79876	\$80.97
10/14/2016	V734	Thermo King Northeast/Dattco	79904	\$84.26
10/14/2016	V65	Higgins, Richard	EFT000000011306	\$88.56
10/14/2016	V656	Zhu, Michael	79917	\$89.00
10/14/2016	V1253	Sprano, Sheila	EFT000000011323	\$89.10
10/14/2016	V232	Petty Cash	79887	\$91.36
10/14/2016	V1422	Battery Junction	79831	\$99.00
10/14/2016	V114	Fajobi, Adeleke	79856	\$100.00 Shoe Reimbursement
10/14/2016	V1428	Project Independence	79889	\$100.00
10/14/2016	V1429	Vermont Respite	79911	\$100.00
10/14/2016	V1371	Riendeau, Donald	EFT000000011318	\$104.04 Volunteer
10/14/2016	V238	Crystal Rock Bottled Water	79848	\$104.51
10/14/2016	V298	Sanel Auto Parts Co.	79895	\$109.46
10/14/2016	V792	Myers Container Service Corp.	79880	\$119.66

10/14/2016	V1197	Young, Sylvia	EFT000000011329	\$124.74	Volunteer
10/14/2016	V436	Mabee, Jonathan	79875	\$127.43	Mileage Reimbursement
10/14/2016	V240	D & M Fire and Safety Equipme	79850	\$130.00	
10/14/2016	V526	City Market	79796	\$134.08	
10/14/2016	V1289	Blanchard, Anne	79800	\$138.24	Volunteer
10/14/2016	V1025	Alter, Charles	79797	\$149.04	Volunteer
10/14/2016	V691	Rogers, Robert	EFT000000011319	\$153.90	Volunteer
10/14/2016	V1325	Fonda, Leah	79808	\$158.40	Volunteer
10/14/2016	V1414	Thompson, Jennie	EFT000000011324	\$161.46	Volunteer
10/14/2016	V214	AT&T Mobility	79828	\$168.84	
10/14/2016	V242	Danform Shoes	79852	\$169.95	
10/14/2016	V522	Turcotte, S Jeanette	EFT000000011326	\$172.80	Volunteer
10/14/2016	V534	Omega Electric	79884	\$172.86	
10/14/2016	V67	Jewett, Sheryl	EFT000000011307	\$175.50	Volunteer
10/14/2016	V276	Metalworks	79878	\$179.55	
10/14/2016	V268	Loomis	79874	\$179.73	
10/14/2016	V851	Champlain Medical	79840	\$180.00	
10/14/2016	V417	Dion Security, Inc.	79854	\$194.90	
10/14/2016	V1011	Sprague, Brian	79899	\$195.00	Shoe Reimbursement
10/14/2016	V962	Williams, Kenneth	79820	\$201.06	Volunteer
10/14/2016	V1101	Begnoche, Tonyiel	EFT000000011293	\$201.66	Volunteer
10/14/2016	V374	Clear Choice Auto Glass, A	79843	\$240.00	
10/14/2016	V248	Bay State Elevator Company	79832	\$241.35	
10/14/2016	V1394	Rolland-Forkey, Erin	79817	\$241.38	Volunteer
10/14/2016	V336	W.B Mason Co., Inc.	79912	\$246.33	
10/14/2016	V178	Mulheron, Nelson	79815	\$267.84	Volunteer
10/14/2016	V170	Hertz, Kenneth	EFT000000011305	\$277.02	Volunteer
10/14/2016	V1291	Callan, Linda	EFT000000011297	\$280.26	Volunteer
10/14/2016	V1240	ClearChoiceMD	79844	\$285.00	
10/14/2016	V1314	Leonardo's Pizza Inc.	79872	\$300.00	
10/14/2016	V196	Cheney, Lori	EFT000000011298	\$302.40	Volunteer
10/14/2016	V175	LeBlanc, Richard	79813	\$331.02	Volunteer
10/14/2016	V1379	Paw Prints Press Inc.	79885	\$331.82	
10/14/2016	V394	Formula Ford Inc.	79860	\$335.58	
10/14/2016	V295	Ribbon Recyclers	79892	\$361.65	
10/14/2016	V351	Vantage Press	79907	\$366.48	
10/14/2016	V462	Lake Champlain Regional Cham	79871	\$370.00	
10/14/2016	V93	Timm, Marta	EFT000000011325	\$381.24	Volunteer
10/14/2016	V1373	Williston Workwear, Hanco LLC	79915	\$465.00	
10/14/2016	V297	Safety-Kleen Systems, Inc.	79894	\$465.76	
10/14/2016	V471	Constantine, Julia	79803	\$481.68	Volunteer
10/14/2016	V469	Burlington Fire Department	79835	\$493.75	
10/14/2016	V340	Mayville, Michael	79877	\$500.21	FSA Reimbursement
10/14/2016	V82	Parah, Donna	EFT000000011315	\$502.74	Volunteer
10/14/2016	V771	Sammons, Chandra	EFT000000011320	\$505.98	Volunteer
10/14/2016	V944	Woodward, Patricia	79821	\$529.74	Volunteer
10/14/2016	V97	Yandow, Dennis	EFT000000011328	\$531.36	Volunteer
10/14/2016	V1420	Lawyer, Ronald	79811	\$536.76	Volunteer
10/14/2016	V174	Langlois, Paulette	EFT000000011308	\$537.30	Volunteer
10/14/2016	V156	Anthony, Peter	79798	\$537.30	Volunteer
10/14/2016	V1007	Bova, Wendy	EFT000000011295	\$544.32	Volunteer
10/14/2016	V938	Wurth USA Inc.	79916	\$549.07	
10/14/2016	V213	All Seasons Janitorial, Inc.	79825	\$557.03	
10/14/2016	V1432	Garden of Eatin' Cafe	79861	\$569.25	
10/14/2016	V1236	Sayers, James	EFT000000011322	\$572.94	Volunteer
10/14/2016	V488	Cloud Sherpas	79845	\$583.40	
10/14/2016	V278	Mohawk Mfg. & Supply Co.	79879	\$597.55	
10/14/2016	V60	Farr, Delores	EFT000000011300	\$599.94	Volunteer
10/14/2016	V316	Able Paint, Glass & Flooring Co.	79823	\$612.58	
10/14/2016	V74	Markham, Laurel	EFT000000011311	\$617.22	Volunteer
10/14/2016	V310	Swish White River, LTD	79901	\$622.90	
10/14/2016	V283	Neopart LLC	79881	\$663.42	
10/14/2016	V1117	Hall, John	EFT000000011304	\$666.36	Volunteer
10/14/2016	V70	LeClair, Raymond	EFT000000011309	\$667.98	Volunteer
10/14/2016	V224	Burlington Communications	79834	\$686.00	
10/14/2016	V302	Sports & Fitness Edge Inc.	79898	\$707.75	
10/14/2016	V89	Sayers, Gail	EFT000000011321	\$711.18	Volunteer
10/14/2016	V1018	Metivier, Shelli	EFT000000011314	\$712.80	Volunteer
10/14/2016	V1097	Graham JR., Lewis	EFT000000011302	\$838.08	Volunteer
10/14/2016	V55	Boudreau, James	EFT000000011294	\$854.82	Volunteer
10/14/2016	V1431	Aftermarket Parts Company, LLI	79824	\$855.13	

10/14/2016	V215	American Funds	V215 2016 1014	\$874.61	
10/14/2016	V391	Verizon Wireless	79908	\$892.39	
10/14/2016	V75	Martin, Ronald	EFT000000011312	\$895.32	Volunteer
10/14/2016	V364	Vermont Dept of Taxes	V364 2016 1014	\$932.42	
10/14/2016	V1397	McGinnis, Devan	79814	\$935.28	Volunteer
10/14/2016	V1292	Fleming, Karen	79807	\$988.20	Volunteer
10/14/2016	V1278	Gray, Richard	EFT000000011303	\$988.74	Volunteer
10/14/2016	V243	Dinse, Knapp & McAndrew, P.C	79853	\$1,015.00	General Business Representation
10/14/2016	V265	ICMA	V265 2016 1014	\$1,060.67	Retirement
10/14/2016	V548	Burnor, David	EFT000000011296	\$1,061.64	Volunteer
10/14/2016	V397	White, Brian	EFT000000011327	\$1,074.60	Volunteer
10/14/2016	V220	Class C Solutions Group	79842	\$1,074.92	2 Parts Invoices
10/14/2016	V83	Parah, Maurice	EFT000000011316	\$1,085.94	Volunteer
10/14/2016	V362	Burlington Free Press	79836	\$1,095.00	3 Ad Invoices
10/14/2016	V1030	UniFirst Corporation	79905	\$1,132.12	6 Invoices
10/14/2016	V226	Burlington Public Works-Water	79837	\$1,195.36	Water Bill
10/14/2016	V153	Alburgh Taxi	EFT000000011292	\$1,205.75	Volunteer
10/14/2016	V181	Owen, Helen	79816	\$1,209.06	Volunteer
10/14/2016	V526	City Market	79795	\$1,218.90	Catering/DTC Grand Opening
10/14/2016	V279	ABC Bus Companies-Muncie	79822	\$1,228.14	1 Parts Invoice
10/14/2016	V86	Pike, Gail	EFT000000011317	\$1,245.60	Volunteer
10/14/2016	V259	Grainger	79865	\$1,298.34	6 Parts Invoices
10/14/2016	V291	Prevost Parts	79888	\$1,593.01	5 Parts Invoices
10/14/2016	V696	BANG	79830	\$1,669.26	12 Ads
10/14/2016	V284	New G.H. Berlin Oil Company	79883	\$1,826.15	3 Parts Invoices
10/14/2016	V996	New England Air Systems	79882	\$1,846.49	1 Invoice
10/14/2016	V235	Clark's Truck Center	79841	\$2,003.31	2 Parts Invoices
10/14/2016	V352	Wiemann-Lamphere Architects	79914	\$2,063.39	Consulting
10/14/2016	V260	Green Mountain Kenworth, Inc.	79866	\$2,101.24	6 Parts Invoices
10/14/2016	V1283	Kelley Bros of NE, LLC	79869	\$2,310.76	Door Repair
10/14/2016	V256	Genfare	79862	\$2,413.88	Tickets
10/14/2016	V227	Burlington Telecom	79838	\$2,475.04	Phone Service
10/14/2016	V686	Shearer Chevrolet	79897	\$2,606.79	5 Parts Invoices
10/14/2016	V250	Fisher Auto Parts	79858	\$2,627.35	43 Parts Invoices
10/14/2016	V257	Gillig Corp.	79863	\$2,627.59	7 Parts Invoices
10/14/2016	V1427	Cradlepoint, Inc.	79847	\$2,714.91	Internet Service Renewal
10/14/2016	V253	FleetWave Partners, LLP	79859	\$3,096.00	Monthly Repeater Billing
10/14/2016	V229	Camerota Truck Parts	79839	\$5,750.00	1 Parts Invoice
10/14/2016	V296	Rouse Tire Sales	79893	\$6,861.30	7 Tire Invoices
10/14/2016	V266	IRS - EFTPS	V266 2016 1014	\$7,152.48	Federal Taxes
10/14/2016	V311	Teamsters Local 597	79903	\$7,322.76	Union Dues
10/14/2016	V600	Cody Chevrolet	79846	\$7,675.03	13 Parts Invoices
10/14/2016	V239	Cummins Northeast LLC	79849	\$7,915.24	7 Parts Invoices
10/14/2016	V241	D & W Diesel, Inc.	79851	\$8,856.10	9 Parts Invoices
10/14/2016	V326	J&B International Trucks, Inc.	79868	\$10,466.16	4 Parts Invoices
10/14/2016	V294	RHR Smith & Company	79891	\$10,900.00	Audit Fieldwork
10/14/2016	V353	American Public Transportation	79827	\$20,304.00	16/17 Dues/Membership
10/14/2016	V299	SB Collins, Inc.	79896	\$28,738.56	Fuel
10/14/2016	V303	SSTA	79900	\$86,997.16	ADA September
10/14/2016	V1276	PC Construction Company	79886	\$229,143.00	Downtown Bus Station
10/27/2016	V581	Costco	79918	142.63	
10/27/2016	V153	Alburgh Taxi	EFT000000011343	1,458.10	Volunteer
10/27/2016	V55	Boudreau, James	EFT000000011344	918.04	Volunteer
10/27/2016	V1007	Bova, Wendy	EFT000000011345	667.44	Volunteer
10/27/2016	V548	Burnor, David	EFT000000011346	660.96	Volunteer
10/27/2016	V1291	Callan, Linda	EFT000000011347	140.90	Volunteer
10/27/2016	V196	Cheney, Lori	EFT000000011348	272.16	Volunteer
10/27/2016	V1377	Cleary, Diane	EFT000000011349	85.86	
10/27/2016	V1362	Cruz, Lorrie	EFT000000011350	45.36	
10/27/2016	V60	Farr, Delores	EFT000000011351	334.26	Volunteer
10/27/2016	V1434	Giuffre, Martin	EFT000000011352	20.00	
10/27/2016	V1097	Graham JR., Lewis	EFT000000011353	657.72	Volunteer
10/27/2016	V1278	Gray, Richard	EFT000000011354	1,256.58	Volunteer
10/27/2016	V1117	Hall, John	EFT000000011355	432.00	Volunteer
10/27/2016	V170	Hertz, Kenneth	EFT000000011356	277.02	Volunteer
10/27/2016	V65	Higgins, Richard	EFT000000011357	46.44	
10/27/2016	V67	Jewett, Sheryl	EFT000000011358	63.18	
10/27/2016	V1315	Langdell, Wendy	EFT000000011359	55.08	
10/27/2016	V174	Langlois, Paulette	EFT000000011360	429.84	Volunteer
10/27/2016	V1420	Lawyer, Ronald	EFT000000011361	362.90	Volunteer
10/27/2016	V70	LeClair, Raymond	EFT000000011362	354.78	Volunteer

10/27/2016	V71	Lightholder, Stephen	EFT000000011363	156.60	Volunteer
10/27/2016	V74	Markham, Laurel	EFT000000011364	385.56	Volunteer
10/27/2016	V75	Martin, Ronald	EFT000000011365	403.38	Volunteer
10/27/2016	V1440	Menard, Leighanne	EFT000000011366	55.64	
10/27/2016	V1018	Metivier, Shelli	EFT000000011367	712.80	Volunteer
10/27/2016	V82	Parah, Donna	EFT000000011368	465.48	Volunteer
10/27/2016	V83	Parah, Maurice	EFT000000011369	942.30	Volunteer
10/27/2016	V86	Pike, Gail	EFT000000011370	726.26	Volunteer
10/27/2016	V771	Sammons, Chandra	EFT000000011371	496.26	Volunteer
10/27/2016	V89	Sayers, Gail	EFT000000011372	562.68	Volunteer
10/27/2016	V1236	Sayers, James	EFT000000011373	531.36	Volunteer
10/27/2016	V1253	Sprano, Sheila	EFT000000011374	131.76	Volunteer
10/27/2016	V1145	Swainbank, Gwen	EFT000000011375	94.32	
10/27/2016	V1414	Thompson, Jennie	EFT000000011376	617.22	Volunteer
10/27/2016	V93	Timm, Marta	EFT000000011377	660.96	Volunteer
10/27/2016	V522	Turcotte, S Jeanette	EFT000000011378	159.88	Volunteer
10/27/2016	V397	White, Brian	EFT000000011379	692.78	Volunteer
10/27/2016	V97	Yandow, Dennis	EFT000000011380	632.34	Volunteer
10/27/2016	V1197	Young, Sylvia	EFT000000011381	20.52	
10/28/2016	V1423	Alling, Andrew	79919	11.88	
10/28/2016	V1025	Alter, Charles	79920	151.20	Volunteer
10/28/2016	V966	Anderson, Evan	79921	29.16	
10/28/2016	V156	Anthony, Peter	79922	504.36	Volunteer
10/28/2016	V1309	Arthur, Alan	79923	135.00	Volunteer
10/28/2016	V1099	Barnett, Wendy	79924	194.40	Volunteer
10/28/2016	V1435	Bessette, Greg	79925	155.19	Volunteer
10/28/2016	V1289	Blanchard, Anne	79926	51.84	
10/28/2016	V1135	Blanchard, Thomas	79927	266.76	Volunteer
10/28/2016	V1436	Cameron, Darwin	79928	25.38	
10/28/2016	V471	Constantine, Julia	79929	551.88	Volunteer
10/28/2016	V1382	Crowl, Steven	79930	37.26	
10/28/2016	V1442	Eberly, Kathryn	79931	20.00	
10/28/2016	V168	Fay, Carol	79932	9.72	
10/28/2016	V1292	Fleming, Karen	79933	462.24	Volunteer
10/28/2016	V1325	Fonda, Leah	79934	138.60	Volunteer
10/28/2016	V1390	Garrison, Casey	79935	117.00	Volunteer
10/28/2016	V1156	Gove, Gail	79936	51.84	
10/28/2016	V1443	Jones, Peter	79937	20.00	
10/28/2016	V1194	Joseph, Ben	79938	34.56	
10/28/2016	V175	LeBlanc, Richard	79939	295.92	Volunteer
10/28/2016	V1397	McGinnis, Devan	79940	500.04	Volunteer
10/28/2016	V178	Mulheron, Nelson	79941	185.22	Volunteer
10/28/2016	V181	Owen, Helen	79942	1,516.86	Volunteer
10/28/2016	V753	Philbrook, Paul	79943	52.92	
10/28/2016	V1437	Wells, Linda	79944	28.08	
10/28/2016	V944	Woodward, Patricia	79945	541.62	Volunteer
10/28/2016	V219	Aubuchon C/O Blue Tarp Financ	79946	14.18	
10/28/2016	V270	Lowe's	79947	92.99	
10/28/2016	V1446	M T Wallets, LLC	79948	6,900.00	Lease
10/28/2016	V1305	Northern New England Benefit	79949	181,119.45	Insurance
10/28/2016	V289	People's United Businesscard St	79950	5,697.35	Credit Cards
10/28/2016	V545	Pitney Bowes - Leasing	79951	75.00	
10/28/2016	V314	Unum Life Insurance	79952	374.75	
10/28/2016	V335	Vermont Department of Labor	79953	13,922.45	Quarterly Invoice
10/28/2016	V1248	Abolox LLC	79965	858.30	
10/28/2016	V727	Addison County Transit Resourc	79966	1,065.40	Fare Reimbursement
10/28/2016	V1334	Background Investigation Burez	79967	184.00	
10/28/2016	V223	Bond Auto Parts	79968	959.51	
10/28/2016	V225	Burlington Electric Department	79969	5,339.44	8 Electric Invoices
10/28/2016	V228	C.I.D.E.R., Inc.	79970	26,315.29	Sept MED/Sept E&D Van/Sept E&D
10/28/2016	V719	Chittenden Solid Waste District	79971	44.25	
10/28/2016	V235	Clark's Truck Center	79972	702.45	
10/28/2016	V220	Class C Solutions Group	79973	1,116.99	3 Parts Invoices
10/28/2016	V600	Cody Chevrolet	79974	4,594.06	12 Parts Invoices
10/28/2016	V238	Crystal Rock Bottled Water	79975	254.56	
10/28/2016	V239	Cummins Northeast LLC	79976	577.12	
10/28/2016	V417	Dion Security, Inc.	79977	227.02	
10/28/2016	V250	Fisher Auto Parts	79978	2,933.17	40 Parts Invoices
10/28/2016	V252	FleetPride, Inc	79979	335.45	
10/28/2016	V1347	Foley Distributing Corp.	79980	2,739.19	7 Parts invoices
10/28/2016	V394	Formula Ford Inc.	79981	1,454.20	2 Parts Invoices

10/28/2016	V257	Gillig Corp.	79982	216.91
10/28/2016	V259	Grainger	79983	1,117.60 6 Parts Invoices
10/28/2016	V260	Green Mountain Kenworth, Inc.	79984	1,301.09 9 Parts Invoices
10/28/2016	V261	Green Mountain Power	79985	1,097.74 3 Electric Invoices
10/28/2016	V1183	Harlaine D Miller Trust	79986	918.00
10/28/2016	V1204	Interstate Batteries	79987	750.98
10/28/2016	V273	MCI	79988	80.10
10/28/2016	V329	Minuteman Press	79989	531.87
10/28/2016	V283	Neopart LLC	79990	275.31
10/28/2016	V1441	NES Equipment Services Corpor	79991	435.00
10/28/2016	V996	New England Air Systems	79992	371.77
10/28/2016	V284	New G.H. Berlin Oil Company	79993	5,371.27 3 Parts Invoices
10/28/2016	V950	Northern ToyotaLift	79994	129.00
10/28/2016	V1132	Occupational Drug Testing, LLC	79995	2,126.20 Drug Testing
10/28/2016	V1379	Paw Prints Press Inc.	79996	265.69
10/28/2016	V291	Prevost Parts	79997	448.06
10/28/2016	V1444	Print Factory, The	79998	643.75
10/28/2016	V292	Professional Plaza LLC	79999	376.35
10/28/2016	V1333	R M Dalrymple Company, Inc.	80000	431.00
10/28/2016	V1133	Resort Guides	80001	985.00
10/28/2016	V296	Rouse Tire Sales	80002	2,261.80 2 Parts Invoices
10/28/2016	V298	Sanel Auto Parts Co.	80003	172.62
10/28/2016	V299	SB Collins, Inc.	80004	29,748.94 Fuel
10/28/2016	V686	Shearer Chevrolet	80005	97.43
10/28/2016	V1374	SouthComm Business Media, LL	80006	150.00
10/28/2016	V303	SSTA	80007	1,625.40 Tilley Sept
10/28/2016	V308	Steadman Hill Consulting, Inc.	80008	1,580.00 Consulting
10/28/2016	V451	Stowe, Town of Electric Depart	80009	69.87
10/28/2016	V309	Stride Creative Group	80010	960.00
10/28/2016	V310	Swish White River, LTD	80011	129.68
10/28/2016	V734	Thermo King Northeast/Dattco	80012	945.03
10/28/2016	V977	TransitTalent.com LLC	80013	95.00
10/28/2016	V313	Travelers	80014	141,611.00 Auto Insurance
10/28/2016	V1030	UniFirst Corporation	80015	704.44
10/28/2016	V315	United Parcel Service	80016	37.82
10/28/2016	V334	Vanasse Hangen Brustlin, Inc.	80017	19,021.75 CCTA Downtown
10/28/2016	V876	Vehicle Maintenance Program,	80018	156.60
10/28/2016	V391	Verizon Wireless	80019	892.40
10/28/2016	V435	Vermont Tent Company, Inc.	80020	367.60
10/28/2016	V336	W.B Mason Co., Inc.	80021	212.79
10/28/2016	V251	Wex Fleet Universal	80022	6,838.88 Fuel
10/28/2016	V938	Wurth USA Inc.	80023	544.49
10/28/2016	V215	American Funds	V215 2016 1028	549.40
10/28/2016	V265	ICMA	V265 2016 1028	652.40
10/28/2016	V266	IRS - EFTPS	V266 2016 1028	5,324.11 Federal Taxes
10/28/2016	V364	Vermont Dept of Taxes	V364 2016 1028	679.39

To: CCTA Board of Commissioners
 From: Michelle Daley, Director of Finance and Jordan Nellé, Controller
 Cc: Karen Walton, General Manager
 Date: November 10, 2016
 RE: Financial Monthly Report



The financial audit fieldwork has been completed and we are expecting to see a draft set of financial statements from the auditors the week of Thanksgiving. The audit report needs to be completed by mid-December in order to calculate GMT's FY18 indirect cost rate, which needs to be submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY17 is 9.55%. For comparison, in FY16 the rate was 9.29%.

We have received drafts of the FY17 State Grant midyear amendment and are currently in the process of reviewing this and discussing it with VTrans. Staff is also working on grant billing for the first quarter of FY17 including CMAQ, 5301, PM and State and Federal Capital. We are anticipating a large number of cash outs of CTO based on the new CTO policy and are working on bringing in funds to meet this demand on our cash flows.

Staff has been working with all departments to compile and analyze data for the National Transit Database (NTD) report and is also working on the semiannual Disadvantaged Business Enterprise (DBE) report. Additionally staff has been reviewing proposals for the mobile ticketing project, reviewing materials for the Comprehensive Service Analysis procurement to determine a final recommendation for award, working with the Maintenance Department on the transfer of new vehicles to lessees and preparing the order for new Paratransit vehicles. A bi-annual assessment of our Fixed Asset Inventory is also being completed based on FTA requirements.

The urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to one of our federal operating grant which, at best, allow us to breakeven. The rural operating budget does not have a similar grant, and since the rural grants are prepaid, each month we recognize the revenue as it is earned based on the earnings percentages from the previous year, "catching up" when the actual billing is reported.

We continue to benchmark how well we are following our budget by calculating the percentage of the budget that we'd expect to be earned/spent if all revenues and expenses were spent/earned equally over twelve months, therefore we would expect to see budgets at 25% for the Fiscal Year to date September 30, 2016.

For the operating expenses, most of the variances are timing issues since expenses are not evenly spent throughout the year. The benchmark of 25% assumes that expenses will be spent evenly over the course of twelve months we can only use this as a tool to evaluate any particular line item.

Upon review of the attached financial statements, the only expense categories that are wildly out of line with our benchmark assumption that appear to need further explanation are Dues and Subscriptions, Travel and Meetings and Debt Service.

- **Dues and Subscriptions** – Many of our dues for the Urban program are paid at the beginning of the fiscal year, including our largest dues payment to the American Public Transportation Association, with is approximately 75% of the budgeted expense. A double payment was made of these dues in September of FY17. Our money was refunded and posted in October of 2016 so Urban Dues and Subscriptions are expected to be below budget when reported on next month. The Rural program's dues are historically paid mainly in February and later, so this is expected to remain well under budget until that time.
- **Travel and Meetings** – This is expense category has several misclassified expenses for travel and lodging related to Employee Development which is reported under Other Employee Benefits. These accounts are reviewed in detail when the RTAP grant billing is performed, which has not yet occurred in FY17. These expense categories will be reviewed and corrected in October and this variance is expected to be corrected when reported on next month
- **Debt Service** – This expense is complete for the year. We make a yearly payment on 7/1 for the 12 year capital lease. The FY17 payment is the fourth payment on this lease. This expense is a component of the Member Assessment formula.

Chittenden County Transportation Authority
Statement of Net Assets
As of 9/30/2016

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	As Of 2016	As Of 2015
ASSETS		
Current Assets:		
Cash and Investments	3,486,013.26	3,480,959.07
Receivables:		
Grant	4,149,411.51	3,796,356.83
Other	2,702,300.89	2,790,302.20
Deferred Cost Pool	(75,674.25)	11,396.47
Inventories	638,289.65	672,206.56
Prepaid Expenses	393,841.52	318,378.63
Total Current Assets	<u>11,294,182.58</u>	<u>11,069,599.76</u>
Noncurrent Assets:		
Land, Structures And		
Equipment - net of accumulated depreciation	<u>28,830,528.88</u>	<u>24,896,903.04</u>
TOTAL ASSETS	<u><u>40,124,711.46</u></u>	<u><u>35,966,502.80</u></u>
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	673,956.03	768,578.64
Accrued Payroll Expenses	335,499.91	286,398.35
Other Accrued Expenses	97,639.97	85,245.93
Deferred Revenue	6,210,400.61	6,101,661.78
Total Current Liabilities	<u>7,317,496.52</u>	<u>7,241,884.70</u>
Long-Term Liabilities:		
Accrued Compensated Absences	705,803.21	600,532.64
Retirement Benefits Accrued		7,859.87
Total Long-Term Liabilities	<u>705,803.21</u>	<u>608,392.51</u>
Total Liabilities	<u>8,023,299.73</u>	<u>7,850,277.21</u>
Fund Equity:		
Invested in capital assets, net of related debt	29,537,091.88	22,520,044.34
Restricted	1,484,414.58	1,979,110.43
Unrestricted	1,999,581.05	4,804,684.08
Current Year Change in Net Assets	(919,675.78)	(1,187,613.26)
Total Fund Equity	<u>32,101,411.73</u>	<u>28,116,225.59</u>
TOTAL LIABILITIES AND FUND EQUITY	<u><u>40,124,711.46</u></u>	<u><u>35,966,502.80</u></u>

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Three Months Ending Friday, September 30, 2016

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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17#2			Budget Variance			
REVENUES										
FEDERAL, STATE AND LOCAL REVENUE										
Municipal Member Assessments	545,545.05	0.00	\$545,545.05	2,182,180.00	0.00	\$2,182,180.00	25.00%	0.00%	25.00%	\$532,023.72
Municipal Paratransit Assessments	172,807.77	0.00	172,807.77	691,229.00	0.00	691,229.00	25.00%	0.00%	25.00%	169,686.99
Local Operating Assistance	34,949.76	57,048.01	91,997.77	74,799.00	408,038.00	482,837.00	46.72%	13.98%	19.05%	67,524.51
Federal Urban Formula Grant	665,632.51	0.00	665,632.51	2,565,822.00	0.00	2,565,822.00	25.94%	0.00%	25.94%	680,759.33
Federal Rural Operating Grant	0.00	265,800.00	265,800.00	0.00	1,326,000.00	1,326,000.00	0.00%	20.05%	20.05%	203,000.00
State Regular Subsidy Operating Grant	584,295.00	180,000.00	764,295.00	2,337,179.00	900,000.00	3,237,179.00	25.00%	20.00%	23.61%	661,351.00
E&D Grants and Local Match	0.00	656.25	656.25	0.00	1,237,022.00	1,237,022.00	0.00%	0.05%	0.05%	9,504.06
Other State Grants	23,716.06	0.00	23,716.06	89,050.00	18,000.00	107,050.00	26.63%	0.00%	22.15%	16,193.64
Other Federal Grants	685,581.50	77,998.80	763,580.30	2,629,330.00	389,994.00	3,019,324.00	26.07%	20.00%	25.29%	702,739.50
Capital Reserve Revenue	0.00	0.00	0.00	310,671.00	0.00	310,671.00	0.00%	0.00%	0.00%	0.00
Total Federal, State and Local Revenues	2,712,527.65	581,503.06	3,294,030.71	10,880,260.00	4,279,054.00	15,159,314.00	24.93%	13.59%	21.73%	3,042,782.75
OPERATING REVENUE										
Passenger Revenue	554,098.84	30,193.40	584,292.24	2,632,049.00	178,352.00	2,810,401.00	21.05%	16.93%	20.79%	624,875.92
Paratransit Passenger Fares	24,820.00	0.00	24,820.00	115,000.00	0.00	115,000.00	21.58%	0.00%	21.58%	28,339.75
Advertising Revenue	38,332.75	7,725.00	46,057.75	200,000.00	50,000.00	250,000.00	19.17%	15.45%	18.42%	32,471.60
Planning Revenue	78,318.12	0.00	78,318.12	362,106.00	0.00	362,106.00	21.63%	0.00%	21.63%	70,356.14
Interest Earnings	682.96	461.20	1,144.16	1,600.00	4,000.00	5,600.00	42.69%	11.53%	20.43%	1,382.20
Miscellaneous Revenue	4,847.91	30.00	4,877.91	19,000.00	0.00	19,000.00	25.52%	0.00%	25.67%	4,747.79
Sales Of Equipment	0.00	0.00	0.00	5,000.00	3,000.00	8,000.00	0.00%	0.00%	0.00%	6,703.00
Medicaid Purchase Of Svc	0.00	270,154.48	270,154.48	0.00	1,827,061.00	1,827,061.00	0.00%	14.79%	14.79%	453,747.80
Purchase of Service	14,331.06	43,519.69	57,850.75	43,844.00	209,000.00	252,844.00	32.69%	20.82%	22.88%	77,525.26
Warranty Revenue	1,911.39	0.00	1,911.39	2,500.00	11,000.00	13,500.00	76.46%	0.00%	14.16%	1,735.13
Operating Revenue	717,343.03	352,083.77	1,069,426.80	3,381,099.00	2,282,413.00	5,663,512.00	21.22%	15.43%	18.88%	1,301,884.59
Total Revenue	3,429,870.68	933,586.83	4,363,457.51	14,261,359.00	6,561,467.00	20,822,826.00	24.05%	14.23%	20.96%	4,344,667.34
EXPENSES										
SALARIES AND WAGES										
Other Wages	477,430.06	212,609.77	690,039.83	1,731,101.00	917,119.00	2,648,220.00	27.58%	23.18%	26.06%	607,819.34
Driver/Operator Wages	1,000,495.37	318,074.29	1,318,569.66	4,109,898.00	1,354,162.00	5,464,060.00	24.34%	23.49%	24.13%	1,365,359.93
Vehicle Repair Wages	228,971.13	30,121.72	259,092.85	918,692.00	130,171.00	1,048,863.00	24.92%	23.14%	24.70%	263,121.13
Salaries and Wages	1,706,896.56	560,805.78	2,267,702.34	6,759,691.00	2,401,452.00	9,161,143.00	25.25%	23.35%	24.75%	2,236,300.40
PERSONNEL TAXES AND BENEFITS										
Payroll Taxes (FICA/MC)	130,887.28	43,182.25	174,069.53	517,116.00	183,711.00	700,827.00	25.31%	23.51%	24.84%	160,485.25
Unemployment Tax Exp	2,774.02	11,248.43	14,022.45	33,336.00	57,000.00	90,336.00	8.32%	19.73%	15.52%	6,282.19
Medical Insurance/HRA	361,973.86	129,458.87	491,432.73	1,430,436.00	516,762.00	1,947,198.00	25.31%	25.05%	25.24%	480,591.39
Pension Plan Expenses	70,780.09	13,998.96	84,779.05	274,714.00	72,044.00	346,758.00	25.77%	19.43%	24.45%	77,549.22
Other Employee Benefits	81,427.91	34,720.64	116,148.55	302,925.00	114,256.00	417,181.00	26.88%	30.39%	27.84%	99,979.74
Personnel Taxes and Benefits	647,843.16	232,609.15	880,452.31	2,558,527.00	943,773.00	3,502,300.00	25.32%	24.65%	25.14%	824,887.79
GENERAL AND ADMIN EXPENSES										
Admin Supplies and Expenses	8,540.38	1,985.31	10,525.69	42,240.00	16,800.00	59,040.00	20.22%	11.82%	17.83%	12,777.09
Recruiting Expenses	1,951.15	2,815.27	4,766.42	18,400.00	8,500.00	26,900.00	10.60%	33.12%	17.72%	5,380.96
Dues and Subscriptions	41,882.62	371.25	42,253.87	27,788.00	8,928.00	36,716.00	150.72%	4.16%	115.08%	24,377.78
Travel and Meetings	7,215.44	1,662.09	8,877.53	3,500.00	3,500.00	7,000.00	206.16%	47.49%	126.82%	607.66
Communications	11,363.57	5,473.07	16,836.64	44,721.00	29,868.00	74,589.00	25.41%	18.32%	22.57%	15,155.61
Computer Service Exp	12,535.25	8,328.75	20,864.00	58,552.00	18,592.00	77,144.00	21.41%	44.80%	27.05%	41,575.46
Legal Fees	206.18	0.00	206.18	20,000.00	3,000.00	23,000.00	1.03%	0.00%	0.90%	8,114.79
Insurance	236,650.44	93,496.20	330,146.64	1,020,937.00	426,471.00	1,447,408.00	23.18%	21.92%	22.81%	222,939.93
Audit Fees	1,750.00	750.00	2,500.00	17,850.00	7,650.00	25,500.00	9.80%	9.80%	9.80%	3,000.00
Consulting Fees	0.00	0.00	0.00	3,000.00	3,000.00	6,000.00	0.00%	0.00%	0.00%	0.00
General and Admin Expenses	322,095.03	114,881.94	436,976.97	1,256,988.00	526,309.00	1,783,297.00	25.62%	21.83%	24.50%	333,929.28

OPERATIONS EXPENSES

Background Checks	340.50	1,318.80	1,659.30	1,900.00	8,325.00	10,225.00	17.92%	15.84%	16.23%	1,973.84
Drug & Alcohol Testing	2,258.90	282.70	2,541.60	13,755.00	7,898.00	21,653.00	16.42%	3.58%	11.74%	3,084.30
DOT Testing	1,026.53	1,155.00	2,181.53	5,850.00	5,120.00	10,970.00	17.55%	22.56%	19.89%	1,642.00
Employment Recruitment Program	400.00	0.00	400.00	2,000.00	2,000.00	4,000.00	20.00%	0.00%	10.00%	200.00
Driver's Uniforms	4,611.73	3,846.20	8,457.93	58,960.00	37,206.00	96,166.00	7.82%	10.34%	8.80%	2,154.78
Safety Expense	0.00	0.00	0.00	4,900.00	3,700.00	8,600.00	0.00%	0.00%	0.00%	294.37
Misc. Operating Exp	984.68	259.25	1,243.93	6,775.00	2,675.00	9,450.00	14.53%	9.69%	13.16%	4,582.75
Operations Expenses	9,622.34	6,861.95	16,484.29	94,140.00	66,924.00	161,064.00	10.22%	10.25%	10.23%	13,932.04

PLANNING EXPENSES

Other Planning Expenses	0.00	0.00	0.00	0.00	25,000.00	25,000.00	0.00%	0.00%	0.00%	148.00
MPO Planning Expenses	0.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00%	0.00%	0.00%	1,258.00
Planning Expenses	0.00	0.00	0.00	100,000.00	25,000.00	125,000.00	0.00%	0.00%	0.00%	1,406.00

VEHICLE/BUILDING MAINTENANCE EXP (15**Industrial)**

Parts Expense - Non-Revenue Vehicles	0.00	0.00	0.00	11,000.00	9,500.00	20,500.00	0.00%	0.00%	0.00%	97.00
Parts Expense - Revenue Vehicles	187,207.81	65,704.55	252,912.36	424,064.00	185,844.00	609,908.00	44.15%	35.35%	41.47%	160,249.32
Tires	25,440.28	6,853.82	32,294.10	76,646.00	39,718.00	116,364.00	33.19%	17.26%	27.75%	33,887.34
Facility Maintenance	18,650.01	21,584.42	40,234.43	114,500.00	50,350.00	164,850.00	16.29%	42.87%	24.41%	35,509.21
Passenger Facility Expenses	8,909.28	0.00	8,909.28	50,988.00	2,000.00	52,988.00	17.47%	0.00%	16.81%	7,217.25
Cleaning Expense	0.00	2,358.96	2,358.96	13,100.00	15,137.00	28,237.00	0.00%	15.58%	8.35%	7,503.01
Repeater Fees	5,184.00	4,050.00	9,234.00	20,736.00	15,552.00	36,288.00	25.00%	26.04%	25.45%	8,748.00
Light, Heat and Water	25,071.54	4,722.83	29,794.37	115,000.00	55,000.00	170,000.00	21.80%	8.59%	17.53%	28,844.61
Fuel - Vehicles	162,822.98	50,151.75	212,974.73	803,414.00	399,636.00	1,203,050.00	20.27%	12.55%	17.70%	251,136.50
Maintenance Tools/Supplies/Uniforms	25,540.34	1,662.21	27,202.55	61,283.00	12,600.00	73,883.00	41.68%	13.19%	36.82%	28,071.78
Misc Maint Expenses and fees	1,719.00	0.00	1,719.00	3,876.00	3,500.00	7,376.00	44.35%	0.00%	23.31%	4,370.05
Vehicle/Building Maintenance Exp	460,545.24	157,088.54	617,633.78	1,694,607.00	788,837.00	2,483,444.00	27.18%	19.91%	24.87%	565,634.07

CONTRACTOR EXPENSES

ADA/SSTA Paratransit	280,368.56	0.00	280,368.56	1,312,021.00	0.00	1,312,021.00	21.37%	0.00%	21.37%	325,429.37
Partner Local Share	0.00	0.00	0.00	19,833.00	0.00	19,833.00	0.00%	0.00%	0.00%	0.00
Functional Assessment Costs	3,045.47	0.00	3,045.47	25,000.00	0.00	25,000.00	12.18%	0.00%	12.18%	11,550.88
Volunteer Drivers	0.00	150,907.53	150,907.53	0.00	621,500.00	621,500.00	0.00%	24.28%	24.28%	178,570.02
Other Transportation (incl Cabs)	4,515.00	59,889.26	64,404.26	21,331.00	735,150.00	756,481.00	21.17%	8.15%	8.51%	74,457.89
Contractor Expenses	287,929.03	210,796.79	498,725.82	1,378,185.00	1,356,650.00	2,734,835.00	20.89%	15.54%	18.24%	590,008.16

MARKETING EXPENSE

Bus Tickets/Fare Media	6,796.72	(629.61)	6,167.11	20,000.00	2,400.00	22,400.00	33.98%	-26.23%	27.53%	4,919.38
Marketing Expense	10,984.67	10,786.81	21,771.48	52,000.00	40,840.00	92,840.00	21.12%	26.41%	23.45%	22,895.71
Public Information	14,090.21	7,066.08	21,156.29	40,000.00	32,000.00	72,000.00	35.23%	22.08%	29.38%	12,274.90
Marketing Expense	31,871.60	17,223.28	49,094.88	112,000.00	75,240.00	187,240.00	28.46%	22.89%	26.22%	40,089.99

OTHER EXPENSES

Debt Service/Capital Reserve	46,442.51	0.00	46,442.51	50,000.00	0.00	50,000.00	92.89%	0.00%	92.89%	46,442.51
Capital Match	54,327.50	2,637.50	56,965.00	607,220.00	27,282.00	634,502.00	8.95%	9.67%	8.98%	70,047.50
Other Expenses	100,770.01	2,637.50	103,407.51	657,220.00	27,282.00	684,502.00	15.33%	9.67%	15.11%	116,490.01

TOTAL EXPENSES

	3,567,572.97	1,302,904.93	4,870,477.90	14,611,358.00	6,211,467.00	20,822,825.00	24.42%	20.98%	23.39%	4,722,677.74
Current Year Deferred Costs	43,790.06	0.00	43,790.06	0.00	0.00	0.00	0.00%	0.00%	0.00%	56,832.40
ALLOCATIONS BETWEEN PROGRAMS	93,912.23	(93,912.23)	0.00	350,000.00	(350,000.00)	0.00	26.83%	26.83%	0.00%	0.00

Balance Of Operating Budget

	0.00	(463,230.33)	(463,230.33)	1.00	0.00	1.00	0.00%	0.00%	-46323033%	(321,178.00)
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Capital Revenue

Federal Revenue	364,662.00	0.00	364,662.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	102,903.64
State Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	12,862.96
Paratransit Lease Revenue	3,048.00	0.00	3,048.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	12,862.94
Local Match Revenue	54,327.50	2,637.50	56,965.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	70,047.50
Total Capital Revenue	422,037.50	2,637.50	424,675.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	198,677.04

Capital Expenses

Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	128,629.56
Maintenance Parts and Equipment	6,482.80	463.52	6,946.32	0.00	0.00	0.00	0.00%	0.00%	0.00%	142,881.71
Passenger Amenities	52,439.50	1,713.38	54,152.88	0.00	0.00	0.00	0.00%	0.00%	0.00%	24,358.08
Facility Repairs and Improvements	75,211.03	42,308.19	117,519.22	0.00	0.00	0.00	0.00%	0.00%	0.00%	560,077.36
Total Capital Expenses	134,133.33	44,485.09	178,618.42	0.00	0.00	0.00	0.00%	0.00%	0.00%	855,946.71

Balance of Capital Budget	287,904.17	(41,847.59)	246,056.58	0.00	0.00	0.00	0.00%	0.00%	0.00%	(657,269.67)
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1 Industrial Activity

Rental Income	5,075.00	0.00	5,075.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	27,600.00
Utilities	(1,014.03)	0.00	(1,014.03)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(537.11)
Facility Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(240.00)
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(14,545.56)
Total 1 Industrial Activity	4,060.97	0.00	4,060.97	0.00	0.00	0.00	0.00%	0.00%	0.00%	12,277.33

Transfer of Purchases to Fixed Assets	(706,563.00)	0.00	(706,563.00)	0.00	0.00	0.00	0.00%	0.00%	0.00%	670,336.11
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(891,779.03)
Subtotal	(706,563.00)	0.00	(706,563.00)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(221,442.92)

Current Change in Net Assets	(414,597.86)	(505,077.92)	(919,675.78)	1.00	0.00	1.00	-41459786.00%	0.00%	-91967578.00%	(1,187,613.26)
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Budget Development Timeline**FY 2018 Operating and Capital Budgets**

1. Review FY 2017 Process - Adjust as necessary	June	Staff/Committee
2. Start development of the FY 2018 Operating & Capital Budgets	Aug/Sep	Staff
3. Board Review/Discuss Budget Preparation Issues <ul style="list-style-type: none"> Fuel Pricing Debt Obligations Member Assessments Formula/Rural Local Funding State & Federal Grant Expectations Labor Contract Obligations Fares 	October 18, 2016	Staff/Board
4. Finance Committee Reviews DRAFT Operating & Capital Budgets	November 10, 2016	Staff/Committee
6. Finance Committee Reviews Final DRAFT Operating & Capital Budgets <i>This meeting can be as late as 11/27 and still comply with warning for public meeting</i>	November 22, 2016	Staff/Committee
5. Board Reviews DRAFT Operating & Capital Budget <ul style="list-style-type: none"> Notify Members of DRAFT Operating & Capital Budget assumptions 	December 20, 2016	Staff/Board
7. Notify Members of Public Budget Meeting Disclose Assumptions: Revenue/Expenses Assessments/Local Contributions	December 20, 2016 (warn at least 15 days prior)	Staff
8. Public Budget Meeting Per Charter	January 6, 2017	Staff
9. Board Adopts Budget & Sets Member Assessments	January 17, 2017	Staff/Board
10. Notify Members of FY 2018 Assessments via mail	January 18, 2017	Staff
<u>ITEMS 11 thru 13 only occur if Passenger Fares are adjusted*</u>		
11. Board Considers Passenger Fares	March 2, 2017	Staff/Board
12. Public Hearings on Passenger Fare adjustments	April 1, 2017	Staff
13. Board Sets FY 2018 Passenger Fares	May 1, 2017	Staff/Board
14. Board Adjusts FY 2018 Operating & Capital Budgets	Sept. 2017	Staff/Board
15. Board Adjusts FY 2018 Operating & Capital Budgets (if necessary)	Jan. 2018	Staff/Board

**Due to March town meetings and the timing of the release of the FY 2018 state budget details on transit, there is too much uncertainty to hold public hearings on fares prior to budget adoption. It serves us to wait until March, in order to ensure full information on revenues prior to considering adjustments to passenger fares.*

Date: November 9, 2016
To: Board Chair Chapin Kaynor & the GMT Board of Commissioners
From: Bill McCarty, Director of Maintenance
Re: Green Mountain Transit Maintenance Report

- Burlington location provided 177 hours in Rural maintenance services in October
- October Preventative Maintenance Brake inspection performance: 22 Rural; 51 Urban Preventative Maintenance B brake inspections, for an on-time completion rate 69%
- October Preventative Maintenance C inspection performance: 20 Rural; 26 Urban Preventive Maintenance C inspections, for an on-time completion rate of 78%
- October Preventative Maintenance D inspections 2 Rural; 4 Urban, for an on-time completion rate of 100%
- Berlin location performed (12) C inspections and (1) D inspection in the month of October
- October Road Calls: 7 Major & 17 Minor Urban road calls, for a rate of 16.33 per 100,000 miles; 1 Minor Rural road call, for a rate of 1.18 per 100,000 miles
- Maintenance had no preventable or non-preventable accidents in October

Date: November 15th, 2016
To: Board Chair Chapin Kaynor and the CCTA Board of Commissioners
From: Jon Moore, Director of Operations
Re: GMT Urban Operations Report

- The Burlington garage has three drivers in revenue training, one part-time & two-full time, and we continue to actively recruit for new drivers to ensure that we are fully staffed.
- Staff had the initial kick-off meeting to implement updated driver scheduling software. We currently use a 2005 version of HASTUS and will be upgrading to the 2015 version through a sub-licensing agreement as part of our contract with RouteMatch. This new version will be much more user friendly and allow us to discontinue using an obsolete server where HASTUS is currently stored. The new version will also give us the ability to differentiate inbound and outbound buses in the RouteMatch AVL application and web-portal.
- GMT has been contacted by Senator Sanders' office and First Night to provide the annual transportation to Senator Sanders' holiday dinner and for the First Night shuttle between UVM, Church Street and the Waterfront. Initial planning for both events is underway.
- The Vermont State Police will be conducting a de-escalation training for all Burlington based drivers the week of Thanksgiving.
- Staff continues to update the Urban Driver's Manual and new driver training program. To date the Driver's Manual is ready for final review and a new training workbook has been created containing a four week training schedule, an updated training checklist and new information evaluations.



DATE: November 8, 2016

TO: GMT Board of Directors

FROM: Donna Rae Decatur, Director of Rural Operations

RE: GMT Rural October 2016 Operations Report

GMTA Franklin Grand Isle

- FGI achieved 309 days accident free, but unfortunately the streak has ended. The Drivers did enjoy a rib-eye cookout on Friday, October 14.
- The new Dispatch room is set-up and we are operating smoothly. We can now park 6 buses inside every night. This has really made a difference not only in the parking lot but in the warmth of the buses that start up between 4:30am and 5:30am.
- Attended BAART Hub meeting at St. Albans City Hall on October 3. There was a discussion about the success of the program and the need to bring it closer to the Franklin County clients. A meeting this week with the new Regional Director will tell us the exact location so we can begin planning the routes for January.

GMTA Berlin / Sugarbush / Stowe

- Berlin and Stowe achieved 115 days accident free, but unfortunately, they too ended their stretch. On the 110th day, we had a hamburger cookout.
- We continue to recruit for Stowe seasonal drivers. Sugarbush is fully staffed. There are a couple of people who are testing within the next two weeks for their CDL. We have a great group and are looking forward to a busy season.
- We are waiting to hear from Norwich and Sodexho regarding Universal Access and/or an extra trip to Northfield at 3:00pm.
- Mad River TAC meeting on October 12 was attended by Planning and Marketing. Posters have been put up around Montpelier and Barre by Operations Supervisors to continue Marketing's promotion activities.

FY17 Monthly Performance Report

Urban System - September 2016

	September-to-September Comparison			Year-to-Date Comparison		
Category/Measure	FY 2017	FY 2016	% Change	FY 2017	FY 2016	% Change
SERVICE PROVIDED						
Local Bus Trips	8,748	8,832	-1%	26,314	26,484	-0.6%
Local Commuter Bus Trips	252	252	0%	768	780	-1.5%
LINK Bus Trips (incl. GMTA)	441	399	11%	1,344	1,235	8.8%
Total Bus Trips	9,441	9,483	0%	28,426	28,499	-0.3%
RIDERSHIP						
Local Boardings	207,347	218,502	-5%	539,044	584,094	-7.7%
Local Commuter Boardings	2,551	2,641	-3%	7,345	8,221	-10.7%
LINK Boardings (incl. GMTA)	13,116	14,045	-7%	38,049	40,024	-4.9%
Total Transit Boardings	223,014	235,188	-5%	584,438	632,342	-7.6%
Total ADA Boardings	3,658	4,372	-16%	10,789	12,915	-16.5%
Bicycle Boardings	4,064	4,035	1%	11,434	12,936	-11.6%

Date: November 15, 2016

To: Board Chair Chapin Kaynor and the GMT Board of Commissioners

From: David Armstrong, Planning Manager

Re: Planning Report

Urban Planning:

- **Ridership:** In an effort to present more relevant and “simpler” data to the Board and the public, staff has again presented ridership in graphical form. The top chart shows all urban fixed-route ridership by month from FY15 through this October. ADA ridership at the lower left shows a steady decrease in ridership, though this trend is positive, (October ADA ridership was unavailable at the time of this writing). Lastly, Montpelier Link ridership is shown at the lower right.
- **GMT System Redesign RFP:** Selection committee continues to work on selecting a vendor. The Board will remain apprised as the process progresses.
- **Route updates:** Staff continues to work on “smaller” route changes and tweaks, including potential changes to the UMall/Airport and Milton Commuter routes. Specifically, five UMall/Airport trips between the DTC and UMall are scheduled at the same or similar timepoints as the Williston route, making this service duplicative. Eliminating the UMall/Airport runs between the DTC and Mall will help with scheduling of the UMall/Airport route and save fuel, at little to no impact to existing passengers. The Milton Commuter has one scheduled trip to Husky Injection Molding Systems in Milton, and three “request” trips there, yet ridership is virtually non-existent. Time must be built into the schedule to allow both the hard and request stops: Eliminating Husky from the route will allow the schedule to be tightened up with little impact to ridership.

Community and/or RPC Involvement:

- Riverside Ave/Colchester Ave Advisory Committee
- CCRPC TAC

Rural Planning:

- **Ridership:** As with urban reporting, ridership is again being presented in graphical form. The top graph displays all fixed route ridership by month from FY15 through this October. What is visually striking is the role our seasonal routes play in driving rural ridership during the winter months. To better show regional ridership, FGI ridership is at lower left, and Washington and Lamoille County year-round route ridership is shown to the right. These don’t spike without influence from seasonal routes.
- **GMT System Redesign RFP:** The system redesign will examine Rural routes as well as Urban, (see above).
- **Route updates:** Seasonal route work prep is wrapping up. Kudos to Chris Loyer and Katie Mischke for their hard work and time spent on these preparations. Staff has also been in discussions with the leadership of the new BAART clinic in St Albans. Scheduled for opening in early 2017, this facility will allow patients from the area an option to taking a bus (or driving, etc.) to either Newport VT or Burlington. GMT will benefit from this expansion, as we currently operate trips to both Newport and Burlington: A St Albans facility will obviously cut vehicle hours dramatically. Less road time will also lessen the stress placed on

drivers who transport these patients, some of whom can be problematic. Planning also secured a partnership with Support and Services at Home (SASH) of Enosburg, for adult daytrip service throughout the winter. As a QHSO, SASH received grant funds to help get their members, (seniors and individuals with special needs), out of their homes for daytrips, such as “leaf-peeping” etc. SASH will fund any of their GMT trips at 100%, using our fully allocated rural rate. Staff will also be holding a public hearing in November to propose changes to the FGI Shopping Shuttle. Ridership to two regular stops is nominal: By shifting away from these stops, the route will have time to visit another area housing complex, hopefully increasing the route’s ridership. Staff will present at the December Board meeting.

Community Involvement:

- Mad River Valley TAC
- FGI Partners Committee
- Mylan Benefits Fair (St Albans)

To: Chapin Kaynor, Board Chair, and CCTA Board of Commissioners

From: Trish Redalieu, Director of Administrative and Support Services

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

Date: November 15, 2016

Human Resources/Administration

HR has recruited two FT Drivers: 1 Burlington, 1 Berlin, and 1 PT driver in Burlington. A PT driver in FGI has accepted a FT driving position. Our Seasonal driver training meeting was held on November 3rd. We are fortunate in having 18 drivers from previous years returning to provide bus service in Stowe and Sugarbush.

IT Support

IT assisted in the transition to the new space in St Albans, supported the IT infrastructure and implementation: digital signs, cameras, computers, phone, internet, etc....

Marketing

The Downtown Transit Center Grand Opening was a great success and well attended. Among the speakers were: Senator Leahy, Congressman Welch, Governor Shumlin, Mayor Weinberger, VT Secretary of Transportation Cole, and FTA Deputy Regional Administrator Butler. We continued to receive press regarding the Grand Opening from: VT Digger, My Champlain Valley: Burlington Free Press, NBC 5, and Seven Days. The articles focused on the event itself and passenger amenities at the DTC, including the free wifi. Rack Cards were created describing the passenger amenities, hours of operations to the Zampieri Building and distributed at the DTC.

Marketing has been gearing up for the seasonal service in Stowe and Sugarbush: rack cards for Stowe/Hof Resort, Mad River Valley Area Map glue pads to be distributed at local hotels and businesses, ads in the Stowe Guide and Magazine, 4 Season Guide (advertising the Snow Cap pass); outreach to schools and businesses promoting the Snow Cap pass. MRV Bus Map and Guide is complete and at the printer.

Birchwood Parks mailers for the Milton extender were mailed. A press release to announce the launch of the RouteShout app was issued. RouteShout digital media campaign has launched. It includes posting on our social media sites, digital ads on Xfinity and Burlington Free Press websites. Quotes for interior bus ads for the #IAMGMT and RouteShout campaigns have been solicited. The new GMT logos decals for the buses are being installed. Marketing attended the Halloween Express event at 1 Main St on October 29th and 30th. Marketing decorated a bus and handed out candy to the trick or treaters, there were 4006 attendees at this event. The South Burlington Hotel is at the printer.

Date: November 9, 2016
 To: Board Chair Chapin Kaynor and the CCTA Board of Commissioners
 From: Stephen Carlson, Project Development Manager
 Re: October Project Development/Management Report

Passenger Shelters:

Urban:

Circ. Alternative Shelters: A new solar lighting supplier has been selected (Ensiecom) and we will now begin the process of ordering lighting units and securing the services of a qualified electrician to begin the installation process. This process will take several months to complete.

Solar Shelter Lighting: Lighting systems from five manufacturers have been evaluated for ease of installation, ability to meet our performance specifications, durability and other essential characteristics. As a result of that review, we have selected Enseicom as the preferred supplier. Over the past few years CCTA has installed solar lighting in approximately 45 bus passenger shelters. Solar lighting will be installed in additional passenger shelters beginning this winter.

Maple Street Shelter Pad: A request for quotes was issued on September 15th for the placement of a new concrete shelter pad on Maple Street, just east of South Willard. Two quotes were received and work on the shelter pad has been completed. We will now arrange to move the wood post & beam shelters from Pearl Street, where it has been temporarily used, to the Maple Street site.

North Avenue Shelter Pad: An Encumbrance Permit has been secured and construction of the shelter pad is underway. Once completed, we will arrange to have the currently unused shelter located just north of Northgate Road to this new location.

Rural FY14/15:

The shelter at the Plainfield Park & Ride has now been glazed. As time and resources permit, we will also install a solar light at this shelter and at the shelter recently installed in Marshfield. A shelter is also being considered for the Walmart in St. Albans, however, discussions the Walmart are moving very slowly. Approval has already been received from the property developer, JL Davis Realty. Once approval is received from Walmart, it is likely that we will have to get approval from the Town of St. Albans and from the Act 250 Commission, further extending the process.

Downtown Transit Center:

The Grand Opening took place on October 13th and was very well attended. In addition to many elected officials, approximately 150 members of the public were also in attendance. We are now dealing with a few minor start-up issues and completing some small finishing touches on various items. Bus operations are working well and both our customers and drivers are enjoying this new facility. On several recent cold days, it was very gratifying to see our customers waiting inside out of the cold.

GMTA Rehabilitation of three-bay storage garage:

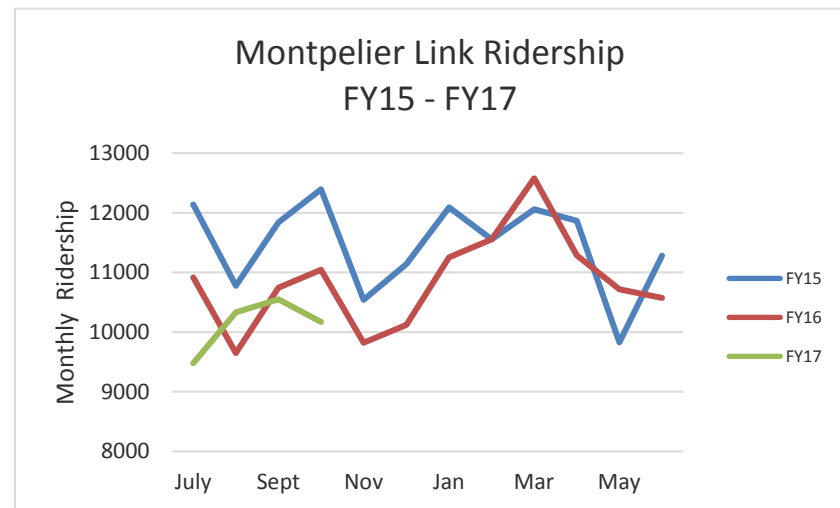
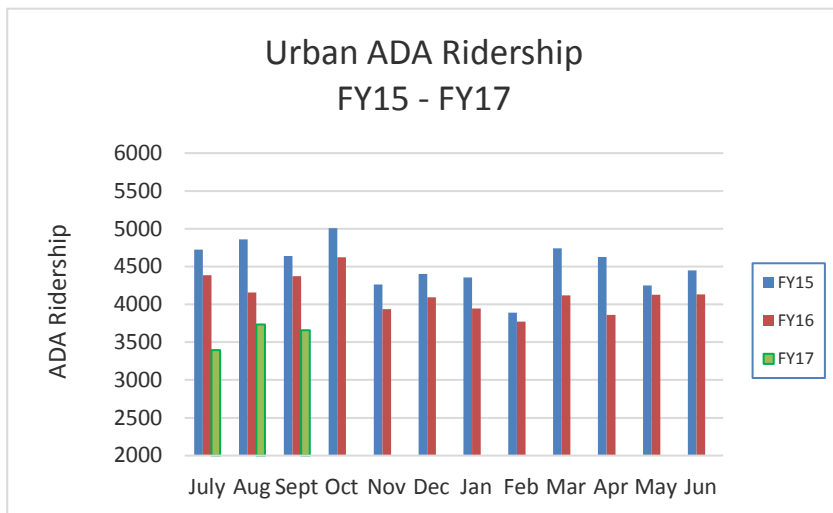
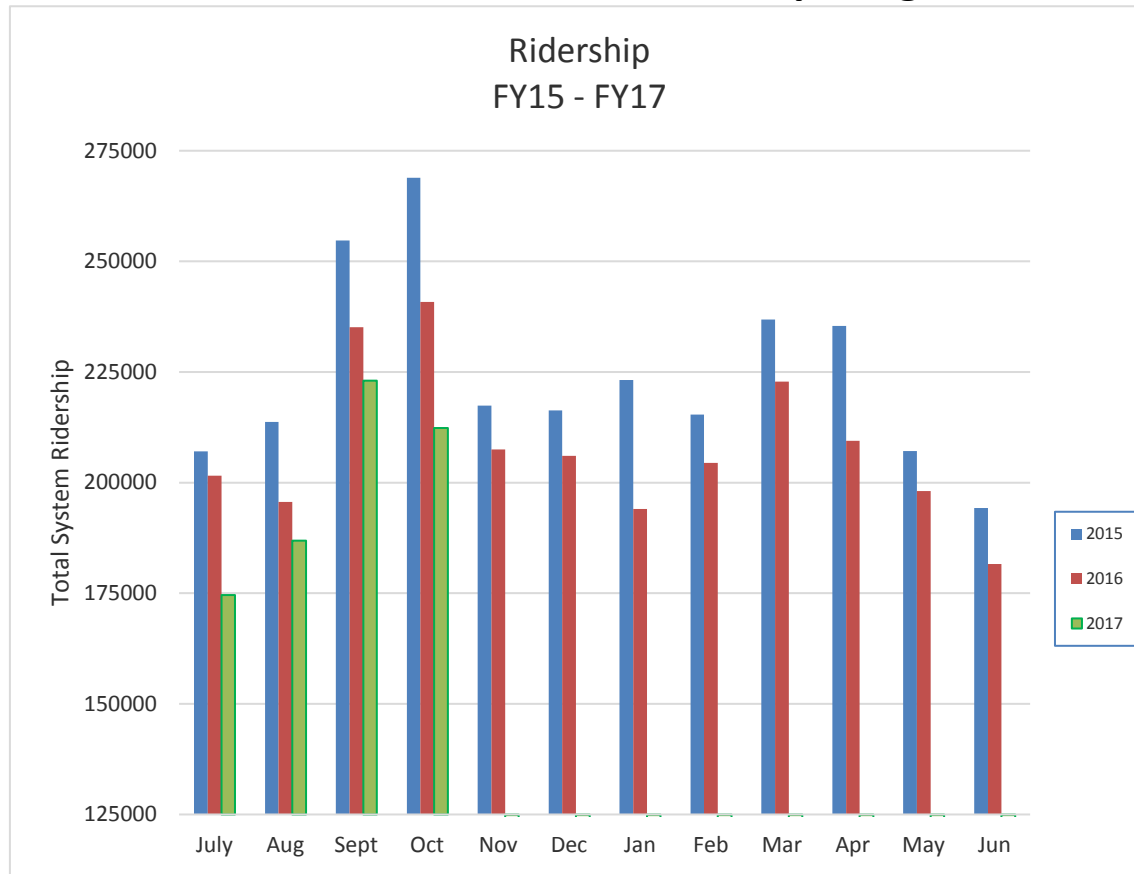
Estimates of the construction costs for this project far exceeded budget. As a result, plans are currently being developed to make improvements to the interior of the main building and possibly adding a canopy on the east end of the building under which to park buses out of the elements. Currently, it appears that VTrans will provide additional funding and manage the upgrade project on its own.

Call Center (1 Industrial Parkway) and Dispatch Center (15 Industrial Parkway):

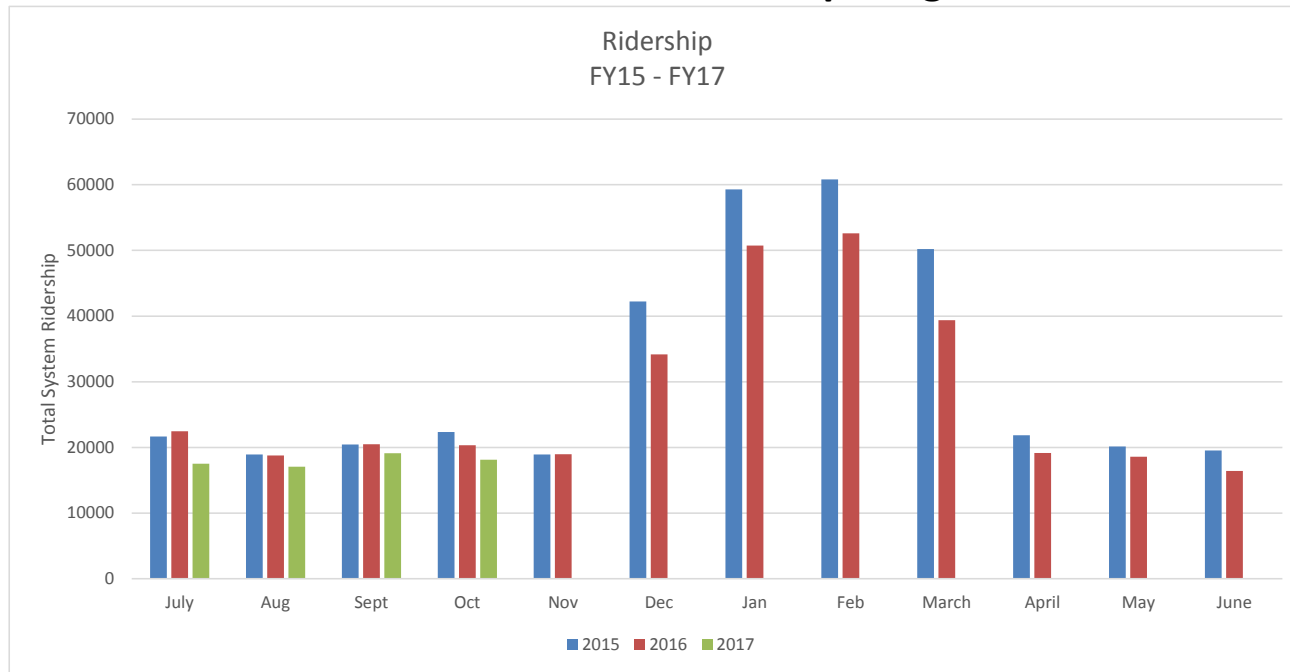
A request for quotes (RFQ) was issued on September 22 and a pre-bid meeting took place on September 30. Twelve construction firms attended the pre-bid meeting. Bids were received on October 21st. The lowest bid significantly exceeded our estimate and we are now determining how best to proceed.

Green Mountain Transit Urban Ridership, August 2016

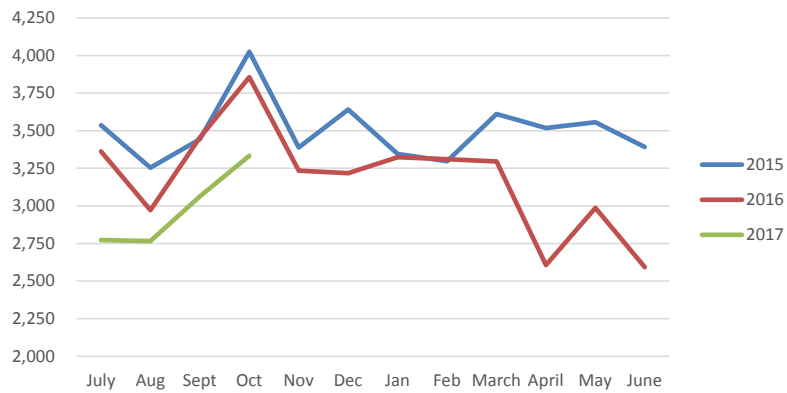
26



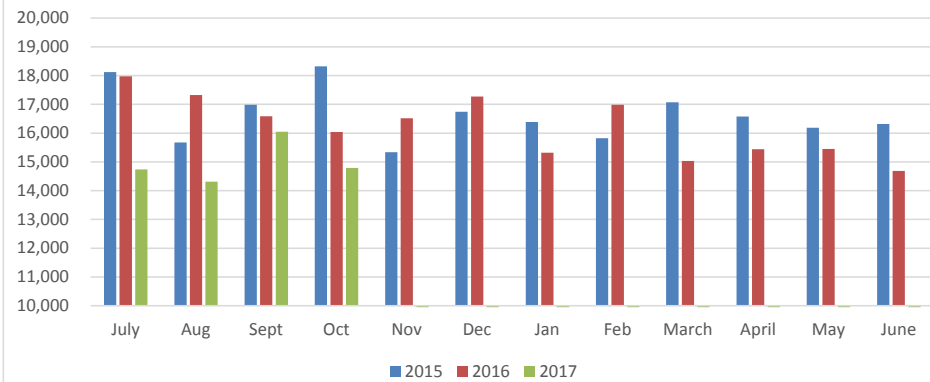
Green Mountain Rural Ridership, August 2016



Franklin/Grand Isle County Ridership FY15 - FY17



Washington and Lamoille Counties' Year-Round Routes' Ridership, FY15 - FY17



Service Animal Policy

The Department of Transportation (DOT) defines a service animal as:

“Any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items”. The FTA requires agencies to allow service animals on vehicles in they are trained to perform a tasks that helps a person with a disability. Due to new guidance from the FTA in regards to PTSD and other anxiety related disabilities, GMT allows individuals to ride if they refer to their service animal as an “emotional support” animal.

Effective immediately our new policy is for transit bus drivers to ask ONE question:

- Is the animal a service animal?

If the passenger answers yes, please allow that passenger to board with his/her service animal.

Drivers are NOT allowed to ask about a person’s disability or require them to show a certification. Animals are NOT required to wear a vest proving they are a service animal. A service animal cannot be excluded from a bus unless an animal is deemed to be out of control or if they pose a direct threat to the safety of others. Drivers must contact a supervisor prior to denying boarding to a passenger with a service animal.

Non-service animals are permitted on GMT buses provided they are in an approved pet carrier that meets the GMT passenger carry-on policy.

November 10, 2016

TO: Green Mountain Transit Board of Commissioners
 FR: Michelle Daley, Director of Finance
 David Armstrong, Planning Manager
 RE: Comprehensive System Analysis Study Funding Solution

Before proceeding with the award of the Comprehensive Service and Fare Analysis we wanted to layout for the board where the funding to pay for this project will come from. When the proposals came in the costs were more than double what we had anticipated. Staff quickly went to work to figure out how we would be able to pay for this meaningful project. Based on the scope of the project, we determined that looking at the total revenue miles was a logical basis for allocating the cost of the project between rural and urban.

Revenue miles for 2015:

	Rural miles	% of miles	Urban miles	% of miles	Total Miles
Fixed Route	564,920	26%	1,595,481	74%	2,160,401
ADA	0	0%	346,596	100%	346,596
Demand Response	1,697,371	90%	190,921	10%	1,888,292
TOTALS	2,262,291	51%	2,132,988	49%	4,395,289

Our Planning Manager, David Armstrong discussed with CCRPC staff to see if we could straddle fiscal years and use two years' worth of funding to cover the urban part of the project. We can indeed use funds from two grant cycles for the urban side, as well as carryover funds from FY17 into FY18. To cover the rural share of the project we will need to request use of the unrestricted fund balance as per our Fund Balance policy. The past couple of fiscal years we have received a small amount of planning funds from VTRANS, this coupled with using unrestricted fund balance we could cover the rural part of the project for FY17 and for FY18 we would work to get funds from Vtrans for the project to minimize the draw from unrestricted fund balance. The table below shows how this would be accomplished with a total project cost of \$240,000.

	Rural	Urban	Totals
Revenue Sources: (FY17)			
CCRPC Planning Grant		54,000	54,000
SOVT Planning Grant	15,000		25,000
Local Contributions (match)		6,000	6,000
Unrestricted Fund Balance	45,000		35,000
TOTAL FOR FY17	60,000	60,000	120,000
Revenue Sources: (FY18)			
CCRPC Planning Grant		54,000	54,000
SOVT Planning Grant			0
Local Contributions (match)		6,000	6,000
Unrestricted Fund Balance	60,000		60,000
TOTAL FOR FY18	60,000	60,000	120,000

Will the Board approve usage of the unrestricted rural fund balance in the amount of \$105,000 over the two fiscal years noted above?

GREEN MOUNTAIN TRANSIT GOALS & OBJECTIVES FISCAL YEAR 2017 DRAFT

GOAL 1: Enhance Financial Security (Finance Committee)

A. OBJECTIVE: Complete a new long range Capital Plan by February 2017.

a. STRATEGIES:

a.i. Implement asset management plan.

b. MEASUREMENTS:

b.i. Plan is complete and approved.

B. OBJECTIVE: Analyze and diversify current & future funding streams.

a. STRATEGIES:

a.i. Manage budgets and grants in a sustainable manner.

a.ii. Research and analyze state's summer study results.

a.iii. Implement new revenue streams, such as fees or surcharges.

a.iv. Complete analysis of fares and collection methods to improve ridership and financial sustainability.

b. MEASUREMENTS:

b.i. Fairbox Recovery Rate

b.ii. Revenue stream course of action recommended

b.iii. Boardings per vehicle hour/revenue hour

GOAL 2: Enhance User Friendliness (Strategy Committee)

A. OBJECTIVE: Evaluate and encourage digital signage in the transit system

a. STRATEGIES:

a.i. Indoor digital signage displaying GMT real time location in public gathering spaces with rider amenities (facilities, convenience items, seats, power outlets..)

- a.ii.* In cabin digital displays for bus location, next stop informational and promotions

b. MEASUREMENTS:

- b.i.* Inventory and survey of likely candidate organizations for possible indoor bus stops
- b.ii.* Feasibility analysis of on board cabin facing digital signage

B. OBJECTIVE: Expand wireless connectivity along routes and near stops

a. STRATEGIES:

- a.i.* Inventory of WiFi coverage available near all transit stops
- a.ii.* Inventory cellular coverage along all GMT routes (for RouteShout and customer connectivity)

b. MEASUREMENTS:

- b.i.* Percentage of transit stops with free WiFi within 50 Yards of every bus stop
- b.ii.* Percentage of GMT route cellular coverage
- b.iii.* Number of riders using the RouteShout App

C. OBJECTIVE: Support and plan for amenity oriented transit centers and stops

a. STRATEGIES:

- a.i.* Support Montpelier Transit Center
- a.i.* Develop long range plan for other centers (St Albans, Milton, Waterbury, Morrisville....)
- a.i.* Explore park and ride strategies designed around available passenger amenities

B. Improve public communication with Phase II ITS

a. STRATEGIES:

- a.i.* Voice Annunciators
- a.ii.* MTicketing
- a.iii.* APC's
- a.iv.* Signal Prioritization

GOAL 3: Operational Excellence (Operations Committee)

A. OBJECTIVE: Complete comprehensive SSEP Plan (Safety Security Emergency Plan).

a. STRATEGIES:

- a.i.* Negotiate MOUs with Local and State agencies
 - a.ii.* Complete risk assessment
 - a.iii.* Engage local and state officials
- b. MEASUREMENTS:**
 - b.i.* MOU with State
 - b.ii.* Final completion, approval & implementation of plan
- B. OBJECTIVE: Complete negotiations with maintenance workers.**
 - a. STRATEGIES:**
 - a.i.* Research peer comparisons
 - b. MEASUREMENT:**
 - b.i.* Signed contract by July 2017
- C. OBJECTIVE: Set goals and objectives annually to improve GMT performance.**
 - a. STRATEGIES:**
 - a.i.* Utilize currently collected data for performance improvement outcome measures
 - a.ii.* Adopt and revise performance improvement plans and report outcomes internally and externally
- D. OBJECTIVE: Complete planning and evaluation process with BRIDJ for pilot program.**
 - a. STRATEGIES:**
 - a.i.* Implementation by July 1, 2017
- E. OBJECTIVE: Implement fuel changes as recommended by energy studies and best practices.**
 - a. SRATEGIES:**
 - a.i.* Implement CNG Ad Hoc recommendations
- F. OBJECTIVE: Complete renovation of 1 Industrial Avenue for operational use.**
- G. OBJECTIVE: Complete system analysis and determine plan for implementation of recommendations.**
 - a.i.* Research economies of scale with partner agencies.
- H. OBJECTIVE: Integrate data sources and assess measures**

to determine cost efficiencies

**GOAL 4: Use Sustainable Energy to minimize environmental footprint
(Strategy Committee)**

A. OBJECTIVE: Research and complete a plan to reduce carbon footprint in facility and by agency.

a. STRATEGIES:

- a.i.* Complete at least one sustainability initiative per fiscal year
- a.ii.* Review trends in electricity and fuel consumption
- a.iii.* Develop Carbon Footprint measurement
- a.iv.* Develop plan for 1 & 15 Industrial Avenue campus for LEED certification.
- a.v.* Consider pilots for alternative fuels and power generation

b. MEASUREMENTS:

- b.i.* The measurements of energy use

B. OBJECTIVE: Develop a plan in concert with VTrans and CCRPC in order to meet states energy goals by 2017.

a. STRATEGIES:

- a.i.* Ensure Transit Oriented Development's (TOD) through outreach to RPCs and local planning & zoning boards
- a.ii.* Work with private providers to extend service to rural towns
- a.i.* Develop Park & Rides with amenities – stores / bathrooms

b. MEASUREMENTS:

- b.i.* Plan is complete

**GOAL 5: GMT will be a leader for Integrated Transportations Systems
(Strategy Committee)**

A. OBJECTIVE: Conduct a feasibility study regarding the connectivity to other NW VT public transportation agencies

a. STRATEGIES:

- a.i.* Communicate with and assess Amtrak service.
- a.ii.* Communicate with and assess ferry service.
(include discussion with NY

- State/Plattsburgh representatives)
- a.iii.* Communicate with and assess airport service.
- a.iv.* Communicate with and assess ACTR service.
- a.v.* Communicate with inter-city services
- a.vi.* Car share and Go Vermont
- b. MEASUREMENTS:**
 - b.i.* Feasibility and action plan completed

B. OBJECTIVE: Engage with external stakeholders and organization with similar objectives

a. STRATEGIES:

- a.i.* Develop MOU's where appropriate with key stakeholders.
- a.ii.* Develop robust public outreach process.

b. MEASUREMENTS:

- b.i.* Board and Staff involvement on non-profit boards.
- b.ii.* Board / Staff involvement with local, state, and federal organizations.
- b.iii.* Number and type of MOU's.
- b.iv.* Joint involvement at stakeholders meetings
- b.v.* Participation in Summer and subsequent improvement in regional coordination

GOAL 6: Increase Ridership by 3% annually (Operations Committee)

A. OBJECTIVE: Identify mobility needs

a. STRATEGIES:

- a.i.* Develop Park & Ride Opportunities
- a.ii.* Adapt bus routes to maximize access as feasible
- a.iii.* Implement ADA Advisory recommendations.

B. OBJECTIVE: Actively Implement Marketing Campaigns

a. STRATEGIES:

- a.i.* Create campaigns for other individual communities
- a.ii.* Actively market "Try Transit" programs
- a.iii.* Develop New Rider Day pass

- a.iv.* Expand marketing of Kids' Summer Fun Pass
- a.v.* Increase customer and public access to understandable, accurate and transparent information
- b. MEASUREMENTS:**
 - b.i.* Ridership numbers across all modes
 - b.ii.* Ridership numbers across all demographics
 - b.iii.* Annual ridership growth equals or exceeds 3%
 - b.iv.* Ridership growth with a quarter-mile of a transit stop or a two-mile drive to a park & ride
 - b.v.* Percentage of households in low-income census tracts within a quarter-mile walk to a transit stop or 2-miles to a P&R
 - b.vi.* Number of jobs within a quarter mile walk of a bus stop
 - b.vii.* Number of accessible bus stops

GOAL 7: Improve Board Development (Leadership Committee)

A. OBJECTIVE: Board will be knowledgeable on industry policy and be productively engaged.

- a. STRATEGIES:**
 - a.i.* Identify and disseminate information resources
 - a.ii.* Annual Board Training
 - a.iii.* Bylaws and Charter on the GMT website
- b. MEASUREMENTS:**
 - b.i.* Board attendance at transportation conferences
 - b.ii.* Board attendance at training events
 - b.iii.* Board to receive industry periodicals
 - b.iv.* Results of annual Board Survey

GOAL 8: GMT will be viewed as an important asset in the community

A. OBJECTIVE: Develop and implement a Public Affairs Plan by April 2017

- a. STRATEGIES:**
 - a.i.* Create and develop coalitions with other human/

- environmental / transportation agencies
- a.ii.* Empower communities to play an active role in shaping service
- a.iii.* Improve public perception of transit system
- a.iv.* Increase awareness of transit's capital and operating needs and its impact on the region
- a.v.* Develop public policy priorities
- b. MEASUREMENTS:**
 - b.i.* Customer Service Surveys
 - b.ii.* ADA Customer Service Surveys
 - b.iii.* Individual users on website
 - b.iv.* Increased viewings on social media platforms
 - b.v.* Public & private resources towards public transportation
 - b.vi.* Full representation on the Board from member communities
 - b.vii.* Other people advocating on GMT behalf