



GMT Board Minutes

Date: November 20, 2018
Time: 7:30 AM
Place: GMT Board Room
15 Industrial Parkway
Burlington, VT 05401

Present:

Tom Chittenden, Chair, South Burlington
Bonnie Waninger, Vice Chair, Washington County – (via phone)
Denis Barton, Secretary, Shelburne
Paul Bohne, Treasurer, Essex
Chapin Kaynor, Commissioner, Williston
Katherine Miles, Commissioner, Burlington
Bob Buermann, Commissioner, Grand Isle County
John Sharrow, Commissioner, Milton
Catherine Miles, Commissioner, Burlington
Catherine Dimitruk, Commissioner, Franklin County – (via phone)
Robert Moore, Alternate Commissioner, Lamoille County (via phone)
Phil Pouech, Commissioner, Hinesburg - (via phone)
Dan Currier, Commissioner, Washington County
Ray Coffey, Alternate Commissioner, Winooski – (via phone)

Mark A. Sousa, General Manager
Michelle Daley, Director of Finance and Grants
Patricia Redalieu, Director of Human Resources– (via phone)
Jon Moore, Director of Maintenance and Planning
Jamie Smith, Marketing and Public Affairs Manager
Kimberly Wall, Grants Manager
Deb Copula, Senior Accountant
Matt Kimball, Capital Projects Manager
Matthew Young, Administrative Support Specialist

Members of the Public:

Ross McDonald, VTrans
Fred Schmidt

Not Present:

Ebony Kirkland, Commissioner Winooski
Chapin Spencer, Commissioner, Burlington
Tasha Wallis, Commissioner, Lamoille County

1. Open Meeting-

Chair Chittenden opened the meeting at 7:31 AM. A quorum of the Board was present.



2. Adjustment to the Agenda-

There were no adjustments to the agenda

3. Public Comment -

There were no public comments

4. Consent Agenda -

Past Chair Kaynor requested that the ridership reports be excluded from the consent agenda for discussion.

Secretary Barton made a motion to approve the consent agenda excluding ridership reports. Treasure Bohne seconded the motion.

Vice Chair Waninger requested that the October Board meeting minutes be excluded from the consent agenda.

Secretary Barton made an amendment to approve the consent agenda excluding the ridership reports and the October 2018 Minutes. Treasure Bohne seconded the amendment. All were in favor and the consent agenda was approved excluding the ridership reports and the October 2018 Minutes.

Ridership reports -

Past Chair Kaynor commented that ridership is up in the urban area but appears to be down 38% in the rural area. He also noted that there were no ridership reports for urban or rural for the month of October.

Mr. Moore clarified that the number Past Chair Kaynor was reading was for paratransit ridership for the rural area. The next line on the table is the fixed route ridership which is up 6.2%. Mr. Moore stated that planning would work on the formatting of this report to make it clearer. In the urban area ridership is tracked by electronic fareboxes so the information is more readily available. However, in the rural area ridership is tracked by hand with pen and paper, causing rural ridership reporting to always be two months behind when reporting to the Board. Starting next month urban will be ahead of the rural area when reporting ridership.

Commissioner Currier asked about ridership on the capital shuttle having a 0% change from FY18 to FY19.

Vice Chair Waninger asked if we have exceeded last year's ridership of nine months on the capital shuttle in three months so far this year?

Mr. Moore responded that he will look into the capital shuttle ridership numbers for FY19 and report back to the Board next month with the correct number.



October 2018 Board meeting minutes-

Vice Chair Waninger asked about item #4 we were going to revisit the September retreat minutes for a question she had asked be included in the minutes. The minutes were not included in this month's packet.

Mr. Sousa informed the Board that Mr. Young has done a verbatim transcript from the recording from the September retreat.

Chair Chittenden commented that today's meeting has a very packed agenda and suggested moving both ridership reports and the September Retreat minutes to December 2018 Board meeting.

Past Chair Kaynor suggested having these two items as a separate agenda item in December not as part of the consent agenda.

A motion was made to approve the October minutes with grammatical changes by Commissioner Buermann, seconded by Commissioner Sharrow. All were in favor and the minutes were approved with grammatical changes.

5. FY18/FY19 Financial Discussion-

Ms. Daley presented the FY18 and FY19 memos, that were included in this month's Board packet, that addressed budget deficits. Ms. Daley explained that when doing financials, she is working with estimates due to the way billing of some of GMT's grants work. Some grants are 60 days behind on billing.

Past Chair Kaynor commented that he was not aware that estimates were used on the financials.

Ms. Daley explained that GMT is an accrual-based accounting system and this is common practice. Treasurer Bohne asked why net assets FUND balance from FY17 of 3.5 Million drops to 200 thousand currently. Ms. Daley said she will look into it for the December 2018 Finance Committee and Board meeting.

Ms. Daley informed the Board that the Finance Committee has asked that she and her staff reconcile at the end of each quarter. Commissioner Barton, asked Ms. Daley if this was additional work for staff. Ms. Daley said it was additional work to go back and close a period that was already closed, that it is like closing the fiscal year.

Commissioner Moore stated that he supported the Finance Committee request.

Commissioner Dimitruk stated that these memos along with the discussion today have satisfied the questions that were brought up at the October 2018 Board meeting pertaining to the FY18 and FY19 budget deficits

Fred Schmidt entered at 8:09 am



Ms. Daley informed the Board that as of now the FY19 quarter ended September 30, 2018 the rural area is at a net loss of \$71,000 and urban system has already been spending more than we budgeted from the 5307 grant.

6. Funding Source Discussion-

Mr. Sousa informed the Board that he has been working with Jamie Feehan to inform state representatives of the need for funds GMT has. These discussions are about the need for funds not where the funds will come from at this point. Mr. Feehan will be at the December 2018 Board meeting to address the Board. Mr. Sousa commented that we should have a bill ready by February.

There was discussion on the funding source.

Mr. Sousa informed the Board that there will be two state breakfasts that will allow Commissioners and VPTA executives an opportunity to talk to legislators.

7. Cutaway contract award-

Mr. Sousa informed the Board that DATTCO won the contract for cutaway buses. However, there was a protest from another vendor, which will be addressed by VPTA since it's a VPTA contract. The VPTA will discuss it at their next Board meeting.

Commissioner Sharrow asked what was the basis of the protest? Mr. Sousa replied that the vendor did not bid on the last two items on the bid and the other two vendors did.

Past Chair Kaynor made a motion to approve the contract award for DATTCO for bus purchases as described, pending VPTAs decision on the protest. The motion was seconded by Treasurer Bohne. Commissioner Sharrow abstained from the vote, all others were in favor and the contract was awarded pending VPTAs decision on the protest.

8. Purchasing Policy-

Ms. Daley presented the Purchasing policy with edits brought on by the triennial review. Ms. Daley requested that the policy that be emailed to all Board members showing markup.

There was discussion on the edits.

A motion was made to approve the Purchasing Policy with edits by Treasurer Bohne. The motion was seconded by Secretary Barton. All were in favor and the Purchasing Policy was approved as presented.

Ms. Daley stated that a response letter will be sent to the Triennial Reviewer including the purchasing memo addressing each of the deficiencies. The FTA will issue a close out letter once they deem all deficiencies have been properly addressed.

Commissioner Barton requested moving item #10 Fred Schmidt before item # 9 the TAMP plan. Due to running late. There were no objections to this.



9. Fred Schmidt –

Secretary Barton introduced Mr. Schmidt as a previous CCTA commissioner, director for the Community Transportation Association of America (CTAA) retired faculty from UVM with the Institute for Rural Studies. Mr. Schmidt described the activities of CTAA with a focus on transit programs and policies applicable to rural communities. He highlighted the annual sponsored RODEO event competition for bus operators, technical assistance for planning and grant programs that could be available for GMT. He also encouraged GMT to increase and expand their media releases and engage more community members in Board committee work.

10. Transit Asset Management Plan –

Mr. Sousa explained to the committee that a Transit Asset Management (TAM) plan is required by the FTA. GMT will complete its own plan and VTrans will create a plan for the rest of the state.

Ms. Daley presented an overview of the TAM plan and informed the Board that this plan had been presented to all committees the week prior. Ms. Daley stated that this plan was also one of the Finance Committees strategic goals. Also, this is a living document and will be updated at least annually.

A motion was made to approve the Transit Asset Management plan by Commissioner Buermann. The motion was seconded by Secretary Barton. All were in favor and the Transit Asset Management Plan was approved as presented.

11. General Manager and Committee Reports-

- A. RouteMatch- Mr. Sousa informed the Board that he is still working towards conclusion and will have a recommendation for the Board at the December 2018 Board meeting.
- B. Electric Buses – Mr. Sousa informed the Board that we should have an award letter for Board approval at the December 2018 Board meeting.
- C. Energy Action Network – Mr. Sousa informed the Board that he was asked to sit on this committee meeting monthly for one year.

Finance Committee Report

Treasurer Bohne informed the Board that the Finance Committee should have an adjusted FY19 budget at the December 2018 meeting.

Leadership Committee Report

Chair Chittenden informed the Board that the GM contract is up 12-31-2018 and he has sent a timeline to the Board for his review. He asked for feedback by 12-21-2018 as well as suggestions of external contacts to for additional input.

Operations Committee Report

Commissioner Barton informed the Board that the ridership reports from RouteMatch are almost ready to be used for information purposes. The Committee also reviewed new charts to display trend data from the information collected in the performance improvement plan.



Strategy Committee Report

Commissioner Buermann informed the Board that everything the committee discussed has been discussed here today.

12.- FY20 Budget Discussion (Executive Session)-

Commissioner Buermann made a finding motion to enter Executive Session to discuss the FY20 Budget, as discussing this outside of Executive Session would provide premature general public knowledge of labor issues and place GMT at a substantial disadvantage. The motion was seconded by Secretary Barton. All were in favor and the motion carried.

A motion to enter Executive Session with the inclusion of; Mr. Sousa, Ms. Daley, Ms. Redalieu, Ms. Smith, and Mr. Moore was made by Commissioner Sharrow. The motion was seconded by Past Chair Kaynor. All were in favor and the Board entered Executive Session at 9:33 am. No action was taken.

Commissioner Currier moved to exit Executive Session, the motion was seconded by Past Chair Kaynor. All were in favor and the Board exited Executive Session at 10:49 am.

12. Adjourn -

Treasurer Bohne made a motion to adjourn, Secretary Barton seconded the motion to adjourn. All were in favor, and the meeting adjourned at 10:50 am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Denis Barton', is written over a horizontal line.

Denis Barton, Secretary