



Green Mountain Transit Board Minutes
October 20, 2020 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401
Virtual Meeting via Zoom Meetings

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.

Present:

Commissioner Buermann
Commissioner Waninger
Commissioner Dimitruk
Commissioner Pouech
Commissioner Derenthal
Commissioner Brewer
Commissioner Davis
Commissioner Kaynor
Commissioner Spencer
Commissioner Baker
Commissioner Sharrow
Commissioner Bohne

Jon Moore, General Manager
Jamie Smith, Dir of Planning and Marketing
Matt Kimball, Capital Projects Manager
Chris Damiani, Transit Planner
Elaine Haytko, ED of VPTA
Jenn Wood, Community Relations Manager
Kim Wall, Grants Manager
Nick Foss, Dir. of Finance
Pam McDonald, Billing Coordinator
Ross MacDonald, VTrans
Trish Redalieu, Dir. of HR

Open Meeting

Commissioner Waninger opened the meeting at 7:31AM

Adjustment of the Agenda

None

Public Comment

None

Consent Agenda

Commissioner Dimitruk made a motion to approve the consent agenda excluding the check register, Commissioner Baker seconded. All were in favor and the motion carried. Commissioner Sharrow asked about reimbursements to the agency, why can't we accumulate those until the



end of the budget? Mr. Foss said that reimbursement was the true up for FY20 funds. Commissioner Sharrow also asked about the \$22,000 in overpaid invoices. Mr. Foss said that sometimes there are some billing mistakes, and unfortunately that happened a few times this year. Commissioner Sharrow asked if we have to register our vehicles with the DMV? Mr. Moore said that we have to pay for the initial registration, but we don't have to pay to renew. Commissioner Sharrow asked Mr. MacDonald if we could look into that.

Commissioner Bohne made a motion to approve the check register, Commissioner Sharrow seconded. All were in favor, and the motion carried.

VTrans Update

Next month VTrans will launch the state management review. VTrans has been working with GMT staff regarding the mid-year amendment. They are processing the payments internally but, VTrans has had some billing challenges since some of their staff have been reassigned due to COVID-19.

TDM and innovation grant is on the street for providers and partners to support projects in their communities. If anyone would like to see the application, VTrans would happy to send that around.

Commissioner Sharrow asked about the facility in Berlin. Mr. MacDonald said he knows GMT has put the RFP out and VTrans is happy to assist with the transition once there are identified properties. Mr. Moore said that we are in the process of scoring the RFP and staff has been identifying properties and they have created a shortlist.

Commissioner Waninger asked for an update of the conversation with RouteMatch. Mr. MacDonald said that RouteMatch/Uber asked VTrans to consider a few approaches, for example on-demand microtransit in a smaller community with RouteMatch/Uber software and there is another meeting on Thursday.

The other approach they have asked VTrans to consider is to recruit existing Uber drivers in Chittenden County who would go through the background check process and be used as volunteer drivers. The goal is to leverage the capacity in each service areas.

VTrans is looking into the Uber Health option, which means if there is no option to get someone to an appointment, can we contract with an Uber



driver and pay them a middle tier payment option for that trip. VTrans has asked RouteMatch for a path forward. Commissioner Waninger said the MRV TAC talked at the last meeting about the Wheels vehicle could provide service in the evening, i.e. To support a service like Valley Evening Service. Mr. MacDonald said this is the type of project VTrans is hoping to investigate further.

General Manager Report

Mr. Moore added a few items. He has been working with union leadership and plans to restart the union steering committee. Due to COVID, there are some changes that are affecting the schedule and it has been a challenge.

In addition to the state mobility grant, FTA region 1 made GMT aware of a COVID relief fund.

The Maintenance staff is working with our HVAC vendor to explore an air purification on board the vehicles.

Commissioner Kaynor wanted to clarify in the COVID response, the trips that will be removed are just temporary and not service as a whole. Mr. Moore confirmed that those changes are temporary due to COVID.

Board Committee Reports

Strategy Committee: Commissioner Buermann said that the committee reviewed the Vision and Mission statement for the strategic plan and focused on preparing for a potential retreat.

Operations Committee: Commissioner Sharrow said the committee is again having an issue with having a quorum. The committee reviewed the PIP, Commissioner Sharrow gave a brief introduction to the PIP for new board members. The committee discussed concerns about the cost to generate the information and discussed if the information is necessary as it relates to the cost to produce it. He said the committee is working on the safety plan and mentioned that Hunter Eddy has been named the new safety officer. The committee also reviewed PTO policy proposal and provided feedback.

Finance Committee: Commissioner Bohne said the committee focused on FY22 budget work, and Mr. Foss will bring the board up to date in his upcoming agenda items.



Fairness and Inclusion Committee: Mr. Moore said the committee didn't meet this month.

Retirement Committee: Mr. Foss provided a summary in his finance report and said the committee went over the charter, roles and responsibilities, and looking to have an investment advisor come in November.

Leadership Committee: Commissioner Waninger talked about the advertising policy (does the ad represent the position of GMT) and discussed the staff recommendation to modernize and update the policy. She said the policy discussion will shift to the Operations Committee. The Leadership Committee will continue to help administer the policy. The Committee discussed the board retreat. Commissioner Waninger asked if there is strong result on the dates? Mr. Moore said the November date was the most popular in the poll. Commissioner Waninger said we are safe to remove the October date from calendars. She said that Commissioner Wallis has agreed to go through roles of the board and Commissioner Buermann will be bringing strategic goals as a retreat item.

Preliminary FY20 Year End Finance Report & Discussion

Mr. Foss walked the board through the preliminary FY20 numbers, noting that we are still in the midst of the audit. COVID changed a lot and it is reflected in the numbers and the bottom line.

Commissioner Waninger asked about the \$767,267 on the rural side, will this translate into actual dollars or is it equity? Mr. Foss said it should, but you really have to look at the cash flow statement, and Capital Budget to know our position year to year. He noted that GMT staff does a true-up at the end of the year for GMT Board to see the updated Capital Match Fund.

Retirement Committee Charter Change

Mr. Moore said this is a very minor update. The first meeting identified that the original charter listed one rural steward, thought it was critical to include one from EACH location. The change is to add an "s" to #5 to include the option for more than one rural steward. Commissioner Sharrow made a motion to approve the charter change, Commissioner Kaynor seconded, all were in favor and the motion carried.

Architectural & Engineering Services (A&E) Contract Award



Mr. Kimball walked the board through the memo that was included in the board packet. The conclusion of the proposal revealed a tie between two vendors. The tie breaker ended in favor of Wiemann Lamphere. We have current projects happening now with Wiemann Lamphere, and it was determined to be in GMT's best interest to continue with the same architect.

Commissioner Derenthal asked what the RFP is for? Mr. Kimball said a task order project list. Mr. Moore asked if Mr. Kimball could give some examples of projects from the last contract.

Commissioner Bohne made a motion to award the A&E contract to Wiemann Lamphere for a term of five years at a contract cost of no more than \$250,000, Commissioner Baker seconded. All were in favor and the motion carried.

Board Consideration of Public Comment on Service Design

Commissioner Waninger noted that the GMT Board had received this information ahead of time and should be prepared to proceed. Ms. Smith gave an update of the process to date, and reviewed the final service area.

Commissioner Waninger asked about the fare information presented. Ms. Smith noted that the goal is to keep the fare the same as current, however staff needs to confirm with Via Mobility that trips within the downtown area that are current fare free, will remain fare free.

Commissioner Baker asked if, per policy, the Board should make a motion to approve public comment.

Commissioner Kaynor made a motion to move forward with the current service design based on public feedback provided, Commissioner Baker seconded. All were in favor and the motion carried.

Non-Emergency Medical Transportation (NEMT) Contract Presentation & Discussion

Mr. Moore introduced Elaine Haytko, Executive Director of VPTA. He also introduced Jordan Posner, Mobility Manager for GMT.

Mr. Moore gave a presentation on the NEMT contract, including the service providers involved and associated costs. The current contract has been extended twice for a period of one year.



Commissioner Sharrow asked for an explanation of SSTA's role? Mr. Moore said for Medicaid, they contract with VPTA. GMT contracts E&D and ADA in Chittenden County with SSTA.

Commissioner Bohne asked about reimbursement rates? Ms. Haytko confirmed that the rate is set and based on number of eligible members in the program. That number is fluid because people drop in and out of eligibility.

Commissioner Dimitruk wanted to thank Jon for the overview, and feels the program is in a good place. She noted that it is fair, equitable, thoughtful, and effective for clients.

Commissioner Buermann, thanked VPTA and Ms. Haytko for helping to get GMT to this stage. Ms. Haytko commented that working with GMT staff members Mr. Posner and Ms. Gallagher, is a joy and mentioned they are seasoned advocates for our communities. She said the GMT Team is outstanding and they should be recognized.

Commissioner Kaynor asked if Ms. Haytko wanted to give a brief introduction of herself and her roles. Ms. Haytko discussed her role with VPTA and her role with the providers.

Commissioner Comments

Commissioner Kaynor thanked staff who have been reaching out to commissioners to discuss presentations for communities. Are we making any progress and is there something board members should be doing to develop more sources of revenue? Moving forward we need to look at other ways to fund public transportation. Mr. Moore mentioned the two projects that Steve Falbel is working on, a local assessment and fare free study. He is hoping to bring both to the board next month.

Commissioner Waninger asked if we would have materials for the upcoming legislative session. Mr. Moore thinks it may be aggressive to think we will be ready to present in this session.

Commissioner Bohne said that we spent a fair amount of staff time in the previous legislative session and asked what positive elements came out of



that? Mr. Moore said the Section 20 study to increase transit ridership was positive.

Commissioner Kaynor asked if there any stirring at the regional planning commissioner level in terms of funding? Commissioner Baker mentioned that there hasn't been a specific request from municipalities to study funding/revenue options.

Commissioner Spencer wanted to compliment staff and the efforts to reopen the DTC, rework the PTO Policy and he thanked Commissioner Kaynor for continuing the conversation on funding.

Possible Executive Session: 1 V.S.A. § 313(a)(1)(D), Arbitration or Mediation

Mr. Moore gave some background on grievances. Commissioner Baker made a motion to find that premature public knowledge of a pending labor agreement would put GMT at a substantial disadvantage. Commissioner Kaynor seconded. All were in favor and the motion carried.

Commissioner Baker made a motion to enter executive session to *discuss a pending labor related arbitration under the provisions of Title 1, Section 313(a)(1)(D) of the Vermont State Statutes* inviting General Manager Moore to join them, Commissioner Kaynor seconded. All were in favor and the board entered executive session at 9:20AM.

Commissioner Sharrow moved to exit executive session, Commissioner Bohne seconded. All were in favor and the executive session ended at 9:38AM. There was no action taken as a result of the executive session.