

**AGENDA**  
**Green Mountain Transit Board of Commissioners**  
**November 20<sup>th</sup> 2018, 7:30 a.m.**  
**15 Industrial Pkwy, Burlington, VT 05401**

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*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.*

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- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda\*
- October 17<sup>th</sup>, 2018 Board Meeting Minutes (Pages 3-9)
  - Check Register (Pages 10-14)
  - Maintenance Report (Page 15)
  - Operations Report (Page 16)
  - Planning Report (Page 17)
  - Marketing and Public Affairs Report (Page 20)
  - IT Support, Administrative Support, Training and HR Report (Page 21)
  - Ridership Reports (Pages 22-24)
- 7:43 a.m. 5. FY18/FY19 Financial Discussion (Pages 25-39)
- 7:55 a.m. 6. Funding Source Discussion
- 8:10 a.m. 7. Cutaway Contract Award\*
- 8:20 a.m. 8. Purchasing Policy\* (Pages 40-79)
- 8:25 a.m. 9. Transit Asset Management Plan Approval\* (Pages 80-127)
- 8:30 a.m. 10. Fred Schmidt – Perspectives on Public Transit

9:00 a.m. 11. GM & Committee reports

- *General Manager Update*
- *Finance Committee: Next scheduled meeting is December 11<sup>th</sup> @ 8 am.*
- *Strategy Committee: Next scheduled meeting is December 10<sup>th</sup> @ 8:30 am.*
- *Operations Committee: Next scheduled meeting is December 10<sup>th</sup>, @ 9:30 am.*
- *Leadership Committee: Next scheduled meeting is December 10<sup>th</sup>, @ 10:30 am.*
- *Commissioner Comments and Announcements*

9:10 a.m. 12. FY20 Budget Discussion (Executive Session)

9:50 a.m. 13. Adjourn

Next GMT Board Meeting date: December 18<sup>th</sup>, 2018 @ 7:30 am at GMT.

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 Matt Young at 802-540-2536 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 802-864-2282.
- 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 16, 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  
Chapin Spencer, Commissioner, Burlington  
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 – (via phone)  
Tasha Wallis, Commissioner, Lamoille County – (Via phone)

Mark A. Sousa, General Manager  
Michelle Daley, Director of Finance and Grants  
Patricia Redalieu, Director of Human Resources  
Jon Moore, Director of Maintenance and Planning  
Jordan Posner- ADA coordinator  
Jamie Smith, Marketing and Public Affairs Manager  
Kimberly Wall, Grants Manager  
Matt Kimball, Capital Projects Manager  
Matthew Young, Administrative Support Specialist

### **Members of the Public:**

Amy Brewer, Alternate Commissioner, Williston  
Ross McDonald, VTrans  
Maggie Roddy, Public

### **Not Present:**

Ebony Kirkland, Commissioner Winooski

### **1. Open Meeting-**

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

## **2. Adjustment to the Agenda-**

Past Chair Kaynor asked that “Board Retreat” be changed to “Board Meeting” on Page 2 of the agenda.

Commissioner Spencer entered 7:34 am

## **3. Public Comment-**

Past Chair Kaynor commented that he was glad to see a slight increase in ridership but concerned that ridership on the Jeffersonville Commuter has decreased.

There was discussion on the ridership reports.

Commissioner Brewer entered 7:37 am

Commissioner Wallace 7:38 am (via Phone)

Commissioner Pouech suggested that Commissioners be provided with a list of talking points to use for public meetings to ensure all Commissioners are on the same page.

## **4. Consent Agenda –**

Past Chair Kaynor made a motion to approve the consent agenda excluding the Finance and grants report and the meeting minutes from September. Secretary Barton seconded the motion. All were in favor and the consent agenda was approved excluding Finance and grants report and the meeting minutes from September.

Finance and grants report –

Commissioner Dimitruk requested that the Board defer action on this report until the November 2018 Board meeting. This will allow the Finance Committee to meet and discuss this report on two occasions before the November 2018 Board meeting. The reasoning behind this request will be elaborated on during agenda item six. There was no objection to deferring this to the next meeting, the Finance and grants report was deferred until the November 2018 Board Meeting.

Vice Chair Waninger requested that the September Board Retreat minutes be updated to include a question she asked on agenda item 7 of that meeting. Chair Chittenden requested the minutes be deferred and agenda item seven be updated, to include Vice Chair Waninger’s question, for review at the November 2018 Board Meeting. There were no objections from the Board, the September Board Retreat Minutes were deferred until the November 2018 Board Meeting.

## **5. Mad River Valley Service (MRV)\*-**

Mr. Moore presented the MRV service change proposal that was included in this month’s Board Packet. As suggested in the NextGen plan, Mr. Moore wanted to note that these changes are being made with the support of the Regional Planning Commission and were accepted at the public meetings as well.

There was discussion on the plan.

Mr. Moore stated that route # 17 will be eliminated due to very low ridership or no ridership in this section.

Commissioner Waninger commended GMT staff for their hard work with Sugarbush staff to make these changes as beneficial to both organizations as possible.

Commissioner Moore requested that we make a note in today's minutes that state the public's support of these changes due to this not being stated in the minutes from those meetings.

Commissioner Currier assured the Board that these changes have been well received by the public.

There was discussion on the proposed changes.

Secretary Barton made a motion to approve the Mad River Valley Service changes as proposed after considering the public comments received. Commissioner Buermann seconded the motion, all were in favor and the MRV service changes were approved as presented.

#### **6. FY 18 Year End Financial Discussion-**

Mr. Sousa opened the floor to Ms. Daley to present the FY18 Year End Report.

Ms. Daley presented the FY18 Year End Report. Ms. Daley informed the Board that the rural side of GMT is at a deficit of \$441,000, \$79,000 of which can be attributed to our Medicaid service. Ms. Daley stated that the urban side of GMT is in the black due to overdrawing about \$300,000 more from the 5307 grant than we were originally awarded for FY18. Ms. Daley stated that GMT is in an unsustainable position to continue services at current levels. GMT has been using the fund balance to compensate for deficits each year.

Commissioner Wallis requested Ms. Daley to provide more information on the rural deficit.

Treasurer Bohne informed the Board that when CCTA and GMTA merged there was about 1.3 million dollars in combined fund balances. This is how GMT has been able to sustain operating levels at a deficit until now.

Ms. Daley informed the Board that when leadership changed at VTrans in 2012 GMT was required to return \$500,000 from the combined fund balance to VTrans through a reconciliation process.

Mr. Sousa informed the board that since 2014 GMT has had a total of a 1.4% increase in state funding for the existing services in our rural region, however our costs have increased 10.3%.

Commissioner Moore asked if GMT request more funding each year due to inflation.

Ms. Daley replied that GMT requests the necessary funding needed to maintain the existing services, however with the State's budgets they have not been able to keep pace with inflation. The increases requested by staff are not always approved based on the conditions in Montpelier.

Treasurer Bohne informed the Board that the Finance Committee will be meeting on October 30<sup>th</sup> as well as their regularly scheduled meeting on November 13<sup>th</sup> 2018 to discuss FY18 as well as FY19 and FY20.

Commissioner Dimitruk expressed concern to the Board as to why our financial reports do not show deficits before the auditors review them. Commissioner Wallis would like to discuss financials more at future Board Retreats.

Mr. Sousa informed the Board that the Finance and grant report will be a stand-alone item on each month's agenda going forward it will not be included in the Consent Agenda.

Chair Chittenden and Commissioner Spencer recalled at a previous meeting being told there would be around a \$362,000 deficit.

Vice Chair Waninger stated that she was of the understanding that we had \$362,000 deficit but it would come in closer to \$100,00 at the end of FY18.

Commissioner Wallis exited the meeting at 8:24 am

## **7. VTrans Statewide Management Report-**

Mr. McDonald gave the Board an overview of the Statewide Management Report that VTrans is required to perform every three years. Mr. McDonald informed the board that VTrans moved \$200,000 from the FY19 Urban budget and moved it to the FY19 Rural budget to try to make up for some of the Rural deficit in FY19.

There was discussion on moving of funds from Urban to Rural.

Secretary Barton asked how GMT finances compare to other agencies in the state.

Mr. McDonald informed the Board that he will organize a presentation for the board that will allow the Board to compare to other agencies.

Mr. McDonald stated that is has been very beneficial meeting with Mr. Sousa and Ms. Daley each month; and that GMT has good managers. Mr. McDonald also informed the Board that he was selected to represent VTrans on a committee that is looking at the opioid crisis.

Commissioner Spenser asked if VTrans could provide Commissioners with a copy of the Management Report.

Mr. McDonald replied that he could provide copies.

Commissioner Dimitruk congratulated Mr. McDonald for receiving a National Rural Mobility Award.

#### **8. Strategic Goals Discussion-**

Mr. Sousa informed the Board that Mr. Young had sent a link to LA Metro's Strategic Plan prior to the Board Meeting. Mr. Sousa would like to structure GMT's Strategic plan like this with five major goals that are set by the Board and staff will fit our current goals into these five overarching goals. Mr. Sousa asked the Board for input.

Commissioner Brewer exited the meeting at 8:45 am

Secretary Barton expressed concern on how comprehensive Metro's plan was and how much staff time would be taken to adapt it. Secretary Barton asked about GMT's Transit Development Plan (TDP) consideration in this process.

Mr. Sousa informed the Board that he is looking into combining the rural and urban TDP to have one TDP for GMT as a whole.

Commissioner Kaynor stated his appreciation of the work that staff have put into the current Strategic plan. This shows that staff are taking more action and being more management as opposed to board lead.

There was discussion on the plan.

#### **9. Funding Source Discussion –**

Mr. Sousa informed the Board that he has been working with Jamie Feehan to create a white paper of questions that he will provide to Commissioners to use as reference in discussions this election season.

Chair Chittenden asked what these conversations should focus on.

Mr. Sousa replied these conversations should focus on the need for funding not the source of funding at this time.

Commissioner Spencer asked if we will have a proposed timeline and scope in November? Who are our supporters? Also, that we should spend time at the November Board Meeting discussing this item.

Mr. Sousa informed the Board that this will be on all committee agendas for the foreseeable future.

#### **10. 1 Industrial Parkway Improvements –**

Mr. Kimball presented a slide show on the improvements that have been completed at 1 Industrial including: adding the ramp to connect 1 Industrial and 15 Industrial, paving on the front and back apron of 1 Industrial and lot striping.

There was discussion the project.

#### General Manager Report

- A. RouteMatch- Mr. Sousa informed the Board that RouteMatch is installing beacons at the DTC to work with the bay signs.
- B. Electric Buses – Mr. Sousa informed the Board that he will be meeting with vendors this week to discuss final price and warranties on the bus batteries. Mr. Sousa should have an award letter for Board approval at the November 2018 Board Meeting.
- C. Cutaway buses – Mr. Sousa informed the Board that they are also working with vendors on purchasing cutaways and minivans for use in the rural area and should have an announcement of the vendor selected and delivery schedule for the November 2018 Board Meeting.
- D. All Earth Renewables – Mr. Sousa informed the Committee that he met with All Earth Renewable President/CEO David Blittersdorf and rode one of their trains.
- E. Board Retreat Recap – Mr. Sousa informed the Committee that Ms. Redalieu will begin the training to become a certified appreciative inquiry instructor for GMT staff.
- F. Mr. Sousa informed the Board that GMT will be having an employee appreciation BBQ on October 18<sup>th</sup> and invited all Commissions to attend if available.

#### Finance Committee Report

Commissioner Bohne informed the Board that everything finance committee discussed was already discussed at today's meeting

#### Leadership Committee Report

Chair Chittenden informed The Board that Leadership had preliminary discussion on updating GMT's advertising policy.

Chair Chittenden also stated that he is looking for a new Commissioner to join the SSTA/GMT joint committee due to Commissioner Dimitruk having to step out due to scheduling conflicts.

#### 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 worked on new charts to display trend data from the information from the performance improvement plan.

#### Strategy Committee Report

Commissioner Buermann informed the Board that the new strategic plan was discussed as well as funding source that was discussed in today's meeting.



**12. Adjourn –**

Commissioner Kaynor made a motion to adjourn, Commissioner Spencer seconded the motion to adjourn. All were in favor, the meeting adjourned at 9:27 am.

Respectfully Submitted,

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Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
9/21/2018		ICMA	EFT	\$ 1,276.38	Retirement
9/21/2018		VT DEPT OF TAXES	EFT	\$ 11,792.39	State Payroll Taxes
9/21/2018		IRS-EFTPS	EFT	\$ 87,799.11	Federal Payroll Taxes
9/21/2018		Charles Schwab	eft	\$ 16,410.73	Retirement
10/2/2018	V1666	Tick Tock Shops, Inc.	86383	\$ 948.00	
10/5/2018	V1340	4imprint, Inc.	86384	\$ 1,498.18	Marketing
10/5/2018	V279	ABC Bus Companies-Muncie	86385	\$ 1,100.65	Part Invoice
10/5/2018	V217	Airgas USA, LLC	86386	\$ 6.24	
10/5/2018	V219	Aubuchon C/O Blue Tarp Financial, Inc.	86387	\$ 76.93	
10/5/2018	V225	Burlington Electric Department	86388	\$ 6,704.99	6 Electric Bills
10/5/2018	V226	Burlington Public Works-Water	86389	\$ 142.07	
10/5/2018	V235	Clark's Truck Center	86390	\$ 5,726.98	Part and Repair Invoice
10/5/2018	V220	Class C Solutions Group	86391	\$ 543.88	
10/5/2018	V250	Fisher Auto Parts	86392	\$ 1,043.43	10 Part Invoices
10/5/2018	V252	FleetPride, Inc	86393	\$ 846.33	
10/5/2018	V253	FleetWave Partners, LLP	86394	\$ 3,042.00	2 Radio Invoices
10/5/2018	V1347	Foley Distributing Corp.	86395	\$ 601.79	
10/5/2018	V1129	Global Montello Group Corp	86396	\$ 17,992.95	Fuel
10/5/2018	V259	Grainger	86397	\$ 401.49	
10/5/2018	V1506	Great Eastern Radio	86398	\$ 985.50	
10/5/2018	V260	Green Mountain Kenworth, Inc.	86399	\$ 488.21	
10/5/2018	V261	Green Mountain Power	86400	\$ 21.26	
10/5/2018	V1667	Hartford Insurance Co. of the Midwest	86401	\$ 12,140.00	Berlin Insurance
10/5/2018	V1204	Interstate Batteries	86402	\$ 283.50	
10/5/2018	V1509	Lawson Products, Inc	86403	\$ 727.64	
10/5/2018	V702	Lincoln National Life Insurance Company, The	86404	\$ 12,605.58	Insurance
10/5/2018	V724	Lockworks Locksmith	86405	\$ 330.60	
10/5/2018	V1191	Lucky's Trailer Sales Inc.	86406	\$ 28.32	
10/5/2018	V284	New G.H. Berlin Oil Company	86407	\$ 1,913.97	2 Part Invoices
10/5/2018	V325	Northern Tool & Equipment Catalog Company, Inc.	86408	\$ 1,356.98	Air Compressor
10/5/2018	V223	O'Reilly Auto Enterprises, LLC	86409	\$ 946.34	
10/5/2018	V296	Rouse Tire Sales	86410	\$ 964.34	
10/5/2018	V299	SB Collins, Inc.	86411	\$ 5,968.41	Fuel
10/5/2018	V686	Shearer Chevrolet	86412	\$ 173.79	
10/5/2018	V301	Sovernet	86413	\$ 1,086.22	IT Invoice
10/5/2018	V302	Sports & Fitness Edge Inc.	86414	\$ 907.50	
10/5/2018	V308	Steadman Hill Consulting, Inc.	86415	\$ 6,757.63	Consulting Invoice
10/5/2018	V186	Tech Group, The	86416	\$ 197.00	
10/5/2018	V1505	Tumbleweed, Inc. dba CoolWorks	86417	\$ 139.00	
10/5/2018	V1030	UniFirst Corporation	86418	\$ 85.68	
10/5/2018	V315	United Parcel Service	86419	\$ 28.75	
10/5/2018	V410	Vermont Gas Systems, Inc.	86420	\$ 76.74	
10/5/2018	V496	Weston, Don Excavating, Inc.	86421	\$ 1,848.00	Ramp Work
10/6/2018	V1638	Bercuvitz, Jeffrey	86423	\$ 4,500.00	Training
10/8/2018	V1368	Prime Middlebury LLC	86314	\$ 750.00	
10/8/2018	V1368	Void	86424		Printer error
10/9/2018	V1467	Charles Schwab	V1467 2018 1009	\$ 17,137.31	Retirement
10/9/2018	V265	ICMA	V265 2018 1009	\$ 1,304.81	Retirement
10/9/2018	V266	IRS - EFTPS	V266 2018 1009	\$ 90,023.20	Federal Payroll Taxes
10/9/2018	V364	Vermont Dept of Taxes	V364 2018 1009	\$ 12,047.06	State Payroll Taxes
10/12/2018	V1025	Alter, Charles	86425	\$ 123.19	Volunteer
10/12/2018	V1672	Battoe, Jackie	86426	\$ 34.34	
10/12/2018	V1435	Bessette, Greg	86427	\$ 175.68	Volunteer
10/12/2018	V1135	Blanchard, Thomas	86428	\$ 41.42	
10/12/2018	V1625	Bousquet, Jeanne	86429	\$ 164.06	Volunteer
10/12/2018	V1482	Cady, Duane	86430	\$ 100.83	Volunteer
10/12/2018	V471	Constantine, Julia	86431	\$ 251.87	Volunteer
10/12/2018	V1573	Fairbanks, Dori	86432	\$ 135.16	Volunteer
10/12/2018	V1516	Gagnon, Chaz	86433	\$ 240.12	Volunteer
10/12/2018	V1670	Gardner, Robert	86434	\$ 89.28	
10/12/2018	V1665	Gile, Jeffrey	86435	\$ 106.85	Volunteer
10/12/2018	V1194	Joseph, Ben	86436	\$ 34.88	
10/12/2018	V1669	Kriss, Bonnie	86437	\$ 45.78	
10/12/2018	V203	Ladd, Joyce	86438	\$ 71.40	
10/12/2018	V181	Owen, Helen	86439	\$ 1,573.54	Volunteer
10/12/2018	V1138	Pease, Charles	86440	\$ 190.08	Volunteer
10/12/2018	V1611	Russin, Tina	86441	\$ 49.50	
10/12/2018	V1655	Sciria, Andrew	86442	\$ 661.74	Volunteer

10/12/2018	V1478	Starbuck, Pammella	86443	\$	31.61	
10/12/2018	V1614	Vermont Ride Network, Inc.	86444	\$	737.75	Volunteer
10/12/2018	V881	Wakefield, Richard	86445	\$	176.06	Volunteer
10/12/2018	V1595	Waller, Marlys	86446	\$	145.52	Volunteer
10/12/2018	V962	Williams, Kenneth	86447	\$	86.40	
10/12/2018	V944	Woodward, Patricia	86448	\$	663.32	Volunteer
10/12/2018	V279	ABC Bus Companies-Muncie	86449	\$	6.08	
10/12/2018	V1305	Allegiant Care	86450	\$	202,040.25	Insurance
10/12/2018	V214	AT&T Mobility	86451	\$	74.43	
10/12/2018	V248	Bay State Elevator Company	86452	\$	464.54	
10/12/2018	V226	Burlington Public Works-Water	86453	\$	1,836.29	2 Water Bills
10/12/2018	V227	Burlington Telecom	86454	\$	2,105.57	IT Invoice
10/12/2018	V1487	Chamberlin, Justin	86455	\$	346.40	DCAP Reimbursement
10/12/2018	V851	Champlain Medical	86456	\$	300.00	
10/12/2018	V239	Cummins Northeast LLC	86457	\$	5,392.81	2 Part Invoices
10/12/2018	V240	D & M Fire and Safety Equipment	86458	\$	90.00	
10/12/2018	V241	D & W Diesel, Inc.	86459	\$	618.69	
10/12/2018	V242	Danform Shoes	86460	\$	143.96	
10/12/2018	V417	Dion Security, Inc.	86461	\$	14.94	
10/12/2018	V250	Fisher Auto Parts	86462	\$	1,019.29	9 Part Invoices
10/12/2018	V799	Gauthier Trucking Company, Inc.	86463	\$	375.90	
10/12/2018	V257	Gillig Corp.	86464	\$	4,945.59	5 Part Invoices
10/12/2018	V260	Green Mountain Kenworth, Inc.	86465	\$	1,161.76	4 Part Invoices
10/12/2018	V262	Hall Communication, Inc.	86466	\$	378.00	
10/12/2018	V263	Heritage Ford	86467	\$	226.37	
10/12/2018	V270	Lowe's	86468	\$	90.06	
10/12/2018	V278	Mohawk Mfg. & Supply Co.	86469	\$	246.80	
10/12/2018	V283	Neopart LLC	86470	\$	3,730.77	2 Part Invoices
10/12/2018	V223	O'Reilly Auto Enterprises, LLC	86471	\$	275.40	
10/12/2018	V1671	Plantier, Steve	86472	\$	1,100.00	Tool Allowance
10/12/2018	V296	Rouse Tire Sales	86473	\$	2,422.90	2 Tire Invoices
10/12/2018	V854	S2Technology	86474	\$	145.00	
10/12/2018	V297	Safety-Kleen Systems, Inc.	86475	\$	204.73	
10/12/2018	V686	Shearer Chevrolet	86476	\$	403.59	
10/12/2018	V1668	Tambon, Nicholas	86477	\$	100.00	Shoe Reimbursement
10/12/2018	V1030	UniFirst Corporation	86478	\$	17.05	
10/12/2018	V529	Valley Reporter, The	86479	\$	20.97	
10/12/2018	V334	Vanasse Hangen Brustlin, Inc.	86480	\$	6,477.13	2 Professional Service Invoices
10/12/2018	V535	VAS Tools, LLC	86481	\$	1,141.24	2 Small Tool Invoices
10/12/2018	V689	Vermont Elevator Inspection Services Inc.	86482	\$	200.00	
10/12/2018	V892	VOX AM/FM, LLC	86483	\$	1,730.00	Radio Ads for Recruitment
10/12/2018	V496	Weston, Don Excavating, Inc.	86484	\$	234,473.40	Ramp Invoices
10/12/2018	V395	Williston Publishing & Promotions	86485	\$	495.00	
10/12/2018	V656	Zhu, Michael	86486	\$	220.00	FSA Reimbursement
10/12/2018	V153	Alburgh Taxi	EFT000000013637	\$	2,082.60	Volunteer
10/12/2018	V55	Boudreau, James	EFT000000013638	\$	688.51	Volunteer
10/12/2018	V1007	Bova, Wendy	EFT000000013639	\$	454.03	Volunteer
10/12/2018	V1150	Bruley SR, Mark	EFT000000013640	\$	1,240.52	Volunteer
10/12/2018	V548	Burnor, David	EFT000000013641	\$	313.41	Volunteer
10/12/2018	V1291	Callan, Linda	EFT000000013642	\$	303.61	Volunteer
10/12/2018	V60	Farr, Delores	EFT000000013643	\$	687.91	Volunteer
10/12/2018	V1117	Hall, John	EFT000000013644	\$	512.38	Volunteer
10/12/2018	V170	Hertz, Kenneth	EFT000000013645	\$	402.30	Volunteer
10/12/2018	V67	Jewett, Sheryl	EFT000000013646	\$	245.83	Volunteer
10/12/2018	V174	Langlois, Paulette	EFT000000013647	\$	901.99	Volunteer
10/12/2018	V1420	Lawyer, Ronald	EFT000000013648	\$	355.45	Volunteer
10/12/2018	V70	LeClair, Raymond	EFT000000013649	\$	596.90	Volunteer
10/12/2018	V71	Lightholder, Stephen	EFT000000013650	\$	43.06	
10/12/2018	V74	Markham, Laurel	EFT000000013651	\$	440.97	Volunteer
10/12/2018	V75	Martin, Ronald	EFT000000013652	\$	625.24	Volunteer
10/12/2018	V1635	McCartney, Misty	EFT000000013653	\$	165.16	Volunteer
10/12/2018	V1018	Metivier, Shelli	EFT000000013654	\$	647.46	Volunteer
10/12/2018	V1570	Murphy Sandra	EFT000000013655	\$	437.68	Volunteer
10/12/2018	V82	Parah, Donna	EFT000000013656	\$	353.73	Volunteer
10/12/2018	V83	Parah, Maurice	EFT000000013657	\$	1,050.88	Volunteer
10/12/2018	V86	Pike, Gail	EFT000000013658	\$	571.80	Volunteer
10/12/2018	V771	Sammons, Chandra	EFT000000013659	\$	624.13	Volunteer
10/12/2018	V89	Sayers, Gail	EFT000000013660	\$	732.04	Volunteer
10/12/2018	V1236	Sayers, James	EFT000000013661	\$	175.51	Volunteer
10/12/2018	V93	Timm, Marta	EFT000000013662	\$	771.80	Volunteer

10/12/2018	V522	Turcotte, S Jeanette	EFT000000013663	\$	170.06	Volunteer
10/12/2018	V1654	Vargas, Pearl	EFT000000013664	\$	354.29	Volunteer
10/12/2018	V1623	Wells, Roy	EFT000000013665	\$	236.04	Volunteer
10/12/2018	V1182	Charissakis, John	EFT000000013666	\$	832.50	FSA Reimbursement
10/12/2018	V35	McDonald, Pam	EFT000000013667	\$	21.81	
10/12/2018	V38	Moore, Jon	EFT000000013668	\$	530.38	DCAP AND FSA Reimbursement
10/12/2018	V1464	Nold-Laurendeau, Phil	EFT000000013669	\$	100.00	Shoe Reimbursement
10/12/2018	V137	Plante, Karen	EFT000000013670	\$	50.00	
10/12/2018	V17	Smith, Jamie L	EFT000000013671	\$	192.30	DCAP Reimbursement
10/12/2018	V39	Sweeney, Cecil	EFT000000013672	\$	255.40	FSA Reimbursement
10/15/2018	V581	Costco	86487	\$	906.74	
10/16/2018	V1551	Nshimyeimana, Alex	86488	\$	749.00	
10/19/2018	V279	ABC Bus Companies-Muncie	86489	\$	203.96	
10/19/2018	V218	Atlantic Detroit Diesel - Allison LLC	86490	\$	261.12	
10/19/2018	V284	Brenntag Lubricants Northeast	86491	\$	2,342.45	3 Part Invoices
10/19/2018	V224	Burlington Communications	86492	\$	198.25	
10/19/2018	V228	C.I.D.E.R., Inc.	86493	\$	25,949.64	E and D, Medicaid
10/19/2018	V1369	Capitol City Auto Mart Inc dba	86494	\$	929.00	
10/19/2018	V220	Class C Solutions Group	86495	\$	484.35	
10/19/2018	V600	Cody Chevrolet	86496	\$	1,067.14	6 Part Invoices
10/19/2018	V239	Cummins Northeast LLC	86497	\$	35.90	
10/19/2018	V241	D & W Diesel, Inc.	86498	\$	5,070.45	3 Part Invoices
10/19/2018	V250	Fisher Auto Parts	86499	\$	662.41	
10/19/2018	V252	FleetPride, Inc	86500	\$	542.50	
10/19/2018	V1347	Foley Distributing Corp.	86501	\$	681.26	
10/19/2018	V445	Front Porch Forum, Inc	86502	\$	2,442.00	Marketing
10/19/2018	V256	Genfare	86503	\$	155.71	
10/19/2018	V257	Gillig Corp.	86504	\$	716.60	
10/19/2018	V1129	Global Montello Group Corp	86505	\$	20,722.36	Fuel
10/19/2018	V260	Green Mountain Kenworth, Inc.	86506	\$	1,766.63	5 Part Invoices
10/19/2018	V261	Green Mountain Power	86507	\$	1,313.90	Electric Bill
10/19/2018	V326	J&B International Trucks, Inc.	86508	\$	84.26	
10/19/2018	V1677	Jasper Engine Exchange, Inc.	86509	\$	3,974.00	Engine
10/19/2018	V328	Kirk's Automotive Inc.	86510	\$	311.04	
10/19/2018	V1509	Lawson Products, Inc	86511	\$	453.09	
10/19/2018	V276	Metalworks	86512	\$	126.03	
10/19/2018	V278	Mohawk Mfg. & Supply Co.	86513	\$	1,656.94	1 Part Invoice
10/19/2018	V1576	New England Auto Glass LLC	86514	\$	190.00	
10/19/2018	V223	O'Reilly Auto Enterprises, LLC	86515	\$	830.17	
10/19/2018	V534	Omega Electric	86516	\$	598.19	
10/19/2018	V545	Pitney Bowes - Leasing	86517	\$	75.00	
10/19/2018	V474	PowerFlex Software	86518	\$	891.00	
10/19/2018	V294	RHR Smith & Company	86519	\$	6,900.00	Auditor Invoice
10/19/2018	V296	Rouse Tire Sales	86520	\$	4,880.76	4 Tire Invoices
10/19/2018	V298	Sanel Auto Parts Co.	86521	\$	3,054.77	13 Part Invoices
10/19/2018	V299	SB Collins, Inc.	86522	\$	20,423.66	Fuel
10/19/2018	V311	Teamsters Local 597	86523	\$	8,657.00	Union Dues
10/19/2018	V1030	UniFirst Corporation	86524	\$	773.73	
10/19/2018	V315	United Parcel Service	86525	\$	37.18	
10/19/2018	V335	Vermont Department of Labor	86526	\$	11,131.15	Quarterly Unemployment Tax
10/19/2018	V1080	Young, Michael	86527	\$	44.99	
10/22/2018	V1467	Charles Schwab	V1467 2018 1022	\$	17,012.80	Retirement
10/22/2018	V1467	Charles Schwab	V1467 2018 1022 ER	\$	73,677.13	Employer quarterly Match
10/22/2018	V265	ICMA	V265 2018 1022	\$	1,264.30	Retirement
10/22/2018	V266	IRS - EFTPS	V266 2018 1022	\$	90,462.62	Federal Payroll Taxes
10/22/2018	V364	Vermont Dept of Taxes	V364 2018 1022	\$	12,227.06	State Payroll Taxes
10/24/2018	V1679	Shelbure, Town of	86555	\$	30.00	
10/26/2018	V1423	Alling, Andrew	86529	\$	46.88	
10/26/2018	V1025	Alter, Charles	86530	\$	215.32	Volunteer
10/26/2018	V1480	Andrews-Ford, Sheri	86531	\$	294.91	Volunteer
10/26/2018	V1601	Antillon, Jill	86532	\$	162.46	Volunteer
10/26/2018	V1099	Barnett, Wendy	86533	\$	231.84	Volunteer
10/26/2018	V1625	Bousquet, Jeanne	86534	\$	88.85	
10/26/2018	V1675	Carkeet, David	86535	\$	142.81	Volunteer
10/26/2018	V1674	Claytoni Brandy	86536	\$	45.78	
10/26/2018	V471	Constantine, Julia	86537	\$	316.69	Volunteer
10/26/2018	V1673	Day, Bailee	86538	\$	199.07	Volunteer
10/26/2018	V554	Desarno, David	86539	\$	39.24	
10/26/2018	V555	Ernst, Richard	86540	\$	39.24	
10/26/2018	V1573	Fairbanks, Dori	86541	\$	227.32	Volunteer

10/26/2018	V1629	Kirk, Peter	86542	\$	78.48	
10/26/2018	V205	LeBlanc, Alice	86543	\$	42.52	
10/26/2018	V1297	Lund, Theresa	86544	\$	138.24	Volunteer
10/26/2018	V181	Owen, Helen	86545	\$	1,763.70	Volunteer
10/26/2018	V1588	Provost, Meaghan	86546	\$	61.38	
10/26/2018	V165	Sanborn, Raeline	86547	\$	93.60	
10/26/2018	V1655	Sciria, Andrew	86548	\$	492.78	Volunteer
10/26/2018	V1614	Vermont Ride Network, Inc.	86549	\$	1,008.50	Volunteer
10/26/2018	V881	Wakefield, Richard	86550	\$	37.06	
10/26/2018	V1595	Waller, Marlys	86551	\$	165.71	Volunteer
10/26/2018	V1549	Ware, Michael	86552	\$	97.57	
10/26/2018	V853	Wilson, Thomas	86553	\$	42.52	
10/26/2018	V944	Woodward, Patricia	86554	\$	496.59	Volunteer
10/26/2018	V415	Amazon	86556	\$	134.98	
10/26/2018	V1334	Background Investigation Bureau, LLC	86557	\$	989.00	
10/26/2018	V696	BANG	86558	\$	633.06	
10/26/2018	V1327	Bucks-Mont Technology Group, LLC dba Synergy Mounting Systems	86559	\$	1,109.00	Mounts for Tablets on the Buses
10/26/2018	V225	Burlington Electric Department	86560	\$	1,569.27	1 Electric Bill
10/26/2018	V229	Camerota Truck Parts	86561	\$	167.38	
10/26/2018	V1487	Chamberlin, Justin	86562	\$	192.32	DCAP Reimbursement
10/26/2018	V851	Champlain Medical	86563	\$	200.00	
10/26/2018	V220	Class C Solutions Group	86564	\$	2,537.76	5 Part Invoices
10/26/2018	V1357	CleanPro, Inc	86565	\$	599.46	
10/26/2018	V374	Clear Choice Auto Glass, A	86566	\$	660.00	
10/26/2018	V1240	ClearChoiceMD	86567	\$	190.00	
10/26/2018	V600	Cody Chevrolet	86568	\$	4,189.35	15 Part Invoices
10/26/2018	V236	Colonial Supplemental Insurance	86569	\$	34.95	
10/26/2018	V928	Conway Office Solutions	86570	\$	147.12	
10/26/2018	V238	Crystal Rock Bottled Water	86571	\$	209.99	
10/26/2018	V239	Cummins Northeast LLC	86572	\$	2,305.88	Part Invoice
10/26/2018	V242	Danform Shoes	86573	\$	134.96	
10/26/2018	V245	DRIVE	86574	\$	42.00	
10/26/2018	V246	Duffy Waste & Recycling	86575	\$	57.52	
10/26/2018	V250	Fisher Auto Parts	86576	\$	2,932.28	21 Part Invoices
10/26/2018	V252	FleetPride, Inc	86577	\$	1,795.54	3 Part Invoices
10/26/2018	V362	Gannett Vermont Publishing Inc	86578	\$	28.00	
10/26/2018	V257	Gillig Corp.	86579	\$	4,289.73	4 Part Invoices
10/26/2018	V258	Gordon Stamp & Engraving	86580	\$	122.45	
10/26/2018	V260	Green Mountain Kenworth, Inc.	86581	\$	4,075.66	8 Part Invoices
10/26/2018	V261	Green Mountain Power	86582	\$	158.53	
10/26/2018	V263	Heritage Ford	86583	\$	78.58	
10/26/2018	V1204	Interstate Batteries	86584	\$	414.00	
10/26/2018	V326	J&B International Trucks, Inc.	86585	\$	310.90	
10/26/2018	V197	KnowledgeWave Training	86586	\$	220.00	
10/26/2018	V1354	Lavallee, Katie	86587	\$	15.58	
10/26/2018	V1509	Lawson Products, Inc	86588	\$	373.52	
10/26/2018	V473	Limoge & Sons Garage Doors, Inc.	86589	\$	146.85	
10/26/2018	V702	Lincoln National Life Insurance Company, The	86590	\$	12,203.51	Insurance
10/26/2018	V1285	Loyer, Chris	86591	\$	22.20	
10/26/2018	V1191	Lucky's Trailer Sales Inc.	86592	\$	2,729.38	2 Repair Invoices
10/26/2018	V274	McMaster-Carr	86593	\$	22.03	
10/26/2018	V275	McNeil Leddy & Sheahan	86594	\$	6,466.04	4 Legal Invoices
10/26/2018	V792	Myers Container Service Corp.	86595	\$	194.45	
10/26/2018	V283	Neopart LLC	86596	\$	190.33	
10/26/2018	V544	NorthEast Passenger Transportation Association	86597	\$	330.00	
10/26/2018	V611	Northwestern Occupational Health	86598	\$	265.00	
10/26/2018	V1444	Print Factory, The	86599	\$	49.00	
10/26/2018	V915	Puzic, Aid	86600	\$	100.00	FSA Reimbursement
10/26/2018	V296	Rouse Tire Sales	86601	\$	3,572.06	4 Tire Invoices
10/26/2018	V297	Safety-Kleen Systems, Inc.	86602	\$	1,691.09	2 Maintenance Supply Invoices
10/26/2018	V451	Stowe, Town of Electric Department	86603	\$	75.82	
10/26/2018	V439	Takele, Desta	86604	\$	116.88	FSA Reimbursement
10/26/2018	V1678	Tera Office Solutions	86605	\$	112.51	
10/26/2018	V452	Times Argus, The	86606	\$	575.40	
10/26/2018	V313	Travelers	86607	\$	323,446.50	Insurance
10/26/2018	V1030	UniFirst Corporation	86608	\$	317.57	
10/26/2018	V315	United Parcel Service	86609	\$	28.07	
10/26/2018	V876	Vehicle Maintenance Program, Inc.	86610	\$	79.51	
10/26/2018	V391	Verizon Wireless	86611	\$	4,082.97	5 IT Invoices
10/26/2018	V410	Vermont Gas Systems, Inc.	86612	\$	663.27	

10/26/2018	V1459	Vermont Information Consortium LLC	86613	\$	1,746.00	Background Checks Invoice
10/26/2018	V336	W.B Mason Co., Inc.	86614	\$	745.08	
10/26/2018	V153	Alburgh Taxi	EFT000000013675	\$	1,486.26	Volunteer
10/26/2018	V1672	Battoe, Jackie	EFT000000013676	\$	263.81	Volunteer
10/26/2018	V55	Boudreau, James	EFT000000013677	\$	748.98	Volunteer
10/26/2018	V1007	Bova, Wendy	EFT000000013678	\$	425.21	Volunteer
10/26/2018	V1150	Bruley SR, Mark	EFT000000013679	\$	1,021.45	Volunteer
10/26/2018	V548	Burnor, David	EFT000000013680	\$	330.88	Volunteer
10/26/2018	V1291	Callan, Linda	EFT000000013681	\$	378.83	Volunteer
10/26/2018	V1676	Croteau, William	EFT000000013682	\$	358.13	Volunteer
10/26/2018	V60	Farr, Delores	EFT000000013683	\$	537.48	Volunteer
10/26/2018	V1117	Hall, John	EFT000000013684	\$	390.26	Volunteer
10/26/2018	V170	Hertz, Kenneth	EFT000000013685	\$	97.58	
10/26/2018	V67	Jewett, Sheryl	EFT000000013686	\$	328.67	Volunteer
10/26/2018	V174	Langlois, Paulette	EFT000000013687	\$	787.00	Volunteer
10/26/2018	V1420	Lawyer, Ronald	EFT000000013688	\$	483.50	Volunteer
10/26/2018	V70	LeClair, Raymond	EFT000000013689	\$	347.23	Volunteer
10/26/2018	V71	Lightholder, Stephen	EFT000000013690	\$	128.64	Volunteer
10/26/2018	V74	Markham, Laurel	EFT000000013691	\$	438.26	Volunteer
10/26/2018	V75	Martin, Ronald	EFT000000013692	\$	699.30	Volunteer
10/26/2018	V1635	McCartney, Misty	EFT000000013693	\$	160.26	Volunteer
10/26/2018	V1397	McGinnis, Devan	EFT000000013694	\$	575.64	Volunteer
10/26/2018	V1018	Metivier, Shelli	EFT000000013695	\$	647.46	Volunteer
10/26/2018	V1570	Murphy Sandra	EFT000000013696	\$	444.20	Volunteer
10/26/2018	V82	Parah, Donna	EFT000000013697	\$	518.39	Volunteer
10/26/2018	V83	Parah, Maurice	EFT000000013698	\$	1,015.97	Volunteer
10/26/2018	V86	Pike, Gail	EFT000000013699	\$	911.12	Volunteer
10/26/2018	V771	Sammons, Chandra	EFT000000013700	\$	558.69	Volunteer
10/26/2018	V89	Sayers, Gail	EFT000000013701	\$	930.47	Volunteer
10/26/2018	V93	Timm, Marta	EFT000000013702	\$	788.15	Volunteer
10/26/2018	V522	Turcotte, S Jeanette	EFT000000013703	\$	209.85	Volunteer
10/26/2018	V1654	Vargas, Pearl	EFT000000013704	\$	149.35	Volunteer
10/26/2018	V1623	Wells, Roy	EFT000000013705	\$	102.49	Volunteer
10/26/2018	V29	Hirsch, Alain	EFT000000013706	\$	140.00	FSA Reimbursement
10/26/2018	V32	Laferriere, Richard	EFT000000013707	\$	100.00	Shoe Reimbursement
10/26/2018	V35	McDonald, Pam	EFT000000013708	\$	29.26	
10/26/2018	V37	Meigs, Dale	EFT000000013709	\$	285.00	FSA Reimbursement
10/26/2018	V38	Moore, Jon	EFT000000013710	\$	192.31	DCAP Reimbursement
10/26/2018	V747	Nassau II, Jason	EFT000000013711	\$	232.03	FSA Reimbursement
10/26/2018	V17	Smith, Jamie L	EFT000000013712	\$	192.30	DCAP Reimbursement
10/26/2018	V303	SSTA	EFT000000013713	\$	43,931.95	E & D

Monthly Maintenance Performance Report		
Month:	October 2018	
Urban Data	Data	Notes
Miles Operated:	169,632	Revenue Vehicles
Major Road Calls:	9	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	5.34	
Minor Road Calls:	5	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	8.28	
"C" PM's Completed:	33	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	8.26 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	87,463	Revenue Vehicles
Major Road Calls:	no data	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	no data	
Minor Road Calls:	no data	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	no data	
"C" PM's Completed:	22	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	91%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	5.40	Cut-away buses have a 5 year life expectancy

To: GMT Board of Commissioners  
From: Mevludin Bahonjic, Operations Manager  
Date: November 15, 2018  
Re: Operations Report

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- RouteMatch is planning to be on-site in November to training the bus operators and dispatchers on the beacon software. The training will not only teach our staff, but allow accurate information to filter to RouteShout improving the customer experience.
- As we start the winter season, Operations staff and Marketing staff met to discuss winter weather procedures. Having a clear plan will allow our passengers assurance knowing they will be able to get to their destination safely.
- We continue to recruit new bus operators; a new training class will begin on November 26<sup>th</sup>.
- Operations staff has been working side-by-side with Marketing staff to improve customer service related issues. With the assistance of Marketing, we have been able to react quickly to customer complaints/comments and resolve issues in a timely manner.
- I would like to congratulate John Charissakis for his promotion to Operation Manager in Berlin. I look forward to working closely with him in the future to ensure the communication between properties is strong.

Operations staff worked closely with Planning to spread the word about the new Jeffersonville Park & Ride location.



Date: November 15th, 2018  
To: GMT Board of Commissioners  
From: Rachel Kennedy, Sr. Transit Planner  
Jon Moore, Director of Maintenance & Planning  
Re: October Planning Report

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## **Transit Service & Operations Planning**

### NextGen

#### *Rural Route Development*

Staff finalized routing and time-points for Capital District service, based on the NextGen recommendations.

#### *Finance Breakdown*

Staff completed current versus proposed service hour breakdown for the Capital District – ensuring changes will be cost neutral.

#### *Commuter Time-point Surveys*

Staff developed commuter and LINK time-point surveys for rural service routes, based on June's Jeffersonville Commuter Survey.

#### *Next Steps*

Staff are moving into detailed analysis of Lamoille county, and meeting with stakeholders to discuss commuter time point survey design and distribution.

### Service Guidelines - Ongoing

The planning department is drafting a service guideline document to define a transparent process using objective data that helps GMT prioritize decisions about adding, reducing, and changing transit service to deliver safe, accessible, and efficient service that meets the needs of the community

## Misc. Planning Activities

### System Diagram

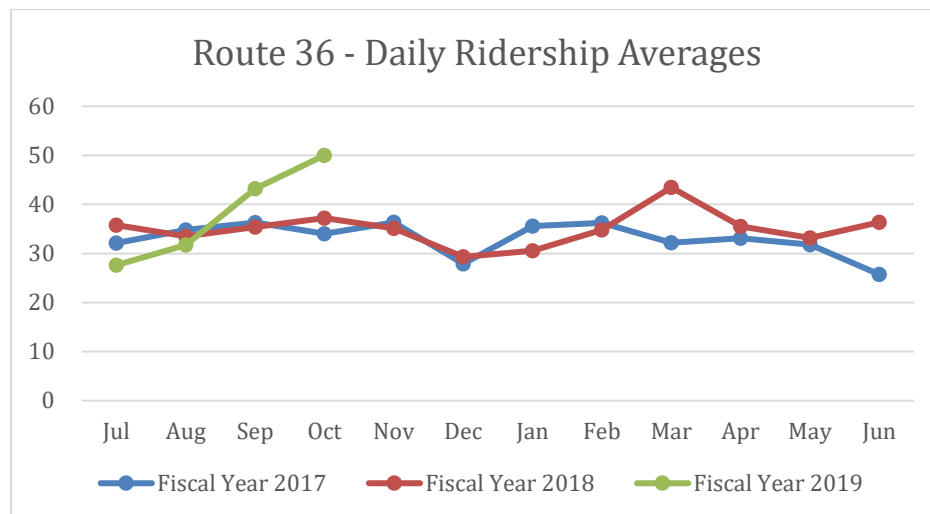
Staff produced a Chittenden Service Diagram (attached) that is currently displayed at the DTC.

### Ride Check

The FY19 urban ride check is underway. This ride check represents a snap shot view of stop level ridership, and is used for FTA reporting purposes. All data is scheduled to be collected by the end of November.

### Jeffersonville

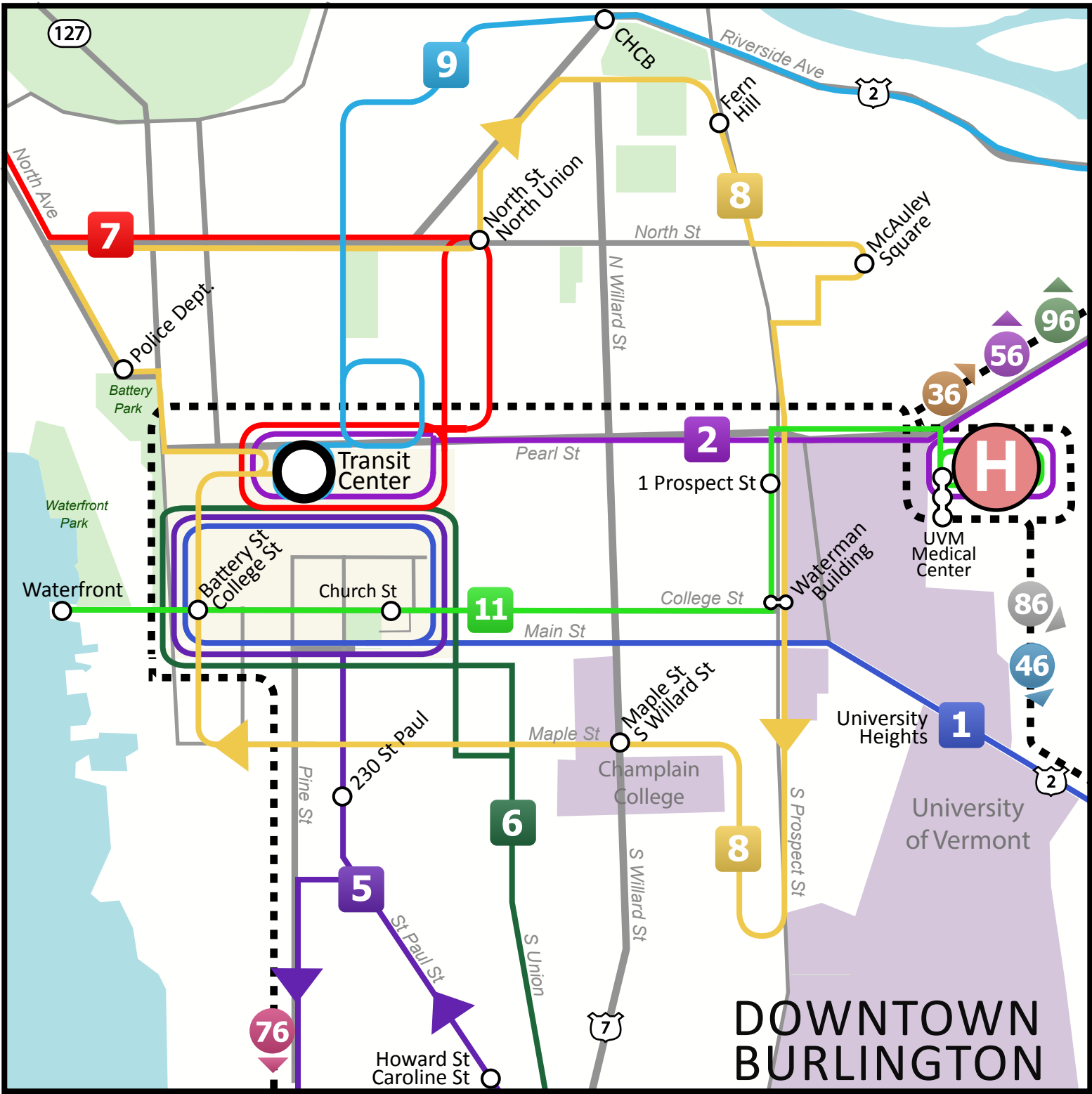
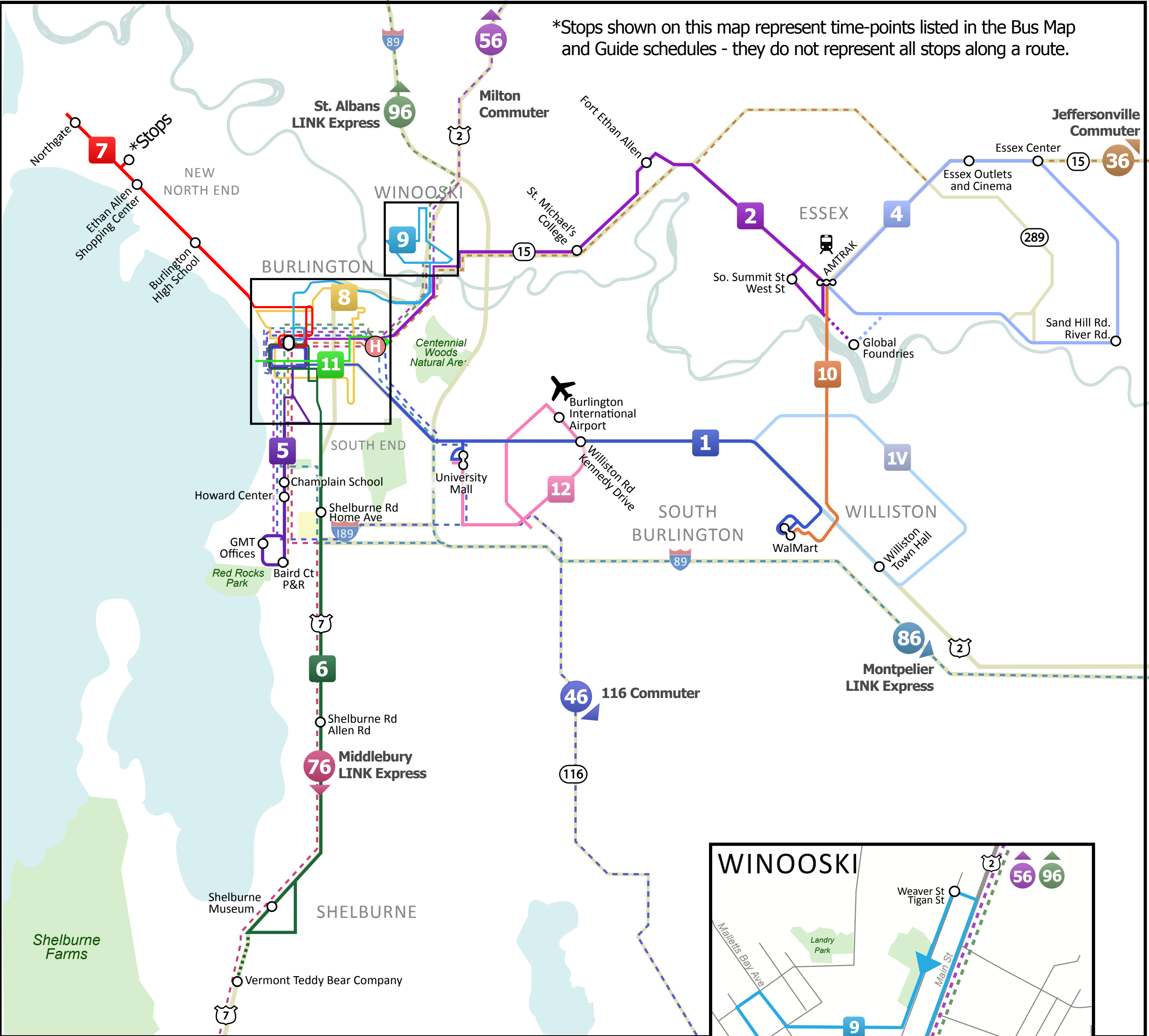
- GMT has identified a new P&R location in Jeffersonville, off of Depot St.
- Staff implemented scheduling changes following the Route 36 time point survey. Daily average ridership was up 30% in October over previous years' averages.



## Meetings & Outreach:

- Staff attended the 3<sup>rd</sup> meeting of the Winooski Ave. PAC
- Staff met with DPW and the Mayor's office to discuss FY19 walk/bike projects
- Staff met with "Ready for 100" Sierra Club representatives
- Staff attended the October meeting of CVRPC's Paratransit Planning Grant.

\*Stops shown on this map represent time-points listed in the Bus Map and Guide schedules - they do not represent all stops along a route.



LOCAL ROUTES			
<b>1</b> Williston	<b>1V</b> Williston Village		
<b>2</b> Essex Junction	<b>4</b> Essex Center		
<b>5</b> Pine Street	<b>6</b> Shelburne Road		
<b>7</b> North Avenue	<b>8</b> City Loop		
<b>9</b> Riverside/Winooski	<b>10</b> Williston/Essex		
<b>11</b> College St. Shuttle	<b>12</b> UMail/Airport		

COMMUTER ROUTES	
<b>36</b> Jeffersonville Commuter	
<b>46</b> 116 Commuter	
<b>56</b> Milton Commuter	
<b>76</b> Middlebury LINK Express	
<b>86</b> Montpelier LINK Express	
<b>96</b> St. Albans LINK Express	

Local Routes		Discount Local Routes		Commuter Routes		LINK Express	
<b>\$1.25</b>	Single Fare	<b>\$.60</b>	Single Fare	<b>\$2</b>	Single Fare	<b>\$4</b>	Single Fare
<b>\$12</b>	10-Ride Pass	<b>\$6</b>	10-Ride Pass	<b>\$20</b>	10-Ride Pass	<b>\$40</b>	10-Ride Pass
<b>\$50</b>	Monthly Pass	<b>\$25</b>	Monthly Pass	<b>\$75</b>	Monthly Pass	<b>\$150</b>	Monthly Pass

Discounts available to those 6 to 17, seniors 60 and over, persons with disabilities and those with Medicare cards. A driver's license or non-driver's identification card issued by the VT DMV may be required to prove eligibility of age.

**802-540-2468 | TDD 711**  
**RideGMT.com**

To: GMT Board of Commissioners

From: Jamie L. Smith, Marketing and Public Affairs Manager

Date: November 15, 2018

Re: Marketing and Public Affairs Report

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- Seasonal service guides have gone to the printer. Both Stowe and Sugarbush we in support of a new style, clean brochure format for their schedules. We worked with both properties to design a guide that is more focused on folks visiting from out of state.
- Staff attended the Sugarbush Ambassadors Training on Saturday, November 3. The all day event was to train and prep incoming seasonal work staff for Sugarbush. We presented the schedules, as well as bus options for staff to get to and from employee housing.
- An on-board safety campaign is in the works for the winter. As the project progresses, we will continue to update the board.
- Staff met with the staff at Rhino Foods to discuss partnering on a community campaign (coat drive). If all goes according to schedule, we will be collecting coats through December.
- Our community campaign for FGI region is in the planning phase. The event will take place in January.

**Public Affairs Events:**

10/17: Meeting at Central VT Chamber

10/18: FGI Partners Breakfast

10/18: Franklin County Leadership Roundtable

10/24: VTrans Transit Plan Forum

10/29: Central Vermont Career Center

10/30: MRV Time Trials (round two)

11/3: Sugarbush Ambassadors Training

11/6: MRV Chamber Presentation

11/7: FGI Partnership Meeting



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: November 20, 2018

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

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The annual Seasonal Service Kickoff meeting was held on November 1<sup>st</sup>. GMT welcomed back 13 returning operators and 3 recent new hires. Over the course of the next two weeks, the Training department will be holding onsite trainings in both Stowe and Sugarbush, to refresh our seasoned veterans while developing our new recruits.

The Training department successfully trained three employees on obtaining their CDL. Michael McNally, Journeyman Mechanic in Burlington, along with Shawn Kerivan and Michael Singer, PT Operators in Berlin. They have also completed the Seasonal Service Manual and it will be distributed to all seasonal Operators.

John Charissakis, a Scheduling and Dispatching Supervisor in Berlin has accepted the position of Operations Manager in our Berlin location. John started his career here as a part-time sedan driver in April of 2013 and quickly moved to a full-time bus operator in May of the same. A year later, he accepted the position of Scheduling and Dispatching Supervisor.

Trish Redalieu began the Appreciative Inquiry (AI) Practitioner Certification Program at Champlain College's David L. Cooperider Center for Appreciative Inquiry. This a year-long program focuses on a strengths-based approach to organizational development.

## FY19 GMT Urban Ridership by Month

Number of Service Days														FY19 YTD	FY18 YTD	FY17 YTD				
Saturday		4	4	5	4	4	5	4	4	5	4	4	5	13	14	13				
Sunday		5	4	5	4	4	5	4	4	5	4	4	5	14	13	13				
Weekday		21	23	19	23	21	20	22	20	21	22	22	20	63	63	64				
School Days		0	3	19	22	17	15	21	16	17	17	22	8	22	22	22				
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY19 YTD	FY18 YTD	Difference (FY19-FY18)		FY17 YTD	Difference (FY19-FY17)	
																riders	%		riders	%
1	Williston-Wal-Mart	32,362	38,140	40,296										110,798	103,954	6,844	6.58%	108,428	2,370	2.19%
1V	Williston Village	907	1,050	1,119										3,076	4,353	-1,277	-29.33%	3,787	-711	-18.77%
10	Williston-Amtrak	1,435	1,783	1,608										4,826	4,739	87	1.84%	4,580	246	5.38%
2	Essex Junction	33,417	38,888	41,589										113,894	113,187	707	0.62%	118,752	-4,858	-4.09%
3	Lakeside Commuter	283	217	149										649	441	208	47.19%	545	104	19.10%
4	Essex Center	1,544	1,801	2,735										6,080	4,208	1,872	44.49%	4,610	1,470	31.89%
5	Pine Street	8,405	9,684	9,300										27,389	26,614	775	2.91%	27,318	71	0.26%
6	Shelburne Rd.	19,094	20,559	19,330										58,983	59,719	-736	-1.23%	59,948	-965	-1.61%
7	North Avenue	18,148	18,961	21,792										58,901	57,324	1,577	2.75%	59,374	-473	-0.80%
8	City Loop	4,202	4,399	5,279										13,880	15,628	-1,748	-11.19%	15,411	-1,531	-9.94%
9	Riverside/Winooski	9,534	9,991	10,113										29,638	29,147	491	1.68%	30,711	-1,073	-3.49%
11	College Street Shuttle	16,073	15,356	12,506										43,935	51,557	-7,622	-14.78%	57,165	-13,230	-23.14%
12	UMall/Airport	5,989	6,632	6,671										19,292	14,294	4,998	34.96%	19,152	140	0.73%
16	Hannaford's	210	157	158										525	446	79	17.71%	612	-87	-14.22%
19	Price Chopper #1	157	248	210										615	736	-121	-16.44%	796	-181	-22.74%
20	Price Chopper #2	103	210	138										451	268	183	68.28%	488	-37	-7.58%
21	School Trippers	37	2,435	19,093										21,565	17,075	4,490	26.30%	22,269	-704	0.00%
18	Sunday Service	735	443	537										1,715	1,203	512	42.54%	1,511	204	13.48%
26	Other	4,286	-	-										4,286	7,856	-3,570	-45.44%	7,674	-3,388	-44.15%
56	Milton Commuter	1,558	1,679	1,403										4,641	3,947	694	17.57%	4,073	568	13.93%
76	Middlebury Link	1,321	1,342	1,312										3,975	3,341	634	18.98%	3,711	264	7.11%
86	Montpelier Link	10,015	10,162	9,357										29,534	28,013	1,521	5.43%	30,361	-827	-2.72%
96	St. Albans Link	1,231	1,570	1,433										4,234	3,758	476	12.67%	3,977	257	6.47%
46	116 Commuter	353	396	384										1,133	973	160	16.48%	1,016	117	11.55%
36	Jeffersonville Commuter	580	730	821										2,130	2,194	-64	-2.90%	2,206	-76	-3.43%
SUBTOTAL		171,979	186,833	207,335	0	0	0	0	0	0	0	0	0	566,147	554,975	11,172	2.01%	588,475	-22,328	-3.79%
ADA Paratransit		3,228	3,623	3,405										10,256	10,408	-152	-1.46%	10,789	-533	-4.94%
TOTAL		175,207	190,456	210,740	0	0	0	0	0	0	0	0	0	576,403	565,383	11,020	1.95%	599,264	-22,861	-3.81%
UNLIMITED ACCESS																				
	UVM	16,260	23,026	34,320										73,606	67,141	6,465	9.63%	76,001	-2,395	-3.15%
	CHAMPLAIN	2,192	2,691	3,878										8,761	9,790	-1,029	-10.51%	12,160	-3,399	-27.95%
	ST. MICHAEL'S	2,383	2,465	4,314										9,162	9,945	-783	-7.87%	11,818	-2,656	-22.47%
	MIDDLEBURY	32	59	90										181	217	-36	-16.59%	219	-38	-17.35%
	SEVENTH GENERATION	225	200											425	810	-385	-47.53%	255	170	66.67%
	DEALER.COM	1,123	1,237	893										3,253	3,997	-744	-18.61%	4,717	-1,464	-31.04%
	CITY MARKET	1,061	1,166	991										3,218	2,333	885	37.93%	1,513	1,705	112.69%
TOTAL		23,276	30,844	44,486	0	0	0	0	0	0	0	0	0	95,388	94,233	1,155	1.23%	106,683	-11,295	-10.59%



## FY18 GMT Rural Ridership by Month

Number of Service Days														FY18 YTD	FY18 YTD	FY17 YTD				
	Saturday	4	4	5										13	14	13				
	Sunday	5	4	5										14	13	13				
	Weekday	21	23	20										64	63	64				
	School Days	0	3	19										22	22	22				
														Difference (FY19-FY18)				Difference (FY19-FY17)		
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY19 YTD	FY18 YTD	Riders	%	FY17 YTD	Riders	%
80	City Route Mid-day	2,013	2,319	2,106										6,438	4,634	1,804	38.9%	6,505	(67)	-1.0%
81	Barre Hospital Hill	2,824	3,134	2,727										8,685	7,452	1,233	16.5%	7,417	1,268	17.1%
82	Montpelier Hospital Hill	2,084	2,181	1,815										6,080	5,508	572	10.4%	5,692	388	6.8%
83	Waterbury Commuter	830	888	923										2,641	2,753	(112)	-4.1%	2,824	(183)	-6.5%
84	US 2 Commuter	595	633	597										1,825	1,945	(120)	-6.2%	1,808	17	0.9%
85	Hannaford Shopping Special	193	190	96										479	690	(211)	-30.6%	726	(247)	-34.0%
87	Northfield Shuttle	48	89	95										232	268	(36)	-13.4%	229	3	1.3%
88	Capital Shuttle	532	405	347										1,284	150	1,134	0.0%	0	1,284	0.0%
89	City Commuter	3,170	3,319	2,745										9,234	9,414	(180)	-1.9%	9,788	(554)	-5.7%
90	Plainfield Shuttle	44	69	53										166	186	(20)	-10.8%	190	(24)	-12.6%
91	Hospital Hill Demand Response	95	121	86										302	341	(39)	-11.4%	161	141	87.6%
92	Montpelier Circulator	1,061	1,145	1,237										3,443	3,991	(548)	-13.7%	3,889	(446)	-11.5%
93	Northfield Commuter	613	692	696										2,001	1,841	160	8.7%	1,550	451	29.1%
100	Route 100 Commuter	586	647	815										2,048	1,808	240	13.3%	2,188	(140)	-6.4%
108	Mountain Road Shuttle	0	0	0										0	0	0		0	0	
102	Morrisville Loop	359	409	310										1,078	1,071	7	0.7%	1,172	(94)	-8.0%
103	Morrisville Shopping Shuttle	257	301	334										892	751	141	18.8%	911	(19)	-2.1%
109	Tuesday Shopping Shuttle (FGI)	73	64	58										195	176	19	10.8%	198	(3)	-1.5%
110	St.Albans DT Shuttle	1,940	2,075	1,802										5,817	5,744	73	1.3%	5,142	675	13.1%
115	Alburg-Georgia Commuter	592	715	528										1,835	1,519	316	20.8%	1,590	245	15.4%
116	Richford-St.Albans Commuter	574	649	495										1,718	1,872	(154)	-8.2%	1,671	47	2.8%
120	Valley Floor	0	0	0										0	0	0		0	0	
121	Valley Evening Service	0	0	0										0	0	0		0	0	
122	Mount Ellen	0	0	0										0	0	0		0	0	
124	Mountain Condos	0	0	0										0	0	0		0	0	
125	Access Road	0	0	0										0	0	0		0	0	
99	Special Services	1,472	0	0										1,472	2,384	(912)	-38.3%	1,367	105	7.7%
SUBTOTAL		19,955	20,045	17,865	0	0	0	0	0	0	0	0	0	57,865	54,498	3,367	6.2%	55,018	2,847	5.2%
Other Program Trips:															38,776	(38,776)	-100.0%	35,860	(35,860)	-100.0%
TOTAL		19,955	20,045	17,865	0	0	0	0	0	0	0	0	0	57,865	93,274	(35,409)	-38.0%	90,878	(33,013)	-36.3%
Total		19,955	20,045	17,865	0	0	0	0	0	0	0	0	0	57,865	38,776	19,089	49.2%	35,860	22,005	61.4%
Capital District		16,776	16,542	14,982	0	0	0	0	0	0	0	0	0	48,300	32,529	15,771	48.5%	30,322	17,978	59.3%
Franklin/Grand Isle		3,179	3,503	2,883	0	0	0	0	0	0	0	0	0	9,565	6,247	3,318	53.1%	5,538	4,027	72.7%

## ADA Ridership Report (by Town) : FY19

Total Rides

% increase/(decrease) from prior year

Benchmark for comparison is 25%

CITY/TOWN	July	August	September	Total FY19 YTD	Total FY18 Rides	% of FY19 YTD compared to FY18
BURLINGTON	1,081	1,290	1,167	3,538	14,444	24%
	-15.68%	4.96%	-0.26%			
COLCHESTER	106	129	171	406	1,466	28%
	-8.62%	25.24%	76.29%			
ESSEX	361	396	314	1,071	3,708	29%
	25.35%	37.50%	12.95%			
OTHER	44	7	2	53	242	22%
	388.89%	-22.22%	-50.00%			
SHELBURNE	248	298	260	806	3,137	26%
	-1.59%	7.97%	13.54%			
SO. BURLINGTON	771	886	995	2,652	12,597	21%
	-19.94%	-18.86%	-8.80%			
WILLISTON	125	155	127	407	1,150	35%
	30.21%	53.47%	69.33%			
WINOOSKI	492	462	369	1,323	5,551	24%
	25.51%	1.32%	-17.82%			
TOTAL	3,228	3,623	3,405	10,256	42,295	24%
	-5.00%	1.94%	0.35%			
Cost to Members	\$ 83,655.63	\$ 93,074.61	\$ 88,349.47	\$ 265,079.71		
Cost/Trip	\$ 25.92	\$ 25.69	\$ 25.95	\$ 25.85		



To: Board of Commissioners  
Fr: Michelle Daley, Director of Finance  
Dt: 11/13/2018  
RE: FY18 Financials

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Attached please find Statements A and B, these are drafts of the Audited Statements; as well as the year end Budget Vs. Actual Report. The questions on everyone's minds has been, "How did this happen?" and "Why didn't we know sooner?" The following explanation will help to answer both questions.

The Fiscal Year 2018 operations ended the year resulting in a deficit for the rural system operations totaling \$447K. The urban system was able to cover all the expenses because of its 5307 grant. It is important to note here that, we did over spend the year's allocation of 5307 funds by \$400K. This is not a sustainable position for the urban system.

Before getting into specifics about what happened, I thought it would be good to reflect back on the financials presented to the board starting with the February Board Meeting. Below represents the rural deficit only since the 5307 grant is estimated each month and recorded to allow the urban system to breakeven.

Board Meeting Month	Financials Presented	Rural Deficit
<b>February</b>	December 2018	389K
<b>March</b>	January 2018	383K
<b>April</b>	February 2018	290K
<b>July</b>	May 2018	260K

At the time of the July meeting, we had already received and recorded as revenue the retro payment from Medicaid rate change totaling \$98,000. Once the year closed and we began the reconciliation process for all accounts and completing the final billings, we found two errors that were made in the revenue recognition of Medicaid.

- One entry was made in January totaling approximately \$57,000;
- Another entry was made in April for \$89,000.

Together these two entries totaled \$146,000 of revenue that was an estimate. Both entries should've been reversed in the next month, but were not. Had these two estimates/errors not been made the May financials would've reported a deficit of \$406,000. The final adjustments made at year end for accrued wages, CTO time and inventory made up the remaining deficit final balance.

The rural deficit is represented as follows compared to FY17:

	<b>FY2018</b>	<b>FY2017</b>
<b>Medicaid</b>	(79,314.)	(40,614.)
<b>5311/CMAQ Routes</b>	(367,450.)	(320,674.)
<b>Total Rural Operating Deficit</b>	<u>(446,764.)</u>	<u>(361,288.)</u>

During the October special Finance Committee meeting, I was asked to explain our procedures to close the financials for GMT. This seemed to be helpful for the committee and provided them with a better understanding about the work it takes to close the financials monthly for presentation to the board.

Our current process, has been to present the financials two (2) months behind. This still is not the perfect scenario, because it does require we make estimates for revenues.

- The first step in the month end close process is to record all the expenses. Currently, we can miss some from being reported in the proper month since we shut down the A/P module on the 10<sup>th</sup> of the following month. (Closing April, May10th AP is shutdown).
- Once expenses are closed, revenue is estimated for that month, and the Grants department can begin to bill the several grants we manage. Each month we invoice/bill for:
  - Three (3) regions of the E&D grant plus the local partners.
  - Federal Operating 5311, 5307 and CMAQ
  - Federal Preventative Maintenance Grant
  - Federal and State Capital
  - RTAP
  - CCRPC Grant
  - Mobility Management

All grants are not finalized/invoiced until 60 days following the month end. Two years ago, we changed our methodology for estimating the 5311 grant revenues and accrued based on how we earned the grant in the previous year. This provides us with a better representation of the revenue given the seasonal services that only operating November through mid-April. With this process, and the staffs desire to provide the most accurate information for the board it is possible that mistakes like what occurred in FY18 will happen from time to time. The finance committee will be reviewing properly adjusted September financials at the December meeting for a clear representation of the agency for the 1<sup>st</sup> quarter of FY19.

Chittenden County Transportation Authority  
Statement of Net Assets  
As of 6/30/2018

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	As Of Jun 2018	As Of June 30, 2017	Changes CY over PY
<b>ASSETS</b>			
Current Assets:			
Cash and Investments	1,232,473.42	1,941,255.91	(\$708,782.49)
Receivables:			
Grant	1,624,955.96	2,134,753.00	(509,797.04)
Other	812,795.94	1,329,498.77	(516,702.83)
Deferred Cost Pool	(267,262.71)	(180,518.89)	(86,743.82)
Inventories	662,975.56	638,425.94	24,549.62
Prepaid Expenses	428,693.93	243,314.34	185,379.59
Total Current Assets	4,494,632.10	6,106,729.07	(1,612,096.97)
Noncurrent Assets:			
Land, Structures And			
Equipment - net of accumulated depreciation	30,628,967.23	28,031,330.04	2,597,637.19
<b>TOTAL ASSETS</b>	<b>35,123,599.33</b>	<b>34,138,059.11</b>	<b>985,540.22</b>
<b>LIABILITIES AND FUND EQUITY</b>			
Current Liabilities:			
Accounts Payable	619,168.46	1,255,523.08	(636,354.62)
Accrued Payroll Expenses	182,826.84	152,669.57	30,157.27
Other Accrued Expenses	109,975.72	108,636.07	1,339.65
Deferred Revenue	48,635.00	13,360.00	35,275.00
Total Current Liabilities	960,606.02	1,530,188.72	(569,582.70)
Long-Term Liabilities:			
Accrued Compensated Absences	836,688.73	808,571.57	28,117.16
Total Long-Term Liabilities	836,688.73	808,571.57	28,117.16
Total Liabilities	1,797,294.75	2,338,760.29	(541,465.54)
Fund Equity:			
Invested in capital assets, net of related debt	30,628,967.23	28,031,330.04	2,597,637.19
Restricted	957,675.08	1,547,481.95	(589,806.87)
Unrestricted	212,656.51	3,442,275.52	(3,229,619.01)
Current Year Change in Net Assets	1,527,005.76	(1,221,788.69)	2,748,794.45
Total Fund Equity	33,326,304.58	31,799,298.82	1,527,005.76
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>35,123,599.33</b>	<b>34,138,059.11</b>	<b>985,540.22</b>

	Urban	Rural	TOTAL	Prior Yr Actuals Total
OPERATING REVENUE				
Purchase of Services	2,301,632.79	1,774,298.80	\$4,075,931.59	\$4,257,845.95
Federal Subsidies	3,106,471.00	1,180,000.00	4,286,471.00	3,519,123.57
State Subsidies	2,437,612.00	900,000.00	3,337,612.00	3,237,179.00
Local Subsidies	2,990,675.00	421,047.40	3,411,722.40	3,341,522.39
Other Grants (1)	3,019,800.33	1,986,011.61	5,005,811.94	5,069,516.46
Other Grants (2)	18,545.24	53.00	18,598.24	8,074.06
Other Income	103,813.58	85,137.67	188,951.25	228,460.23
TOTAL OPERATING REVENUE	13,978,549.94	6,346,548.48	20,325,098.42	19,661,721.66
OPERATING EXPENSE				
Transportation	13,770,751.02	6,793,312.45	20,558,399.15	19,679,333.71
TOTAL OPERATING EXP	13,770,751.02	6,793,312.45	20,558,399.15	19,679,333.71
OPERATING INCOME (LOSS)	207,798.92	(446,763.97)	(233,300.73)	(17,612.05)
NON OPERATING REVENUES/(EXPENSES)				
SSTA Lease Payments	0.00	3,735.60	3,735.60	55,056.77
Interest Income	988.33	3,810.97	4,799.30	5,326.42
Insurance Proceeds	0.00	0.00	0.00	0.00
Lease Proceeds	0.00	0.00	0.00	0.00
Bad Debts Exp	0.00	0.00	0.00	0.00
Capital Lease Payments	(46,442.51)	0.00	(46,442.51)	(46,442.51)
Interest Exp	0.00	0.00	0.00	0.00
Capital fund expenses	(607,735.70)	(150,175.50)	(757,911.20)	(1,494,337.12)
Depreciation exp	(2,698,347.38)	(639,040.73)	(3,337,388.11)	(3,329,828.04)
TOTAL NON-OPERATING REVENUES/(EXPENSES)	(3,351,537.26)	(781,669.66)	(4,133,206.92)	(4,810,224.48)
CHANGE IN NET ASSETS BEFORE CAPITAL CONTR	(3,143,738.34)	(1,228,433.63)	(4,366,507.65)	(4,827,836.53)
CAPITAL CONTRIBUTIONS				
Capital contributions - grants	5,724,430.01	255,828.22	5,980,258.23	3,667,102.42
Local Match (should be zero)	0.00	0.00	0.00	0.00
TOTAL CAPITAL CONTRIBUTIONS	5,724,430.01	255,828.22	5,980,258.23	3,667,102.42
CHANGE IN DEFERRED COST POOL	(86,744.82)	0.00	(86,744.82)	(61,054.58)
CHANGE IN NET ASSETS	2,493,946.85	(972,605.41)	1,527,005.76	(1,221,788.69)

GREEN MTN TRANSIT  
Budget vs. Actuals  
For the Twelve Months Ending 6/30/18

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**REVENUES**

**FEDERAL, STATE AND LOCAL REVENUE**

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY18 Adjusted Budget Approved Dec 2017			Budget Variance			Actuals YE - Prior year		
Municipal Member Assessments	2,279,717.00	0.00	\$2,279,717.00	2,279,715.00	0.00	\$2,279,715.00	100.00%	0.00%	100.00%	2,182,179.99	0.00	2,182,179.99
Municipal Paratransit Assessments	627,907.92	0.00	627,907.92	627,908.00	0.00	627,908.00	100.00%	0.00%	100.00%	691,231.00	0.00	691,231.00
Local Operating Assistance	83,050.08	422,417.40	505,467.48	78,050.00	421,725.00	499,775.00	106.41%	100.16%	101.14%	61,799.00	407,410.40	469,209.40
Federal Urban Formula Grant	3,106,471.00	0.00	3,106,471.00	2,706,098.00	0.00	2,706,098.00	114.80%	0.00%	114.80%	2,298,273.00	0.00	2,298,273.00
Federal Rural Operating Grant	0.00	1,180,000.00	1,180,000.00	0.00	1,180,000.00	1,180,000.00	0.00%	100.00%	100.00%	0.00	1,220,850.57	1,220,850.57
State Regular Subsidy Operating Grant	2,437,612.00	900,000.00	3,337,612.00	2,437,612.00	900,000.00	3,337,612.00	100.00%	100.00%	100.00%	2,337,179.00	900,000.00	3,237,179.00
E&D Grants and Local Match	0.00	1,148,285.10	1,148,285.10	0.00	1,117,698.00	1,117,698.00	0.00%	102.74%	102.74%	0.00	1,192,836.10	1,192,836.10
CMAQ Grants	1,087,018.00	282,855.01	1,369,873.01	1,036,427.00	305,644.00	1,342,071.00	104.88%	92.54%	102.07%	1,081,907.00	0.00	1,081,907.00
Preventative Maint Grants	1,500,000.00	547,474.00	2,047,474.00	1,500,000.00	547,474.00	2,047,474.00	100.00%	100.00%	100.00%	1,793,429.00	495,143.43	2,288,572.43
Other Grants	98,864.09	41,558.40	140,422.49	72,122.00	18,000.00	90,122.00	137.08%	230.88%	155.81%	211,320.05	19,487.30	230,807.35
Fund Balance Reserves	0.00	0.00	0.00	0.00	148,614.00	148,614.00	0.00%	0.00%	0.00%	0.00	0.00	0.00
Capital Reserve Revenue	176,300.00	20,000.00	196,300.00	176,300.00	20,000.00	196,300.00	100.00%	100.00%	100.00%	310,671.00	0.00	310,671.00
<b>Total Federal, State and Local Revenues</b>	<b>11,396,940.09</b>	<b>4,542,589.91</b>	<b>15,939,530.00</b>	<b>10,914,232.00</b>	<b>4,659,155.00</b>	<b>15,573,387.00</b>	<b>104.42%</b>	<b>97.50%</b>	<b>102.35%</b>	<b>10,967,989.04</b>	<b>4,235,727.80</b>	<b>15,203,716.84</b>

**OPERATING REVENUE**

Passenger Revenue	2,156,653.25	99,249.93	2,255,903.18	2,320,000.00	123,000.00	2,443,000.00	92.96%	80.69%	92.34%	2,218,441.11	122,075.03	2,340,516.14
Paratransit Passenger Fares	97,896.25	0.00	97,896.25	115,000.00	0.00	115,000.00	85.13%	0.00%	85.13%	99,511.25	0.00	99,511.25
Advertising Revenue	78,094.00	9,200.00	87,294.00	200,000.00	50,000.00	250,000.00	39.05%	18.40%	34.92%	135,671.35	23,000.00	158,671.35
Planning Revenue	377,293.31	38,000.00	415,293.31	362,106.00	30,000.00	392,106.00	104.19%	126.67%	105.91%	346,918.17	25,000.01	371,918.18
Interest Earnings	988.33	3,810.97	4,799.30	3,000.00	4,000.00	7,000.00	32.94%	95.27%	68.56%	1,356.37	3,970.05	5,326.42
Miscellaneous Revenue	8,595.18	134.57	8,729.75	19,000.00	0.00	19,000.00	45.24%	0.00%	45.95%	14,168.24	718.00	14,886.24
Sales Of Equipment	11,814.40	7,932.00	19,746.40	11,000.00	3,000.00	14,000.00	107.40%	264.40%	141.05%	10,609.00	5,556.15	16,165.15
Medicaid Purchase Of Svc	0.00	1,533,677.13	1,533,677.13	0.00	1,540,000.00	1,540,000.00	0.00%	99.59%	99.59%	0.00	1,564,826.44	1,564,826.44
Purchase of Service	47,083.29	141,371.74	188,455.03	43,844.00	225,716.00	269,560.00	107.39%	62.63%	69.91%	49,790.72	203,201.40	252,992.12
Warranty Revenue	5,310.00	0.00	5,310.00	2,000.00	2,000.00	4,000.00	265.50%	0.00%	132.75%	1,911.39	0.00	1,911.39
<b>Operating Revenue</b>	<b>2,783,728.01</b>	<b>1,833,376.34</b>	<b>4,617,104.35</b>	<b>3,075,950.00</b>	<b>1,977,716.00</b>	<b>5,053,666.00</b>	<b>90.50%</b>	<b>92.70%</b>	<b>91.36%</b>	<b>2,878,377.60</b>	<b>1,948,347.08</b>	<b>4,826,724.68</b>

<b>Total Revenue</b>	<b>14,180,668.10</b>	<b>6,375,966.25</b>	<b>20,556,634.35</b>	<b>13,990,182.00</b>	<b>6,636,871.00</b>	<b>20,627,053.00</b>	<b>101.36%</b>	<b>96.07%</b>	<b>99.66%</b>	<b>13,846,366.64</b>	<b>6,184,074.88</b>	<b>20,030,441.52</b>
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**EXPENSES**

**SALARIES AND WAGES**

Other Wages	1,707,736.98	945,272.76	2,653,009.74	1,714,621.00	984,255.00	2,698,876.00	99.60%	96.04%	98.30%	1,744,635.95	888,951.37	2,633,587.32
Driver/Operator Wages	4,237,505.69	1,459,535.80	5,697,041.49	4,226,302.00	1,499,979.00	5,726,281.00	100.27%	97.30%	99.49%	4,085,675.25	1,417,516.20	5,503,191.45
Vehicle Repair Wages	895,467.92	144,925.30	1,040,393.22	960,901.00	163,784.00	1,124,685.00	93.19%	88.49%	92.51%	864,914.20	133,329.16	998,243.36
<b>Salaries and Wages</b>	<b>6,840,710.59</b>	<b>2,549,733.86</b>	<b>9,390,444.45</b>	<b>6,901,824.00</b>	<b>2,648,018.00</b>	<b>9,549,842.00</b>	<b>99.11%</b>	<b>96.29%</b>	<b>98.33%</b>	<b>6,695,225.40</b>	<b>2,439,796.73</b>	<b>9,135,022.13</b>

**PERSONNEL TAXES AND BENEFITS**

Payroll Taxes (FICA/MC)	521,651.70	194,001.97	715,653.67	527,990.00	202,573.00	730,563.00	98.80%	95.77%	97.96%	506,140.48	182,727.54	688,868.02
Unemployment Tax Exp	20,794.30	13,091.18	33,885.48	22,000.00	20,000.00	42,000.00	94.52%	65.46%	80.68%	16,038.42	22,235.64	38,274.06
Medical Insurance/HRA	1,666,072.21	651,998.45	2,318,070.66	1,519,767.00	557,226.00	2,076,993.00	109.63%	117.01%	111.61%	1,475,841.01	574,171.07	2,050,012.08
Pension Plan Expenses	274,872.29	62,348.50	337,220.79	287,116.00	60,904.00	348,020.00	95.74%	102.37%	96.90%	278,512.24	56,327.11	334,839.35
Employee Development	45,094.09	15,894.05	60,988.14	35,500.00	32,500.00	68,000.00	127.03%	48.90%	89.69%	30,889.06	18,905.12	49,794.18
Other Employee Benefits	250,108.08	97,968.34	348,076.42	250,407.00	92,030.00	342,437.00	99.88%	106.45%	101.65%	255,108.81	94,881.53	349,990.34
<b>Personnel Taxes and Benefits</b>	<b>2,778,592.67</b>	<b>1,035,302.49</b>	<b>3,813,895.16</b>	<b>2,642,780.00</b>	<b>965,233.00</b>	<b>3,608,013.00</b>	<b>105.14%</b>	<b>107.26%</b>	<b>105.71%</b>	<b>2,562,530.02</b>	<b>949,248.01</b>	<b>3,511,778.03</b>

**GENERAL AND ADMIN EXPENSES**

Admin Supplies and Expenses	44,044.35	16,214.77	60,259.12	43,740.00	21,600.00	65,340.00	100.70%	75.07%	92.22%	45,648.45	16,734.30	62,382.75
Recruiting Expenses	17,111.43	9,771.27	26,882.70	18,400.00	12,000.00	30,400.00	93.00%	81.43%	88.43%	23,856.65	10,133.62	33,990.27
Dues and Subscriptions	27,109.99	4,965.25	32,075.24	27,838.00	10,033.00	37,871.00	97.38%	49.49%	84.70%	28,498.97	5,215.75	33,714.72
Travel and Meetings	2,032.85	3,826.16	5,859.01	3,500.00	3,500.00	7,000.00	58.08%	109.32%	83.70%	4,493.17	2,893.36	7,386.53
Board Development	0.00	0.00	0.00	2,000.00	2,000.00	4,000.00	0.00%	0.00%	0.00%	0.00	0.00	0.00
Communications	49,702.02	34,083.15	83,785.17	58,880.00	28,336.00	87,216.00	84.41%	120.28%	96.07%	48,136.64	29,314.06	77,450.70
Computer Service Exp	47,540.30	22,907.93	70,448.23	124,320.00	57,164.00	181,484.00	38.24%	40.07%	38.82%	57,590.99	15,260.41	72,851.40
Legal Fees	13,067.35	327.90	13,395.25	10,000.00	3,000.00	13,000.00	130.67%	10.93%	103.04%	6,657.44	1,330.00	7,987.44
Insurance	834,354.31	353,909.43	1,188,263.74	758,412.00	305,132.00	1,063,544.00	110.01%	115.99%	111.73%	875,745.88	345,849.77	1,221,595.65
Audit Fees	16,345.00	7,005.00	23,350.00	19,425.00	8,325.00	27,750.00	84.14%	84.14%	84.14%	19,425.00	8,325.00	27,750.00
Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	873.62	1,236.13	2,109.75
<b>General and Admin Expenses</b>	<b>1,051,307.60</b>	<b>453,010.86</b>	<b>1,504,318.46</b>	<b>1,066,515.00</b>	<b>451,090.00</b>	<b>1,517,605.00</b>	<b>98.57%</b>	<b>100.43%</b>	<b>99.12%</b>	<b>1,110,926.81</b>	<b>436,292.40</b>	<b>1,547,219.21</b>

**OPERATIONS EXPENSES**

Background Checks	2,420.30	11,339.00	13,759.30	1,900.00	8,325.00	10,225.00	127.38%	136.20%	134.57%	2,326.80	8,701.80	11,028.60
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Drug & Alcohol Testing	651.00	682.00	1,333.00	13,755.00	7,898.00	21,653.00	4.73%	8.64%	6.16%	14,005.00	5,879.25	19,884.25
DOT Testing	8,622.00	6,270.00	14,892.00	5,850.00	7,920.00	13,770.00	147.38%	79.17%	108.15%	6,636.70	5,818.08	12,454.70
Employment Recruitment Program	1,800.00	0.00	1,800.00	800.00	400.00	1,200.00	225.00%	0.00%	150.00%	600.00	0.00	600.00
Driver's Uniforms	25,651.35	18,208.53	43,859.88	24,996.00	20,170.00	45,166.00	102.62%	90.28%	97.11%	49,231.51	28,556.81	77,788.32
Safety Expense	936.53	61.25	997.78	2,050.00	1,700.00	3,750.00	45.68%	3.60%	26.61%	1,210.47	2,425.74	3,636.21
Misc. Operating Exp	4,280.78	1,181.17	5,461.95	7,100.00	2,675.00	9,775.00	60.29%	44.16%	55.88%	7,075.22	1,053.25	8,128.47
<b>Operations Expenses</b>	<b>44,361.96</b>	<b>37,741.95</b>	<b>82,103.91</b>	<b>56,451.00</b>	<b>49,088.00</b>	<b>105,539.00</b>	<b>78.58%</b>	<b>76.89%</b>	<b>77.79%</b>	<b>81,085.70</b>	<b>52,434.85</b>	<b>133,520.55</b>

#### PLANNING EXPENSES

Other Planning Expenses	0.00	75,781.32	75,781.32	0.00	60,000.00	60,000.00	0.00%	126.30%	126.30%	0.00	53,666.06	53,666.06
MPO Planning Expenses	148,305.32	0.00	148,305.32	150,000.00	0.00	150,000.00	98.87%	0.00%	98.87%	96,577.94	0.00	96,577.94
<b>Planning Expenses</b>	<b>148,305.32</b>	<b>75,781.32</b>	<b>224,086.64</b>	<b>150,000.00</b>	<b>60,000.00</b>	<b>210,000.00</b>	<b>98.87%</b>	<b>126.30%</b>	<b>106.71%</b>	<b>96,577.94</b>	<b>53,666.06</b>	<b>150,244.00</b>

#### VEHICLE/BUILDING MAINTENANCE EXP (15

##### Industrial)

Parts Expense - Non-Revenue Vehicles	3,179.86	1,191.53	4,371.39	7,000.00	4,800.00	11,800.00	45.43%	24.82%	37.05%	7,013.47	4,724.60	11,738.07
Parts Expense - Revenue Vehicles	597,019.83	353,204.21	950,224.04	408,394.00	191,000.00	599,394.00	146.19%	184.92%	158.53%	484,142.17	323,453.01	807,595.18
Tires	68,771.39	35,574.40	104,345.79	90,000.00	30,000.00	120,000.00	76.41%	118.58%	86.95%	86,022.32	31,154.53	117,176.85
Facility Maintenance	99,738.94	64,191.73	163,930.67	70,000.00	79,200.00	149,200.00	142.48%	81.05%	109.87%	66,231.94	85,203.41	151,435.35
Passenger Facility Expenses	30,007.27	0.00	30,007.27	42,988.00	1,000.00	43,988.00	69.80%	0.00%	68.22%	38,182.23	0.00	38,182.23
Cleaning Expense	15,000.00	13,774.52	28,774.52	58,000.00	7,200.00	65,200.00	25.86%	191.31%	44.13%	23,499.96	12,068.53	35,568.49
Repeater Fees	23,490.00	17,550.00	41,040.00	21,600.00	16,200.00	37,800.00	108.75%	108.33%	108.57%	19,224.00	14,850.00	34,074.00
Light, Heat and Water	163,663.96	54,982.06	218,646.02	115,000.00	55,000.00	170,000.00	142.32%	99.97%	128.62%	146,272.37	37,764.15	184,036.52
Fuel - Vehicles	863,991.98	392,448.49	1,256,440.47	971,584.00	313,408.00	1,284,992.00	88.93%	125.22%	97.78%	712,930.01	298,943.96	1,011,873.97
Maintenance Tools/Supplies/Uniforms	83,892.21	17,065.28	100,957.49	91,075.00	12,544.00	103,619.00	92.11%	136.04%	97.43%	81,691.06	8,472.79	90,163.85
Misc Maint Expenses and fees	5,103.24	1,845.28	6,948.52	5,000.00	1,350.00	6,350.00	102.06%	136.69%	109.43%	5,010.54	210.73	5,221.27
<b>Vehicle/Building Maintenance Exp</b>	<b>1,953,858.68</b>	<b>951,827.50</b>	<b>2,905,686.18</b>	<b>1,880,641.00</b>	<b>711,702.00</b>	<b>2,592,343.00</b>	<b>103.89%</b>	<b>133.74%</b>	<b>112.09%</b>	<b>1,670,220.07</b>	<b>816,845.71</b>	<b>2,487,065.78</b>

#### CONTRACTOR EXPENSES

ADA/SSTA Paratransit	1,161,518.03	0.00	1,161,518.03	1,266,007.00	0.00	1,266,007.00	91.75%	0.00%	91.75%	1,156,939.31	0.00	1,156,939.31
Partner Local Share	19,833.00	0.00	19,833.00	19,833.00	0.00	19,833.00	100.00%	0.00%	100.00%	19,833.00	0.00	19,833.00
Functional Assessment Costs	7,987.12	0.00	7,987.12	10,000.00	0.00	10,000.00	79.87%	0.00%	79.87%	9,274.56	0.00	9,274.56
Volunteer Drivers	0.00	510,780.01	510,780.01	0.00	600,000.00	600,000.00	0.00%	85.13%	85.13%	0.00	575,416.34	575,416.34
Other Transportation (incl Cabs)	11,003.70	816,954.45	827,958.15	21,331.00	700,000.00	721,331.00	51.59%	116.71%	114.78%	15,196.20	808,836.48	824,032.68
<b>Contractor Expenses</b>	<b>1,200,341.85</b>	<b>1,327,734.46</b>	<b>2,528,076.31</b>	<b>1,317,171.00</b>	<b>1,300,000.00</b>	<b>2,617,171.00</b>	<b>91.13%</b>	<b>102.13%</b>	<b>96.60%</b>	<b>1,201,243.07</b>	<b>1,384,252.82</b>	<b>2,585,495.89</b>

#### MARKETING EXPENSE

Bus Tickets/Fare Media	22,690.80	1,429.05	24,119.85	20,000.00	2,400.00	22,400.00	113.45%	59.54%	107.68%	13,955.46	628.46	14,583.92
Marketing Expense	27,050.98	32,988.97	60,039.95	52,000.00	45,840.00	97,840.00	52.02%	71.97%	61.37%	28,244.21	22,323.63	50,567.84
Public Information	13,260.58	11,918.66	25,179.24	37,000.00	23,000.00	60,000.00	35.84%	51.82%	41.97%	39,918.35	23,918.01	63,836.36
<b>Marketing Expense</b>	<b>63,002.36</b>	<b>46,336.68</b>	<b>109,339.04</b>	<b>109,000.00</b>	<b>71,240.00</b>	<b>180,240.00</b>	<b>57.80%</b>	<b>65.04%</b>	<b>60.66%</b>	<b>82,118.02</b>	<b>46,870.10</b>	<b>128,988.12</b>

#### 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	0.00	46,442.51
Capital Match	176,300.00	20,000.00	196,300.00	176,300.00	20,000.00	196,300.00	100.00%	100.00%	100.00%	622,260.00	29,282.00	651,542.00
<b>Other Expenses</b>	<b>222,742.51</b>	<b>20,000.00</b>	<b>242,742.51</b>	<b>226,300.00</b>	<b>20,000.00</b>	<b>246,300.00</b>	<b>98.43%</b>	<b>100.00%</b>	<b>98.56%</b>	<b>668,702.51</b>	<b>29,282.00</b>	<b>697,984.51</b>

<b>TOTAL EXPENSES</b>	<b>14,303,223.54</b>	<b>6,497,469.12</b>	<b>20,800,692.66</b>	<b>14,350,682.00</b>	<b>6,276,371.00</b>	<b>20,627,053.00</b>	<b>99.67%</b>	<b>103.52%</b>	<b>100.84%</b>	<b>14,168,629.54</b>	<b>6,208,688.68</b>	<b>20,377,318.22</b>
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Current Year Deferred Costs	(86,744.82)	0.00	(86,744.82)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(61,937.58)	0.00	(61,937.58)
ALLOCATIONS BETWEEN PROGRAMS	310,180.01	(310,179.01)	1.00	360,500.00	(360,500.00)	0.00	86.04%	86.04%	0.00%	360,498.98	(360,498.98)	0.00

<b>Balance Of Operating Budget</b>	<b>100,879.75</b>	<b>(431,681.88)</b>	<b>(330,802.13)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>(23,701.50)</b>	<b>(385,112.78)</b>	<b>(408,814.28)</b>
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#### Capital Revenue

Federal Revenue	5,122,394.34	231,053.27	5,353,447.61	0.00	0.00	0.00	0.00%	0.00%	0.00%	2,608,662.73	545,520.96	3,154,183.69
State Revenue	577,205.84	19,168.15	596,373.99	0.00	0.00	0.00	0.00%	0.00%	0.00%	369,100.86	91,095.43	460,196.29
Paratransit Lease Revenue	0.00	3,735.60	3,735.60	0.00	0.00	0.00	0.00%	0.00%	0.00%	51,447.27	3,609.50	55,056.77
Local Match Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	311,589.00	29,282.00	340,871.00
<b>Total Capital Revenue</b>	<b>5,699,600.18</b>	<b>253,957.02</b>	<b>5,953,557.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>3,340,799.86</b>	<b>669,507.89</b>	<b>4,010,307.75</b>

#### Capital Expenses

Vehicles	5,720,782.82	59,128.00	5,779,910.82	0.00	0.00	0.00	0.00%	0.00%	0.00%	538,656.73	351,507.68	890,164.41
Maintenance Parts and Equipment	349,994.03	97,864.57	447,858.60	0.00	0.00	0.00	0.00%	0.00%	0.00%	326,394.08	21,285.75	347,679.83
Passenger Amenities	47,246.94	36,880.93	84,127.87	0.00	0.00	0.00	0.00%	0.00%	0.00%	334,014.12	39,689.40	373,703.52
Facility Repairs and Improvements	285,076.64	94,943.61	380,020.25	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,408,959.98	269,418.41	1,678,378.39
<b>Total Capital Expenses</b>	<b>6,403,100.43</b>	<b>288,817.11</b>	<b>6,691,917.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>2,608,024.91</b>	<b>681,901.24</b>	<b>3,289,926.15</b>

Balance of Capital Budget	(703,500.25)	(34,860.09)	(738,360.34)	0.00	0.00	0.00	0.00%	0.00%	0.00%	732,774.95	(12,393.35)	720,381.60
											29	
Transfer of Purchases to Fixed Assets	5,795,364.73	138,641.61	5,934,006.34	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,399,859.64	395,729.39	1,795,589.03
Deferred Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	883.00	0.00	883.00
Depreciation Expense	(2,698,347.38)	(639,040.73)	(3,337,388.11)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(2,551,096.33)	(778,731.71)	(3,329,828.04)
Subtotal	3,097,017.35	(500,399.12)	2,596,618.23	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,150,353.69)	(383,002.32)	(1,533,356.01)
Current Change in Net Assets	2,494,396.85	(966,941.09)	1,527,455.76	0.00	0.00	0.00	0.00%	0.00%	0.00%	(441,280.24)	(780,508.45)	

To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance  
Kim Wall, Grants Manager  
Matt Kimball, Capital Projects Manager

Date: November 15, 2018

RE: Finance/Grants/Capital Projects

The finance committee has met twice since the last board meeting. The first meeting was held on October 30, 2018. The purpose of this meeting was to review the FY18 financials and review the adjusted draft FY19 budget. The staff walked through the FY18 financials and explained the monthly close process and year end close process. Included in this packet is a separate memo summarizing the financials for FY18. The committee decided to hold off bringing forth the FY19 Adjusted budget until the December meeting to give the committee more time to review. On November 13, 2018 the committee met again, the purpose of this meeting was to review the Transit Asset Management Plan and the first draft of the FY20 Budget.

Attached are the September 30, 2018 financials for your review. The financials are compared against the FY19 Budget approved in December 2017.

The total reconciled balance of the operating cash balance for the month ended September 30, 2018 is \$1,992,072 (as of Aug2018 it was \$2,008,885).

GMT's indirect cost rate is calculated annually after the audit report is completed. This rate is submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY19 is 9.15%. For comparison, in FY18 the rate was 9.86% and in FY17 it was 9.55%.

The aged trade Accounts Receivable aging details are as follows:

	Current Month	As of 8/31/18	As of 6/30/18
<b>Current</b>	\$5,285,833	\$2,844,850	\$506,407
<b>30-60 Days</b>	208,267	12,355	50,230
<b>61-91 Days</b>	8,182	28,135	2,125
<b>91 and Over</b>	30,802	2,290	10,954
<b>TOTAL</b>	\$5,533,084	\$2,887,630	\$569,716

The breakdown of the aging is \$2,988,018 rural system and \$2,541,023 urban system. Of the balances greater than 60 days, we have collected 21% as of 11/12/2018.

As in past months/fiscal years we continue to use a monthly benchmark to review how we are managing 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, which is not typical. For the quarter ending September 30, 2018 the benchmark is 25%. The following paragraphs are explanations for specific areas of interest.



Many of the revenue budget categories are estimates for financial presentation purposes. The reason for this, is the billing of our grants takes us 60 days from month end to complete. As of the date of this memo, the grant billing is 100% completed through August 31, 2018. We are finalizing the 5307, PM, 5311, CMAQ, Elders and Disabled, Capital, RTAP and Mobility Management grant billing for September. These are expected to be completed by November 30, 2018. The urban operating budget is adjusted at the end of each month to reflect a net of zero, this is due to one of our federal operating grant (5307) which, at best, allows us to breakeven. During the last fiscal year we actually spent more than the award allocation by \$400,000. 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. This year we are planning to reconcile the revenues quarterly to better reflect the activity of the agency quarterly. This will be a new process for our department.

- The warranty revenue has already exceeded the anticipated budget amount, upon review of the detail this is labor reimbursement we received from insurance proceeds.
- Passenger revenue appears to be under budget, however when reviewing the detail I could see that the unlimited access fare invoices were not posted to September since they were completed well after the month-end close date of October.
- Planning Revenue is only reporting two months of revenue.
- Paratransit passenger revenues and paratransit expenses are connected and are currently only showing two months of revenues and expenses.
- Purchase of services for our rural services billing follows a similar process as the grants since it requires the full verification of trips in the Routematch software. This too is 2 months behind.

For revenues as a whole we are right on track with the benchmark at 24.29% earned through September 2018. The expenses are tracking within budget. The rural system is showing a deficit through September. Once we adjust September revenues to actuals this deficit will be adjusted as well.

The expenditures of significance to note are:

- Unemployment tax has exceeded the budget amount, since we are a reimbursable employer this amount is difficult to predict from year to year.
- Dues and Subscriptions appears to be trending high, however we pay for the APTA dues at the beginning of each fiscal year totaling \$18K.
- Legal fees have exceed the budget amount, during the start of this fiscal year there was an arbitration that required legal services.
- Debt Service/Capital Reserve, this is the account where the annual lease payment is recorded, there will not be any more activity in this account for the fiscal year.

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

☆ **Passenger Shelters:**

- **Urban:** Continuing to work with Tom Peterson to coordinate the installation of a glass shelter at the Larkin Terrace property currently under construction. Shelter installation time to be determined based on Larkin Terrace construction schedule. Matt Kimball and Jon Moore attended a meeting with Shelburne Historic Preservation and Design Review Commission in October to get approval to install a shelter in Shelburne Village near Harrington Ave. The Shelburne HP&DRC voted to approve the installation of the shelter. Staff will work with the Town of Shelburne to complete permitting and installation.
- **Rural:** Working with planning to identify potential locations for a shelter that is in storage. Also looking into solar lighting possibilities for existing shelters in the rural area.

☆ **Industrial Parkway Driveway Ramp:**

- Overhead lighting has been installed at the 1 Industrial parking lot and on the connection ramp. The lights were tested after installation and are fully functional. Power to the lights is provided from the outdoor lighting system at the 15 Industrial facility, so all lights are on the same schedule. The project is substantially completed and GMT will work with Don Weston Excavating to complete punch list items before project closeout. GMT will continue to work with VHB to close out all of the existing soils work with Vermont DEC.

☆ **GMTA Facility Renovation:**

- Continuing to coordinate with VTrans on the status of related municipal sewer and water projects. Staff will complete procurement documents in preparation of starting the project during the next construction season.

☆ **Facility Security Upgrades:**

- All primary equipment installations have been finalized. GMT went live with the security system on 10/22 to begin burn-in testing. Some minor issues turned up during burn-in testing, but the system has been functioning well and staff has adapted to the new process. GMT, Norris, Inc., and Aella Consulting completed Testing & Commissioning of the system on 11/7. There were a few failures related to cameras not properly and a broken door strike, but these will not require a second round of testing. GMT and Aella Consulting are preparing punch list items for Norris, Inc. to complete prior to contract closeout.

☆ **Electric Bus Buy:**

- Evaluation of the proposals is ongoing and staff expects to have a selection made soon.

☆ **Cutaway Bus Buy:**

An award has been made by the VPTA to DATCO for the purchase of cutaway buses. Staff is preparing purchase orders for new vehicles

Chittenden County Transportation Authority  
Statement of Net Assets  
As of 9/30/2018

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	<u>As Of Sep 2018</u>	<u>As Of June 30, 2017</u>
	<b>ASSETS</b>	
Current Assets:		
Cash and Investments	1,992,072.72	2,786,022.90
Receivables:		
Grant	1,662,375.26	4,484,074.56
Other	5,551,782.74	2,813,725.88
Deferred Cost Pool	(301,055.24)	(232,084.74)
Inventories	666,314.81	638,778.78
Prepaid Expenses	496,892.32	410,899.58
Total Current Assets	<u>10,068,382.61</u>	<u>10,901,416.96</u>
Noncurrent Assets:		
Land, Structures And		
Equipment - net of accumulated depreciation	<u>29,745,108.00</u>	<u>27,325,217.16</u>
TOTAL ASSETS	<u>39,813,490.61</u>	<u>38,226,634.12</u>
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	593,495.32	416,879.27
Accrued Payroll Expenses	182,826.84	152,669.57
Other Accrued Expenses	115,954.86	104,638.82
Deferred Revenue	6,228,090.07	5,888,423.99
Total Current Liabilities	<u>7,120,367.09</u>	<u>6,562,611.65</u>
Long-Term Liabilities:		
Accrued Compensated Absences	<u>813,764.43</u>	<u>802,739.93</u>
Total Long-Term Liabilities	<u>813,764.43</u>	<u>802,739.93</u>
Total Liabilities	<u>7,934,131.52</u>	<u>7,365,351.58</u>
Fund Equity:		
Invested in capital assets, net of related debt	30,628,967.23	28,031,330.04
Restricted	957,675.08	1,547,481.95
Unrestricted	1,739,609.27	2,220,486.83
Current Year Change in Net Assets	(1,446,892.49)	(938,016.28)
Total Fund Equity	<u>31,879,359.09</u>	<u>30,861,282.54</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>39,813,490.61</u>	<u>38,226,634.12</u>

CCTA/GMTA  
CCTA Combined  
For the Three Months Ending Sunday, September 30, 2018

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Benchmark = 25%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Approved Budget (Dec/2017)			Budget Variance		
REVENUES									
FEDERAL, STATE AND LOCAL REVENUE									
Municipal Member Assessments	579,124.03		\$579,124.03	2,300,970.00		\$2,300,970.00	25.17%	0.00%	25.17%
Municipal Paratransit Assessments	156,641.75		156,641.75	637,765.00		637,765.00	24.56%	0.00%	24.56%
Local Operating Assistance	18,333.78	56,137.35	74,471.13	96,661.00	421,725.00	518,386.00	18.97%	13.31%	14.37%
Federal Urban Formula Grant	850,556.05		850,556.05	2,678,726.00		2,678,726.00	31.75%	0.00%	31.75%
Federal Rural Operating Grant		224,200.00	224,200.00		1,180,000.00	1,180,000.00	0.00%	19.00%	19.00%
State Regular Subsidy Operating Grant	561,947.00	209,000.00	770,947.00	2,437,612.00	900,000.00	3,337,612.00	23.05%	23.22%	23.10%
E&D Grants and Local Match		289,380.25	289,380.25		1,117,698.00	1,117,698.00	0.00%	25.89%	25.89%
CMAQ Grants	257,030.00	67,000.00	324,030.00	1,036,427.00	305,644.00	1,342,071.00	24.80%	21.92%	24.14%
Preventative Maint Grants	403,421.00	104,500.00	507,921.00	1,500,000.00	547,474.00	2,047,474.00	26.89%	19.09%	24.81%
Other Grants	9,581.57	12,509.50	22,091.07	72,122.00	18,000.00	90,122.00	13.29%	69.50%	24.51%
Fund Balance Reserves							0.00%	0.00%	0.00%
Capital Reserve Revenue	70,312.50	47,500.00	117,812.50	281,250.00	190,000.00	471,250.00	25.00%	25.00%	25.00%
Total Federal, State and Local Revenues	2,906,947.68	1,010,227.10	3,917,174.78	11,041,533.00	4,680,541.00	15,722,074.00	26.33%	21.58%	24.92%
OPERATING REVENUE									
Passenger Revenue	451,870.38	29,588.19	481,458.57	2,389,600.00	125,200.00	2,514,800.00	18.91%	23.63%	19.15%
Paratransit Passenger Fares	15,782.50		15,782.50	115,000.00		115,000.00	13.72%	0.00%	13.72%
Advertising Revenue	42,090.00	8,600.00	50,690.00	200,000.00	50,000.00	250,000.00	21.05%	17.20%	20.28%
Planning Revenue	48,349.66	184.78	48,534.44	362,106.00	30,000.00	392,106.00	13.35%	0.62%	12.38%
Interest Earnings	182.24	1,003.43	1,185.67	3,000.00	4,000.00	7,000.00	6.07%	25.09%	16.94%
Miscellaneous Revenue	1,413.29	20.01	1,433.30	19,000.00		19,000.00	7.44%	0.00%	7.54%
Sales Of Equipment				11,000.00	5,000.00	16,000.00	0.00%	0.00%	0.00%
Medicaid Purchase Of Svc		534,822.55	534,822.55		1,611,771.00	1,611,771.00	0.00%	33.18%	33.18%
Purchase of Service	15,651.65	11,706.93	27,358.58	43,844.00	225,716.00	269,560.00	35.70%	5.19%	10.15%
Warranty Revenue		3,318.26	3,318.26	2,000.00	2,000.00	4,000.00	0.00%	165.91%	82.96%
Operating Revenue	575,339.72	589,244.15	1,164,583.87	3,145,550.00	2,053,687.00	5,199,237.00	18.29%	28.69%	22.40%
Total Revenue	3,482,287.40	1,599,471.25	5,081,758.65	14,187,083.00	6,734,228.00	20,921,311.00	24.55%	23.75%	24.29%
EXPENSES									
SALARIES AND WAGES									
Other Wages	396,249.12	192,877.18	589,126.30	1,718,852.00	980,931.00	2,699,783.00	23.05%	19.66%	21.82%
Driver/Operator Wages	970,401.29	401,385.83	1,371,787.12	4,242,344.00	1,472,643.00	5,714,987.00	22.87%	27.26%	24.00%
Vehicle Repair Wages	196,168.55	35,537.51	231,706.06	989,794.00	169,445.00	1,159,239.00	19.82%	20.97%	19.99%
Salaries and Wages	1,562,818.96	629,800.52	2,192,619.48	6,950,990.00	2,623,019.00	9,574,009.00	22.48%	24.01%	22.90%
PERSONNEL TAXES AND BENEFITS									
Payroll Taxes (FICA/MC)	120,934.23	47,871.74	168,805.97	531,751.00	200,661.00	732,412.00	22.74%	23.86%	23.05%

CCTA/GMTA  
CCTA Combined  
For the Three Months Ending Sunday, September 30, 2018

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Benchmark = 25%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Approved Budget (Dec/2017)			Budget Variance		
Unemployment Tax Exp	10,510.16	620.99	11,131.15	7,000.00	22,000.00	29,000.00	150.15%	2.82%	38.38%
Medical Insurance/HRA	431,571.35	125,816.25	557,387.60	1,571,720.00	570,016.00	2,141,736.00	27.46%	22.07%	26.03%
Pension Plan Expenses	72,913.14	14,799.03	87,712.17	289,161.00	60,329.00	349,490.00	25.22%	24.53%	25.10%
Employee Development	10,847.03	2,958.44	13,805.47	35,500.00	32,500.00	68,000.00	30.56%	9.10%	20.30%
Other Employee Benefits	62,885.85	18,764.52	81,650.37	255,667.00	94,063.00	349,730.00	24.60%	19.95%	23.35%
<b>Personnel Taxes and Benefits</b>	<b>709,661.76</b>	<b>210,830.97</b>	<b>920,492.73</b>	<b>2,690,799.00</b>	<b>979,569.00</b>	<b>3,670,368.00</b>	<b>26.37%</b>	<b>21.52%</b>	<b>25.08%</b>

**GENERAL AND ADMIN EXPENSES**

Admin Supplies and Expenses	8,780.40	2,610.00	11,390.40	43,740.00	21,600.00	65,340.00	20.07%	12.08%	17.43%
Recruiting Expenses	1,259.00	4,065.06	5,324.06	18,400.00	12,000.00	30,400.00	6.84%	33.88%	17.51%
Dues and Subscriptions	19,002.12	1,911.00	20,913.12	27,838.00	10,033.00	37,871.00	68.26%	19.05%	55.22%
Travel and Meetings	593.79	167.03	760.82	3,500.00	3,500.00	7,000.00	16.97%	4.77%	10.87%
Board Development							0.00%	0.00%	0.00%
Communications	9,638.13	9,729.85	19,367.98	58,880.00	28,336.00	87,216.00	16.37%	34.34%	22.21%
Computer Service Exp	5,230.08	2,129.37	7,359.45	124,320.00	57,164.00	181,484.00	4.21%	3.73%	4.06%
Legal Fees	12,189.64		12,189.64	10,000.00	3,000.00	13,000.00	121.90%	0.00%	93.77%
Insurance	280,550.54	121,047.70	401,598.24	769,771.00	317,850.00	1,087,621.00	36.45%	38.08%	36.92%
Audit Fees	1,470.00	630.00	2,100.00	19,425.00	8,325.00	27,750.00	7.57%	7.57%	7.57%
Consulting Fees							0.00%	0.00%	0.00%
<b>General and Admin Expenses</b>	<b>338,713.70</b>	<b>142,290.01</b>	<b>481,003.71</b>	<b>1,075,874.00</b>	<b>461,808.00</b>	<b>1,537,682.00</b>	<b>31.48%</b>	<b>30.81%</b>	<b>31.28%</b>

**OPERATIONS EXPENSES**

Background Checks	202.00	1,941.00	2,143.00	1,900.00	8,325.00	10,225.00	10.63%	23.32%	20.96%
Drug & Alcohol Testing	31.00	31.00	62.00				0.00%	0.00%	0.00%
DOT Testing	1,480.00	655.00	2,135.00	5,850.00	7,920.00	13,770.00	25.30%	8.27%	15.50%
Employment Recruitment Program				800.00	400.00	1,200.00	0.00%	0.00%	0.00%
Driver's Uniforms	1,854.76	1,789.79	3,644.55	25,746.00	20,170.00	45,916.00	7.20%	8.87%	7.94%
Safety Expense	277.50		277.50	2,300.00	1,700.00	4,000.00	12.07%	0.00%	6.94%
Bus Rodeo							0.00%	0.00%	0.00%
Misc. Operating Exp	322.25		322.25	7,100.00	2,675.00	9,775.00	4.54%	0.00%	3.30%
<b>Operations Expenses</b>	<b>4,167.51</b>	<b>4,416.79</b>	<b>8,584.30</b>	<b>43,696.00</b>	<b>41,190.00</b>	<b>84,886.00</b>	<b>9.54%</b>	<b>10.72%</b>	<b>10.11%</b>

**PLANNING EXPENSES**

Other Planning Expenses		1,759.61	1,759.61		25,000.00	25,000.00	0.00%	7.04%	7.04%
MPO Planning Expenses	2,799.00		2,799.00	100,000.00		100,000.00	2.80%	0.00%	2.80%
<b>Planning Expenses</b>	<b>2,799.00</b>	<b>1,759.61</b>	<b>4,558.61</b>	<b>100,000.00</b>	<b>25,000.00</b>	<b>125,000.00</b>	<b>2.80%</b>	<b>7.04%</b>	<b>3.65%</b>

**VEHICLE/BUILDING MAINTENANCE EXP (15**

<b>Industrial)</b>									
Parts Expense - Non-Revenue Vehicles	1,354.51	1.81	1,356.32	7,000.00	4,500.00	11,500.00	19.35%	0.04%	11.79%
Parts Expense - Revenue Vehicles	157,910.46	80,555.53	238,465.99	408,394.00	166,823.00	575,217.00	38.67%	48.29%	41.46%

CCTA/GMTA  
CCTA Combined  
For the Three Months Ending Sunday, September 30, 2018

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Benchmark = 25%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Approved Budget (Dec/2017)			Budget Variance		
Tires	5,746.56	11,040.96	16,787.52	90,000.00	25,000.00	115,000.00	6.39%	44.16%	14.60%
Facility Maintenance	19,415.06	25,159.97	44,575.03	70,000.00	57,200.00	127,200.00	27.74%	43.99%	35.04%
Passenger Facility Expenses	7,454.49		7,454.49	42,988.00		42,988.00	17.34%	0.00%	17.34%
Security Expenses							0.00%	0.00%	0.00%
Cleaning Expense	2,500.00	1,218.92	3,718.92	58,000.00	7,200.00	65,200.00	4.31%	16.93%	5.70%
Repeater Fees	5,022.00	4,104.00	9,126.00	21,600.00	16,200.00	37,800.00	23.25%	25.33%	24.14%
Light, Heat and Water	30,435.43	5,076.05	35,511.48	153,000.00	55,000.00	208,000.00	19.89%	9.23%	17.07%
Fuel - Vehicles	210,668.58	64,759.66	275,428.24	1,036,308.00	333,235.00	1,369,543.00	20.33%	19.43%	20.11%
Maintenance Tools/Supplies/Uniforms	27,761.82	3,895.09	31,656.91	90,075.00	14,744.00	104,819.00	30.82%	26.42%	30.20%
Misc Maint Expenses and fees	424.98	17.68	442.66	6,000.00	2,000.00	8,000.00	7.08%	0.88%	5.53%
<b>Vehicle/Building Maintenance Exp</b>	<b>468,693.89</b>	<b>195,829.67</b>	<b>664,523.56</b>	<b>1,983,365.00</b>	<b>681,902.00</b>	<b>2,665,267.00</b>	<b>23.63%</b>	<b>28.72%</b>	<b>24.93%</b>
<b>CONTRACTOR EXPENSES</b>									
ADA/SSTA Paratransit	295,236.24		295,236.24	1,215,000.00		1,215,000.00	24.30%	0.00%	24.30%
Partner Local Share				19,833.00		19,833.00	0.00%	0.00%	0.00%
Functional Assessment Costs	1,470.45		1,470.45	10,000.00		10,000.00	14.70%	0.00%	14.70%
Volunteer Drivers		124,051.40	124,051.40		600,000.00	600,000.00	0.00%	20.68%	20.68%
Other Transportation (incl Cabs)	2,592.90	215,181.22	217,774.12	17,776.00	700,000.00	717,776.00	14.59%	30.74%	30.34%
<b>Contractor Expenses</b>	<b>299,299.59</b>	<b>339,232.62</b>	<b>638,532.21</b>	<b>1,262,609.00</b>	<b>1,300,000.00</b>	<b>2,562,609.00</b>	<b>23.70%</b>	<b>26.09%</b>	<b>24.92%</b>
<b>MARKETING EXPENSE</b>									
Bus Tickets/Fare Media	2,830.48	1,012.44	3,842.92	20,000.00	2,400.00	22,400.00	14.15%	42.19%	17.16%
Marketing Expense	13,069.59	17,799.25	30,868.84	52,000.00	45,840.00	97,840.00	25.13%	38.83%	31.55%
Public Information	9,346.00	448.94	9,794.94	37,000.00	23,000.00	60,000.00	25.26%	1.95%	16.32%
<b>Marketing Expense</b>	<b>25,246.07</b>	<b>19,260.63</b>	<b>44,506.70</b>	<b>109,000.00</b>	<b>71,240.00</b>	<b>180,240.00</b>	<b>23.16%</b>	<b>27.04%</b>	<b>24.69%</b>
<b>OTHER EXPENSES</b>									
Allowance for Doubtful Accounts							0.00%	0.00%	0.00%
Debt Service/Capital Reserve	46,442.51		46,442.51	50,000.00		50,000.00	92.89%	0.00%	92.89%
Bond Interest							0.00%	0.00%	0.00%
Capital Match	70,312.50	47,500.00	117,812.50	281,250.00	190,000.00	471,250.00	25.00%	25.00%	25.00%
<b>Other Expenses</b>	<b>116,755.01</b>	<b>47,500.00</b>	<b>164,255.01</b>	<b>331,250.00</b>	<b>190,000.00</b>	<b>521,250.00</b>	<b>35.25%</b>	<b>25.00%</b>	<b>31.51%</b>
<b>TOTAL EXPENSES</b>	<b>3,528,155.49</b>	<b>1,590,920.82</b>	<b>5,119,076.31</b>	<b>14,547,583.00</b>	<b>6,373,728.00</b>	<b>20,921,311.00</b>	<b>24.25%</b>	<b>24.96%</b>	<b>24.47%</b>
Current Year Deferred Costs	(33,792.53)		(33,792.53)				0.00%	0.00%	0.00%
ALLOCATIONS BETWEEN PROGRAMS	79,660.62	(79,660.62)		360,500.00	(360,500.00)		22.10%	22.10%	0.00%
<b>Balance Of Operating Budget</b>	<b>0.00</b>	<b>(71,110.19)</b>	<b>(71,110.19)</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

CCTA/GMTA  
CCTA Combined  
For the Three Months Ending Sunday, September 30, 2018

39

Benchmark = 25%

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
	Current Fiscal Year To Date			FY19 Approved Budget (Dec/2017)			Budget Variance		
<b>Capital Revenue</b>									
Federal Revenue		8,000.00	8,000.00				0.00%	0.00%	0.00%
State Revenue	439.20	1,000.00	1,439.20				0.00%	0.00%	0.00%
Paratransit Lease Revenue							0.00%	0.00%	0.00%
Local Match Revenue							0.00%	0.00%	0.00%
<b>Total Capital Revenue</b>	<b>439.20</b>	<b>9,000.00</b>	<b>9,439.20</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Capital Expenses</b>									
Vehicles							0.00%	0.00%	0.00%
Maintenance Parts and Equipment	91,762.59	17,905.90	109,668.49				0.00%	0.00%	0.00%
Passenger Amenities	41,637.00		41,637.00				0.00%	0.00%	0.00%
Facility Repairs and Improvements	265,934.09	3,368.63	269,302.72				0.00%	0.00%	0.00%
<b>Total Capital Expenses</b>	<b>399,333.68</b>	<b>21,274.53</b>	<b>420,608.21</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
Balance of Capital Budget	(398,894.48)	(12,274.53)	(411,169.01)	0.00	0.00		0.00%	0.00%	0.00%
Transfer of Purchases to Fixed Assets							0.00%	0.00%	0.00%
Deferred Costs							0.00%	0.00%	0.00%
Depreciation Expense	(726,986.74)	(156,872.49)	(883,859.23)				0.00%	0.00%	0.00%
Subtotal	(726,986.74)	(156,872.49)	(883,859.23)	0.00	0.00		0.00%	0.00%	0.00%
<b>Current Change in Net Assets</b>	<b>(1,125,881.22)</b>	<b>(240,257.21)</b>	<b>(1,366,138.43)</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

W

**Green Mountain Transit (GMT)**

**PURCHASING**

**POLICY & PROCEDURES**

Revised November 6, 2018

Revised June 20, 2017  
Revised August 15, 2015  
Revised July 6, 2012  
Revised August 26, 2009  
Revised June 25, 2008



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## I. Purpose

The purpose of these policies and procedures is to establish guidelines and ensure that all expenditures relating to the use of FTA assistance for the purchase or sale of real and personal property, the granting of concessions, and the making of certain contracts by the Green Mountain Transit (GMT) made at the GMT are made in an open and competitive manner, in accordance with U.S. Department of Transportation (U.S. DOT) Federal Transit Administration (FTA) documents, [FTA Circular 4220.1F, 49 C.F.R., and the most current revisions of the Master Agreement and Best Practices Procurement Manual.

## II. Definitions

Abstract of Bids - document used to record the results of sealed bids for each bidder, which is subsequently made available for public inspection, after completion of the bid process.

Best-Value - a selection process in which proposals contain both price and qualitative components, and award is based on a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine (or derive) the offer most advantageous and of the greatest value to GMT

Board – will mean the Board of Commissioners of GMT.

Cardinal Change - a major deviation from the original purposes of the work or the intended method of achievement, or a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract.

Chairman – will mean the Chairman of the Board of Commissioners of GMT and will include the Vice-Chairman when the Chairman is unavailable.

Change Order - an order authorized by GMT directing the contractor to make changes, pursuant to contract provisions for such changes, with or without the consent of the contractor.

Contract – means a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the recipient to an expenditure and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; written orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, *et seq.*

Contract Administration - the post award administration of the contract to ensure compliance with the terms of the contract by both the contractor and GMT.

Contract Administration File Documentation - the documentation contained in the contract file maintained by, or on behalf of, the contract administrator. It reflects the actions taken by the contracting parties in accordance with the requirements of the contract and documents the decisions made, and the rationale therefore, of matters which may result (or have resulted) in controversy or dispute.

Design-Bid-Build Project - a construction project under which a recipient commissions an architect or engineer to prepare drawings and specifications under a design services contract, and separately contracts for construction, by engaging the services of a contractor through sealed bidding or competitive negotiations to complete delivery of the project.

Design-Build Project - a construction project under which a recipient enters into a contract with a seller, firm, or consortium of firms both for design and construction of a public transportation project.

Electronic Commerce (E-Commerce) - consists of electronic techniques for accomplishing business transactions including electronic mail or messaging, World Wide Web internet technology, electronic bulletin boards, purchase cards, electronic funds transfer, electronic signatures, and electronic data interchange.

FTA: Federal Transit Administration – an operating administration of the U.S. Department of Transportation.

Joint Procurement - a method of contracting in which two or more purchasers agree from the outset to use a single solicitation document and enter into a contract with a vendor for delivery of property or services in a fixed quantity, even if expressed as a total minimum or maximum.

Large Purchase - purchases over \$100,000, may include: Invitation for Bids (IFB), Request for Proposals (RFP), and Architectural and Engineering Services (A&E).

Local Government - includes a public transit authority as well as county, municipality, city, town, township, special district, council of governments (whether or not incorporated as a private nonprofit organization under State law), regional or interstate government entity, or any agency or instrumentality thereof.

Micro-Purchase - purchases / contracts that do not exceed \$3,000. May be made with telephone quotes.

Modification - means any written change to the terms of a contract.

Noncompetitive Proposals (sole source) - procurement only if you can justify not soliciting additional competition in the manner explicitly defined in FTA Circular 4220.1F

Piggybacking - the post-award use of a contractual document/process that allows someone who was not contemplated in the original procurement to purchase the same supplies/equipment through that original document/process.

Purchase - will mean the procurement by purchase, lease, or otherwise of real or personal property by GMT, and awarding of contracts for construction, alterations, supplies, equipment, repairs or maintenance, or for rendering any services to GMT.

Recipient - means GMT or any organization receiving funds directly from FTA.

Sale - will mean the sale, lease, or other disposition of any real or personal property by GMT.

Small Purchase - purchases / contracts between \$3,000 and \$100,000. [FTA imposes the small purchase threshold at \$150,000.]

Statute of Frauds - generally, the Statute of Frauds dictates whether contracts should be oral or written. In order to be enforceable, the Statute of Frauds requires certain contracts to be written and signed by the party charged with performing the contract. For example, contracts for the sale of goods in excess of \$500 must be in writing in order to be enforceable.

Sub-recipient - any organization receiving FTA funds from GMT but does not include contractors or subcontractors.

Sub-agreement - is the actual agreement between GMT and the sub-recipient.

Telephone quote - quote for micro-purchase obtained by calling vendor, verbally stating specifications for goods or services in order to solicit a quote.

Third party contract - any contract awarded by GMT to a vendor or contractor using Federal financial assistance awarded by FTA.

U.S. DOT - United States Department of Transportation

Written quote - document submitted by vendor to GMT in writing via fax, mail, or electronic means.

### III. Ethics/Standards of Conduct

It is the policy of GMT to adopt an arm's length relationship in regard to all suppliers, vendors, service companies, and passengers, with whom GMT may have a relationship as part of its normal daily operations. It is important that GMT not only remain free from all conflict of interest situations, but that GMT must also remain free from the appearance of a conflict of interest.

#### A. Personal Conflicts of Interest

No employee, officer, board member, or agent of GMT may participate in such activities as contract specifications, solicitations, selection, or award, if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the entity selected for award: (1) an employee, officer, board member, or agent of GMT; (2) any member of his or her immediate family; (3) his or her partner; (4) an organization that currently employs, or intends to employ, any of the above.

No employee, board member, officer, or agent of GMT will make investments or act for personal gain based upon special knowledge obtained, whether directly or inadvertently, as a result of employment with GMT.

No employee, board member, officer, or agent of GMT will have any relationship or engage in any activity which might involve or lead to personal obligations which could impair the objectivity of such person's judgment, or imply to others that favoritism or obligations exist between such persons and third party contractors, or sub-recipients.

**B. Proper Personal Conduct**

No employee, board member, officer, or agent of GMT will solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Unsolicited gifts or items of nominal intrinsic value may be accepted. Entertainment in any form must not be accepted if either party might feel obligation or if third party might infer that an obligation exists.

**C. Organizational Conflicts of Interest**

When conducting business with third party contractors and sub-recipients, disclosing information that may give them an unfair competitive advantage, or that may impair its objectivity in performing contract work is prohibited.

Furnishing advice or services to a firm bidding on or planning to bid on a contract with GMT, or which is currently doing business with GMT is prohibited.

**D. Special Exceptions**

Any interest as an owner, partner, joint venture or stockholder, in each case comprising one percent (1%) or less in any such organization, will not be deemed a "financial interest" prohibited hereunder, but serving as a Director, Officer, Consultant, or Employee of such organizations, or any other pecuniary capacity with such organization, will be deemed a "financial interest."

**E. Issuance of Standards of Conduct**

GMT will issue these standards as a pre-employment orientation document to be read and signed by each employee involved in the procurement process, and placed into his/her personnel file. A copy of these standards will also be issued to each board member at the time of their appointment, or whenever an amendment is made.

F. Sanctions for Violation of Ethics / Standards of Conduct

Anyone violating the regulations for proper ethics and standards of conduct will receive appropriate disciplinary action (i.e. written warning, termination, dismissal from board).

IV. Disadvantaged Business Enterprises, Small and Minority Businesses, and Labor Surplus Area Firms

GMT maintains a Disadvantaged Business Enterprises program. The program is updated, in accordance with 49 C.F.R. Part 26, as amended.

GMT takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. The affirmative steps utilized include but are not limited to:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprise;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

V. General Procurement Practices

A. Awards to Responsible Contractors

GMT will make every effort to ensure that all procurement activities be entered into with responsible businesses, persons, and contractors. A responsible contractor is one which:

- Has adequate financial resources, or the ability to obtain such resources as required during the performance of the contract, if adequate security is not otherwise furnished;
- Is able to comply with the required or proposed delivery or performance schedule;
- Has a satisfactory record of performance or the equivalent, and
- Has a satisfactory record of and reputation of integrity.

B. Review of Procurement Requests to Avoid Duplicate or Unnecessary Purchases



GMT has purchasing procedures for micro, small, and large purchases, respectively. As designated by the General Manager, staff members with budget responsibility may complete micro and small purchases. The General Manager, and the Directors may conduct large purchases through IFB/RFP/A&E procedures in addition to micro and small purchases. The General Manager will sign all contracts, however contracts greater than \$100,000, at the discretion of the Board, will be reviewed by legal counsel prior to final Board approval and the General Manager's signature.

Because of the collaborative effort involved in conducting large purchases, it is not possible to make duplicate or unnecessary purchases under this process. Because a single designated person completes small and micro purchases in each area of responsibility, there is no duplication of these purchases either.

Budget compliance is the responsibility of each department manager. All requests for purchases or contracts for services must be reviewed and approved by each department head prior to purchase. The Department manager must review his/her budget to ensure that funds are available and that the purchase or contract is necessary. Additionally, for purchases greater than \$50,000 the General Manager and the Director of Finance will need to sign off approving the funds are available for the procurement prior to any procurement work being started.

C. Competition; Non-Collusive Bids and Proposals

All purchases and sales, whether by formal advertising or otherwise, will be made on a competitive basis to the maximum practicable extent.

In the event identical bids are submitted on any contract for the sale or purchase of property, the procuring manager shall report such fact to GMT's General Manager, who shall report such fact to GMT's General Counsel if there is any reason to suspect collusion.

D. Splitting Purchases

Purchases will not be split, so as to place them in a smaller procurement category for the purpose of circumventing the terms and conditions of this Policy. In the event a contract is entered into for an extended period (i.e. 3 years), or there are multiple purchases of one or more items, the dollar amount for the entire length of the contract, or the total cost of all items anticipated to be purchased (for multiple purchases), must be considered in determining whether it is a micro, small, or large purchase. For example, if for a certain contract \$2,000 is expended per month for a service, over five years the total contract would be \$120,000. The contract would, therefore, be considered a large purchase and require a formally advertised procurement.

E.

E. Independent Cost Estimates (ICE)

An Independent Cost Estimate is a tool used to determine the fair value of goods or services prior to the request of bids or proposals. ICE may be prepared in-house or through the use of an outside vendor. Methods for preparing an ICE include, but are not limited to, market research, past pricing of similar procurements, and estimates from outside vendors. The Common Grant Rules require the recipient to perform a cost analysis or price analysis in connection with every procurement action, including contract modifications and change orders.

VI. Methods of Procurement

A. Micro-Purchases

Micro-purchases are purchases or contracts that do not exceed \$3,000. Purchases below that threshold may be made without obtaining competitive quotes, if GMT determines that the price is fair and reasonable. Minimum documentation requirements include determination that the price is fair and reasonable, and how this determination was made. The Davis-Bacon Act must be applied to construction contracts over \$2,000.

The following procedures apply to micro-purchases:

- (a) Competition. The recipient should distribute micro-purchases equitably among qualified suppliers.

- (b) Prohibited Divisions. The recipient may not divide or reduce the size of its procurement merely to come within the micro-purchase limit.
- (c) Documentation. FTA's only documentation requirement for micro-purchases is a determination that the price is fair and reasonable and a description of how the recipient made its determination. FTA does not require the recipient to provide its rationale for the procurement method used, selection of contract type, or reasons for contractor selection or rejection. It is GMT's preference to obtain at least two telephone quotes, or obtain copies of at least two written quotes for such purchases (see definition of written quote).

Practices Deemed Restrictive of Competition, and therefore not allowable include:

- Organizational conflicts of interest;
- Restrictive use of brand names;
- Any arbitrary action in the procurement process;
- Geographic preferences (With the exception of Architectural and Engineering services).

Any and all procurement documentation must be retained by the procuring department, according to the record retention policy produced by the Finance department.

## B. Small Purchases

### 1. General Requirements for all Small Purchases

Small purchases, as defined in U.S. DOT / FTA 4220.1F are purchases of services, supplies, or other property that exceed the micro-purchase amount but do not exceed the maximum FTA threshold of more than \$150,000. However, GMT will adopt a maximum threshold of \$100,000 for small purchases. Small purchases must be made by obtaining at least two written quotes.

Written quotes are documents submitted by the vendor to GMT in writing via fax, mail, or electronic means. All procurement documentation must be retained by the procuring department, according to the record retention policy produced by the Finance Department. This procurement file will include the following documentation:

- Vendor Invoice
- ICE (Independent Cost Estimate)
- Purchase Form
- No Less Than Two Quotes
- Cost or Price Analysis (Dependent on number of quotes received)

Sole source purchases of items between \$3,001 and \$100,000 may be made once the sole source justification forms have been completed and signed off by the Grants Manager and the General Manager.

Practices Deemed Restrictive of Competition, and therefore not allowable include:

- Organizational conflicts of interest;
- Restrictive use of brand names;
- Any arbitrary action in the procurement process;
- Geographic preferences (With the exception of Architectural and Engineering services).

2. Independent Cost Estimate (ICE)

Prior to receiving written quotes, an ICE must be performed and included in the procurement documentation. If an outside vendor is used or provides an estimate in the preparation of an ICE, they are ineligible to submit a quote in response to that particular procurement.

3. Federally Required Contract Clauses

Contract clauses must be included in ALL purchases over \$3,000. All applicable clauses shall be included with any specifications or solicitations provided to vendors in the request for quotes. Any purchase, award letter, notice to proceed, or other authorization shall reference the applicable clauses. Federally required contract clauses can be found in General and Special Contract Provisions included in the Appendices.

4. System for Award Management (SAM) Database Search

For procurements over \$25,000, a search of the intended vendor must be made on the System for Award Management database at sam.gov. Search results shall be saved in the procurement documentation. Searches on the SAM database must occur prior to award.

C. Large Purchases

FTA Circular 4220.1F states that purchases over \$150,000 must provide for full and open competition. GMT's policy is \$100,000 for large purchases. The Board of Commissioners will approve all purchases greater than \$100,000 prior to execution of the purchase. These contracts will be awarded by sealed bid or request for proposals, unless there is an explicit exception. **Independent cost estimates must be made before receiving bids or proposals.**

1. General Requirements for all Large Purchases

(a) Practices Deemed Restrictive of Competition, and therefore not allowable include:

- Unreasonable requirements placed on firms in order for them to qualify to do business;
- Unnecessary experience and excessive bonding requirements;

- Noncompetitive pricing between firms or between affiliated companies;
- Noncompetitive awards to any person or firm on retainer contracts;
- Organizational conflicts of interest (also applies to micro and small purchases);
- Restrictive use of brand names (also applies to micro and small purchases);
- Any arbitrary action in the procurement process (also applies to micro and small purchases);
- Geographic preferences (With the exception of Architectural and Engineering services).

(b) Pre-qualification Criteria – Prequalification lists: are generally used in procurements that require lengthy evaluations to determine whether the product is satisfactory to certain standards. GMT may prequalify people, firms, and property if:

- 1) GMT ensures that all prequalification lists it uses are current;
- 2) GMT ensures that all prequalification lists it uses include enough qualified sources to provide for maximum full and open competition; and
- 3) GMT permits potential bidders or offerors to qualify during the solicitation period (from the issuance of the solicitation to its closing date).

(c) Specifications, Plans, and Drawings - Plans, drawings, or specifications will state only GMT's actual minimum needs and will describe the property or service to be acquired or sold, as the case may be, in a manner which will encourage maximum competition and eliminate, insofar as possible, any restrictive features which might limit acceptable offers to relatively few bidders.

Where GMT's requirements for a commodity can only be estimated, and bids are to be submitted based upon that estimate, the specifications for the commodity may provide that GMT's requirements may vary within a given range from the estimate. Specifications and drawings with references to brand names, or items manufactured by a single company, will be used to the minimum extent feasible and the salient characteristics of the commodity shall be detailed in the specifications. GMT may not add quantities or options solely to allow them to be reassigned to another agency at a later date.

(d) Purchase Description - A purchase description may be used in lieu of a specification where the use of a specification is not feasible. A purchase description should set forth the essential characteristics and functions of the items or materials required. Purchase descriptions will not be written so as to specify a product, or a particular feature of a product, explicit to one manufacturer, unless it is determined that the particular feature is essential to GMT's requirements, and that similar products of other companies lacking the particular feature would not meet the minimum requirements of the item.

Generally, the minimum acceptable purchase description is the identification of a requirement by use of a brand name followed by the words "or equal." Where a "brand name or equal" purchase description is used, the "salient characteristics" of

the brand name must be described so that bidders may offer an “or equal” product. Known, acceptable products should be listed.

If use of a brand name product is unavoidable and no equals are permitted, written justification shall be provided in the procurement file.

- (e) Alternate Articles - Invitations for bids and requests for proposals may provide for alternate bids or proposals on different articles or quantities of material (e.g., where two or more articles will be equally acceptable to GMT depending upon relative price); however, the alternate articles or quantities must be precisely described to assure that the same degree of competition is obtainable.
- (f) Formal Advertising - Formal advertising means purchases and sales by competitive bids and awards, and involves the following steps:
  - Determining whether an Invitation for Bid, Request for Proposal, or an Architectural and Engineering services process is appropriate;
  - Preparation of the invitation for bids, describing GMT’s requirements clearly, accurately, and completely, but avoiding unnecessary restrictive specifications or requirements which might unduly limit the number of bidders;
  - Publicizing the invitation for bids, through broad distribution to prospective bidders and advertising in newspapers or trade journals;
  - Issuing contract addendums to all bidders in response to questions/clarifications from any bidder;
  - Submission of bids by prospective contractors; and
  - Awarding the contract, after the bids are opened, to the responsible bidder whose bid is responsive, conforms with all material terms and conditions of the invitations for bids or request for proposals, and is the lowest in price, and;
  - Where specified in the bidding documents, factors such as DBE participation, discounts, transportation costs, and life cycle costs will be considered in determining which bid is lowest.
- (g) Written Record of Procurement History - Large purchases must be documented by written procurement selection procedures. Such documentation may include records of specifications, plans and drawings, purchase descriptions, and alternate articles, in addition to formal advertising.

Each contract file will contain documentation of actions taken with respect to the purchase, sale, or contract, including final disposition, sufficient to constitute a full history of the transaction in order to:

- Support actions taken by various employees of GMT in connection with the purchase, sale, or contract;
- Provide information for reviews conducted by the Board or others having the right to conduct such reviews; and
- Furnish essential facts in the event of legal proceedings. In the case of purchases, sales, or contracts in which formal advertising is required, each file

will include the following documentation, in addition to such records as may be required by the above paragraph:

- Rationale for the method of procurement;
- Selection of contract type;
- Reason for contractor selection or rejection
- Independent Cost Estimate;
- Basis for contract price;
- A copy of valid approval or request for the purchase, sale, or request, or appropriate reference thereto;
- A list of the bidders solicited or a memorandum explaining why the list of bidders was limited;
- A copy of the invitation for bids or request for proposal, including any drawings and specifications, or a reference thereto, and applicable contract clauses including signed certifications from awarded contractor;
- One copy of each signed bid or proposal received;
- Documentation of search of SAM database, performed prior to award;
- A record of the abstract of bids (Section 2.e.);
- A document showing the reasons for the selection of the successful contractor;
- A copy of the contract or award;
- All pertinent correspondence;
- Copies of all amendments or supplements to the contract, with supporting documents; and
- Any additional documents reflecting actions peculiar to the specific purchase or sale; and
- Documentation of late bids.

(h) Capital project approval - Major Capital Projects, defined as contracts for construction, land purchase, or vehicles which do or could reasonably be anticipated to exceed \$100,000, shall require Board approval prior to entering into a contract with the vendor. Approval shall be in the form of a board motion authorizing the General Manager to enter into a contract for a specific amount to a specific vendor. After such approval, so long as all funds are included in a Board approved budget, the General Manager will have the authority to expend contingency amounts, CPI adjustments for multi-year purchases, change orders utilizing GMT's change order process, and for multi-year capital procurements exceeding the \$100,000 threshold, the ability to contract with the vendor for additional goods or services contemplated in the initial procurement, which received board approval.

## 2. Invitation for Bid (IFB)

In order to ensure that the sealed bidding process is feasible, GMT will make every effort to ensure that:

- A complete, adequate, and realistic specification or purchase description is available;

- Two or more responsible bidders are willing and able to compete effectively for the business;
- The procurement lends itself to a firm fixed price contract when feasible, and the selection of the successful bidder can be made principally on the basis of price.
- No discussion with bidders is needed.
- There is sufficient time to prepare the bids prior to the date set for opening the bids.

- (a) Contents of Invitation for Bid: Invitation for bids will contain the applicable information described, and any other information required for a particular purchase or sale.

In the case of purchases, the invitation for bids will contain the following information, if applicable to the purchase involved:

- GMT's address and name of issuing activity;
- Date of issuance;
- Date, hour, and place of opening;
- Description of the supplies or services to be furnished by the bidder in sufficient detail to permit full and free competition;
- Time of delivery or performance requirements;
- Permission, if any, to submit alternate bids;
- Bid Guarantee, performance bond, and payment bond requirements, if any;
- When considered necessary, a requirement that all bids must allow a period for acceptance by GMT of not less than a minimum period stipulated in the invitation for bids, and that bids offering less than the minimum stipulated acceptance period will be rejected (the minimum period so stipulated should be no more than reasonably required for evaluation of bids);
- In cases where bidders are required to have special technical qualifications, a statement of such qualifications;
- Directions for obtaining copies of any documents, such as plans, drawings, and specifications, which have been incorporated by reference;
- A statement that GMT reserves the right to reject any or all bids; and
- A statement that GMT reserves the right to cancel the invitation to bids, at its sole discretion, without penalty.
- A statement that bids received after the exact time set for opening are "late bids," and will not be considered for award, except in certain circumstances, such as registered or certified mail that was not delivered on a timely basis, or it was determined that there was mishandling on GMT's part.
- A statement that any modifications or bid withdrawals must be received prior to the set time for bid opening.
- Standard contract provisions provided by the Federal Transit Administration, as applicable. GMT maintains a number of boilerplate instructions and conditions that contain general and special provisions for certain contract types. This boilerplate is constantly being updated through changes to the



numerous federal documents that control it as well as occasional input from GMT staff and attorneys who work together on larger procurements, the result of which is used to improve our boilerplate incrementally.

- In the case of sales, the invitation for bids will contain a description of the property to be sold by GMT in sufficient detail to permit full and free competition.

(b) Methods for Soliciting Invitations for Bids - Specific methods used in solicitation of bids may include the following:

- All purchases and sales in which formal advertising is required will be awarded only after publication of the essential details of the invitation for bids in a newspaper of general circulation in the metropolitan area at least two weeks prior to the bid opening.
- A reasonable number of copies of invitations for bids, including specifications and other pertinent information, will be maintained at GMT's administrative office, unless the solicitation is being offered only in easily duplicated electronic form.

(c) Receipt and Safeguarding of Bids will be as follows:

- All bids (including modifications) received prior to the time of opening will be kept secure, and except as provided in the paragraph below, unopened.
- If an invitation for bids is canceled, or if a bidder effectively withdraws his/her bid in accordance with the specifications set forth, all bids, or the withdrawn bid, as the case may be, will be returned to the bidder(s).
- Unidentified bids may be opened solely for the purpose of identification, and then only by an official specifically designated for this purpose by the General Manager.
- If a sealed bid is opened by mistake, the person who opens the bid will immediately write his/her signature and position on the envelope, along with the date and time opened, as well as an explanation of why/how it was opened. The envelope will then be delivered to the General Manager, and will be resealed.

(d) Opening of Bids - The following steps are taken in regard to the opening of bids: The General Manager, or the Director of Maintenance, or the designated procuring director will decide and set the time for bid opening, and will so declare to those present. He/she or a designated official of GMT will then personally and publicly open all bids received prior to that time, and when practicable, read them aloud to the persons present, and have the bids recorded. The original of each bid will be carefully safe-guarded until the Abstract of Bids has been made and its accuracy verified.

- Examination of bids by interested persons will be permitted if it does not interfere unduly with the performance of GMT's business. However, original bids will not be allowed to pass out of the hands of an official of GMT, unless a duplicate bid is not available for public inspection. In such cases, the original bid may be examined by the public only under the immediate

supervision of an official of GMT, and under conditions which preclude possibility of a substitution, addition, deletion, or alteration in the bid.

- Bids will not be opened if a protest is received within the time limits specified in the protest procedures within this document.

(e) Recording of Bids - All legitimate bids will be abstracted and recorded on the “Abstract of Bids” document. Information recorded will include:

- An identification of the invitation for bids;
- Opening date
- General description of the item/contract being purchased or sold
- Names of each bidder
- Prices bid
- And any other information required by bid evaluation

When the items are too numerous to warrant the recording of all bids completely, entry should be made of the opening date, general description of the material, item number, and the price bid.

The abstract will be completed as soon as practicable after the bids have been opened. When all bids have been opened, the, General Manager, or the Director of Maintenance, or the designated procuring director will so certify on the abstract.

(f) Award of Bids - In the awarding of bid, GMT will execute the following actions: Unless all bids are rejected, award will be made by the Director of Maintenance, or General Manager, or the designated procuring director, within the time for acceptance specified in the bid, or extension thereof, to the responsible bidder whose bid, conforming to the invitation for bids, is the lowest bidder. Awards given to the “other than lowest bidder” are addressed in a succeeding section in this document.

Where the bids sought are for the award of concessions, GMT will accept the bid of that responsible and responsive bidder whose base bid and other material terms, conforming to the invitation for bids will be most advantageous to GMT, price and other factors considered.

In the event identical low bids are received, the General Manager along with the Director of Finance will conduct either a coin flip or draw names out of a hat and award to the winner (See also section on Competition; Non-Collusive Bids and Proposals.)

Awards will be made by mailing, or presenting the bidder with a formal award. All made by a bidder in the bid will be clearly and accurately set forth (either expressly, or by reference in the formal award document), since the award is an acceptance of the bid, and the bid and award constitute the contract.

(g) Amendment/Addenda of Invitation for Bids - If after issuance of an invitation for bids, but before the time for bid opening, it becomes necessary to make changes in

quantity, specification, delivery, schedules, opening dates, etc., or to correct a defective or ambiguous invitation, such changes will be accomplished by issuance of an amendment to the invitation for bids.

The amendment will be sent to everyone to whom invitations have been furnished. The following actions will also be taken:

- Before issuing an amendment to an invitation for bids, the period of time remaining until bid opening, and the need for extending this period must be considered.
- Where only a short time remains before the time set for bid opening, consideration should be given to notifying bidders of an extension of time by facsimile, telephone, or electronic mail. Such notification should be confirmed in the amendment.
- Acknowledgement of receipt of the amendment of invitation for bid should be received from each bidder.
- Any information given to a prospective bidder concerning an invitation for bids will be furnished promptly to all other prospective bidders, as an amendment to the invitation, if such information is necessary to the bidders in submitting bids on the invitation, or if the lack of such information would be prejudicial to uninformed bidders.
- No award will be made on the invitation, unless such amendment has been issued in sufficient time, to permit all prospective bidders to consider such information in submitting, or modifying their bids.

- (h) Cancellation of Invitations before Opening - GMT will include in all solicitations for invitations for bid a statement that GMT reserves that right to cancel the solicitation without penalty, at its sole discretion.

Since cancellations of an invitation for bids usually involves the loss of time, effort, and money spent by GMT and bidders in carrying the bidding process up to the point of cancellation,

- Invitations for bids should not be canceled unless cancellation is clearly in the public interest, such as where there is no longer a requirement for the supplies or services, or where amendments to the invitation would be of such magnitude that a new invitation is desirable.
- When an invitation is canceled prior to bid opening, bids which have been received will be returned unopened to the bidders, and a notice of cancellation will be sent to all prospective bidders.
- The notice of cancellation will identify the invitation for bid, briefly explain the reason for cancellation, and where appropriate, assure prospective bidders that they will be given an opportunity to bid on any re-solicitation of bids or any future requirements for the type of material or services involved.

- (i) Modification or Withdrawal of Bids - Bids may be modified or withdrawn in writing, by telecommunication, by facsimile, or by electronic mail. Modifications or

withdrawals must be received by GMT no later than the exact time set for opening of bids.

Acceptable procedures for modification or withdrawal of bids are as follows:

- Modifications received by facsimile transmission or by printed or electronic mail, will be sealed in an envelope by an official of GMT who will write thereon the date and time of receipt and by whom, the invitation for bid number and his/her signature. No information contained therein will be disclosed prior to the time set for bid opening.
- A bid may be withdrawn in person by a bidder or his/her authorized representative, provided his/her identity is made known, and he/she signs a receipt for the return of the bid, but only if the withdrawal is prior to the exact time set for opening of bids.

(j) Rejection of All Bids - GMT recognizes that the preservation of the integrity of the competitive bid system indicates that after bids have been opened, award must be made to that responsible bidder who submitted the lowest responsive bid, or in the case of a sale, to that responsible bidder who made the highest responsive bid. Every effort will be made to anticipate changes in a requirement prior to the date of opening and to notify all prospective bidders of any resulting modification or cancellation, thereby preventing the unnecessary exposure of bid prices. Invitations for bids may be canceled after opening but prior to award, and all bids rejected, where the General Manager determines in writing that:

- Inadequate or ambiguous specifications were given in the invitation;
- The supplies or services being purchased are no longer required;
- All otherwise acceptable bids received are at unreasonable prices;
- Reasonable evidence exists that bids were not independently arrived at in open competition, were collusive, or were submitted in bad faith; or
- For other reasons, cancellation is clearly in the best interest of GMT.

(k) Rejection of Individual Bids - Any bid which fails to conform to the essential requirements or specifications of the invitation for bids will be rejected, unless the invitation authorized the submission of alternate bids. Alternate bids must meet the requirements specified in the invitation. Other reasons for rejection of individual bids may include:

- Any bid which fails to conform to the delivery schedule or permissible alternates thereto stated in the IFB will be rejected as non-responsive.
- Bids where the bidder attempts to impose conditions which would modify requirements of the IFB, or limit his/her liability to GMT, such practices may include:
- Attempts to protect himself/herself against future changes in conditions, such as increased costs, or the total possible costs to GMT cannot be determined;
- Failure to state a price and in lieu thereof, states that the price will be “price in effect at time of delivery” or equivalent; or
- States a price but qualifies such price as being subject to “price in effect at time of delivery,” or equivalent. A low bidder may be requested to delete

objectionable conditions from his/her bid, provided these conditions do not go to the substance, as distinguishable from the form of the bid, or work an injustice on other bidders. A condition goes to the substance of a bid, where it affects price, quantity, quality, or delivery of the item offered.

- Any bid may be rejected if it is determined to be priced unreasonably.
- Low bids received for concerns determined to not be responsive, or from bidders determined to not be responsible, as stated in the section on Responsible Bidders, will be rejected.
- Where a bid guarantee is required and a bidder fails to furnish it in accordance with the requirements of the IFB, the bid will be rejected.

The originals of all rejected bids, and any written findings with respect to such rejection, will be preserved in the contract file.

- (l) Disposition of Late Bids - Late bids which are not considered for award will be held unopened until after award, and then returned to the bidder, unless other disposition is requested, or agreed to by the bidder. An unidentified bid however may be opened solely for the purpose of identification.

The following will, if available, be included in the contract file with respect to each late bid:

- The date and hour of mailing, filing, or delivery, as the case may be;
- The date and hour of receipt;
- The determination of whether or not the late bid was considered for award, with supporting facts;
- A statement of the disposition of the late bid; and
- The envelope or covering, if the late bid was considered for award.

- (m) Minor Informalities or Irregularities in Bids - A minor informality is one which is merely a matter of form, or is some immaterial variation from the exact requirements of the invitation for bids, having no effect or merely a trivial or negligible effect on the price, quantity, quality, or delivery of the supplies or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial to other bidders. The Director of Maintenance or the General Manager will either give the bidder an opportunity to correct the deficiency, or waive any such deficiency, where it is to GMT's advantage.

- (n) Mistakes in Bids - After opening of bids, the Director of Maintenance or General Manager will examine all bids for mistakes. In cases of apparent mistakes, and in cases where there is reason to believe that a mistake may have been made, he/she will request from the bidder a verification of the bid, calling attention to the suspected mistake. If the bidder alleges a mistake, the matter will be processed in the manner set forth below. Such actions will be taken prior to award:

Any clerical mistake apparent on the face of a bid may be corrected by the General Manager, if he/she has first obtained from the bidder, verification of the bid actually intended. Examples of such apparent mistakes are:

- Obvious error in placing decimal point;
- Obvious reversal of price f.o.b. destination and the price f.o.b. factory;
- Obvious error in destination of unit.

Correction will be reflected in the award document.

The General Manager is authorized to make the following administrative determination in connection with mistakes in bids, other than apparent clerical mistakes, alleged after opening of bids and prior to award:

- Where an official of GMT knows, or has reason to suspect, that a mistake in a bid has been made, a “Request for verification in bid” may be submitted to assure that the bid as confirmed is without error, or to elicit the allegation of a mistake by the bidder. In such case, a written request to the bidder that it verify its bid price will be prepared and submitted.
- Where the bidder requests permission to withdraw a bid, and clear and convincing evidence establishing the existence of a mistake, a determination permitting the bidder to withdraw his/her bid may be made;
- If the evidence is clear and convincing, as to the existence of a mistake, and as to the bid actually intended, and if the bid, (whether corrected or uncorrected) is the lowest bid received, a determination may be made to correct the bid and not permit its withdrawal.
- Where the bidder requests permission to correct a mistake in his/her bid, and clear and convincing evidence establishes the existence of a mistake, and as to the bid actually intended, a determination permitting the bidder to correct the mistake may be made; provided that, in the event such correction would not result in displacing one or more lower bids. If the evidence of the mistake, and the bid actually intended are not ascertainable substantially from the invitation and bid itself as opposed to evidence brought to GMT in response to a request for verification, correction will not be allowed.
- If the evidence is clear and convincing only as to the mistake, but not as to the intended bid, a determination permitting the bidder to withdraw his/her bid may be made.
- Where the evidence is not clear and convincing that the bid as submitted was not the bid intended, a determination may be made requiring that the bid be considered for award in the form submitted.

- (o) Change Order Policy - Changes to contract agreements after award will be approved by the **Director of Maintenance, or General Manager** in compliance with proper change order procedures contained in the contract conditions. All change orders must be documented in writing, be supported by a written justification, including a cost analysis of the individual cost elements, an analysis of whether the additional work was within the general scope of the original contract and whether the extension of time granted was reasonable, and signed and dated by the authorized officials.

Documentation of the change order should also be provided to the Grants Manager for inclusion in the federal quarterly reports.

(p) Concurrent Pre-Qualification and Invitation for Bid

When a concurrent prequalification and invitation for bid process is used, both the bids and qualification information will be submitted by the bid due date. First the prequalification information is evaluated through the objective qualification process, which is defined in advance of any bid procurement requiring qualifications. Then bids are opened only from contractors who meet the qualification criteria. Unopened bids are returned to bidders who do not meet the qualification criteria.

3. Request for Proposals (RFP)

Large purchases may be procured through competitive proposal/request for proposals, when conditions are not appropriate for the use of sealed bids. In such cases, either a fixed price, or cost reimbursement type contract is awarded.

(a) Publicizing the proposal: Proposals will be advertised in metropolitan newspapers, as well as solicitation from an adequate number of qualified sources. When appropriate, the RFP advertisement will be posted on Vermont's Department of Economic Development website.

(b) Selection Criteria - GMT will list, in the request for proposals, the selection criteria. Price should always be a selection criterion. GMT may list selection criteria in the request for proposals, in order of priority with weights, if any. This is the preferred method, because if it is not done, GMT must establish the priority, weights and scoring method on an internal document prior to the day the RFP becomes available to potential proposers.

(c) Evaluation of Proposals - Criteria for evaluation of proposals will be established prior to a request for proposals, and may include:

- Responsibility criteria, such as financial, human, and physical capacity to perform the contract (Refer to Best Practices Procurement Manual - Responsibility of Contractor), which may include but not be limited to technical design, technical approach, length of delivery schedules, quality of proposed personnel, and experience or past performance.
- Technical criteria - may include the technical experience of the proposer, the suitability of the products or methods proposed for GMT's needs, or objective performance criteria (fuel efficiency, percent savings guaranteed, proven ridership increases, etc.).
- Price criteria - price must be evaluated, unless the Brooks Act applies (where price is only considered after the most qualified proposer is identified for procurement of A&E services).
- Awards will be made to the responsible firm whose proposal is most advantageous to GMT's program, with price and other factors considered.
- Compliance criteria - will include responsiveness to proposal requirements.

- Management criteria - may include the qualifications of the project managers, the budget and schedule performance proposed and recorded on past projects, and the projected effectiveness of the management plan proposed.
- (d) Award of Proposals - GMT will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed agreement.

Consideration will be given to such factors as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources and capacity. Additionally, as stated above, awards will be made to the responsible firm whose proposal is most advantageous to GMT's program with price and other factors considered.

- (e) Request for Revised Proposals - In the event GMT finds it necessary to revise an initial request for proposal because of deficiencies, the decision to do so will be approved by the Director of Maintenance, , or the General Manager, and the deficiencies must be listed and explained.
- A complete revised proposal, including price (except as applicable under the Brooks Act) will be requested from each offeror in the competitive range.
  - Unless explicitly stated otherwise, the revised offer extinguishes the prior offer.
  - The proposer should identify all changes in the revised offer.
  - GMT may exercise the right to request revised proposals as many times as necessary in order to obtain the most advantageous offer.
- (f) Discussions and Clarifications (Negotiations) - GMT will exercise its right to hold discussions for clarifications with all offerors in the competitive range. At such time, negotiations and bargaining may be made that do not result in substantive changes to the RFP criteria. At which time, the offeror will have an opportunity to revise or modify his/her proposal. The discussions and negotiations may initially be written or oral, with appropriate documentation following the discussions. Strict confidentiality in such cases will be maintained. Emphasis will be made known to the offeror that the name and number of proposals received is not normally considered a public record and need not be released to competitors or the public at large.
- (g) Request for Best and Final Offer - A best and final offer (BAFO) may be requested from each offeror in the competitive range at the conclusion of discussions (negotiations) with those offerors. If an offeror does not respond to the request, GMT may consider the most recent offer to be the best and final offer. The request for best and final offer will include:



- Specific notice that discussions are concluded;
- Notice that this is the opportunity for the offeror to submit a best and final offer
- A definite, common cutoff date and time that allow a reasonable opportunity for the preparation and submission of the best and final offer, and Notice that the final offer must be received at the place designated by the time and date set in the request and is subject to any provisions dealing with the submissions, modifications, and withdrawals of proposals set forth in the solicitation.

Following receipt of the best and final offers, officials of GMT will evaluate them in accordance with terms of the solicitation and recommend award in accordance with those terms. GMT will make every attempt to submit only one request for best and final offer. However, in the event additional technical or price/cost related issues surface as a result of the offerors' final submissions or other factors that preclude a reasonable justification for contractor selection and award, GMT may submit request for subsequent best and final offers, as it may be clearly in the best interest of GMT.

- (h) Award Based on Initial Proposals - GMT may accept one of the initial proposals if it can be demonstrated that acceptance of the most favorable initial proposal without discussion will result in a fair and reasonable price. Solicitations for proposals will contain a notice that award may be made without discussion of proposals received, and that proposals should be submitted initially on the most favorable terms possible, from a price and technical standpoint.
- (i) Withdrawal of Proposal - In order to avoid frivolous offers, or offers submitted with the sole intention of casting light on other offers, the solicitation for the request for proposals will state a date and time by which offers must be submitted, and a period following that date during which offers remain firm. Proposers will be allowed to withdraw or modify their proposals up to the time due. However, it will also be stated that after that date all proposals are firm and cannot be withdrawn, regardless of whether the proposer has had second thoughts.
- (j) Debriefing Unsuccessful Offerors - GMT will maintain complete records on its award decision, and how it came to that decision. GMT will remain as objective as possible in making that decision. In the event a proposer was excluded from competitive range, and requests a debriefing, the General Manager, at his/her discretion will offer a candid explanation of the process. However, if GMT foresees that a dispute is probable, it is not required to notify or debrief unsuccessful offerors.

4. Procurement of Architectural and Engineering Services (A&E) For projects related to or leading to construction, an FTA recipient must use the qualifications-based

procurement procedures of 40 U.S.C. Chapter 11 (“Brooks Act” procedures) when contracting for A&E services and other services described in 49 U.S.C. Section 5325(b), which include program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping, or related services. Provided a sufficient number of qualified firms are eligible to compete for the third party contract, the contractor’s geographic location may be a selection criterion. The Brooks Act requires that:

- An offeror’s qualifications be evaluated;
- Price be excluded as an evaluation factor;
- Negotiations be conducted with only the most qualified offeror; and
- Failing agreement on price, negotiations with the next most qualified offeror be conducted until a contract award can be made to the most qualified offeror whose price is fair and reasonable to GMT.
- Geographic location of the A & E firm may be considered as a selection criterion. This is prohibited in all other types of procurement. This “qualification based procurement method” can only be used for the procurement of A&E services. This method of procurement cannot be used to obtain other types of services even though a firm that provides A&E services is also a potential source to perform other types of services.

5. Procurement by Noncompetitive Proposals (Sole Source)

Sole source procurements are procurements accomplished through solicitation or acceptance of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. A contract amendment or change order that is not within the scope of the original contract is also considered a sole source procurement that must comply with the guidelines below. Generally, sole source procurements may be negotiated by the Director of Maintenance, or the General Manager.

(a) General Guidelines for Sole Source Procurements

Procurement by noncompetitive proposals may be used when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

- The item is available only from a single source (i.e. utility services, checking prior procurements for the same or similar items, no identical or compatible parts or equipment available from any other source);
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (i.e. health and safety concerns); and

- FTA authorizes noncompetitive negotiations.

After solicitation of a number of sources, competition is determined inadequate, and after determining that the solicitation process was conducted appropriately, GMT may enter into negotiations with a single bidder.

(b) Sole Source Procurements of Preventive Maintenance Items - (Bus Parts) Over \$100,000

Preventive maintenance items such as bus parts may be procured under large purchases using:

- Cost analysis of the item(s) with appropriate documentation.
- GMT will certify in writing to FTA regional offices: (1) that such manufacturer or supplier is the only source for such item; and (2) that the price of the item is no higher than the price paid for such item by like customers.

(c) Sole Source Justifications

All sole source procurements, except bus parts covered above and under small purchases, must include a written cost in accordance with FTA rules. In addition, the circumstances necessitating sole source procurement should be included in the written cost analysis.

6. Single bids

In the event GMT advertises through Invitation for Bid, or Request for Proposals, and receives only one bid, before award of such bid, the General Manager will re-evaluate and document the process to determine if the invitation or proposal inadvertently disqualifies some potential competitors. Other factors that will be taken into consideration include the market conditions during the period of procurement and comments from respective bidders regarding the requirements in the bid. If it is determined that the initial invitation or proposal inadvertently disqualified some potential competitors, the requirements will be revised, and re-advertised. If after evaluation it is determined that the process and requirements set forth were not unnecessarily restrictive, GMT may make a decision to award the contract to the single bidder. In such a case, a cost analysis will be performed, and determination that the price is fair and reasonable will be established, using the guidelines in the section on cost analysis. Single bid procurements must still follow the rest of the procurement process including the evaluation of the single bidder in the case of RFPs. Documentation as to the reason for the single bid will be maintained.

7. Awards to Other than the Lowest Bidder

GMT may award a third party contract to other than lowest bidder, when such an award is in the best interest of GMT.

8. Acquisition of Real Property

GMT will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 42 U.S.C. and FTA Circular 5010.1D; when purchasing real property. In addition, it will reference 49 CFR 18.31 and 49 CFR 24 Subpart B, and FTA Circular 4220.1F.

9. Leasing Project Property to Another Party

In the event GMT chooses to lease property purchased with federal funds to another party, GMT agrees to retain ownership of the property, and assure that the lessee will use the property appropriately, either through a “Lease and Supervisory Agreement,” or another similar document. Upon request by FTA, GMT agrees to provide a copy of any relevant documents.

VIII. Protest Procedures

Protests concerning GMT’s purchasing policies, the contract requirements, the specifications, the bidding procedures, or the contract award, or any other request for explanation or clarification must be submitted in writing and must include the following information:

- The name and address of the protester.
- The name and telephone number of the protester’s contact person having responsibility.
- A complete statement of the grounds of the protest with full documentation of the protester’s claim.

A. Pre-award Protests

Pre-award protests must be received by GMT no less than ten (10) working days before the scheduled bid opening. GMT will respond to the protest in writing and render its final decision at least five (5) working days prior to bid opening. GMT will report such protests to the FTA regional office.

B. Post-award Protest

Post-award protests will be received no later than five (5) working days after notification of the award bid. GMT will have ten (10) working days after receipt of the formal protest package to evaluate, and issue a response, except in cases where the original bid has been awarded by the Board. In such cases, the decision to protest will be handled at the next regularly scheduled Board meeting, following completion of the staff review of the protests. GMT will report such protests to the FTA regional office.

C. Appeals to FTA

It is the responsibility of GMT to settle contract issues and disputes. GMT is committed to using good sound administrative practices and business judgments, as well as professional ethics. Reviews of protests by FTA will be limited to alleged failure by GMT to have followed proper protests procedures, or its failure to review a complaint or protest. Protesters dissatisfied with GMT’s final decision may appeal to FTA regional or Headquarters Office within five (5) working days of the date the protester knew or should have known of the violation.

IX. Contract Administration System

GMT will actively manage all contracts. This is generally done by the person at GMT who requested the service or goods. For example, the project manager oversees fabrication of bus shelters through meetings with the fabricator, monitoring installation of shelters, and notifying the fabricator if any warranty work is necessary. Likewise, the Drug and Alcohol Officer manages the testing contract. Contracts will be managed by the person requesting the goods or services, or assigned to other staff by the person requesting the goods or services.

X. Contract Clauses

A. Required Contract Clauses

GMT maintains a current list of required contract clauses applicable to contract type as required by the FTA. When establishing contract agreements, all contracts will include provisions to define a sound and complete agreement. GMT will also refer to the U.S. DOT FTA Master Agreement, U.S. DOT FTA Third Party Procurement Manual, and the U.S. DOT Best Practices Procurement Manual, and Appendix A.1, when establishing required contract clauses.

B. General Contract Clauses

GMT maintains a boilerplate of general contract clauses that apply to many types of purchases (see the Appendices for an example of the general contract clauses).

C. Special Contract Clauses and Additional Special Contract Clauses

Special contract clauses may be applied selectively to purchases based on contract type or some other variable criteria. In the case of special contract clauses, GMT may consult FTA rules and regulations and/or GMT General Counsel, before such clauses are incorporated into any contract agreement (see the Appendices for an example of the special contract clauses).

D. Procuring Equipment or Materials Using Option Clauses

1. Definition of Option Contract

An option is a unilateral right in a contract by which, for a specified time, GMT may elect to purchase additional equipment, supplies, or services called for by the contract, or may elect to extend the term of the contract.

2. FTA Requirements for Option Contracts

If GMT elects to use option clauses in contracts, the FTA requires the following:

- Evaluation of Options. The option quantities or periods contained in the contractor's bid or offer must be evaluated in order to determine contract award. When options have not been evaluated as part of the award, the exercise of such options will be considered sole source

procurement, and will be subject to a cost or price analysis before exercising.

- Exercise of Options. GMT will ensure that the exercise of an option is in accordance with the terms and conditions of the option stated in the initial contract award. It will also be determined that the option price is fair and reasonable or better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised

### 3. Purchasing Options on Other Grantee's Bus Procurement

In the event GMT elects to purchase options on another grantee's bus procurement GMT will follow the FTA guidelines related to this type of purchase which at a minimum would require that contracts have an assignability clause and meet all the requirements of GMT's purchasing policy. Further, it will be established that the original Purchaser's options are reduced by the same number that has been assigned to GMT, otherwise GMT understands that this may constitute a sole source procurement. A price analysis must also be performed before GMT exercises such an option.

## XI. Contract Guidance

### A. Maximum Length of Service and/or Supply Contracts

Contracts for bus rolling stock are not permitted to fulfill more than five years' worth of needs.

Contracts for services and or supplies may exceed five years so long as there is a written documentation of the term and a rationale for the time period of the contract.

### B. Purchasing Extended Warranties with Capital Grant Funds

GMT will not purchase any extended warranties with capital grant funds, unless it can be determined that such warranties do not exceed industry accepted standards, and service agreements will extend the life of equipment or increase its value. For the most part, warranties and service agreements will be treated as a normal expense of operations.

In the case of warranty provisions for bus procurements, GMT will adopt the American Public Transit Association's (APTA) Standard Bus Procurement Guidelines, which have been accepted as industry standard by FTA, and are summarized as follows for 12 year buses:

- Complete Bus - 1 year or 50,000 miles
- Body and Chassis (structural integrity) - 3 years or 150,000 miles
- Body and Chassis (corrosion/fatigue) - 12 years or 500,000 miles

- Propulsion System (i.e. engine, transmission, axles) - 5 years or 300,000 miles
- Major Subsystems (i.e. brakes, signs, heat, A/C, doors, air compressor/dryer, W/C lifts, ramps, starter, alternator) - 3 years or 150,000 miles

All RFPs, IFBs, and other solicitation documents and contracts will be maintained in the procurement files for purchase of such warranties or extended services.

### C. Payment Provisions In Contracts

#### 1. Using Advance Payments

GMT will not enter into any contractual agreement to pay any or part of the payments prior to costs incurred by the contractor, unless prior written concurrence is obtained from the FTA Administrator.

#### 2. Using Progress Payments

The two major types of progress payments are payments based on costs, and payments based on completion of work. FTA considers both types as contract financing methods. Instances GMT may use progress payments in accordance with FTA guidelines are:

- When payments are only made to the contractor for costs incurred in the performance of the contract, and
- When GMT is allowed to obtain title to property (materials, work in progress, and finished goods) for which progress payments are made. In lieu of obtaining a title, GMT may require an irrevocable letter of credit or equivalent means to protect its interest.

Additional guidelines may be adopted on a case by case basis from U.S. DOT FTA Best Practices Procurement Manual, which asserts that progress payments may be appropriate if:

- The contractor will not be able to bill for the first-delivery of products, or other performance milestones, for a substantial time after work begins. The usual time period for using progress payments is four months or more for small businesses, and six months or more for others, and
  - The contractor's expenditures prior to delivery of the first items will have a significant impact on his/her working capital.
- (a) Progress Payments Based on Costs – The Federal Government's customary progress payment rate is 80% of contract costs for large businesses and 85% of contract costs for small businesses. The total amount of progress payments may not exceed 80% of the total contract price.

- (b) Progress Payments Based on Percentage of Completion – The Federal government authorizes progress payments on its contracts based on a percentage stage of completion of the work. This type of progress payment is standard for construction contracts for all Federal agencies. 49 CFR Part 18.21(d) allows the use of percentage of completion method to pay construction contractors.



### 3. Withholding and Final Payment

GMT will refer to specific contract provisions that expressly authorize the withholding of payments, such as the Davis Bacon Act Clause, or the Contract Work Hours and Safety Standards Act Clause. GMT may also establish payment withholding based on the standard Federal government clause for the payment of fixed fee on Cost Plus Fixed Fee contracts, which call for a 15% withholding of the fixed fee until the contractor submits a certified final indirect cost rate proposal and otherwise complies with the final deliverable documentation requirements of the contract.

In the event GMT decides to withhold payments on a contract, it will ensure that the amount of money withheld bears a reasonable relationship to the unsatisfactory work (e.g. the amount withheld will represent a reasonable estimate of the contractor's potential liability). The amount withheld will not be so great however, such that it impairs the contractor's ability to perform.

Final payment will be made to the contractor when it has satisfied all of the deliverable requirements called for by all provisions of the contract, including all required documentation. Before making final payment, GMT may obtain a signed release from the contractor releasing it from further claims by the contractor.

## XII. Specific Contract Types

### A. Revenue Contracts

A revenue contract is any contract whose primary purpose is to either generate revenues in connection with a transit-related activity or to create business opportunities using an FTA-funded asset. Examples may include advertising, concessions (food and news stands), use of right-of-ways, licenses, and land and property leasing. GMT will adhere to the following conditions regarding such contracts:

- Contract time limits or written justifications for exceeding limits as noted earlier in this document.
- GMT will use competitive selection procedures for award of such contracts; and
- GMT will not exclude Disadvantaged Business Enterprises (DBEs) from participating in business opportunities by entering into long-term, exclusive agreements with non-DBEs for the operation of major transportation-related activities or major activities for the provision of goods and services.

## B. Use of Time and Materials Type Contracts

GMT will use time and materials type contracts only:

- After a determination that no other type contract is suitable; and
- If the contract specifies a ceiling price that the contractor will not exceed except at its own risk.

## XIII. Methods for Performing Cost and Price Analyses

GMT will conduct a cost or price analysis in connection with every large procurement action, including contract modifications. For small and micro purchases, refer to the appropriate sections.

A price analysis may be used in all other instances to determine the reasonableness of the proposed contract.

### A. Cost Analysis

#### 1. When to Perform a Cost Analysis

A cost analysis will be performed when:

- The offeror is required to submit the elements (i.e., Labor Hours, Overhead, Materials, etc.) of the estimated cost, e.g., under architectural and engineering services contracts; or
- Adequate price competition (2 or more bids or proposals) is lacking, and for sole source procurements, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public, or on the basis of prices set by law or regulation.

A price analysis may be used in all other instances to determine the reasonableness of the proposed contract.

#### 2. Cost Analysis Process

Some common elements in performing cost analysis may include the following:

- Making an estimate based on inspection of the product itself (with technical guidance), review of drawings, specifications, and prior data (such as cost data from prior procurements);
- Review of each element of cost to determine whether the offeror's estimate contains an accurate and reasonable prediction of the cost incurred during performance; and/or
- Adding a rate of profit to the cost that has been determined to be fair.

All reasonable costs of performance can be considered, however, the cost will be consistent with Federal cost principles found in Federal Acquisition Regulation Part 31.

**B. Price Analysis**

Some common price analysis techniques that may be considered may include:

- Comparison of proposed prices received in response to the solicitation;
- Comparison with competitive, published price lists, published market price of commodities, similar indexes, and discount or rebate arrangements;
- Comparison of proposed prices with the cost estimate performed prior to solicitation, if it can be performed such that it can render a reasonable determination that the price is reasonable; and
- Comparison of proposed prices received with prior procurement actions for the same or similar end items, with consideration given to:
- Changes in economic conditions between the times of the two procurements;
- Differences in quantities; and
- Inclusion of nonrecurring cost in the prices, such as design, capital equipment, production facilities, etc. To make a fair comparison, nonrecurring costs may be removed from both prices.

**C. Profit**

GMT will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

**D. Federal Cost Principles**

GMT will make every effort to ensure that all cost estimates included in negotiated prices are consistent with Federal cost principles. In doing so, GMT will reference past and current cost principles that comply with applicable Federal cost principles. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.

**XIV. Rental/Leasing in Lieu of Purchase**

In certain situations, GMT's equipment requirements may be more economically filled by rental/lease than by purchase. The decision to rent rather than purchase must be made on a case-by-case basis, and should only be used when it is in GMT's best interest. The Director of Finance should perform a lease versus purchase analysis to support the decision to rent or lease for amounts over \$100,000.

Decisions to rent/lease may be made for short-term leases of equipment which is required for a short time or for a unique task, or when it can be determined that it is easier to have equipment maintained if it is leased. Conversely, long term leases and leases for items that should be purchased and capitalized but cannot be because of budget constraints are not considered economically prudent.

A lease versus purchase analysis should be appropriate to the size and complexity of the procurement. In determining whether the lease of equipment is feasible, the following factors must be considered:

- Estimated length of the period the equipment is required and the amount of time of actual equipment usage;
- Financial and operating advantages of alternative types and makes of equipment;
- Total rental/lease cost for the estimated period of use;
- Net purchase price, if acquired by purchase;
- Transportation and installation costs;
- Maintenance and other service costs;
- Trade-in or salvage value;
- Imputed interest costs; and
- Availability of a servicing facility especially for highly complex equipment (can GMT service the equipment if it is purchased?)

For description of other leases and requirements such as Capital leases, leases involving Certificates of Participation, and Cross-Border leases, refer to U.S. DOT FTA Master Agreement.

#### XV. Purchasing / Leasing Buses with FTA Funds (Bus Testing)

To the extent applicable, GMT agrees to comply with the requirements of 49 U.S.C. FTA regulations, “Bus Testing,” and any revision thereto, for buses purchased or leased with FTA funds. GMT will certify to FTA that any new bus model required to be tested has been tested at the FTA-sponsored test facility in Altoona, Pennsylvania.

A new bus model is a bus design variation of a bus design (usually designated by the manufacturer by a specific name and/or model number) that has not been in use in U.S. mass transit service prior to October 1, 1988, or that has been in service prior to that date, but is being procured with a major change in configuration or components. A new bus model must be tested.

Bus testing requirements apply to different mass transit vehicles including vans, other small vehicles, medium-light-duty mid-size buses, and heavy-duty small and large buses. Bus testing does not apply to unmodified mass-produced vans, bus prototypes, some electric buses, or trolley buses (meaning genuine trolleys, not the replica trolleys popular today).

GMT will maintain documentation in the procurement files to demonstrate how this requirement has been implemented. This documentation will indicate whether a bus model has been tested and whether testing is required. For buses that require testing, a copy of the test report must be obtained prior to acceptance of the buses and expenditure of Federal funds.

Refer to the website [www.altoonabustest.psw.edu](http://www.altoonabustest.psw.edu) for the updated list of buses tested.

## XVI. Disposition of Surplus and Scrap

### A. Premature Withdrawal of Property from Use

GMT will notify FTA immediately when any Project real property, equipment, or supplies are prematurely withdrawn from appropriate use, whether by planned withdrawal, misuse, or casualty loss.

Unless otherwise approved by the FTA, GMT will remit to FTA its share of the fair market value of real property, equipment, or supplies prematurely withdrawn from appropriate use. The amount of Federal share in the property will be determined on the basis of the ratio of the Federal assistance awarded by the Federal Government for the property to the actual cost of the property.

GMT agrees that the fair market value of the property prematurely withdrawn from use will be calculated as outlined in the U.S. DOT FTA Master Agreement.

### B. Capital Inventory

GMT will conduct a physical inventory of equipment and reconcile the results with the equipment records every two years. Documentation of the inventory and any reconciliation with equipment records will be kept until a triennial review of that inventory.

### C. Identification of Surplus and Scrap

The identification of surplus and scrap will be the responsibility of the Director of Maintenance. The following justifications may apply:

- Equipment will be surplus when it becomes obsolete to GMT either because it has been replaced by more cost-efficient equipment, or because it serves equipment no longer in the GMT fleet.
- Parts are surplus when stock on hand exceeds a maximum, as established or revised due to use history, and are not expected to be used. This includes useful parts for vehicles no longer in the GMT fleet.
- Parts will be scrapped when they are not useful to GMT and other operators contracted, and they cannot be returned to the supplier.
- Equipment will be scrapped when it is non-functional and non-repairable, or when it is obsolete to GMT and all other operators GMT has contracted.

D. Disposition of Surplus Stock

Surplus stock uses both inventory space and working capital. It is the policy of GMT to dispose of surplus and scrap in the most effective manner available. Steps to be followed include, but are not necessarily limited to:

- Returning to vendor for credit
- Sale to other operators.

Surplus stock which cannot be returned or sold to another operator will not be sold as scrap while it is still applicable to vehicles in the GMT fleet. All sales over \$5,000 will be by cashier's check.

E. Disposition of Scrap

Parts or equipment identified as scrap will be sold to the highest bidder of at least two (2) scrap dealers willing to make bids, or to the highest bidder in a publicly advertised sale. Disposition of equipment identified as scrap will be coordinated with the Director of Finance and the Director of Maintenance, since its disposition may have grant or property record implications. All sales over \$5,000 will be by cashier's check.

F. Specific Procedures for Disposition of Surplus and Scrap

Specific procedures may include:

- Direct or third party competitive bidding procedures for all material offered for sale.
- Development of specifications for the surplus items and preparation of a solicitation and advertising of the items being offered for sale.
- Analysis of bids by the Director of Maintenance or the Director of Finance, with a written recommendation for award.

XVII. Appendices

Contract Clauses and provisions for procurements



# **TRANSIT ASSET MANAGEMENT PROGRAM (TAMP)**

Approved November, 2018



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# Acknowledgements

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Chapin Kaynor, Past Chair and Williston Commissioner

Bonnie Waninger, Vice Chair and Washington County Commissioner

Denis Barton, Secretary and Shelburne Commissioner

Paul Bohne, Treasurer and Essex Commissioner

Catherine Dimitruk, Franklin County Commissioner

Chapin Spencer, Burlington Commissioner

Catherine Miles, Burlington Commissioner

Phil Pouech, Hinesburg Commissioner

Ebony Nyoni, Winooski Commissioner

Bob Buermann, Grand Isle County Commissioner

John Sharrow, Milton Commissioner

Tasha Wallis, Lamoille County Commissioner



# Revision History

**Agency Name:** GREEN MOUNTAIN TRANSIT AUTHORITY

**Accountable Executive:** Mark A. Sousa

**Initial GMT Board Adoption Date:** 11/20/2018

**Original Effective Date:** 10/1/2018

Last Modified By (Name):		Last Modified (Date):

## Board approval

insert approval from board of commissioners when done

## Executive Summary

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

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

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

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

### Transit Asset Management Plan (TAMP) Policy:

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

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

### Agency Overview:

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

- 65 Fixed route buses;
- 88 Paratransit vehicles(including SSTA/CIDER/Essex);
- A centrally-located administration/operations/vehicle storage/refueling & maintenance facility; and
- Passenger Transfer station in Downtown Burlington

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

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

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

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



## SECTION 1: INTRODUCTION & APPLICABILITY

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

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

This TAMP outlines of how GMT will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system. The Authority’s approach to accomplish a SGR includes the strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on both engineering and economic analysis based upon quality of information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at a minimum practicable cost. This document shall cover the initial horizon period of 7/1/2018 to 6/30/2021. During this “horizon” period the Authority will amend this TAMP when there is a significant change to staff, assets, and/or operations occurring at the Authority.

### The Accountable Executive:

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

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

## TAMP Elements:

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

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

## Definitions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Tier I Provider:** Means a recipient that owns, operates, or manages either (1) one hundred and one (101) or more vehicles in revenue service during peak regular service across all fixed route modes or in any one non-fixed route mode, or (2) rail transit.

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

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

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

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

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

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

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

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

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

## State of Good Repair (SGR) Standards Policy:

The Authority's SGR policy is as follows:

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

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

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

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

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

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

### Useful Life Benchmark:

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

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

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

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

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

a) Buses:

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

b) Light Duty Vehicles:

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

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

## Condition Assessment:

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

## SGR Performance Measures & Targets:

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

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

## SECTION 2: ASSET INVENTORY PORTFOLIO

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

The Authority utilizes internal spreadsheet reports, Great Plains Accounting Software, Dossier fleet & facility management software, and Thingtech inventory software program to maintain inventory, schedule maintenance, and track the condition of assets. Assets are inventoried and tracked by entering the data into the Thingtech software (TT). The TT is a cloud based software solution GMT purchased to maintain the elements of the TAM inventory. The Authority maintenance department utilizes the Dossier software system to track and schedule fleet and facility maintenance. We also have our depreciable assets maintained in the accounting software, Microsoft Great Plains 2015.

### Rolling Stock:

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

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

The Authority operates two public transportation service divisions, Urban and Rural Services. The urban system is fixed route bus service with a fleet inventory consisting of 30', 35' and 40' Gillig diesel, MCI, and Medium Duty Cutaways (see Table 2.2).



The Rural Service fleet inventory consists of Ford, Chevrolet and Eldorado Cutaways. Also included in this fleet is the cutaway fleet we lease to our contractor for the urban paratransit services in our urban system (see Table 2.3).

## Equipment:

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

### Equipment: Non-Revenue Service Vehicles

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

In addition to the TAMP, data for non-revenue service vehicle equipment assets is maintained and updated in the Dossier system, the TT software, on a quarterly basis by the GMT Maintenance Supervisor and Grants & Procurement Coordinator. The following required data fields are maintained for each non-revenue service vehicle equipment asset:

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

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

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

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

In addition to the TAMP, data for non-vehicle equipment assets is maintained and updated in the TT Software on an annual basis by the GMT Maintenance Supervisor and Grants & Procurement Coordinator. The following required data fields are maintained for each non-vehicle equipment asset with an acquisition value of \$50,000 or more:

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

## Facilities

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

The Authority currently utilizes seven (7) separate locations for operations, administration, maintenance, storage, refueling, and passenger boarding activities. However, the Authority owns, operates, and has a direct capital responsibility for three (3) “compound” location which contains three facility assets-those being the Administrative & Maintenance at 15 Industrial, the Downtown Transit Center, and 1 Industrial Storage building.

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

In addition to the TAMP, data for facility assets is maintained and updated in the Inventory Software on an annual basis by the GMT Maintenance Supervisor and Grants & Procurement Coordinator. The following required data fields are maintained for each facility asset:

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

## SECTION 3: ASSET CONDITION ASSESSMENT

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

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

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

### Rolling Stock

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

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

### Equipment: Non-Revenue Service Vehicles

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

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

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

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

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

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

### Facilities

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

However, for the purposes of NTD reporting (Inventory & Condition Submittal), all Authority owned and 3<sup>rd</sup> party owned facility assets (regardless of direct capital responsibility) are included in the Facility Asset Inventory (see Table 2.5). Only Authority owned facility assets with a direct capital responsibility are assigned a facility asset condition rating. At the time of this writing, the Authority only owns, operates, and has a direct capital responsibility for its administration, operations, and maintenance headquarters; downtown transit station; and maintenance storage facility in Burlington, VT. The administrative offices and storage building are within the same compound on Industrial Avenue; while the DTC is in the Burlington Downtown district. Each of these facility assets were inspected and assessed individually.

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

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

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

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

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

The components and sub-components that will be inspected for a condition assessment in an administrative/Maintenance and/or Passenger/Parking Facility can be found on pages 10-14 of the GMT Facility and Equipment Maintenance Plan (SGR Facility/Building/Equipment Inspection Procedures & Inspection Assessment Standards). The 2017 facility condition assessment rating data can be found on Table 3.6. The 2017 facility inspection data showed that all three Authority facilities had an overall condition rating of 3.00.

## SECTION 4: DECISION SUPPORT TOOLS & MANAGEMENT APPROACH

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

### Decision Support Tools:

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

### Management Approach to Asset Management:

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

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

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

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

## SECTION 5: PRIORITIZED LIST of INVESTMENTS

### Investment Prioritization Process:

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

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

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

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

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



## SECTION 6: ANNUAL PERFORMANCE TARGETS & MEASURES

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

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

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

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

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

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

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

## SECTION 7: RECORDKEEPING & NTD REPORTING

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

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

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

## SECTION 8: UPDATES & CONTINUOUS IMPROVEMENT

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

This document shall cover a "horizon period" of time (7/1/2018 to 6/30/2021) beginning with the completion of the initial TAM plan in 2018, continuing with full implementation in FY 2019, and ending four years later on FFY 2021. Table 8.1 details the key data and action items for FTA TAMP compliance. This TAMP shall be amended during the four-year horizon period when there is a significant change to staff, assets, maintenance plans, and/or operations occurring at the Authority.

## SECTION 9: CONCLUSION

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

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

## Table of Tables

Table 1.1 - Annual TAM Goals:

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

Table 1.2 – Useful life benchmarks (ULB)

Asset Classification	ULB (Yrs)
<b>Bus</b>	12
<b>Cutaway Bus</b>	5
<b>Automobile</b>	4
<b>Mini-Van</b>	3
<b>Sport Utility Vehicle</b>	4

Table 2.1 – Summary of Asset Inventory

Assets are Authority owned with direct capital responsibility

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

Table 2.2 Urban Fleet Inventory

Attached

Table 2.3 Rural Fleet Inventory

Attached

Table 2.4 Non Revenue Vehicle Inventory

Attached

Table 2.5 Facility Inventory

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

Table 3.1 FTA TERM Rating Scale

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

Table 3.2 Fleet Condition Assessment

Attached

Table 3.3 Non-Revenue Vehicle Assessment

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

Table 3.4 Facility Condition Assessment

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

Table 4.1 GMT TAM Decision Support &amp; Capital Investment Planning Process

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



Table 4.2 GMT TAM Decision Support Tools

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

Table 4.3.1 Asset Management Approach: Acquisition &amp; Overhaul Strategy

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

Table 4.3.2 Asset Management Approach: Maintenance Strategy

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

Table 4.3.3 Asset Management Approach: Improvement Strategy

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

Table 4.3.4 Asset Management Approach: Disposal Strategy:

<b>Disposal Strategy:</b> Describe the Authority's strategy for disposing of assets that are being renewed or replaced. Describe the approval process and detail, including procedures for physically removing the asset from the property. As applicable, describe any planned changes or improvements to these processes, describing the strategies below.		
Asset Category	Asset Class	Disposal Strategy
Rolling Stock	Bus	Buses, Cutaway and non-revenue vehicles, once ULB is met or exceeded, are disposed of using the following method: 1) Approval received from VTRANS to initiate disposal procedures; 2) Vehicles are inspected, and a VTRANS vehicle disposition form is completed by the maintenance department; 3) Vehicles are placed out to bid and advertisements are placed on the Authority website and in both local newspapers; 4) Vehicle is sold to the highest bidder; 5) The Authority Maintenance Director creates the asset disposal form for documentation purposes; 6) The asset is written off the books by the Authority finance department and removed from TAMP tracking; and 6) The highest bidder receives title, and removes the vehicle from the property.  Cutaway vehicles have a ULB of 5 years and 150,000 miles. VTRANS approves acquisition and renewal of cutaway vehicles. Replacement can be forecasted up to three years in advance.  The replacement of non-revenue service vehicles will be once their ULB is met. VTRANS approves acquisition and renewal of service vehicles. Replacement can be forecasted up to three years in advance.
Rolling Stock	Cutaway	
Equipment	Non-Rev Vehicles	
Facility	Facility	Facilities are disposed once ULB is met or exceeded or conditions exist to permit a move, facility assets are disposed of using the following method: 1) Approval received from the Authority Board of Commissioners, and both the FTA and VTRANS to initiate disposal procedures; 2) The facility is inspected and appraised by the 3rd party; 3) Utilizing a real-estate company, the facility is placed up for sale and bid; 4) The facility is sold to the highest bidder, sale is approved by the Authority Board, and both FTA and VTRANS; 5) The Authority removes all property and vacates the location; 6) The asset is written off the books by the Authority finance department and removed from TAMP tracking; and 7) The highest bidder receives title, and takes ownership of the property.

Table 4.3.5 Asset Management Approach: Risk Management Strategy

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

Table 6.1 FTA TAM Asset Category Performance Measures

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

Table 8.1 GMT Key Dates

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

Table 2.2 Urban Fleet Inventory

Asset ID	Asset Class	Age	Model Year	Body Make	Model	Asset Class ULB	% Useful Life	Fuel Type	Odometer	Active	Estimated Replacement Cost	Location	OWNER
30821	Bus	6.38	2012	Gillig	G27B102N4	12	46.83	Diesel	215393	In-Service	\$ 540,378.63	GMT - Chittenden County	GMT
30822	Bus	6.38	2012	Gillig	G27B102N4	12	46.83	Diesel	216074	In-Service	\$ 540,378.63	GMT - Chittenden County	GMT
30823	Bus	6.38	2012	Gillig	G27B102N4	12	46.83	Diesel	189996	In-Service	\$ 540,378.63	GMT - Chittenden County	GMT
30824	Bus	6.38	2012	Gillig	G27B102N4	12	46.83	Diesel	203975	In-Service	\$ 540,378.63	GMT - Chittenden County	GMT
30825	Bus	6.38	2012	Gillig	G27B102N4	12	46.83	Diesel	208804	In-Service	\$ 540,378.63	GMT - Chittenden County	GMT
30581	Bus	11.23	2007	Gillig	G27B102N4	12	6.44	Diesel	379307	In-Service	\$ 452,548.72	GMT - Chittenden County	GMT
30582	Bus	11.23	2007	Gillig	G27B102N4	12	13.64	Diesel	371568	In-Service	\$ 452,548.72	GMT - Chittenden County	GMT
30583	Bus	11.22	2007	Gillig	G27B102N4	12	6.51	Diesel	363481	In-Service	\$ 451,302.42	GMT - Chittenden County	GMT
30589	Bus	11.22	2007	Gillig	G27B102N4	12	6.51	Diesel	381340	In-Service	\$ 453,795.03	GMT - Chittenden County	GMT
30590	Bus	11.26	2007	Gillig	G27B102N4	12	6.19	Diesel	398381	In-Service	\$ 453,795.03	GMT - Chittenden County	GMT
30591	Bus	11.25	2007	Gillig	G27B102N4	12	6.21	Diesel	394291	In-Service	\$ 453,795.03	GMT - Chittenden County	GMT
30954	Bus	0.88	2017		G27B102N4	12	92.69	Diesel	23731	In-Service	\$ 647,576.13	GMT - Chittenden County	GMT
30953	Bus	0.88	2017	Gillig	G27B102N4	12	92.69	Diesel	23963	In-Service	\$ 647,576.13	GMT - Chittenden County	GMT
30955	Bus	0.88	2017		G27B102N4	12	92.69	Diesel	21613	In-Service	\$ 647,576.13	GMT - Chittenden County	GMT
30963	Bus	0.81	2017		G27D102N4	12	93.22	Diesel	18140	In-Service	\$ 654,484.82	GMT - Chittenden County	GMT
30964	Bus	0.79	2017		G27D102N4	12	93.45	Diesel	16935	In-Service	\$ 654,484.82	GMT - Chittenden County	GMT
30961	Bus	0.81	2017		G27D102N4	12	93.22	Diesel	17228	In-Service	\$ 654,484.82	GMT - Chittenden County	GMT
30958	Bus	0.87	2017		G27D102N4	12	92.72	Diesel	19301	In-Service	\$ 654,484.82	GMT - Chittenden County	GMT
30959	Bus	0.87	2017		G27D102N4	12	92.72	Diesel	20192	In-Service	\$ 654,484.82	GMT - Chittenden County	GMT
30960	Bus	0.8	2017		G27D102N4	12	93.31	Diesel	18616	In-Service	\$ 654,484.82	GMT - Chittenden County	GMT
30962	Bus	0.8	2017		G27D102N4	12	93.31	Diesel	17866	In-Service	\$ 654,484.82	GMT - Chittenden County	GMT
30619	Bus	9.7	2009	Gillig	G27D102N4	12	19.16	Diesel	321890	In-Service	\$ 516,669.75	GMT - Chittenden County	GMT
30621	Bus	9.7	2009	Gillig	G27D102N4	12	19.13	Diesel	311808	In-Service	\$ 481,414.54	GMT - Chittenden County	GMT
30622	Bus	9.7	2009	Gillig	G27D102N4	12	19.13	Diesel	316760	In-Service	\$ 481,414.54	GMT - Chittenden County	GMT
30623	Bus	9.7	2009	Gillig	G27D102N4	12	19.16	Diesel	299193	In-Service	\$ 481,414.54	GMT - Chittenden County	GMT
30624	Bus	9.7	2009	Gillig	G27D102N4	12	19.18	Diesel	303243	In-Service	\$ 516,669.75	GMT - Chittenden County	GMT
30625	Bus	9.7	2009	Gillig	G27D102N4	12	19.16	Diesel	316103	In-Service	\$ 481,414.54	GMT - Chittenden County	GMT
30627	Bus	9.7	2009	Gillig	G27D102N4	12	19.16	Diesel	310368	In-Service	\$ 481,414.54	GMT - Chittenden County	GMT
30628	Bus	9.7	2009	Gillig	G27D102N4	12	19.16	Diesel	307258	In-Service	\$ 481,414.54	GMT - Chittenden County	GMT
30671	Bus	8.99	2009	Gillig	G27D102N4	12	25.07	Diesel	359289	In-Service	\$ 497,263.39	GMT - Chittenden County	GMT
30672	Bus	8.99	2009	Gillig	G27D102N4	12	25.07	Diesel	350023	In-Service	\$ 497,263.39	GMT - Chittenden County	GMT
30673	Bus	8.99	2009	Gillig	G27D102N4	12	25.07	Diesel	347557	In-Service	\$ 497,263.39	GMT - Chittenden County	GMT
30674	Bus	8.99	2009	Gillig	G27D102N4	12	25.07	Diesel	345265	In-Service	\$ 497,263.39	GMT - Chittenden County	GMT
30675	Bus	8.99	2009	Gillig	G27D102N4	12	25.07	Diesel	329368	In-Service	\$ 497,263.39	GMT - Chittenden County	GMT
30826	Bus	6.37	2012	Gillig	G27D102N4	12	46.94	Diesel	188958	In-Service	\$ 552,754.45	GMT - Chittenden County	GMT
30827	Bus	6.36	2012	Gillig	G27D102N4	12	47.01	Diesel	181507	In-Service	\$ 552,754.45	GMT - Chittenden County	GMT
30851	Bus	5.67	2013	Gillig	G27D102N4	12	52.79	Diesel	176799	In-Service	\$ 566,494.27	GMT - Chittenden County	GMT
30626	Bus	9.7	2009	Gillig	G27D102N4	12	19.16	Diesel	313239	In-Service	\$ 481,414.54	GMT - Chittenden County	GMT
30584	Bus	11.19	2007	Gillig	G27D102N4	12	6.76	Diesel	360712	In-Service	\$ 492,178.46	GMT - Chittenden County	GMT
30585	Bus	11.19	2007	Gillig	G27D102N4	12	6.76	Diesel	345105	In-Service	\$ 492,455.42	GMT - Chittenden County	GMT
30586	Bus	11.19	2007	Gillig	G27D102N4	12	6.76	Diesel	342070	In-Service	\$ 492,455.42	GMT - Chittenden County	GMT



Table 2.3 Rural Fleet Inventory

Asset ID	Asset Class	Age	Model Year	Body Make	Model	Asset Class ULB	% Useful Life	Fuel Type	Odometer	Active	Estimated Replacement Cost	Location	OWNER
30930	Cutaway bus	1.93	2017	Ford	E450	5	61.37	Gas	65269	ACTIVE	\$ 77,360.95	SSTA	GMT
30932	Cutaway bus	1.93	2017	Ford	E450	5	61.37	Gas	44608	ACTIVE	\$ 77,360.95	SSTA	GMT
30931	Cutaway bus	1.93	2017	Ford	E450	5	61.37	Gas	51566	ACTIVE	\$ 77,360.95	SSTA	GMT
30943	Cutaway bus	1.43	2017	Ford	E450	5	71.4	Gas	31932	ACTIVE	\$ 77,842.94	SSTA	GMT
30933	Cutaway bus	1.93	2017	Eldorado	E450	5	61.37	Gas	52718	ACTIVE	\$ 77,360.95	SSTA	GMT
30944	Cutaway bus	1.43	2017	Ford	E450	5	71.4	Gas	32504	ACTIVE	\$ 77,842.94	SSTA	GMT
30936	Cutaway bus	1.82	2017	Ford	E450	5	63.62	Gas	53405	ACTIVE	\$ 90,249.93	GMT - FTI	GMT
30937	Cutaway bus	1.79	2017	Ford	E450	5	64.16	Gas	49821	ACTIVE	\$ 90,249.93	GMT - Berlin	GMT
30929	Cutaway bus	2.01	2017	Eldorado	E450	5	59.73	Gas	66494	ACTIVE	\$ 77,360.95	SSTA	GMT
30938	Cutaway bus	1.78	2017	Ford	E450	5	64.44	Gas	59310	ACTIVE	\$ 90,249.93	GMT - Berlin	GMT
30935	Cutaway bus	1.93	2017	Ford	E450	5	61.32	Gas		ACTIVE	\$ 74,418.59	Essex	GMT
30939	Cutaway bus	1.8	2017	Ford	E450	5	63.95	Gas	51538	ACTIVE	\$ 90,483.94	GMT - STowe/Lamoille	GMT
30818	Cutaway bus	6.55	2012	Eldorado	Express G4500	5	-31.07	Gas	144801	ACTIVE	\$ 104,880.07	GMT - FTI	GMT
30855	Cutaway bus	5.29	2013	Eldorado	AeroElite320	5	-5.86	Diesel	108608	ACTIVE	\$ 173,854.78	GMT - Chittenden County	GMT
30777	Cutaway bus	7.22	2011	Chevrolet	Express G3500	5	-44.44	Diesel	163105	ACTIVE	\$ 97,336.62	GMT - Berlin	GMT
30779	Cutaway bus	7.22	2011	Eldorado	Express G3500	5	-44.44	Diesel	125337	ACTIVE	\$ 88,443.85	GMT - Berlin	GMT
30780	Cutaway bus	7.22	2011	Eldorado	Express G3500	5	-44.44	Diesel	152199	ACTIVE	\$ 88,443.85	GMT - Berlin	GMT
30784	Cutaway bus	7.04	2011	Eldorado	Express G3500	5	-40.71	Diesel	123864	ACTIVE	\$ 98,201.57	GMT - Berlin	GMT
30786	Cutaway bus	7.03	2011	Eldorado	E450	5	-40.66	Gas	177700	ACTIVE	\$ 71,988.41	SSTA	GMT
30787	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	120007	ACTIVE	\$ 98,046.44	GMT - Sugarbush	GMT
30788	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	89876	ACTIVE	\$ 98,046.44	GMT - Sugarbush	GMT
30790	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	127983	ACTIVE	\$ 98,046.44	GMT - Sugarbush	GMT
30791	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	101371	ACTIVE	\$ 98,046.44	GMT - Sugarbush	GMT
30789	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	116291	ACTIVE	\$ 98,046.44	GMT - Sugarbush	GMT
30792	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	155999	ACTIVE	\$ 98,046.44	GMT - Berlin	GMT
30905	Cutaway bus	3.53	2015	Eldorado	E450	5	29.48	Gas	89204	ACTIVE	\$ 73,658.00	SSTA	GMT
30906	Cutaway bus	3.52	2015	Eldorado	E450	5	29.59	Gas	108941	ACTIVE	\$ 73,658.00	SSTA	GMT
30907	Cutaway bus	3.52	2015	Eldorado	E450	5	29.59	Gas	100630	ACTIVE	\$ 73,658.00	SSTA	GMT
30908	Cutaway bus	3.53	2015	Eldorado	E450	5	29.48	Gas	107542	ACTIVE	\$ 73,658.00	SSTA	GMT
30915	Cutaway bus	3.33	2015	Eldorado	E450	5	33.37	Gas	88287	ACTIVE	\$ 73,658.00	SSTA	GMT
30752	Cutaway bus	8.97	2010	Eldorado	E450	5	-79.34	Gas		ACTIVE	\$ 64,671.59	Montpelier Senior Center	GMT
30753	Cutaway bus	8.93	2010	Eldorado	E450	5	-78.68	Diesel		ACTIVE	\$ 86,873.42	GMT - Berlin	GMT
30755	Cutaway bus	8.93	2010	Eldorado	E450	5	-78.68	Diesel		ACTIVE	\$ 86,873.42	GMT - Berlin	GMT
30793	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	128131	ACTIVE	\$ 98,046.44	GMT - Sugarbush	GMT
30794	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	131228	ACTIVE	\$ 98,046.44	GMT - Berlin	GMT
30795	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	88376	ACTIVE	\$ 98,046.44	GMT - Sugarbush	GMT
30797	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	131302	ACTIVE	\$ 103,200.17	GMT - Berlin	GMT
30798	Cutaway bus	7.03	2012	Eldorado	Express G3500	5	-40.6	Diesel	85078	ACTIVE	\$ 103,200.17	GMT - STowe/Lamoille	GMT
30806	Cutaway bus	6.67	2012	Eldorado	E450	5	-33.32	Gas	91873	ACTIVE	\$ 64,325.93	Essex	GMT
30807	Cutaway bus	6.63	2012	Eldorado	Amerivan	5	-32.55	Gas		ACTIVE	\$ 49,502.15	CIDER	GMT
30848	Cutaway bus	5.83	2013	Eldorado	AeroElite320	5	16.75	Diesel	138113	ACTIVE	\$ 171,565.38	GMT - Berlin	GMT



Table 2.3 Rural Fleet Inventory

Asset ID	Asset Class	Age	Model Year	Body Make	Model	Asset Class ULB	% Useful Life	Fuel Type	Odometer	Active	Estimated Replacement Cost	Location	OWNER
30849	Cutaway bus	5.83	2013	Eldorado	Express G3500	5	-16.55	Diesel	168880	ACTIVE	\$ 171,565.38	GMT - Berlin	GMT
30865	Cutaway bus	5.04	2014	Eldorado	E450	5	-0.77	Gas	75929	ACTIVE	\$ 67,621.52	CIDER	GMT
30866	Cutaway bus	5.04	2014	Eldorado	E450	5	-0.77	Gas	86502	ACTIVE	\$ 67,621.52	CIDER	GMT
30867	Cutaway bus	5.19	2013	Eldorado	Express G4500	5	-3.89	Diesel	127959	ACTIVE	\$ 94,865.28	GMT - FTI	GMT
30868	Cutaway bus	5.19	2013	Eldorado	Express G4500	5	-3.89	Diesel	124592	ACTIVE	\$ 94,865.28	GMT - FTI	GMT
30869	Cutaway bus	5.19	2013	Eldorado	Express G4500	5	-3.89	Diesel	134272	ACTIVE	\$ 94,865.28	GMT - FTI	GMT
30870	Cutaway bus	5.19	2013	Eldorado	Express G4500	5	-3.89	Diesel	132826	ACTIVE	\$ 94,865.28	GMT - FTI	GMT
30871	Cutaway bus	5.19	2013	Eldorado	Express G4500	5	-3.89	Diesel	132187	ACTIVE	\$ 94,865.28	GMT - FTI	GMT
30893	Cutaway bus	3.72	2015	Eldorado	E450	5	25.7	Gas	85532	ACTIVE	\$ 85,655.97	GMT - Berlin	GMT
30894	Cutaway bus	3.6	2015	Eldorado	E450	5	27.95	Gas	123667	ACTIVE	\$ 86,030.91	GMT - Berlin	GMT
30895	Cutaway bus	3.61	2015	Eldorado	E450	5	27.89	Gas	83104	ACTIVE	\$ 86,030.91	GMT - Berlin	GMT
30896	Cutaway bus	3.61	2015	Eldorado	E450	5	27.89	Gas	105306	ACTIVE	\$ 86,030.91	GMT - FTI	GMT
30899	Cutaway bus	3.61	2015	Eldorado	Amerivan	5	27.89	Gas	57009	ACTIVE	\$ 49,502.15	CIDER	GMT
30900	Cutaway bus	3.55	2015	Eldorado	E450	5	29.04	Gas	91198	ACTIVE	\$ 86,030.91	GMT - Berlin	GMT
30901	Cutaway bus	3.52	2015	Eldorado	E450	5	29.53	Gas	98775	ACTIVE	\$ 86,030.91	GMT - Berlin	GMT
30902	Cutaway bus	3.52	2015	Eldorado	E450	5	29.53	Gas	77784	ACTIVE	\$ 86,256.53	GMT - Sugarbush	GMT
30903	Cutaway bus	3.52	2015	Eldorado	E450	5	29.59	Gas	76475	ACTIVE	\$ 86,256.53	GMT - STowe/Lamoille	GMT
30904	Cutaway bus	3.52	2015	Eldorado	E450	5	29.53	Gas	87797	ACTIVE	\$ 86,030.91	GMT - FTI	GMT
30910	Cutaway bus	3.43	2015	Eldorado	E450	5	31.45	Gas	80012	ACTIVE	\$ 86,256.53	GMT - STowe/Lamoille	GMT
30911	Cutaway bus	3.35	2015	Eldorado	E450	5	32.93	Gas	70503	ACTIVE	\$ 86,256.53	GMT - STowe/Lamoille	GMT
30912	Cutaway bus	3.35	2015	Eldorado	E450	5	32.93	Gas	84868	ACTIVE	\$ 86,256.53	GMT - STowe/Lamoille	GMT
30864	Cutaway bus	5.19	2013	Eldorado	E450	5	-3.89	Gas	149073	ACTIVE	\$ 69,818.15	SSTA	GMT
30872	Cutaway bus	4.95	2013	Eldorado	E450	5	1.1	Gas	127202	ACTIVE	\$ 69,818.15	SSTA	GMT
30881	Cutaway bus	4.95	2013	Eldorado	E450	5	1.1	Gas	135298	ACTIVE	\$ 69,818.15	SSTA	GMT
30693	Cutaway bus	7.61	2011	Eldorado	E450	5	-52.16	Gas	216856	ACTIVE	\$ 70,989.05	SSTA	GMT
30694	Cutaway bus	7.61	2011	Eldorado	E450	5	-52.16	Gas	226680	ACTIVE	\$ 70,989.05	SSTA	GMT
30695	Cutaway bus	7.61	2011	Eldorado	E450	5	-52.16	Gas		ACTIVE	\$ 70,989.05	SSTA	GMT
30811	Cutaway bus	6.55		Eldorado	E450	5	-31.01	Gas	196990	ACTIVE	\$ 72,057.32	SSTA	GMT
30813	Cutaway bus	6.55	2012	Eldorado	E350	5	-31.01	Gas	176305	ACTIVE	\$ 72,057.32	SSTA	GMT
30814	Cutaway bus	6.55	2012	Eldorado	E450	5	-31.01	Gas	187768	ACTIVE	\$ 72,057.32	SSTA	GMT
30812	Cutaway bus	6.55	2012	Eldorado	E450	5	-31.01	Gas	182950	ACTIVE	\$ 72,057.32	SSTA	GMT
30815	Cutaway bus	6.55	2012	Eldorado	E450	5	-31.01	Gas	109235	ACTIVE	\$ 71,385.84	CIDER	GMT
30762	Cutaway bus	8.6	2010	Eldorado	E450	5	-72.05	Diesel	163349	ACTIVE	\$ 83,760.79	GMT - STowe/Lamoille	GMT
30764	Cutaway bus	8.32	2010	Eldorado	E450	5	-66.36	Diesel		ACTIVE	\$ 85,802.73	GMT - Berlin	GMT
30765	Cutaway bus	8.32	2010	Eldorado	E450	5	-66.36	Diesel	168348	ACTIVE	\$ 85,802.73	GMT - Berlin	GMT
30766	Cutaway bus	8.03	2011	Eldorado	E450	5	-60.6	Gas	87814	ACTIVE	\$ 67,128.83	GMT - Berlin	GMT
30776	Cutaway bus	7.22	2011	Eldorado	Express G3500	5	-44.44	Diesel	165695	ACTIVE	\$ 97,336.62	GMT - Berlin	GMT
30808	Cutaway bus	6.55	2012	Eldorado	Amerivan	5	-30.96	Gas	104529	ACTIVE	\$ 49,502.15	SSTA	GMT
30809	Cutaway bus	6.55	2012	Eldorado	E450	5	-31.01	Gas	174945	ACTIVE	\$ 72,057.32	SSTA	GMT
30810	Cutaway bus	6.55	2012	Eldorado	E450	5	-31.01	Gas	175185	ACTIVE	\$ 72,057.32	SSTA	GMT
30816	Cutaway bus	6.55	2012	Eldorado	Express G4500	5	-31.07	Diesel	128475	ACTIVE	\$ 99,726.34	GMT - FTI	GMT





Table 3.2 Fleet Condition assessment

Provider Vehicle #	Body Make	Model	Model Year	Age	Odometer	Asset Class ULB	Length (feet)	Fuel Type	Overall Condition
SSTA 318-15	Chevrolet	Malibu	2015	3.51	92216	4	16	Gas	1 - Poor
G20	Chevrolet	Malibu	2012	5.97	44172	4	16	Gas	1 - Poor
G21	Chevrolet	Malibu	2012	5.97	48096	4	16	Gas	1 - Poor
SSTA 301-12	Chevrolet	Malibu	2012	5.97	103061	4	16	Gas	1 - Poor
SSTA 303-12	Chevrolet	Malibu	2012	5.97	115443	4	16	Gas	1 - Poor
SSTA 311-12	Chevrolet	Malibu	2012	5.97	113530	4	16	Gas	1 - Poor
SSTA 312-12	Chevrolet	Malibu	2012	5.97	116732	4	16	Gas	1 - Poor
SSTA 313-14	Chevrolet	Malibu	2014	4.77	138149	4	16	Gas	1 - Poor
	Chevrolet	Malibu	2014	4.77	143211	4		Gas	1 - Poor
SSTA 315-14	Chevrolet	Malibu	2014	4.77	136429	4	16	Gas	1 - Poor
SSTA 316-14	Chevrolet	Malibu	2014	4.77	87993	4	16	Gas	1 - Poor
SSTA 302-11	Chevrolet	Malibu	2011	7.93	122608	4	16	Gas	1 - Poor
	Chevrolet	Express G3500	2011	7.22	163105	5	24	Diesel	1 - Poor
272	Eldorado	Express G3500	2011	7.22	125337	5	24	Diesel	1 - Poor
272	Eldorado	Express G3500	2011	7.22	152199	5	24	Diesel	1 - Poor
277	Eldorado	Express G3500	2011	7.04	123864	5	24	Diesel	1 - Poor
360	Eldorado	Express G3500	2012	7.03	120007	5	24	Diesel	1 - Poor
364	Eldorado	Express G3500	2012	7.03	89876	5	24	Diesel	1 - Poor
	Eldorado	Express G3500	2012	7.03	127983	5	24	Diesel	1 - Poor
361	Eldorado	Express G3500	2012	7.03	101371	5	24	Diesel	1 - Poor
363	Eldorado	Express G3500	2012	7.03	116291	5	24	Diesel	1 - Poor
279	Eldorado	Express G3500	2012	7.03	155999	5	24	Diesel	1 - Poor
367	Eldorado	Express G3500	2012	7.03	128131	5	24	Diesel	1 - Poor
278	Eldorado	Express G3500	2012	7.03	131228	5	24	Diesel	1 - Poor
365	Eldorado	Express G3500	2012	7.03	88376	5	24	Diesel	1 - Poor
280	Eldorado	Express G3500	2012	7.03	131302	5	24	Diesel	1 - Poor
484	Eldorado	Express G3500	2012	7.03	85078	5	24	Diesel	1 - Poor
	Eldorado	Express G3500	2013	5.83	168880	5	32	Diesel	1 - Poor
	Eldorado	Express G3500	2011	7.22	165695	5	24	Diesel	1 - Poor
F22	Eldorado	Express G4500	2013	5.19	127959	5	24	Diesel	1 - Poor
F23	Eldorado	Express G4500	2013	5.19	124592	5	24	Diesel	1 - Poor
F24	Eldorado	Express G4500	2013	5.19	134272	5	24	Diesel	1 - Poor
F25	Eldorado	Express G4500	2013	5.19	132826	5	24	Diesel	1 - Poor
F26	Eldorado	Express G4500	2013	5.19	132187	5	24	Diesel	1 - Poor
F21	Eldorado	Express G4500	2012	6.55	128475	5	24	Diesel	1 - Poor
485	Eldorado	Express G4500	2012	6.55	98801	5	24	Diesel	1 - Poor
486	Eldorado	Express G4500	2012	6.55	101285	5	24	Diesel	1 - Poor
486	Eldorado	Express G4500	2012	6.55	191574	5	24	Diesel	1 - Poor
CIDER 9	Eldorado	Amerivan	2012	6.63		5	16.8	Gas	1 - Poor
	Eldorado	Amerivan	2015	3.61	57009	5	16.8	Gas	1 - Poor
SSTA 49-12	Eldorado	Amerivan	2012	6.55	104529	5	16.8	Gas	1 - Poor
CIDER #8	Eldorado	Amerivan	2016	1.72		4	16.8	Gas	3 - Adequate
CIDER 2	Dodge	Amerivan	2010	8.9		4	16.8	Gas	1 - Poor
F20	Eldorado	Express G4500	2012	6.55	144801	5	24	Gas	1 - Poor

Table 3.2 Fleet Condition assessment

Provider Vehicle #	Body Make	Model	Model Year	Age	Odometer	Asset Class ULB	Length (feet)	Fuel Type	Overall Condition
SSTA 42-12	Eldorado	E350	2012	6.55	176305	5	22	Gas	1 - Poor
SSTA #77-16	Ford	E450	2017	1.93	65269	5	22	Gas	3 - Adequate
SSTA #79-16	Ford	E450	2017	1.93	44608	5	22	Gas	3 - Adequate
SSTA #78-16	Ford	E450	2017	1.93	51566	5	22	Gas	3 - Adequate
SSTA #85-17	Ford	E450	2017	1.43	31932	5	22	Gas	4 - Good
	Eldorado	E450	2017	1.93	52718	5	22	Gas	3 - Adequate
	Ford	E450	2017	1.43	32504	5	22	Gas	4 - Good
#F29	Ford	E450	2017	1.82	53405	5	24	Gas	4 - Good
#294	Ford	E450	2017	1.79	49821	5	24	Gas	4 - Good
SSTA 76-16	Eldorado	E450	2017	2.01	66494	5	22	Gas	4 - Good
#295	Ford	E450	2017	1.78	59310	5	24	Gas	4 - Good
E5	Ford	E450	2017	1.93		5	22	Gas	3 - Adequate
#491	Ford	E450	2017	1.8	51538	5	24	Gas	3 - Adequate
SSTA 25-11	Eldorado	E450	2011	7.03	177700	5	22	Gas	1 - Poor
	Eldorado	E450	2015	3.53	89204	5		Gas	1 - Poor
SSTA 66-15	Eldorado	E450	2015	3.52	108941	5	22	Gas	1 - Poor
SSTA 67-15	Eldorado	E450	2015	3.52	100630	5	22	Gas	1 - Poor
SSTA 68-15	Eldorado	E450	2015	3.53	107542	5	22	Gas	1 - Poor
	Eldorado	E450	2015	3.33	88287	5		Gas	1 - Poor
M1	Eldorado	E450	2010	8.97		5	24	Gas	1 - Poor
F16	Eldorado	E450	2010	8.93		5	25	Diesel	1 - Poor
268	Eldorado	E450	2010	8.93		5	25	Diesel	1 - Poor
E4	Eldorado	E450	2012	6.67	91873	5	22	Gas	1 - Poor
	Eldorado	E450	2014	5.04	75929	5		Gas	1 - Poor
CIDER 5	Eldorado	E450	2014	5.04	86502	5	23	Gas	1 - Poor
293	Eldorado	E450	2015	3.72	85532	5	24	Gas	1 - Poor
283	Eldorado	E450	2015	3.6	123667	5	24	Gas	1 - Poor
282	Eldorado	E450	2015	3.61	83104	5	24	Gas	1 - Poor
F27	Eldorado	E450	2015	3.61	105306	5	24	Gas	1 - Poor
284	Eldorado	E450	2015	3.55	91198	5	24	Gas	1 - Poor
285	Eldorado	E450	2015	3.52	98775	5	24	Gas	1 - Poor
368	Eldorado	E450	2015	3.52	77784	5	24	Gas	1 - Poor
487	Eldorado	E450	2015	3.52	76475	5	24	Gas	1 - Poor
F28	Eldorado	E450	2015	3.52	87797	5	24	Gas	1 - Poor
488	Eldorado	E450	2015	3.43	80012	5	24	Gas	2 - Marginal
489	Eldorado	E450	2015	3.35	70503	5	24	Gas	2 - Marginal
490	Eldorado	E450	2015	3.35	84868	5	24	Gas	2 - Marginal
SSTA 53-13	Eldorado	E450	2013	5.19	149073	5	22	Gas	1 - Poor
SSTA 54-13	Eldorado	E450	2013	4.95	127202	5	22	Gas	1 - Poor
SSTA 55-13	Eldorado	E450	2013	4.95	135298	5	22	Gas	1 - Poor
SSTA 46-11	Eldorado	E450	2011	7.61	216856	5	22	Gas	1 - Poor
SSTA 47-11	Eldorado	E450	2011	7.61	226680	5	22	Gas	1 - Poor
SSTA 48-11	Eldorado	E450	2011	7.61		5	22	Gas	1 - Poor
SSTA 07-12	Eldorado	E450		6.55	196990	5	22	Gas	1 - Poor

Table 3.2 Fleet Condition assessment

Provider Vehicle #	Body Make	Model	Model Year	Age	Odometer	Asset Class ULB	Length (feet)	Fuel Type	Overall Condition
SSTA 43-12	Eldorado	E450	2012	6.55	187768	5	22	Gas	1 - Poor
SSTA 44-12	Eldorado	E450	2012	6.55	182950	5	22	Gas	1 - Poor
CIDER 10	Eldorado	E450	2012	6.55	109235	5	22	Gas	1 - Poor
483	Eldorado	E450	2010	8.6	163349	5	24	Diesel	1 - Poor
271	Eldorado	E450	2010	8.32		5	24	Diesel	1 - Poor
F18	Eldorado	E450	2010	8.32	168348	5	24	Diesel	1 - Poor
F19	Eldorado	E450	2011	8.03	87814	5	22	Gas	1 - Poor
SSTA 13-12	Eldorado	E450	2012	6.55	174945	5	24	Gas	1 - Poor
SSTA 15-12	Eldorado	E450	2012	6.55	175185	5	22	Gas	1 - Poor
SSTA 22-11	Eldorado	E450	2011	7.61	217588	5	22	Gas	1 - Poor
SSTA 23-11	Eldorado	E450	2011	7.61		5	22	Gas	1 - Poor
SSTA 71-15	Eldorado	E450	2015	3.33	94243	5	22	Gas	2 - Marginal
470	Gillig	G27B102N4	2008	10.83	166924	12	35	Diesel	1 - Poor
471	Gillig	G27B102N4	2009	9.83	160128	12	35	Diesel	1 - Poor
350	Gillig	G27B102N4	2010	8.82	91382	12	35	Diesel	1 - Poor
955	Gillig	G27B102N4	2012	6.38	215393	12	35	Diesel	2 - Marginal
956	Gillig	G27B102N4	2012	6.38	216074	12	35	Diesel	2 - Marginal
957	Gillig	G27B102N4	2012	6.38	189996	12	35	Diesel	2 - Marginal
958	Gillig	G27B102N4	2012	6.38	203975	12	35	Diesel	2 - Marginal
959	Gillig	G27B102N4	2012	6.38	208804	12	35	Diesel	2 - Marginal
910	Gillig	G27B102N4	2007	11.23	379307	12	35	Diesel	1 - Poor
912	Gillig	G27B102N4	2007	11.23	371568	12	35	Diesel	1 - Poor
913	Gillig	G27B102N4	2007	11.22	363481	12	35	Diesel	1 - Poor
	Gillig	G27B102N4	2007	11.22	381340	12		Diesel	1 - Poor
915	Gillig	G27B102N4	2007	11.26	398381	12	35	Diesel	1 - Poor
916	Gillig	G27B102N4	2007	11.25	394291	12	35	Diesel	1 - Poor
918		G27B102N4	2017	0.88	23731	12	35	Diesel	4 - Good
	Gillig	G27B102N4	2017	0.88	23963	12	35	Diesel	4 - Good
919		G27B102N4	2017	0.88	21613	12	35	Diesel	4 - Good
970		G27D102N4	2017	0.81	18140	12	40	Diesel	5 - Excellent
971		G27D102N4	2017	0.79	16935	12	40	Diesel	5 - Excellent
968		G27D102N4	2017	0.81	17228	12	40	Diesel	5 - Excellent
966		G27D102N4	2017	0.87	19301	12	40	Diesel	5 - Excellent
967		G27D102N4	2017	0.87	20192	12	40	Diesel	5 - Excellent
963		G27D102N4	2017	0.8	18616	12	40	Diesel	5 - Excellent
969		G27D102N4	2017	0.8	17866	12	40	Diesel	5 - Excellent
928	Gillig	G27D102N4	2009	9.7	321890	12	40	Diesel	1 - Poor
943	Gillig	G27D102N4	2009	9.7	311808	12	40	Diesel	1 - Poor
945	Gillig	G27D102N4	2009	9.7	316760	12	40	Diesel	1 - Poor
943	Gillig	G27D102N4	2009	9.7	299193	12	40	Diesel	1 - Poor
927	Gillig	G27D102N4	2009	9.7	303243	12	40	Diesel	1 - Poor
946	Gillig	G27D102N4	2009	9.7	316103	12	40	Diesel	1 - Poor
948	Gillig	G27D102N4	2009	9.7	310368	12	40	Diesel	1 - Poor
949	Gillig	G27D102N4	2009	9.7	307258	12	40	Diesel	1 - Poor

