



Green Mountain Transit Board of Commissioners Meeting
July 19 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401

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

Attendees may join in-person or remotely via Zoom.

To join the meeting via Zoom:

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

Audio Only: (646)-558-8656

Meeting ID: 893 0596 8523

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:35 a.m. 4. Consent Agenda (Action Item)
 - a. June 21, 2022, Board Meeting Minutes **Pages 3-9**
 - b. Check Register **Pages 10-14**
 - c. Finance Report **Pages 15-34**
 - d. Planning, Marketing and Public Affairs Report **Pages 35-37**
 - e. Operations, Maintenance, Training, IT and Customer Service Report **Pages 38-41**
 - f. Ridership Reports **Pages 42-44**
 - g. Human Resources **Page 45**
- 7:40 a.m. 5. VTrans Update
- 7:50 a.m. 6. General Manager Report – Updates and Opportunity for Questions on the Report
- 7:55 a.m. 7. Board Committee Reports



- 8:05 a.m. 8. Election of Board Officers (Action Item)
- 8:15 a.m. 9. Open Meeting Law Resolution (Action Item) **Pages 46-47**
- 8:20 a.m. 10. Transit Bus Contract Award (Action Item) **Pages 48-51**
- 8:30 a.m. 11. GMT Retirement Plan Update (Action Item) **Pages 52-54**
- 8:35 a.m. 12. Possible Executive Session: 1 VSA 313(a)(3), Personnel

Is there a motion to enter executive session pursuant to 1 VSA 313(a)(3) to discuss a personal matter inviting the General Manager, Jon Moore and the Director of Human Resources, Stephanie Reid?

- 9:28 a.m. 13. General Commissioner Comments
- 9:30 a.m. 14. Adjourn

Next GMT Board of Commissioners Meeting Date: August 16, 2022

NOTES

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



1 **Green Mountain Transit Board of Commissioners Meeting Minutes**
2 **June 21, 2022 - 7:30 a.m.**
3 **101 Queen City Road, Burlington VT 05401**
4

5 *The mission of GMT is to promote and operate safe, convenient, accessible,*
6 *innovative, and sustainable public transportation services in northwest and*
7 *central Vermont that reduce congestion and pollution, encourage transit-*
8 *oriented development, and enhance the quality of life for all.*
9

10 **Present:**

- 11 Commissioner Austin Davis, Winooski
- 12 Commissioner Phil Pouech, Hinesburg
- 13 Jon Moore, General Manager
- 14 Jamie Smith, Director of Planning and Marketing
- 15 Chris Damiani, Senior Transit Planner
- 16 Connie Englert, Director of Transportation
- 17 Commissioner Bob Buermann, Grand Isle County
- 18 Connor Daley, JEDI Committee Member
- 19 Commissioner Paul Bohne, Essex
- 20 Commissioner John Sharrow, Milton
- 21 Alternate Commissioner Tom Derenthal, Burlington
- 22 Debbie Coppola, Senior Accountant
- 23 Tim Bradshaw, VTrans
- 24 Nick Foss, Director of Finance
- 25 Commissioner Tasha Wallis, Lamoille County
- 26 Commissioner Amy Brewer, Williston
- 27 Alternate Commissioner Rob Moore, Lamoille County
- 28 Commissioner Bonnie Waninger, Washington County
- 29 Alternate Commissioner Marcie Gallagher, Burlington
- 30 Commissioner Chapin Spencer, Burlington
- 31 Alternate Commissioner Chapin Kaynor, Williston
- 32 Stephanie Reid, Director of Human Resources
- 33 Commissioner Meg Polyte, Burlington
- 34 Commissioner Matt Cota, South Burlington
- 35 Matt Kimball, Grants and Capital Projects Manager
- 36 Commissioner Catherine Dimitruk, Franklin County
- 37 Stephen Falbel, Steadman Hill Consulting



41 **Open Meeting**

42 Vice Chair Davis opened the meeting at 7:30AM.

43

44 **Adjustment of the Agenda**

45 None

46

47 **Public Comment**

48 None

49

50 **Consent Agenda (Action Item)**

51 Commissioner Bohne noted continued appreciation for Director Englert's
52 Operations report. Commissioner Bohne made a motion to approve the
53 consent agenda, Commissioner Waninger seconded. All were in favor and
54 the motion carried.

55

56 **VTrans Update**

57 Tim Bradshaw, GMT's new public transit coordinator, updated the Board on
58 the RFP for new paratransit software. Many Commissioners welcomed Tim
59 back to GMT.

60

61 **General Manager Report**

62 GM Moore gave an update on a fixed price contract agreement between
63 GMT and CATMA for FY23. CATMA and the local institutions agreed to pay a
64 per student transit fee regardless of fare free continuation.

65

66 GM Moore gave an update on the JEDI workshops in progress and thanks
67 Director Reid for all the coordination and hard work put in to planning.

68

69 GM Moore noted that this meeting is the final meeting for Commissioner
70 Sharrow. Commissioner Sharrow thanked the GMT Board of Commissioners
71 and said that after 55-years in the transit world, he is looking forward to a
72 welcome break.

73

74 Vice Chair David thanked Commissioner Sharrow and noted appreciation for
75 his perspective over the years. Vice Chair Davis also thanked everyone who
76 has participated to date in the JEDI workshops and thanked staff responsible
77 for coordination.

78

79 **Board Committee Reports**



80 Finance Committee: Commissioner Bohne reported that the committee
81 discussed items on the agenda, as well as a 5-year capital plan.

82
83 Strategy Committee: Commissioner Buermann reported that the committee
84 discussed service prioritization and the role of the Strategy Committee in
85 moving forward recommendations to the full board.

86
87 Operations Committee: Commissioner Sharrow reported that the committee
88 discussed staffing shortages in Berlin and the arrival of 6 new Gillig buses,
89 which feature improved ADA features on board.

90
91 JEDI Committee: Commissioner Polyte reported that the committee
92 discussed the JEDI trainings. To date, 4 groups have completed the JEDI
93 trainings; staff and board members are hearing mixed reviews which will
94 inform future training discussions. The committee discussed opening up the
95 membership to include more staff, including all of the Directors or a staff
96 designee of their choosing.

97
98 Leadership Committee: Commissioner Waninger reported that the
99 committee discussed board nominations, the expanded membership of the
100 JEDI committee and a personnel item in executive session.

101
102 **Nomination of Board Officers Discussion**

103 Chair Waninger presented the leadership committee nominations for
104 candidates:

105
106 Chair: Commissioner Austin Davis
107 Vice Chair: Commissioner Meg Polyte
108 Treasurer: Commissioner Paul Bohne
109 Secretary: Commissioner Amy Brewer

110
111 All candidates have accepted being nominated and the vote will occur at
112 the July Board of Commissioners meeting.

113
114 **Possible Washington County Temporary Service Changes**

115 GM Moore briefed the Board on the recent staffing challenges in Berlin,
116 noting that these shortages have caused service delivery to be disrupted. In
117 some cases, such as a book off, decisions on modifying service is happening
118 too late to properly alert passengers. In an effort to minimize these disruptions
119 of service, staff is proposing to implement temporary service reductions.



120 Chris Damiani reviewed the packet service memo with the Board, presenting
121 two scenarios for reduction.

122
123 Commissioner Wallis asked for an update on the Berlin facility site selection,
124 and asked if the condition of that site is leading to staff retention issues? GM
125 Moore noted that there was some delay due to the appraisal process, but
126 staff is happy to give an update at a future board meeting. GM Moore also
127 noted that some recent capital improvements were made to the facility,
128 such as new carpeting, which doesn't solve the issue.

129
130 Commissioner Waninger asked how groups who have been historically
131 marginalized were considered when making this decision? GM Moore
132 discussed ridership impacts, and considerations of folks needing access to
133 medical appointments as factors in the decision-making process.
134 Commissioner Waninger asked about outreach and offered to assist. Director
135 Smith noted that outreach would begin after the internal scheduling
136 committee meeting and that the help of the CVRPC was appreciated.

137
138 Commissioner Polyte asked if we are offering training and sign-on buses? If
139 so, can Commissioners assist in communicating that outward? Commissioner
140 Polyte also noted concern on the publicity around this decision given the
141 recent decision by the board to not pursue service reductions and the
142 legislative funding received. GM Moore said that staff has done some
143 outreach, including to VTrans, and outreach to the Legislation would occur
144 as well.

145
146 **FY24 Assessment Presentation and Discussion**

147 GM Moore provided some background on this agenda item. In the Spring of
148 2019, GMT implemented some service changes under the NextGen service
149 plan. Since it was a holistic service change, the consultant recommended
150 suspension of the 10-hour rule, which states that a reductions or additions of
151 service greater than 10-hours per week would trigger assessment impacts,
152 with the understanding that a re-balancing of the assessments would occur
153 in 2020. COVID caused a number of service structure changes, which
154 delayed the conversation around the rebalance. The presentation also
155 reviewed ADA assessments by community.

156
157 Steve Falbel presented a number of rebalancing options to the GMT Board of
158 Commissioners. The presentation included rebalancing assessments based



159 on current service levels (Summer 2022) or restored service (bringing back
160 COVID service that was reduced).
161 Alternate Commissioner Kaynor noted that the increase has been added to
162 the service for the year and not to the base. Steve Falbel noted that in 2007,
163 the GMT Board of Commissioners voted to freeze the base and move to a
164 mileage-based calculation.
165
166 Commissioner Waninger asked if GMT is collecting 4% more for FY23 if we
167 implement an assessment rebalance? Steve said that is correct, that 4%
168 increase was factored in. Commissioner Waninger asked if GMT intends to
169 make this one-time adjustment, or would we continue to adjust in future
170 years? GM Moore noted that would be a board decision, staff's intention is
171 to have this be a one-time adjustment.
172
173 Commissioner Polyte noted that sometimes when these decisions are made,
174 the Board loses momentum to seek additional funding and asked if this
175 proposal is part of a larger budgetary process that would still allow GMT to
176 seek alternate funding and not rely solely on increasing assessments? GM
177 Moore noted that this exercise is to get back to a more equitable assessment
178 and noted that the charter states that the Board passes the fiscal year
179 budget and any gaps in revenue should be collected from the assessments.
180 This process has not been followed to date. The 4% increase won't likely
181 prevent service reductions in FY24. Assessments would need to increase
182 drastically in order to avoid service reductions in future fiscal years.
183 Commissioner Polyte asked if we are able to collect funds from additional
184 opportunities such as private-public partnerships.
185
186 Commissioner Polyte noted that several communities have set climate goals,
187 and public transportation is a huge factor in helping meet those goals.
188 Moving forward, it's a hard message to bring forward that communities
189 would need to pay more and there is still a chance that service reductions
190 would still be possible.
191
192 Commissioner Waninger asked what conversations have been had with
193 municipalities? GM Moore noted that some initial conversations have begun
194 with City of Burlington, and those conversations will continue with additional
195 items. Between fuel and lack of fare revenue, GMT is facing a \$1M budget
196 deficit before we begin the FY24 budget conversation.
197



198 Alternate Commissioner Kaynor thanked Steve for outlining the numbers, and
199 noted that in the case of Williston, it's going to be difficult to have discussions
200 based on a one-year snapshot. Alternate Commissioner Kaynor thinks that
201 there should be an evaluation of what the change would have been had
202 the Board not suspended the 10-hour rule, and noted that there is an
203 increased appetite to spend more funds on public transportation. With an 8%
204 inflation rate, a message that GMT is aligning assessments with inflation,
205 based on fuel and other increases, wouldn't be out of the question.

206
207 Alternate Commissioner Kaynor noted that leveling the ADA assessment is a
208 noble goal and the Board should continue forward to do that, but noted
209 again that public transit is a regional service. Is there a simpler way to
210 recalculate the assessments, such as a popular based formula?

211
212 Commissioner Brewer agreed with Alternate Commissioner Kaynor.

213
214 GM Moore said that the staff perspective was to have Steve Falbel analyze
215 assessments under the current Charter language.

216
217 Commissioner Polyte said that using the 2020 census to show communities
218 the potential for ridership, might open up opportunities for additional funding,
219 especially from communities that support carbon goals and equity.

220
221 Alternate Commissioner Kaynor asked if there could be an analysis based on
222 population? GM Moore said yes.

223

224 **Possible Executive Session: 1 VSA 313(a)(3), Personnel**

225 Commissioner Dimitruk made a motion to enter executive session pursuant to
226 1 VSA 313(a)(3) to discuss a personal matter inviting the General Manager,
227 Jon Moore and the Director of Human Resources, Stephanie Reid.

228 Commissioner Sharrow seconded. All were into favor and the motion carried.
229 The Board entered executive session at 9:11AM.

230

231 Commissioner Cota made a motion to exit executive session, Commissioner
232 Pouech seconded. All were in favor and the Board exited executive session
233 at 9:59AM. There was action taken by the Board to have the Chair and Vice
234 Chair explore hiring options around restructuring and rehiring leadership
235 personnel.

236

237 **General Commissioner Comments**



238 None

239

240 **Adjourn**

241 Commissioner Bohne made a motion to adjourn, Commissioner Pouech

242 seconded. All were in favor and the meeting adjourned at 10:00AM.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1689	Magar, Rajen	5/31/22	96561	1,852.49	Manual Paycheck
V1372	Total Tool, LTD	5/31/22	96562	52,195.00	Lift Invoice
V1980	Daley Connor	6/2/22	96601	50.00	
V1978	Lindstrom Veronica	6/2/22	96602	50.00	
V1979	Tansey Carol	6/2/22	96603	50.00	
V1926	Wilson Bruce	6/2/22	96604	50.00	
V1025	Alter, Charles	6/3/22	96563	84.83	
V1957	Clark Barbara	6/3/22	96564	445.77	Volunteer
V1785	Davis Alan	6/3/22	96565	507.78	Volunteer
V1884	Donaghy Peardon	6/3/22	96566	22.82	
V1922	Lippa Laura	6/3/22	96567	11.70	
V181	Owen, Helen	6/3/22	96568	1,730.43	Volunteer
V1800	Sells Catherine	6/3/22	96569	54.99	
V1733	Slack, Robert	6/3/22	96570	91.26	
V1481	Amerigas	6/3/22	96571	351.09	
V696	BANG	6/3/22	96572	1,326.62	Recruitment Invoice
V284	Brenntag Lubricants Northeast	6/3/22	96573	3,999.15	3 Part Invoices
V228	C.I.D.E.R., Inc.	6/3/22	96574	14,808.39	E & D and Medicaid Invoices
V1357	CleanPro, Inc	6/3/22	96575	599.46	
V1622	Environmental Systems Research Institute, Inc.	6/3/22	96576	400.00	
V250	Fisher Auto Parts	6/3/22	96577	335.15	
V252	FleetPride, Inc	6/3/22	96578	55.14	
V257	Gillig Corp.	6/3/22	96579	9,222.80	2 Part Invoices
V259	Grainger	6/3/22	96580	137.76	
V1976	Hanley Scott	6/3/22	96581	93.77	
V328	Kirk's Automotive Inc.	6/3/22	96582	2,048.00	Part Invoice
V1509	Lawson Products, Inc	6/3/22	96583	219.90	
V1923	Mcgee Ford Of Montpelier	6/3/22	96584	1,402.66	Part Invoice
V1068	Midwest Bus Corporation	6/3/22	96585	581.36	
V728	Milton Independent, The	6/3/22	96586	1,119.35	Recruitment Invoice
V329	Minuteman Press	6/3/22	96587	45.82	
V1576	New England Auto Glass LLC	6/3/22	96588	285.00	
V950	Northern ToyotaLift	6/3/22	96589	373.65	
V1565	Noyes Automotive and Tire	6/3/22	96590	93.25	
V1906	Pete's Tire Barns Inc	6/3/22	96591	10,535.84	3 Tire Invoices
V1165	Posner, Jordan	6/3/22	96592	472.50	Consulting Invoice
V915	Puzic, Aid	6/3/22	96593	100.00	Shoe Reimbursement
V298	Sanel Auto Parts Co.	6/3/22	96594	5.30	
V450	SB Signs, Inc.	6/3/22	96595	485.00	
V300	Seven Days	6/3/22	96596	330.50	
V302	Sports & Fitness Edge Inc.	6/3/22	96597	494.84	
V304	St. Albans Messenger	6/3/22	96598	948.15	
V391	Verizon Wireless	6/3/22	96599	1,959.64	IT Invoice
V336	W.B Mason Co., Inc.	6/3/22	96600	1,149.56	3 Office Supply Invoices
V55	Boudreau, James	6/3/22	EFT000000016584	1,016.75	Volunteer
V1929	Brock Christine	6/3/22	EFT000000016585	348.08	Volunteer
V1150	Bruley SR, Mark	6/3/22	EFT000000016586	1,633.94	Volunteer
V1707	Chase, Betty	6/3/22	EFT000000016587	783.90	Volunteer
V1952	Cook Kathleen	6/3/22	EFT000000016588	244.54	Volunteer
V1676	Croteau, William	6/3/22	EFT000000016589	1,260.09	Volunteer
V1968	Fleming Kevin	6/3/22	EFT000000016590	585.02	Volunteer
V170	Hertz, Kenneth	6/3/22	EFT000000016591	321.75	Volunteer
V174	Langlois, Paulette	6/3/22	EFT000000016592	1,611.09	Volunteer
V70	LeClair, Raymond	6/3/22	EFT000000016593	1,098.65	Volunteer
V86	Pike, Gail	6/3/22	EFT000000016594	1,164.75	Volunteer
V771	Sammons Chandra	6/3/22	EFT000000016595	671.58	Volunteer
V93	Timm, Marta	6/3/22	EFT000000016596	338.14	Volunteer
V1725	Utton, Debra	6/3/22	EFT000000016597	1,323.27	Volunteer
V1623	Wells, Roy	6/3/22	EFT000000016598	534.70	Volunteer

V14	Bruce, Judith	6/3/22	EFT000000016599	60.00	
V1225	Camdzic, Hamed	6/3/22	EFT000000016600	100.00	Shoe Reimbursement
V25	Frechette, Normand	6/3/22	EFT000000016601	343.64	FSA Reimbursement
V61	Gaudette, Timothy	6/3/22	EFT000000016602	71.14	
V1185	Gibson, Andrew	6/3/22	EFT000000016603	120.00	Shoe Reimbursement
V29	Hirsch, Alain	6/3/22	EFT000000016604	640.87	FSA Reimbursement
V38	Moore, Jon	6/3/22	EFT000000016605	134.62	DCAP Reimbursement
V141	Riley, Shawn	6/3/22	EFT000000016606	2.03	
V827	Stanforth, Adam	6/3/22	EFT000000016607	91.00	
V39	Sweeney, Cecil	6/3/22	EFT000000016608	276.00	FSA Reimbursement
V1626	Whiting, Jeremy	6/3/22	EFT000000016609	192.31	DCAP Reimbursement
V1446	M T Wallets, LLC	6/3/22	EFT000000016610	3,100.00	Lease
V1825	Ride Your Bike LLC	6/3/22	EFT000000016611	955.09	
V303	SSTA	6/3/22	EFT000000016612	130,502.39	ADA Invoice
V1856	Via Transportation Inc.	6/3/22	EFT000000016613	4,600.00	2 Mirco Transit Invoices

Vendor ID	Vendor Name	Document Date	Document	Document Amount	
V279	ABC Bus Companies-Muncie	6/10/22	96605	1,577.36	5 Part Invoices
V217	Airgas USA, LLC	6/10/22	96606	839.38	
V1481	Amerigas	6/10/22	96607	99.52	
V1334	Background Investigation Bureau, LLC	6/10/22	96608	23	
V1062	Bailey Spring & Chassis	6/10/22	96609	250	
V284	Brenntag Lubricants Northeast	6/10/22	96610	8,440.85	4 Part Invoices
V225	Burlington Electric Department	6/10/22	96611	702.99	
V226	Burlington Public Works-Water	6/10/22	96612	232.11	
V851	Champlain Medical	6/10/22	96613	105	
V220	Class C Solutions Group	6/10/22	96614	1,685.45	3 Part Invoices
V928	Conway Office Solutions	6/10/22	96615	60	
V239	Cummins Northeast LLC	6/10/22	96616	408.11	
V1995	Digi-Key Corporation	6/10/22	96617	109.8	
V1989	Falcon Plumbing Service Inc	6/10/22	96618	553	
V250	Fisher Auto Parts	6/10/22	96619	1,106.70	5 Part Invoices
V252	FleetPride, Inc	6/10/22	96620	1,901.20	9 Part Invoices
V253	FleetWave Partners, LLP	6/10/22	96621	3,188.00	2 Radio Repeater Invoices
V1347	Foley Distributing Corp.	6/10/22	96622	519.08	
V1809	Fraser Tool & Gauge LLC	6/10/22	96623	650	
V1814	Fred's Plumbing & Heating Inc.	6/10/22	96624	873.08	
V257	Gillig Corp.	6/10/22	96625	2,783.67	8 Part Invoices
V1129	Global Montello Group Corp	6/10/22	96626	63,263.74	Fuel
V259	Grainger	6/10/22	96627	1,232.18	7 Part and Supply Invoices
V260	Green Mountain Kenworth, Inc.	6/10/22	96628	1,388.51	14 Part and Credit Invoices
V261	Green Mountain Power	6/10/22	96629	22.73	
V1204	Interstate Batteries	6/10/22	96630	1,288.70	2 Battery Invoices
V328	Kirk's Automotive Inc.	6/10/22	96631	1,061.23	3 Part Invoices
V826	LaRoche Towing & Recovery	6/10/22	96632	1,012.50	2 Towing Invoices
V1509	Lawson Products, Inc	6/10/22	96633	365.76	
V473	Limoge & Sons Garage Doors, Inc.	6/10/22	96634	318.8	
V1923	Mcgee Ford Of Montpelier	6/10/22	96635	894.9	
V1891	Minuteman Security Technologies	6/10/22	96636	911.5	
V278	Mohawk Mfg. & Supply Co.	6/10/22	96637	2,763.13	4 Part Invoices
V1709	Monaghan Safar Ducham PLLC	6/10/22	96638	1,957.50	Legal Invoices
V283	Neopart LLC	6/10/22	96639	157.09	
V325	Northern Tool & Equipment Catalog Company, Inc.	6/10/22	96640	39.99	
V950	Northern ToyotaLift	6/10/22	96641	373.65	
V223	O'Reilly Auto Enterprises, LLC	6/10/22	96642	46.15	
V1484	Parsons Environment & Infrastructure Group Inc.	6/10/22	96643	29.38	
V298	Sanel Auto Parts Co.	6/10/22	96644	16.76	
V301	Sovernet	6/10/22	96645	1,200.96	IT Invoice
V1875	Sunwealth Project Pool 14 LLC	6/10/22	96646	4,289.91	Solar Invoice
V310	Swish White River, LTD	6/10/22	96647	437.2	
V273	Transit Holding, Inc.	6/10/22	96648	456.55	
V313	Travelers	6/10/22	96649	3,409.40	Legal Invoice
V1030	UniFirst Corporation	6/10/22	96650	499.59	
V315	United Parcel Service	6/10/22	96651	55.33	
V410	Vermont Gas Systems, Inc.	6/10/22	96652	101.99	
V1459	Vermont Information Consortium LLC	6/10/22	96653	48	
V537	Vermont Public Transportation Association	6/10/22	96654	282.5	
V1943	VT Government Finance Officers	6/10/22	96655	55	
V336	W.B Mason Co., Inc.	6/10/22	96656	47.77	
V1953	WEX BANK	6/10/22	96657	33,568.07	Fuel
V352	Wiemann-Lamphere Architects Inc.	6/10/22	96658	2,939.45	Consulting Invoice
V796	Yipes Auto Accessories	6/10/22	96659	232.44	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1025	Alter, Charles	6/17/22	96660	225.81	Volunteer
V1099	Barnett, Wendy	6/17/22	96661	863.46	Volunteer
V1957	Clark Barbara	6/17/22	96662	388.44	Volunteer
V1785	Davis Alan	6/17/22	96663	322.92	Volunteer
V1884	Donaghy Peardon	6/17/22	96664	74.3	
V181	Owen, Helen	6/17/22	96665	1,334.97	Volunteer
V1855	Ray Kevin	6/17/22	96666	57.33	
V1932	Sheridan Megan	6/17/22	96667	60.84	
V1733	Slack, Robert	6/17/22	96668	190.71	Volunteer
V962	Williams, Kenneth	6/17/22	96669	84.24	
V1550	Adobe Incorporated	6/17/22	96670	67.96	
V217	Airgas USA, LLC	6/17/22	96671	217.2	
V224	Burlington Communications	6/17/22	96672	80	
V225	Burlington Electric Department	6/17/22	96673	167.1	
V226	Burlington Public Works-Water	6/17/22	96674	2,616.67	2 Water Bills
V227	Burlington Telecom	6/17/22	96675	2,098.66	IT Invoice
V220	Class C Solutions Group	6/17/22	96676	31.04	
V1528	CSched	6/17/22	96677	4,149.15	License Fees Invoice
V242	Danform Shoes	6/17/22	96678	827.48	
V431	Eastern Industrial Automation	6/17/22	96679	71.05	
V1916	Englert Constance	6/17/22	96680	922.2	Travel Reimbursement
V250	Fisher Auto Parts	6/17/22	96681	476.66	
V256	Genfare	6/17/22	96682	16,717.08	Fare Box Part and Training Invoices
V257	Gillig Corp.	6/17/22	96683	989.07	2 Part Invoices
V260	Green Mountain Kenworth, Inc.	6/17/22	96684	83.34	
V1976	Hanley Scott	6/17/22	96685	37	
V263	Heritage Ford	6/17/22	96686	326.86	
V1779	Key Motors of South Burlington	6/17/22	96687	4,931.36	Repair Invoice
V1433	Lamm, Dave	6/17/22	96688	120	Shoe Reimbursement
V473	Limoge & Sons Garage Doors, Inc.	6/17/22	96689	225	
V270	Lowe's	6/17/22	96690	53.44	
V1912	No Waste Compost	6/17/22	96691	38	
V223	O'Reilly Auto Enterprises, LLC	6/17/22	96692	453.75	
V1165	Posner, Jordan	6/17/22	96693	303.75	ADA Consulting
V1994	Reid Stephanie	6/17/22	96694	27.5	
V301	Sovernet	6/17/22	96695	402.43	
V310	Swish White River, LTD	6/17/22	96696	188.35	
V1996	Tambon Maya	6/17/22	96697	213	Boot Allowance
V186	Tech Group, The	6/17/22	96698	1,165.00	IT Invoice
V734	Thermo King Northeast/Dattco	6/17/22	96699	359.39	
V1030	UniFirst Corporation	6/17/22	96700	43.02	
V315	United Parcel Service	6/17/22	96701	40.3	
V1614	Vt Transportation Brokerage & Logistics	6/17/22	96702	964.75	Cab Service
V336	W.B Mason Co., Inc.	6/17/22	96703	39.98	
V55	Boudreau, James	6/17/22	EFT000000016614	800.29	Volunteer
V1929	Brock Christine	6/17/22	EFT000000016615	109.98	Volunteer
V1150	Bruley SR, Mark	6/17/22	EFT000000016616	1,177.63	Volunteer
V1707	Chase, Betty	6/17/22	EFT000000016617	855.27	Volunteer
V1952	Cook Kathleen	6/17/22	EFT000000016618	247.47	Volunteer
V1676	Croteau, William	6/17/22	EFT000000016619	403.65	Volunteer
V1121	Fitzgerald, Terry	6/17/22	EFT000000016620	65.52	
V1968	Fleming Kevin	6/17/22	EFT000000016621	433.5	Volunteer
V170	Hertz, Kenneth	6/17/22	EFT000000016622	284.31	Volunteer
V174	Langlois, Paulette	6/17/22	EFT000000016623	702	Volunteer
V70	LeClair, Raymond	6/17/22	EFT000000016624	989.84	Volunteer
V86	Pike, Gail	6/17/22	EFT000000016625	908.53	Volunteer
V771	Sammons Chandra	6/17/22	EFT000000016626	510.12	Volunteer
V93	Timm, Marta	6/17/22	EFT000000016627	291.93	Volunteer
V1725	Utton, Debra	6/17/22	EFT000000016628	1,538.55	Volunteer
V1623	Wells, Roy	6/17/22	EFT000000016629	394.3	Volunteer
V1182	Charissakis, John	6/17/22	EFT000000016630	151.49	FSA Reimbursement
V1770	Damiani Christopher	6/17/22	EFT000000016631	458	FSA Reimbursement
V35	McDonald, Pam	6/17/22	EFT000000016632	50	
V38	Moore, Jon	6/17/22	EFT000000016633	134.62	DCAP Reimbursement
V1626	Whiting, Jeremy	6/17/22	EFT000000016634	192.31	DCAP Reimbursement
V308	Steadman Hill Consulting, Inc.	6/17/22	EFT000000016635	1,547.00	Consulting

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V279	ABC Bus Companies-Muncie	6/24/22	96708	436.69	
V216	Advance Auto Parts	6/24/22	96709	219.98	
V415	Amazon	6/24/22	96710	1,288.46	10 Office Supply and Part Invoices
V99	Bergeron, Nathan	6/24/22	96711	795.03	Manual paycheck
V284	Brenntag Lubricants Northeast	6/24/22	96712	2,480.14	2 Part Invoices
V224	Burlington Communications	6/24/22	96713	208.5	
V225	Burlington Electric Department	6/24/22	96714	873.32	
V851	Champlain Medical	6/24/22	96715	315	
V239	Cummins Northeast LLC	6/24/22	96716	708.17	
V401	Dell Business Credit	6/24/22	96717	4,157.90	Computer Invoice
V321	Empire Janitorial Supply Company	6/24/22	96718	72.23	
V1622	Environmental Systems Research Institute, Inc.	6/24/22	96719	400	
V1963	Evans Group Inc.	6/24/22	96720	29,018.80	Fuel
V250	Fisher Auto Parts	6/24/22	96721	246.66	
V252	FleetPride, Inc	6/24/22	96722	1,000.92	3 Part Invoices
V799	Gauthier Trucking Company, Inc.	6/24/22	96723	953.93	
V257	Gillig Corp.	6/24/22	96724	104.68	
V1129	Global Montello Group Corp	6/24/22	96725	29,739.86	Fuel
V259	Grainger	6/24/22	96726	3,288.09	3 Supply and Small Tool Invoices
V260	Green Mountain Kenworth, Inc.	6/24/22	96727	639.61	
V261	Green Mountain Power	6/24/22	96728	1,578.70	3 Electric Bills
V263	Heritage Ford	6/24/22	96729	61.82	
V1509	Lawson Products, Inc	6/24/22	96730	157.97	
V1191	Lucky's Trailer Sales Inc.	6/24/22	96731	198.6	
V278	Mohawk Mfg. & Supply Co.	6/24/22	96732	38.28	
V223	O'Reilly Auto Enterprises, LLC	6/24/22	96733	137.82	
V594	Offset House The, Inc	6/24/22	96734	11,291.00	2 Marketing Invoices
V1906	Pete's Tire Barns Inc	6/24/22	96735	3,453.56	2 Tire Invoices
V232	Petty Cash	6/24/22	96736	13.05	
V545	Pitney Bowes - Leasing	6/24/22	96737	179.85	
V720	Power Washer Sales,LLC	6/24/22	96738	1,769.96	Wash Rack maintenance
V291	Prevost Parts	6/24/22	96739	125.32	
V200	Roto-Rooter	6/24/22	96740	1,065.42	Unclogged Toilets at the DTC
V297	Safety-Kleen Systems, Inc.	6/24/22	96741	2,497.36	2 Maintenance supply Invoices
V298	Sanel Auto Parts Co.	6/24/22	96742	224.5	
V299	SB Collins, Inc.	6/24/22	96743	14,154.81	Fuel
V451	Stowe, Town of Electric Department	6/24/22	96744	45.01	
V310	Swish White River, LTD	6/24/22	96745	349.7	
V1981	The Glass Connection Inc.	6/24/22	96746	1,841.50	2 Repair Doors Invoices DTC
V734	Thermo King Northeast/Dattco	6/24/22	96747	697.76	
V1030	UniFirst Corporation	6/24/22	96748	575.12	
V315	United Parcel Service	6/24/22	96749	11.52	
V391	Verizon Wireless	6/24/22	96750	2,008.50	IT Invoice
V410	Vermont Gas Systems, Inc.	6/24/22	96751	1,040.35	5 Gas bills
V336	W.B Mason Co., Inc.	6/24/22	96752	246.36	



To: Finance Committee (FC)

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

Date: July 10, 2022

RE: Finance/Grants/Capital Projects

Monthly Review:

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

The following is a summary of projects the department continues to focus on:

- **Commercial Insurance Renewal:** F&G is happy to report that after months of negotiations GMT's FY23 insurance renewal is complete. GMT will retain Travelers Insurance as its primary commercial insurance carrier. Staff would like to thank GMT's insurance broker Arthur J. Gallagher for their excellent service and support during these annual renewals. The result of the renewal was a total premium increase of 6%, which matched the increase programmed in the approved FY23 Operating Budget.

Please see Figure 1 for a summary below of the y/y changes in GMT's commercial insurance costs:

Figure 1

FY23 Commercial Insurance Renewal Summary				
	Expiring	Renewal	(\$ Change	% Change
Property	\$ 72,197	\$ 77,695	\$ 5,498	7.6%
General Liability	\$ 30,417	\$ 32,163	\$ 1,746	5.7%
Automobile Liability	\$ 645,020	\$ 733,200	\$ 88,180	13.7%
Workers Compensation	\$ 652,342	\$ 638,197	\$ (14,145)	-2.2%
Public Officials	\$ 28,864	\$ 31,139	\$ 2,275	7.9%
Umbrella	\$ 78,072	\$ 84,891	\$ 6,819	8.7%
	\$ 1,506,912	\$ 1,597,285	\$ 90,373	6.0%

**Please note that the above summary excludes GMT's Cyber Insurance and Flood Insurance policies. Both policies are held by different carriers and are renewed separately from the traditional commercial insurance policies.*



- Workers Compensation (WC) Audit:** Like the annual insurance renewal, F&G manages the WC audit each year conducted by Travelers Insurance. The audit compares the premiums paid throughout the year, which are set at the beginning of the renewal period and based on payroll assumptions by workgroup (*i.e.*, Drivers, Garage Employees, and Clerical) to GMT's actual payroll results. The findings of the audit result in either a credit (*reduction*) or debit (*increase*) to GMT's WC bill.

For greater context, included below (*Figure 2*) is this year's WC renewal calculation.

Key Items:

- GMT will pay 6.6 cents on every \$ in WC premiums in FY23 – this is up 13% over the last 5 years (5.8 cents in FY18).
- GMT's current Experience Modification Factor (EMF) is 1.08. This measure signifies that GMT's WC claims history is 8% worse than its peer group. GMT's EMF improved 10.7% since the last renewal.
- The mix and classification of employee wages is incredibly important as the risk premium/premium cost on a bus operator is higher than on a clerical employee.

Figure 2

WORKERS COMPENSATION	Workers Comp
Exposure:	
Estimated Payroll	\$ 9,729,086
<i>Overall % Change</i>	-7.6%
Class Code 7382 - Bus Drivers and Operators	\$ 6,439,710
<i>% Change 7382</i>	-6.1%
Class Code 8385 - Garage Employees	\$ 965,195
<i>% Change 8385</i>	-18.8%
Class Code 8810 - Clerical Employees	\$ 2,324,181
<i>% Change 8810</i>	-6.1%
Experience Modification Factor	1.08
<i>% Experience Modification Change</i>	-10.7%
Overall Rate	\$6.56
<i>% Overall Rate Change</i>	5.84%
WC Premium	\$ 638,197
<i>% Premium Change</i>	-2.2%



- **5 – Year Capital Plan:** This month staff will be presenting a proposed 5-Year Capital Plan. This plan will serve as a roadmap for the next 5 years, laying out F&G's recommended level of capital investment, and the required federal, state, and local funding required. Please note F&G constrained the plan during development, so by no means is every project/purchase the Authority deems important included. Three principles guided plan development: (1) Maintain necessary vehicle and non-vehicle investment, (2) Design based on an appropriate funding schedule, and (3) Plan for the future. F&G believes the plan as presented allows the Authority to maintain an optimal level of capital investment, while operating within the Authority's and its stakeholders available funding.
- **FY23 Capital Budget Adjustment:** This month staff will be presenting its proposed FY23 Capital Budget Adjustment. A memo is included in this month's FC materials and Matt Kimball (*Manager of Grants & Capital Projects*) will be walking the FC through all the changes from the version approved last November. Please note the changes reflected in the adjustment are the result of the recently awarded FY23 state grant agreement with VTRANS.
- **Retirement Plan Restatement:** It is a requirement that every 6 years retirement plans be restated to come into compliance with changes in retirement law. GMT's last restatement was in July of 2018, so staff has been working with Future Planning (third-party administrator) to bring the retirement plans up to code. In addition, the Retirement Committee (RC) at its May meeting unanimously supported a recommendation to the Board of Commissioners (BOC) to amend the GMT retirement plan to include a ROTH IRA option. To clarify, a ROTH IRA is different from a traditional tax advantaged retirement account because it allows contributions to be made with after-tax funds, with earnings and withdrawals being made tax-free. This recommended change, which is an action item on this month's BOC agenda, will be captured, if approved, in the upcoming plan restatement.
- **Budget Timeline:** Included below is a summary of the proposed budget timeline for the FY23 budget adjustments and FY24 proposed budget.
 - ❖ **FY23 Capital Budget Adjustment**
 - Finance Committee presentation – July
 - Board of Commissioners presentation – August
 - ❖ **FY23 Operating Budget Adjustment**
 - Finance Committee presentation – September
 - Board of Commissioners presentation – October
 - **FY24 Proposed Operating & Capital Budget**
 - Finance Committee presentation – December



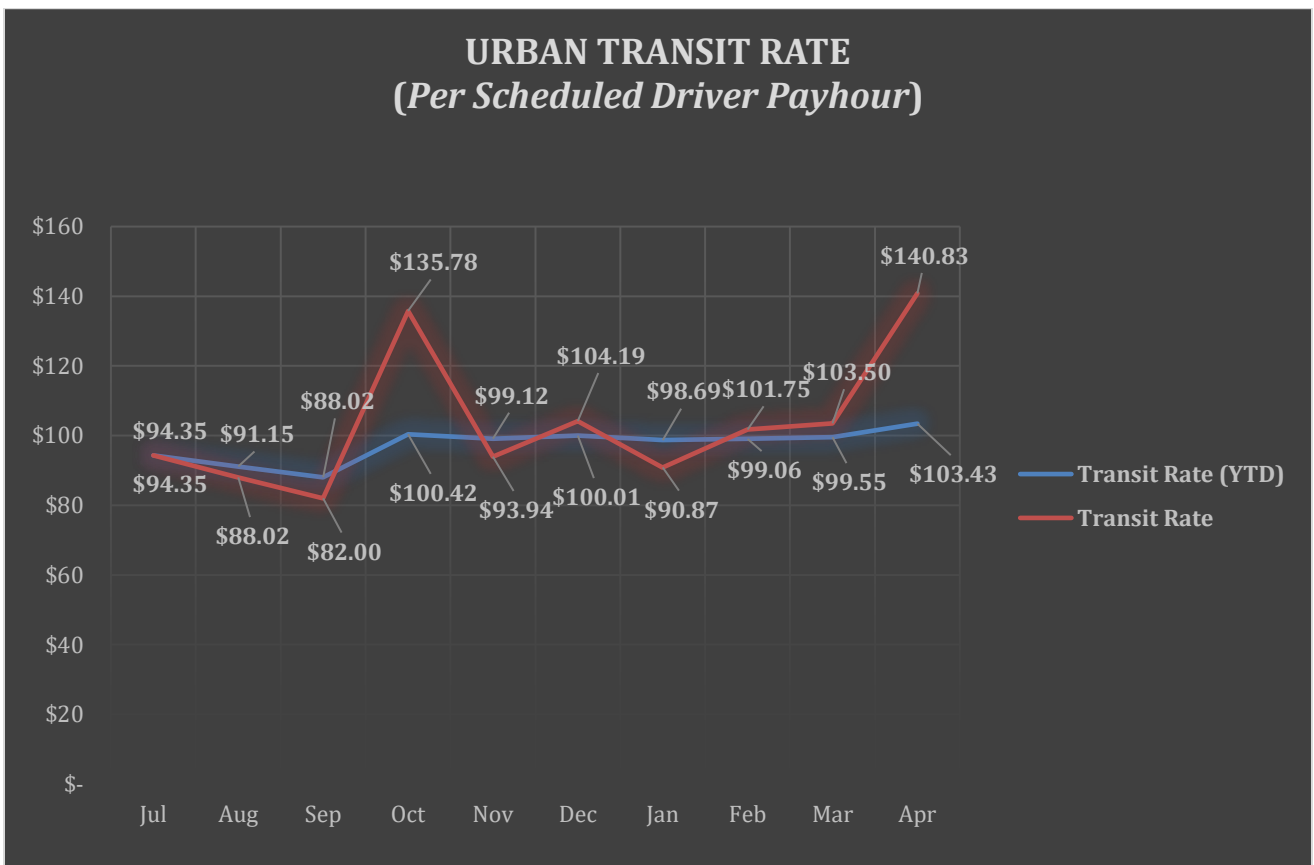
- Board of Commissioners (Assessments Only) – December
 - Assessments should be approved no later than December to allow urban member towns/cities to budget
- Board of Commissioners (Full Budget) – January

Transit Rate Update:

Each month's F&G will provide updates on the Authority's **transit rates**, which F&G uses to measure the operating costs associated with providing a distinct measurement unit of service. It is important to note that GMT's two systems (urban/rural) use different measurements for unit cost. The rural system uses a per vehicle hour measure, while the urban system utilizes scheduled driver payroll hours.

As reflected in Figure 3, the urban system is operating at a year-to-date transit rate of \$103.43 per vehicle hour as of April 30, 2022. Due to the usage of scheduled driver pay hours as the measurement unit, the monthly rate can tend to be volatile, because of exactly when the payroll costs hit versus the driver pay hours; however, the YTD rate pulls out that volatility.

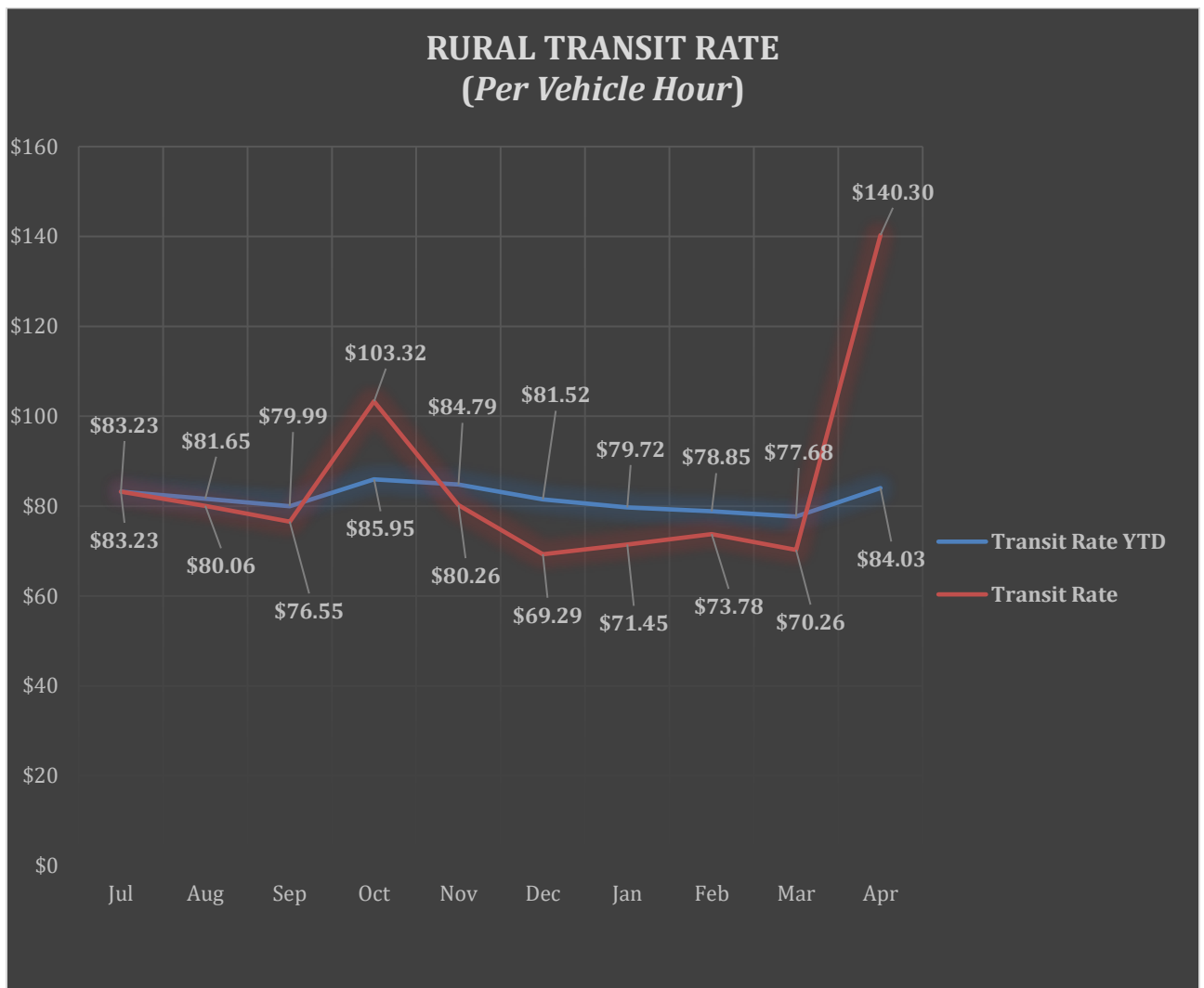
Figure 3





As reflected in Figure 4, the rural system is operating at a year-to-date transit rate of \$84.03 per vehicle hour as of April 30, 2022. This month (*April*) was an important month for the rural rate, as it has been understated for months. The approval timeline of the rural driver CBA led to delays in expense recognition of rural driver wage increases and changes to employer/employee share of the cost of driver healthcare. These deferred costs were all recognized in April, which is clearly reflected in Figure 4, with the rate going from \$70.26 in March to \$140.30 in April.

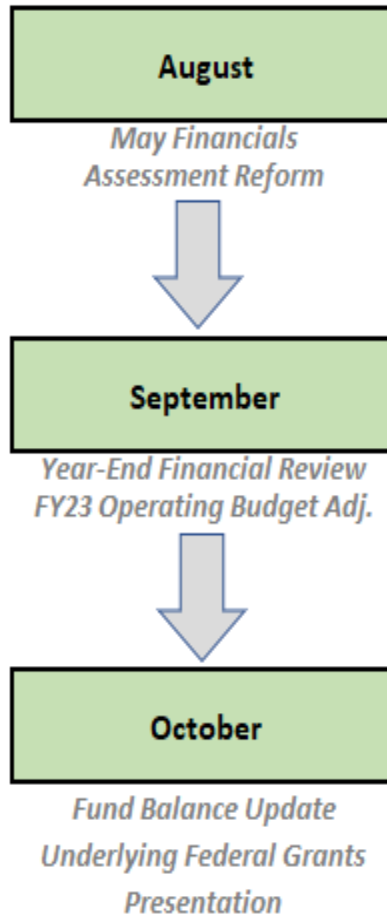
Figure 4





Please see Figure 5 for an updated FC workplan calendar:

Figure 5



Medicaid Update:

As reflected in Figure 6, GMT's NEMT program is currently operating at a pro forma loss of roughly \$46.1K for the year. This loss is currently being funded by the roughly \$117.6K of FY21 profit-share that GMT received from VPTA this fiscal year. If or when GMT's losses exceed the \$117K of profit share, VPTA will distribute escrow funds, if available. Please note, a scenario could occur, if the losses of all VPTA members were to exceed the escrow balance, where all or a portion of GMT's losses may not be covered.



Figure 6

FY22 Medicaid Profitability Analysis

Revenue:	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	Totals
PMPW Revenue	\$ 133,765	\$ 107,012	\$ 109,900	\$ 148,205	\$ 118,564	\$ 148,205	\$ 118,564	\$ 118,564	\$ 122,139	\$ 150,356	\$ 1,275,274
Expenses:											
Trip Costs	\$ 60,690	\$ 62,435	\$ 61,997	\$ 68,485	\$ 63,382	\$ 63,493	\$ 58,536	\$ 52,914	\$ 73,639	\$ 63,016	\$ 628,588
Other Trip Costs	\$ 19,611	\$ 19,876	\$ 26,323	\$ 23,088	\$ 18,566	\$ 17,509	\$ 15,654	\$ 18,165	\$ 20,719	\$ 18,832	\$ 198,343
Cider Contracted	\$ 5,012	\$ 8,074	\$ 7,640	\$ 5,645	\$ 4,812	\$ 6,310	\$ 7,259	\$ 4,464	\$ 6,144	\$ 5,973	\$ 61,332
Salaries	\$ 24,719	\$ 23,965	\$ 22,670	\$ 35,907	\$ 24,915	\$ 36,006	\$ 24,841	\$ 23,139	\$ 25,545	\$ 34,012	\$ 275,719
Benefits	\$ 7,865	\$ 8,595	\$ 6,220	\$ 6,718	\$ 6,212	\$ 6,391	\$ 5,605	\$ 5,402	\$ 5,477	\$ 4,903	\$ 63,387
Direct Costs	\$ 3,415	\$ 3,127	\$ 2,838	\$ 11,457	\$ 3,489	\$ 4,103	\$ 4,799	\$ 5,305	\$ 4,056	\$ 4,664	\$ 47,252
Indirect Costs	\$ 4,389	\$ 4,607	\$ 4,756	\$ 5,996	\$ 4,199	\$ 5,091	\$ 4,211	\$ 4,089	\$ 4,485	\$ 4,951	\$ 46,773
	\$125,701	\$130,679	\$132,443	\$157,295	\$125,574	\$138,903	\$120,904	\$113,478	\$140,065	\$136,351	\$1,321,393
Profit/(Loss)	\$ 8,064	\$ (23,667)	\$ (22,543)	\$ (9,090)	\$ (7,010)	\$ 9,302	\$ (2,340)	\$ 5,086	\$ (17,925)	\$ 14,005	\$ (46,119)
Profit as % of Total Revenue	6.0%	-22.1%	-20.5%	-6.1%	-5.9%	6.3%	-2.0%	4.3%	-14.7%	9.3%	-3.6%

The \$117K of profit-share provided this year from VPTA has made analyzing the medicaid revenues slightly more complex to the external reader. Therefore, F&G has included a reconciliation below (Figure 7), which shows the current figures, as well as the figures adjusted to remove the VPTA profit-share payment. As the reconciliation reflects, GMT is exceeding the benchmark even after removing the additional profit-share payment. F&G will provide this reconciliation for the remainder of the fiscal year.

Figure 7

Medicaid NEMT Revenue Reconciliation	
Current Financials:	<u>Rural</u>
Medicaid Passenger Rev-Direct Bill ₁	\$7,556
Medicaid Passenger Rev- PMPM ₂	<u>\$1,392,860</u>
Total Medicaid Purchase Of Svc	\$1,400,416
FY22 Adj. Budget :	\$1,495,000
% of Budget:	93.7%
Benchmark:	83.3%
Variance	10%
Adj. Financials:	<u>Rural</u>
Medicaid Passenger Rev-Direct Bill ₁	\$7,556
Medicaid Passenger Rev- PMPM ₂	<u>\$1,275,274</u> *Adj to remove profit share revenue
Total Medicaid Purchase Of Svc	\$1,282,830
FY22 Adj. Budget :	\$1,495,000
% of Budget:	85.8%
Benchmark:	83.3%
Variance	2.5%
*All results as of April 30, 2022	
1 Direct-Bill Revenues result from trips that cost above a certain dollar amount and are refunded to GMT at 100% of cost.	
2 PMPW Revenues result from a pre-determined rate which is reimbursed for the following 52 weeks after an individual ride is provided	



Figure 8

Weekly Unduplicated PMPW Counts and Payments		
Dates	PMPW COUNTS	Payment Amt
07/03/20	1,215	\$ 37,566
08/07/20	1,186	\$ 36,577
09/04/20	1,165	\$ 35,928
10/02/20	1,139	\$ 28,673
11/06/20	1,115	\$ 28,563
12/04/20	1,098	\$ 28,195
01/01/21	1,085	\$ 27,621
02/05/21	1,036	\$ 27,413
03/05/21	911	\$ 26,003
04/02/21	794	\$ 23,297
05/07/21	815	\$ 23,297
06/04/21	830	\$ 24,047
07/02/21	835	\$ 26,753
08/06/21	827	\$ 26,753
09/03/21	829	\$ 26,753
10/01/21	822	\$ 29,641
11/05/21	832	\$ 29,641
12/03/21	844	\$ 29,641
01/07/22	838	\$ 29,641
02/04/22	838	\$ 29,641
03/04/22	831	\$ 30,344
04/01/22	840	\$ 30,837
05/06/22	816	\$ 28,258
06/03/22	810	\$ 28,549
07/08/22	802	\$ 25,803

Pre-pandemic count 3-month trailing avg. = 1,269
Current count 3-month trailing avg. = 809 (63.8% of pre-pandemic levels)

Retirement Committee Update:

Retirement Committee (RC) meetings are held quarterly. The last meeting was held on May 11th at 12 p.m.

Draft minutes from all past meetings can be found [HERE](#).

Financial Summary:

Attached are the April financials for review along with the May expenses. As F&G reviews the April and May financials, a benchmark is referenced to determine how well revenue and expense actuals are tracking the budget. The benchmark is calculated as the percentage of the budget expected to be earned/spent if all revenues and expenses were earned/spent equally over a twelve-month period.

Therefore, we would expect to see budgets at 83.3% for April and 91.7% for May expenses.

The financials as of April 30th reflect a **total operating surplus of \$511K** and a **positive change in net assets of \$148.3K**.



The **Urban system** currently has a **124K operating surplus** and a **positive change in net assets of \$321.6K**. The operating surplus is largely driven by the recent Truist lease payoff, whereas the change in net assets is largely the result of additional local match funds set aside (\$1M more than FY22 capital match needs).

The **Rural System** currently has an **operating surplus of \$387K**, and a **negative change in net assets of (\$173.3K)**, which is resulting from capital asset work-in-process (WIP) write-offs for the Berlin facility, as well as a low level of capital investment year-to-date.

As a reminder the difference between operating surplus and change in net assets is the balance of the capital budget, as well as capital investment less depreciation. Please note that GMT's change in net assets is an equally important metric as the Authority's ending operating results, as it reflects the level of capital investment the Authority is maintaining.

Please find the following explanations for specific areas of interest:

Revenues were reviewed based on the activity through April 30th...

- **Federal Urban Formula Grant** – This revenue line item is under benchmark due to the utilization of 5311 flex to 5307 funds (JARC). These funds are provided by VTRANS and were drawn down last quarter – roughly \$300K, which reduced the revenue recognized in this line. In addition, GMT receives \$1.6M of Preventative Maintenance funds annually, which are flexed over by VTRANS, which helps subsidize the 5307 billing in the beginning of the fiscal year, up until it is exhausted.
- **Local Operating Assistance** – Rural local operating assistance is over benchmark because of a pass-through payment to RCT resulting from service transferred to another transit provider (*see Partner Local Share section*). The budget was built to reflect that payment going directly to the provider.
- **E&D Grants & Local Match** – is above benchmark in totality, but specifically in the Franklin Grand Isle (FGI) service area, and to a lesser degree in Chittenden County. E&D demand has normalized, and GMT has received additional funding in the most recent mid-year amendment (\$50K). An additional \$150K was also provided in the final grant amendment of FY22. Please note these additional grant funds are not reflected in the current budget figure.
- **Other State Grants** – The urban side is currently above benchmark, however only because of the full drawdown of the 5311 flex-to-5307 (JARC) funds,



which was previously discussed. The rural side is below benchmark mainly because of low RTAP (training) billing, and to a lesser degree because of low utilization of the *Recovery and Job Access* ride program where \$5K of revenue was budgeted, but only a few hundred dollars of rides have been provided.

- **Other Federal Grants** – Are above benchmark on the urban side due to Preventative Maintenance (PM) and CMAQ grant funding. PM grant funds are provided by VTRANS, but not at a funding level to last a complete fiscal year, so this result is not unexpected. In addition, CMAQ is also above benchmark because of an elevated urban transit rate resulting from an updated billing methodology. Thankfully, GMT has a decent bank of CMAQ funds to support FY22's overages, and for FY23, VTRANS has increased GMT's CMAQ award to accommodate this update in program cost.
- **Operating Revenues:**
 - **Advertising** is below benchmark for both systems, but significantly on the rural side. The rural system will not achieve its budget target for FY22, the only question now is by how much. *This will be a budget pressure for FY23, and additional revenues or cost reductions will need to be identified for both systems to offset the decline in operating revenues.*
 - **Interest Income** is currently below benchmark for both systems; however, the Federal Reserve raised the Fed Funds Rate by 50bps this month. This is the largest one-time increase in 20 years and will have an immediate effect on GMT's interest income.
 - **Misc. Revenue:** *Urban Miscellaneous revenue is over benchmark because of service provided on vehicles leased to the Town of Essex.*
 - **Sale of Equipment:** *Is over benchmark for both systems because of several vehicle retirements and the receipt of higher revenues per unit than in past years.*
 - **Medicaid revenue** is above benchmark currently, however this is primarily due to roughly \$117K of additional revenue recognized from FY21 profit-share (see Medicaid section for additional information)

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

- **Wages** – Urban driver wages are above benchmark. This variance is the result of bonus payments outlined in the recently approved urban driver CBA being provided and is not unexpected. Vehicle repair wages on the rural system are under benchmark due to a continued mechanic vacancy.
- **Pension plan expenses** are over benchmark for the urban system; this is likely the result of several factors, such as the one-time bonuses provided to urban



drivers and administrative staff, the one-time and quarterly CTO cash-outs, and a higher overall level of participation in the pension system.

- **Employee Development** is over benchmark on the urban side because of the timing of costs related to driver farebox and de-escalation training.
- **Other Employee Benefits** is over benchmark for the urban system due to the positive variance in driver wages, which is resulting in higher disability and life insurance premiums. In addition, the \$200 payout for booster shots and the unequal nature of spending on employee events is adding to the variance in both systems.
- **Admin Supplies and Expenses** is over budget on the urban system partially due to the timing of payroll expenses, but largely because of overspending. This is a line that will either need to be adjusted in FY23 or have spending constraints imposed.
- **Recruiting Expenses** is over benchmark in both systems due to the large number of vacant positions at GMT, which have required a greater level of spending than originally forecasted.
- **Dues and Subscriptions** is over budget on the rural side because of the timing of the VPTA invoice and several charges incorrectly posted to that general ledger account, which will be corrected in next months financials.
- **Travel and Meetings** is over budget in the Urban System due to the stipend paid to the community members for the JEDI Committee Meetings.
- **Legal Fees** are over benchmark the rural side due to the need for legal services for union negotiations. This expense line, like many others, does not follow a typical billing cycle.
- **Insurance**- The insurance is under the benchmark on the urban side and over benchmark on the rural side. In FY22, we switched the billing to coincide with our fiscal year which resulted in lower premiums, because it was for fewer months, but the budget does not yet reflect this change. The rural side is slightly over benchmark due to the increase in flood insurance.
- **Consulting Fees** is over budget on the rural side due to an invoice for public relations, which did not have a budget appropriation.
- **Safety** is over benchmark in the urban system due to driver safety lunches.



- **Facility Maintenance** is over benchmark for the urban system due to a large invoice to drain the car wash tank, as well as elevator maintenance at the DTC, and a large invoice to pump the hazardous waste from the lift pits. On the rural system there were repairs /upgrades to the security system. This line will likely need to be readjusted in FY23.
- **Passenger Facility Expense** is over benchmark on the urban side due a higher level of costs associates with plowing and sanding at park & ride locations.
- **Repeater Fees** – Is over benchmark on both systems due to the timing of invoices.
- **Utilities (Light, Heat, and Water)** is over benchmark on the urban side due to a recent rate increase at Burlington Electric of 7.5%.
- **Fuel** is over benchmark on both systems due to price volatility. FY22 had an average fuel price of \$2.75 budgeted, which is far below the recent prices paid. GMT recently paid \$4.39 per gallon for a fuel delivery.
- **Maintenance Tools/Supplies/Uniforms** is over benchmark on the urban side. The primary overage is from COVID-19 related maintenance purchases. The other culprit of the overspend is a change in expense coding. There has been turnover in the maintenance department, and current staff are tending to code more expenses as supplies rather than hardware – which is included in the parts expense line. This is clearly occurring as the urban system is significantly under benchmark in its hardware budget. These variances will be corrected in the FY23 Budget Adj. as F&G will better understand the preference change in coding and update the budget accordingly.
- **Misc. Maintenance Expenses and Fees** – is over benchmark on the rural side due to towing invoices. This is the first year we have separated towing in the general ledger for tracking purposes. The FY22 Adjusted Budget did not include funding for towing expenses, however funding is included in the FY23 Budget.
- **Partner Local Share** is over benchmark on the rural system due to the payment to RCT for their share of FY22 appropriations that were paid to GMT.
- **Debt Service** is over benchmark in the rural system due to paying off the Truist vehicle lease.

CAPITAL PROJECTS REPORT

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



☆ **Passenger Shelters:**

- Coordinating with Enseicom regarding a quote for a shelter replacement that was destroyed in an accident as well as quote for installation of additional shelters in the Burlington area.
- Corresponding with South Burlington about amenity improvements at bus stops within South Burlington.
- Continuing to develop a priority list of stops in the urban and rural service areas for amenity upgrades. Obtaining quotes for the removal of an unused shelter pad in Williston Village.

☆ **Washington County Facility Site Selection Study**

- Working with consulting team to evaluate key considerations between both finalist sites and finalize site recommendation.
- Continuing to research property acquisition and NEPA requirements. Goal to complete the FTA NEPA workshop this summer.

☆ **Berlin Wastewater Collection**

- Coordinating with VHB and DEC on the completion of a permit application for GMT's existing wastewater collection systems at the Berlin facility.

☆ **Vehicle Orders**

- One (1) Ford F550 cutaway bus has been ordered for use in Stowe seasonal service. Anticipated delivery is spring 2023 due to current backlog of available chassis from Ford.
- Working with SSTA and bus vendor on pricing and configuration of Ford Transit passenger vans for use in GMT rural service and urban paratransit service.
- Preparing purchase order materials for electric cutaway buses and preparing scope of services for infrastructure design work.

☆ **ADA Conversion Van RFP**

- Preparing scope of a new RFP for ADA conversion minivans with the intent for a multiple year contract award. This RFP would support the replacement needs for minivans used in demand response services across all GMT service areas, including vehicles leased to SSTA and CIDER.

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

- Continuing to work with WLA and staff on usage alternatives at 31 QCP and 101 QCP for consideration in the master plan study.

☆ **101 Queen City Park Rd Maintenance Lift Replacement**

- Continuing to work with design team on shop layout to accommodate new lift pits, electrical pathways to new lift systems, and location and specification of lift control consoles. Conducting outreach to other transit agencies to determine procurement possibilities, including use of cooperative procurement contracts that appear to have been used by other Agencies with federal funds.

☆ **101 Queen City Park Rd Additional Security Cameras**



- The new switch has been installed and additional cameras have been configured and are operational. The new switch has additional unused ports to allow for further expansion of the system as staff evaluates camera coverage needs of the facility and property.



REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY22 Adjusted Budget (Approved 11/16/2021)			Budget Variance			PYTD 2021	
Municipal Member Assessments	\$2,086,337		\$2,086,337	\$2,523,861		\$2,523,861	82.7%	0.0%	82.7%	\$2,046,589	
Municipal Paratransit Assessments	\$569,187		\$569,187	\$662,767		\$662,767	85.9%	0.0%	85.9%	\$573,976	
Local Operating Assistance	\$45,346	\$391,751	\$437,097	\$53,791	\$411,675	\$465,466	84.3%	95.2%	93.9%	\$44,826	\$395,544
Federal Urban Formula Grant	\$6,849,711		\$6,849,711	\$8,815,793		\$8,815,793	77.7%	0.0%	77.7%	\$4,485,425	
Federal Rural Operating Grant		\$2,122,883	\$2,122,883		\$2,577,939	\$2,577,939	0.0%	82.3%	82.3%		\$1,876,304
State Regular Subsidy Operating Grant	\$666,667	\$56,181	\$722,848	\$800,000		\$800,000	83.3%	0.0%	90.4%	\$1,445,120	\$206,200
E&D Grants and Local Match		\$1,230,298	\$1,230,298		\$1,304,409	\$1,304,409	0.0%	94.3%	94.3%		\$794,401
Other State Grants	\$355,821	\$73,143	\$428,964	\$402,463	\$102,531	\$504,994	88.4%	71.3%	84.9%	\$295,162	\$58,558
Other Federal Grants	\$3,135,135	\$902,604	\$4,037,740	\$3,120,422	\$1,251,578	\$4,372,000	100.5%	72.1%	92.4%	\$2,872,447	\$789,878
Fund Balance Reserves					\$144,600	\$144,600	0.0%	0.0%	0.0%		
Capital Reserve Revenue							0.0%	0.0%	0.0%		
Total Federal, State and Local Revenues	\$13,708,204	\$4,776,860	\$18,485,064	\$16,379,097	\$5,792,732	\$22,171,829	83.7%	82.5%	83.4%	\$11,763,545	\$4,120,886

OPERATING REVENUE

Passenger Revenue							0.0%	0.0%	0.0%	\$291	(\$1,247)
Paratransit Passenger Fares	(\$279)		(\$279)				0.0%	0.0%	0.0%		
Advertising Revenue	\$109,664	\$11,256	\$120,919	\$150,000	\$30,000	\$180,000	73.1%	37.5%	67.2%	\$121,216	\$80,445
Interest Earnings	\$203	\$2,849	\$3,052	\$300	\$4,000	\$4,300	67.7%	71.2%	71.0%	\$313	\$4,492
Miscellaneous Revenue	\$2,787	\$1,230	\$4,018	\$1,000		\$1,000	278.7%	0.0%	401.8%	\$54,805	\$2
Sales Of Equipment	\$15,965	\$2,400	\$18,365	\$1,000	\$2,000	\$3,000	1596.5%	120.0%	612.2%	\$13,135	(\$222,457)
Medicaid Purchase Of Svc		\$1,400,416	\$1,400,416		\$1,495,000	\$1,495,000	0.0%	93.7%	93.7%		\$1,309,907
Purchase of Service	\$30,790	\$44,999	\$75,788	\$36,408	\$59,523	\$95,931	84.6%	75.6%	79.0%	\$35,330	\$44,726
Warranty Revenue							0.0%	0.0%	0.0%		
Operating Revenue	\$159,130	\$1,463,150	\$1,622,279	\$188,708	\$1,590,523	\$1,779,231	84.3%	92.0%	91.2%	\$225,088	\$1,215,867
Total Revenue	\$13,867,333	\$6,240,010	\$20,107,343	\$16,567,805	\$7,383,255	\$23,951,060	83.7%	84.5%	84.0%	\$11,988,633	\$5,336,753

EXPENSES

SALARIES AND WAGES

Other Wages	\$1,233,126	\$774,537	\$2,007,663	\$1,568,307	\$944,323	\$2,512,631	78.6%	82.0%	79.9%	\$1,215,865	\$766,658
Driver/Operator Wages	\$3,915,304	\$1,733,353	\$5,648,657	\$4,432,527	\$2,237,603	\$6,670,129	88.3%	77.5%	84.7%	\$3,507,121	\$1,501,437
Vehicle Repair Wages	\$751,184	\$81,449	\$832,633	\$978,419	\$133,884	\$1,112,303	76.8%	60.8%	74.9%	\$781,661	\$129,831
Salaries and Wages	\$5,899,614	\$2,589,339	\$8,488,952	\$6,979,252	\$3,315,810	\$10,295,063	84.5%	78.1%	82.5%	\$5,504,647	\$2,397,926

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	\$456,120	\$193,556	\$649,677	\$533,913	\$253,659	\$787,572	85.4%	76.3%	82.5%	\$417,232	\$180,824
Unemployment Tax Exp	\$661	\$4,237	\$4,897	\$20,000	\$15,000	\$35,000	3.3%	28.2%	14.0%	\$17,617	\$5,468
Medical Insurance/HRA	\$1,567,333	\$421,776	\$1,989,109	\$2,079,609	\$531,788	\$2,611,397	75.4%	79.3%	76.2%	\$1,606,097	\$442,325
Pension Plan Expenses	\$279,204	\$77,202	\$356,407	\$307,087	\$102,790	\$409,877	90.9%	75.1%	87.0%	\$241,171	\$77,120
Employee Development	\$4,001	\$13,139	\$17,139	\$13,000	\$28,000	\$41,000	30.8%	46.9%	41.8%	\$5,658	\$4,945
Other Employee Benefits	\$118,103	\$46,407	\$164,509	\$121,402	\$53,499	\$174,901	97.3%	86.7%	94.1%	\$107,094	\$44,457
Personnel Taxes and Benefits	\$2,425,422	\$756,316	\$3,181,738	\$3,075,011	\$984,736	\$4,059,747	78.9%	76.8%	78.4%	\$2,394,869	\$755,140

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	\$29,071	\$15,431	\$44,502	\$31,300	\$16,700	\$48,000	92.9%	92.4%	92.7%	\$25,802	\$13,322
Recruiting Expenses	\$18,465	\$15,745	\$34,210	\$12,400	\$14,000	\$26,400	148.9%	112.5%	129.6%	\$5,040	\$10,737
Dues and Subscriptions	\$1,380	\$8,906	\$10,285	\$7,154	\$8,790	\$15,944	19.3%	101.3%	64.5%	\$5,933	\$7,748
Travel and Meetings	\$1,189	\$33	\$1,222	\$1,000	\$1,000	\$2,000	118.9%	3.3%	61.1%		
Board Development							0.0%	0.0%	0.0%		
Communications	\$28,504	\$29,409	\$57,912	\$33,180	\$35,700	\$68,880	85.9%	82.4%	84.1%	\$25,533	\$23,099
Computer Service Exp	\$70,821	\$134,922	\$205,744	\$84,676	\$159,222	\$243,897	83.6%	84.7%	84.4%	\$49,984	\$45,728
Legal Fees	\$35,337	\$34,038	\$69,375	\$57,000	\$30,500	\$87,500	62.0%	111.6%	79.3%	\$54,697	\$9,795
Insurance	\$810,478	\$435,707	\$1,246,184	\$1,054,838	\$475,471	\$1,530,309	76.8%	91.6%	81.4%	\$829,897	\$365,502
Audit Fees	\$2,800	\$1,200	\$4,000	\$16,450	\$7,050	\$23,500	17.0%	17.0%	17.0%	\$12,425	\$5,325
Consulting Fees		\$2,500	\$2,500	\$3,000	\$2,000	\$5,000	0.0%	125.0%	50.0%	\$5,700	\$3,800

BENCHMARK = 83.3%

Green Mountain Transit Authority
Budget v. Actual Report
For the Ten Months Ending Saturday, April 30, 2022



	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	
	Current Fiscal Year To Date			FY22 Adjusted Budget (Approved 11/16/2021)			Budget Variance			PYTD 2021		
	\$998,043	\$677,890	\$1,675,934	\$1,300,998	\$750,432	\$2,051,430	76.7%	90.3%	81.7%	\$1,015,010	\$485,057	
General and Admin Expenses												
OPERATIONS EXPENSES												
Background Checks	\$1,676	\$6,621	\$8,297	\$2,000	\$9,500	\$11,500	83.8%	69.7%	72.1%	\$797	\$8,181	
Drug & Alcohol Testing							0.0%	0.0%	0.0%			
DOT Testing	\$5,247	\$4,364	\$9,611	\$6,500	\$6,000	\$12,500	80.7%	72.7%	76.9%	\$5,233	\$4,831	
Employment Recruitment Program				\$800	\$400	\$1,200	0.0%	0.0%	0.0%			
Driver's Uniforms	\$15,932	\$6,270	\$22,202	\$20,000	\$10,000	\$30,000	79.7%	62.7%	74.0%	\$10,930	\$4,403	
Safety Expense	\$2,744		\$2,744	\$2,700	\$500	\$3,200	101.6%	0.0%	85.8%	\$2,048	\$350	
Misc. Operating Exp	\$565		\$565	\$2,800	\$1,000	\$3,800	20.2%	0.0%	14.9%	\$1,560	\$362	
Operations Expenses	\$26,164	\$17,255	\$43,419	\$34,800	\$27,400	\$62,200	75.2%	63.0%	69.8%	\$20,569	\$18,127	
PLANNING EXPENSES												
Other Planning Expenses		\$19,511	\$19,511		\$25,000	\$25,000	0.0%	78.0%	78.0%		\$32,884	
MPO Planning Expenses	\$34,184		\$34,184	\$100,000		\$100,000	34.2%	0.0%	34.2%	\$33,620		
Planning Expenses	\$34,184	\$19,511	\$53,695	\$100,000	\$25,000	\$125,000	34.2%	78.0%	43.0%	\$33,620	\$32,884	
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)												
Parts Expense - Non-Revenue Vehicles	\$2,564	\$267	\$2,831	\$5,000	\$2,000	\$7,000	51.3%	13.3%	40.4%	\$2,318	\$1,311	
Parts Expense - Revenue Vehicles	\$414,603	\$47,773	\$462,375	\$720,500	\$131,000	\$851,500	57.5%	36.5%	54.3%	\$467,364	\$69,329	
Tires	\$68,833	\$24,416	\$93,249	\$85,000	\$30,000	\$115,000	81.0%	81.4%	81.1%	\$64,633	\$12,793	
Facility Maintenance	\$75,704	\$54,304	\$130,008	\$54,000	\$57,000	\$111,000	140.2%	95.3%	117.1%	\$46,170	\$51,260	
Passenger Facility Expenses	\$27,319		\$27,319	\$25,191		\$25,191	108.5%	0.0%	108.5%	\$31,153	\$950	
Security Expenses	\$729		\$729				0.0%	0.0%	0.0%	\$27		
Cleaning Expense		\$6,333	\$6,333	\$7,800	\$10,000	\$17,800	0.0%	63.3%	35.6%	\$5,382	\$14,575	
Repeater Fees	\$19,569	\$15,171	\$34,740	\$20,800	\$15,200	\$36,000	94.1%	99.8%	96.5%	\$17,160	\$12,312	
Light, Heat and Water	\$153,877	\$54,068	\$207,945	\$170,000	\$67,000	\$237,000	90.5%	80.7%	87.7%	\$134,150	\$38,649	
Fuel - Vehicles	\$868,360	\$371,961	\$1,240,322	\$910,000	\$418,100	\$1,328,100	95.4%	89.0%	93.4%	\$427,548	\$233,365	
Maintenance Tools/Supplies/Uniforms	\$103,457	\$9,553	\$113,009	\$78,760	\$19,050	\$97,810	131.4%	50.1%	115.5%	\$95,039	\$21,880	
Misc Maint Expenses and fees	\$9,196	\$4,588	\$13,783	\$50,787	\$1,920	\$52,707	18.1%	238.9%	26.2%	\$2,145	\$1,848	
Vehicle/Building Maintenance Exp	\$1,744,211	\$588,433	\$2,332,644	\$2,127,837	\$751,270	\$2,879,107	82.0%	78.3%	81.0%	\$1,293,088	\$458,272	
CONTRACTOR EXPENSES												
ADA/SSTA Paratransit	\$1,283,152		\$1,283,152	\$1,590,423		\$1,590,423	80.7%	0.0%	80.7%	\$896,970		
Partner Local Share	\$9,917	\$19,610	\$29,526	\$19,833	\$4,941	\$24,774	50.0%	396.9%	119.2%	\$19,833	\$45,872	
Functional Assessment Costs							0.0%	0.0%	0.0%			
Volunteer Drivers		\$275,462	\$275,462		\$467,676	\$467,676	0.0%	58.9%	58.9%		\$290,109	
Other Transportation (incl Cabs)	\$3,328	\$746,781	\$750,109	\$5,024	\$855,304	\$860,328	66.3%	87.3%	87.2%	\$2,012	\$460,815	
Contractor Expenses	\$1,296,397	\$1,041,852	\$2,338,248	\$1,615,280	\$1,327,921	\$2,943,201	80.3%	78.5%	79.4%	\$918,815	\$796,796	
MARKETING EXPENSE												
Bus Tickets/Fare Media							0.0%	0.0%	0.0%			
Marketing Expense	\$13,358	\$10,425	\$23,783	\$26,320	\$12,000	\$38,320	50.8%	86.9%	62.1%	\$5,850	\$4,508	
Public Information	\$18,845	\$9,377	\$28,221	\$22,000	\$11,000	\$33,000	85.7%	85.2%	85.5%	\$20,691	\$8,129	
Marketing Expense	\$32,203	\$19,801	\$52,004	\$48,320	\$23,000	\$71,320	66.6%	86.1%	72.9%	\$26,541	\$12,637	
OTHER EXPENSES												
Allowance for Doubtful Accounts							0.0%	0.0%	0.0%			
Debt Service/Capital Reserve	\$9,586		\$9,586	\$5,651		\$5,651	169.6%	0.0%	169.6%	\$6,953		
Bond Interest	\$85		\$85				0.0%	0.0%	0.0%			
Capital Match	\$1,123,298	\$91,987	\$1,215,285	\$1,347,958	\$110,384	\$1,458,342	83.3%	83.3%	83.3%	\$833,333	\$109,575	
Other Expenses	\$1,132,970	\$91,987	\$1,224,957	\$1,353,609	\$110,384	\$1,463,993	83.7%	83.3%	83.7%	\$840,287	\$109,575	
TOTAL EXPENSES	\$13,589,208	\$5,802,384	\$19,391,592	\$16,635,108	\$7,315,953	\$23,951,061	81.7%	79.3%	81.0%	\$12,047,446	\$5,066,415	
Current Year Deferred Costs	(\$204,616)		(\$204,616)				0.0%	0.0%	0.0%	\$148,686		
OH Admin Allocation	\$222,443	(\$222,443)		\$242,952	(\$242,952)		91.6%	91.6%	0.0%	\$134,029	(\$134,029)	



	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY22 Adjusted Budget (Approved 11/16/2021)			Budget Variance			PYTD 2021	
Urban Shop Allocation	\$39,958	(\$39,958)		\$78,561	(\$78,561)		50.9%	50.9%	0.0%	\$66,993	(\$66,993)
Rural Link Cost Allocation	(\$211,843)	\$211,843		(\$254,211)	\$254,211		83.3%	83.3%	0.0%	(\$269,368)	\$269,368
ALLOCATIONS BETWEEN PROGRAMS	\$50,558	(\$50,558)		\$67,302	(\$67,302)		75.1%	75.1%	0.0%	(\$68,346)	\$68,346
Balance Of Operating Budget	\$124,068	\$387,067	\$511,135	\$0	\$0	\$0				\$21,528	\$338,684
Capital Revenue											
Federal Revenue	\$1,725,082	\$61,115	\$1,786,197							\$1,313,285	\$986,618
State Revenue	\$122,827	\$7,639	\$130,466							\$157,622	\$83,578
Paratransit Lease Revenue										\$123,604	
Local Match Revenue	\$1,123,298	\$91,987	\$1,215,285							\$833,333	\$109,575
Total Capital Revenue	\$2,971,207	\$160,741	\$3,131,948							\$2,427,844	\$1,179,771
Capital Expenses											
Vehicles	\$1,617,656	\$31,484	\$1,649,140							\$1,148,324	\$751,860
Maintenance Parts and Equipment	\$321,749	\$15,632	\$337,381							\$364,011	\$21,684
Passenger Amenities	\$2,803	\$5,670	\$8,473							\$7,750	\$1,299
Facility Repairs and Improvements	\$124,362	\$24,896	\$149,258							\$122,721	\$25,206
Total Capital Expenses	\$2,066,569	\$77,682	\$2,144,251							\$1,642,806	\$800,050
Balance of Capital Budget	\$904,638	\$83,059	\$987,697							\$785,039	\$379,721
Transfer of Purchases to Fixed Assets	\$1,570,891	(\$32,233)	\$1,538,658							\$1,215,930	\$696,685
Deferred Costs											
Depreciation Expense	(\$2,278,019)	(\$611,141)	(\$2,889,160)							(\$2,463,025)	(\$575,732)
Subtotal	(\$707,128)	(\$643,374)	(\$1,350,503)							(\$1,247,095)	\$120,953
Current Change in Net Assets	\$321,577	(\$173,248)	\$148,330							(\$440,528)	\$839,358

BENCHMARK = 91.7%

Green Mountain Transit Authority
Budget v. Actual Report
For the Eleven Months Ending Tuesday, May 31, 2022



REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY22 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2021	
Municipal Member Assessments	\$2,294,970		\$2,294,970	\$2,523,861		\$2,523,861	90.9%	0.0%	90.9%	\$2,251,248	
Municipal Paratransit Assessments	\$626,105		\$626,105	\$662,767		\$662,767	94.5%	0.0%	94.5%	\$631,373	
Local Operating Assistance	\$49,881	\$408,710	\$458,591	\$53,791	\$411,675	\$465,466	92.7%	99.3%	98.5%	\$49,309	\$423,487
Federal Urban Formula Grant	\$6,849,711		\$6,849,711	\$8,815,793		\$8,815,793	77.7%	0.0%	77.7%	\$5,037,838	
Federal Rural Operating Grant		\$2,122,883	\$2,122,883		\$2,577,939	\$2,577,939	0.0%	82.3%	82.3%		\$1,983,149
State Regular Subsidy Operating Grant	\$733,333	\$56,181	\$789,515	\$800,000		\$800,000	91.7%	0.0%	98.7%	\$1,589,632	\$304,521
E&D Grants and Local Match		\$1,230,516	\$1,230,516		\$1,304,409	\$1,304,409	0.0%	94.3%	94.3%		\$887,526
Other State Grants	\$355,821	\$73,143	\$428,964	\$402,463	\$102,531	\$504,994	88.4%	71.3%	84.9%	\$328,344	\$69,675
Other Federal Grants	\$3,135,135	\$902,604	\$4,037,740	\$3,120,422	\$1,251,578	\$4,372,000	100.5%	72.1%	92.4%	\$3,041,457	\$819,943
Fund Balance Reserves					\$144,600	\$144,600	0.0%	0.0%	0.0%		
Capital Reserve Revenue							0.0%	0.0%	0.0%		
Total Federal, State and Local Revenues	\$14,044,957	\$4,794,038	\$18,838,995	\$16,379,097	\$5,792,732	\$22,171,829	85.7%	82.8%	85.0%	\$12,929,201	\$4,488,300

OPERATING REVENUE

Passenger Revenue							0.0%	0.0%	0.0%	\$585	(\$1,312)
Paratransit Passenger Fares	(\$279)		(\$279)				0.0%	0.0%	0.0%		
Advertising Revenue	\$111,944	\$11,256	\$123,200	\$150,000	\$30,000	\$180,000	74.6%	37.5%	68.4%	\$127,133	\$80,445
Interest Earnings	\$224	\$3,080	\$3,304	\$300	\$4,000	\$4,300	74.8%	77.0%	76.8%	\$332	\$4,708
Miscellaneous Revenue	\$3,562	\$1,230	\$4,793	\$1,000		\$1,000	356.2%	0.0%	479.3%	\$54,805	\$1,494
Sales Of Equipment	\$24,270	\$2,370	\$26,640	\$1,000	\$2,000	\$3,000	2427.0%	118.5%	888.0%	\$13,135	(\$222,457)
Medicaid Purchase Of Svc		\$1,513,884	\$1,513,884		\$1,495,000	\$1,495,000	0.0%	101.3%	101.3%		\$1,399,598
Purchase of Service	\$31,369	\$46,779	\$78,148	\$36,408	\$59,523	\$95,931	86.2%	78.6%	81.5%	\$37,856	\$48,981
Warranty Revenue							0.0%	0.0%	0.0%		
Operating Revenue	\$171,091	\$1,578,599	\$1,749,690	\$188,708	\$1,590,523	\$1,779,231	90.7%	99.3%	98.3%	\$233,845	\$1,311,457
Total Revenue	\$14,216,048	\$6,372,637	\$20,588,685	\$16,567,805	\$7,383,255	\$23,951,060	85.8%	86.3%	86.0%	\$13,163,046	\$5,799,757

EXPENSES

SALARIES AND WAGES

Other Wages	\$1,360,077	\$838,453	\$2,198,530	\$1,568,307	\$944,323	\$2,512,631	86.7%	88.8%	87.5%	\$1,328,075	\$833,028
Driver/Operator Wages	\$4,264,567	\$1,875,742	\$6,140,309	\$4,432,527	\$2,237,603	\$6,670,129	96.2%	83.8%	92.1%	\$3,824,968	\$1,631,112
Vehicle Repair Wages	\$823,665	\$89,884	\$913,549	\$978,419	\$133,884	\$1,112,303	84.2%	67.1%	82.1%	\$850,962	\$138,881
Salaries and Wages	\$6,448,308	\$2,804,080	\$9,252,388	\$6,979,252	\$3,315,810	\$10,295,063	92.4%	84.6%	89.9%	\$6,004,004	\$2,603,021

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	\$497,480	\$209,779	\$707,259	\$533,913	\$253,659	\$787,572	93.2%	82.7%	89.8%	\$454,899	\$196,144
Unemployment Tax Exp	\$534	\$4,238	\$4,772	\$20,000	\$15,000	\$35,000	2.7%	28.3%	13.6%	\$17,624	\$5,468
Medical Insurance/HRA	\$1,731,259	\$463,040	\$2,194,298	\$2,079,609	\$531,788	\$2,611,397	83.2%	87.1%	84.0%	\$1,771,253	\$484,837
Pension Plan Expenses	\$303,929	\$83,351	\$387,279	\$307,087	\$102,790	\$409,877	99.0%	81.1%	94.5%	\$263,925	\$84,179
Employee Development	\$12,501	\$18,914	\$31,414	\$13,000	\$28,000	\$41,000	96.2%	67.5%	76.6%	\$10,239	\$16,211
Other Employee Benefits	\$128,382	\$55,867	\$184,249	\$121,402	\$53,499	\$174,901	105.7%	104.4%	105.3%	\$116,224	\$48,196
Personnel Taxes and Benefits	\$2,674,083	\$835,187	\$3,509,271	\$3,075,011	\$984,736	\$4,059,747	87.0%	84.8%	86.4%	\$2,634,164	\$835,034

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	\$33,024	\$16,667	\$49,691	\$31,300	\$16,700	\$48,000	105.5%	99.8%	103.5%	\$27,304	\$14,536
Recruiting Expenses	\$31,479	\$22,626	\$54,105	\$12,400	\$14,000	\$26,400	253.9%	161.6%	204.9%	\$5,040	\$10,787
Dues and Subscriptions	\$1,380	\$9,003	\$10,382	\$7,154	\$8,790	\$15,944	19.3%	102.4%	65.1%	\$5,933	\$7,748
Travel and Meetings	\$1,497	\$33	\$1,530	\$1,000	\$1,000	\$2,000	149.7%	3.3%	76.5%		
Board Development							0.0%	0.0%	0.0%		
Communications	\$29,424	\$32,051	\$61,475	\$33,180	\$35,700	\$68,880	88.7%	89.8%	89.2%	\$28,196	\$24,393
Computer Service Exp	\$73,922	\$140,847	\$214,769	\$84,676	\$159,222	\$243,897	87.3%	88.5%	88.1%	\$54,797	\$48,032
Legal Fees	\$40,319	\$34,423	\$74,742	\$57,000	\$30,500	\$87,500	70.7%	112.9%	85.4%	\$60,551	\$13,504
Insurance	\$914,515	\$492,950	\$1,407,465	\$1,054,838	\$475,471	\$1,530,309	86.7%	103.7%	92.0%	\$913,163	\$402,254
Audit Fees	\$2,800	\$1,200	\$4,000	\$16,450	\$7,050	\$23,500	17.0%	17.0%	17.0%	\$14,315	\$6,135
Consulting Fees	\$855	\$2,500	\$3,355	\$3,000	\$2,000	\$5,000	28.5%	125.0%	67.1%	\$5,700	\$3,800

BENCHMARK = 91.7%

Green Mountain Transit Authority
Budget v. Actual Report
For the Eleven Months Ending Tuesday, May 31, 2022



	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	
	Current Fiscal Year To Date			FY22 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2021		
	\$1,129,214	\$752,300	\$1,881,514	\$1,300,998	\$750,432	\$2,051,430	86.8%	100.2%	91.7%	\$1,114,999	\$531,189	
General and Admin Expenses												
OPERATIONS EXPENSES												
Background Checks	\$1,676	\$6,975	\$8,651	\$2,000	\$9,500	\$11,500	83.8%	73.4%	75.2%	\$941	\$8,323	
Drug & Alcohol Testing							0.0%	0.0%	0.0%			
DOT Testing	\$5,457	\$4,364	\$9,821	\$6,500	\$6,000	\$12,500	83.9%	72.7%	78.6%	\$5,333	\$5,206	
Employment Recruitment Program				\$800	\$400	\$1,200	0.0%	0.0%	0.0%			
Driver's Uniforms	\$16,323	\$6,390	\$22,713	\$20,000	\$10,000	\$30,000	81.6%	63.9%	75.7%	\$11,330	\$4,563	
Safety Expense	\$2,744		\$2,744	\$2,700	\$500	\$3,200	101.6%	0.0%	85.8%	\$2,048	\$350	
Misc. Operating Exp	\$565		\$565	\$2,800	\$1,000	\$3,800	20.2%	0.0%	14.9%	\$1,640	\$362	
Operations Expenses	\$26,765	\$17,728	\$44,493	\$34,800	\$27,400	\$62,200	76.9%	64.7%	71.5%	\$21,293	\$18,804	
PLANNING EXPENSES												
Other Planning Expenses		\$19,526	\$19,526		\$25,000	\$25,000	0.0%	78.1%	78.1%		\$48,910	
MPO Planning Expenses	\$36,131		\$36,131	\$100,000		\$100,000	36.1%	0.0%	36.1%	\$54,643		
Planning Expenses	\$36,131	\$19,526	\$55,657	\$100,000	\$25,000	\$125,000	36.1%	78.1%	44.5%	\$54,643	\$48,910	
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)												
Parts Expense - Non-Revenue Vehicles	\$2,948	\$323	\$3,271	\$5,000	\$2,000	\$7,000	59.0%	16.1%	46.7%	\$2,318	\$1,557	
Parts Expense - Revenue Vehicles	\$490,046	\$53,424	\$543,470	\$720,500	\$131,000	\$851,500	68.0%	40.8%	63.8%	\$529,632	\$73,627	
Tires	\$82,592	\$29,024	\$111,616	\$85,000	\$30,000	\$115,000	97.2%	96.7%	97.1%	\$67,852	\$12,793	
Facility Maintenance	\$87,586	\$64,350	\$151,936	\$54,000	\$57,000	\$111,000	162.2%	112.9%	136.9%	\$50,804	\$54,020	
Passenger Facility Expenses	\$28,274		\$28,274	\$25,191		\$25,191	112.2%	0.0%	112.2%	\$32,108	\$950	
Security Expenses	\$729		\$729				0.0%	0.0%	0.0%	\$27		
Cleaning Expense		\$6,933	\$6,933	\$7,800	\$10,000	\$17,800	0.0%	69.3%	38.9%	\$5,382	\$15,562	
Repeater Fees	\$19,569	\$15,212	\$34,781	\$20,800	\$15,200	\$36,000	94.1%	100.1%	96.6%	\$18,876	\$13,680	
Light, Heat and Water	\$166,127	\$57,049	\$223,176	\$170,000	\$67,000	\$237,000	97.7%	85.1%	94.2%	\$146,940	\$43,340	
Fuel - Vehicles	\$983,251	\$411,786	\$1,395,037	\$910,000	\$418,100	\$1,328,100	108.0%	98.5%	105.0%	\$467,302	\$258,803	
Maintenance Tools/Supplies/Uniforms	\$113,712	\$11,802	\$125,514	\$78,760	\$19,050	\$97,810	144.4%	62.0%	128.3%	\$102,898	\$22,810	
Misc Maint Expenses and fees	\$9,996	\$5,968	\$15,964	\$50,787	\$1,920	\$52,707	19.7%	310.8%	30.3%	\$2,347	\$1,848	
Vehicle/Building Maintenance Exp	\$1,984,829	\$655,871	\$2,640,700	\$2,127,837	\$751,270	\$2,879,107	93.3%	87.3%	91.7%	\$1,426,485	\$498,989	
CONTRACTOR EXPENSES												
ADA/SSTA Paratransit	\$1,412,677		\$1,412,677	\$1,590,423		\$1,590,423	88.8%	0.0%	88.8%	\$997,288		
Partner Local Share	\$19,833	\$19,610	\$39,443	\$19,833	\$4,941	\$24,774	100.0%	396.9%	159.2%	\$19,833	\$45,872	
Functional Assessment Costs							0.0%	0.0%	0.0%			
Volunteer Drivers		\$307,985	\$307,985		\$467,676	\$467,676	0.0%	65.9%	65.9%		\$314,532	
Other Transportation (incl Cabs)	\$3,328	\$748,740	\$752,069	\$5,024	\$855,304	\$860,328	66.3%	87.5%	87.4%	\$2,374	\$508,801	
Contractor Expenses	\$1,435,838	\$1,076,335	\$2,512,173	\$1,615,280	\$1,327,921	\$2,943,201	88.9%	81.1%	85.4%	\$1,019,495	\$869,204	
MARKETING EXPENSE												
Bus Tickets/Fare Media							0.0%	0.0%	0.0%			
Marketing Expense	\$14,367	\$11,433	\$25,800	\$26,320	\$12,000	\$38,320	54.6%	95.3%	67.3%	\$7,550	\$4,508	
Public Information	\$18,864	\$9,396	\$28,260	\$22,000	\$11,000	\$33,000	85.7%	85.4%	85.6%	\$21,735	\$11,101	
Marketing Expense	\$33,231	\$20,829	\$54,060	\$48,320	\$23,000	\$71,320	68.8%	90.6%	75.8%	\$29,285	\$15,609	
OTHER EXPENSES												
Allowance for Doubtful Accounts							0.0%	0.0%	0.0%			
Debt Service/Capital Reserve	\$9,586		\$9,586	\$5,651		\$5,651	169.6%	0.0%	169.6%	\$6,953		
Bond Interest	\$45		\$45				0.0%	0.0%	0.0%			
Capital Match	\$1,235,628	\$101,185	\$1,336,814	\$1,347,958	\$110,384	\$1,458,342	91.7%	91.7%	91.7%	\$916,667	\$120,533	
Other Expenses	\$1,245,259	\$101,185	\$1,346,444	\$1,353,609	\$110,384	\$1,463,993	92.0%	91.7%	92.0%	\$923,620	\$120,533	
TOTAL EXPENSES	\$15,013,660	\$6,283,041	\$21,296,701	\$16,635,108	\$7,315,953	\$23,951,061	90.3%	85.9%	88.9%	\$13,227,988	\$5,541,293	
Current Year Deferred Costs	\$225,564		\$225,564				0.0%	0.0%	0.0%	\$137,152		
OH Admin Allocation	\$244,612	(\$244,612)		\$242,952	(\$242,952)		100.7%	100.7%	0.0%	\$174,893	(\$174,893)	

BENCHMARK = 91.7%

Green Mountain Transit Authority
 Budget v. Actual Report
 For the Eleven Months Ending Tuesday, May 31, 2022



	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
	Current Fiscal Year To Date			FY22 BUDGET ADJ BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2021	
Urban Shop Allocation	\$46,789	(\$46,789)		\$78,561	(\$78,561)		59.6%	59.6%	0.0%	\$71,794	(\$71,794)
Rural Link Cost Allocation	(\$232,534)	\$232,534		(\$254,211)	\$254,211		91.5%	91.5%	0.0%	(\$295,158)	\$295,158
ALLOCATIONS BETWEEN PROGRAMS	\$58,867	(\$58,867)		\$67,302	(\$67,302)		87.5%	87.5%	0.0%	(\$48,472)	\$48,472
Balance Of Operating Budget	(\$513,181)	\$30,730	(\$482,451)	(\$0)	\$0	\$0				\$23,738	\$306,936
Capital Revenue											
Federal Revenue	\$1,725,082	\$62,451	\$1,787,533							\$1,313,808	\$1,012,678
State Revenue	\$122,827	\$7,639	\$130,466							\$157,772	\$86,835
Paratransit Lease Revenue										\$107,054	\$16,549
Local Match Revenue	\$1,235,628	\$101,185	\$1,336,814							\$916,667	\$120,533
Total Capital Revenue	\$3,083,537	\$171,275	\$3,254,812							\$2,495,300	\$1,236,595
Capital Expenses											
Vehicles	\$1,618,578	\$31,484	\$1,650,062							\$1,148,324	\$1,141,124
Maintenance Parts and Equipment	\$391,741	\$25,315	\$417,055							\$364,011	\$21,684
Passenger Amenities	\$2,803	\$5,670	\$8,473							\$7,750	\$33,873
Facility Repairs and Improvements	\$127,301	\$25,000	\$152,301							\$146,740	\$25,206
Total Capital Expenses	\$2,140,423	\$87,469	\$2,227,891							\$1,666,825	\$1,221,888
Balance of Capital Budget	\$943,114	\$83,807	\$1,026,921							\$828,476	\$14,707
Transfer of Purchases to Fixed Assets	\$1,636,270	(\$16,886)	\$1,619,384							\$1,215,930	\$696,685
Deferred Costs											
Depreciation Expense	(\$2,492,356)	(\$667,834)	(\$3,160,190)							(\$2,696,016)	(\$634,014)
Subtotal	(\$856,086)	(\$684,720)	(\$1,540,806)							(\$1,480,086)	\$62,670
Current Change in Net Assets	(\$426,153)	(\$570,183)	(\$996,336)							(\$627,872)	\$384,314



To: GMT Board of Commissioners
From: Jamie L. Smith, Director of Marketing and Planning
Date: July 13, 2022
Re: Marketing and Planning Report

Temporary Service Changes: After the Board meeting in June, staff began the process of working on an updated bid for Berlin driver, with the temporary service reductions. Per the CBA, we met with the Berlin scheduling committee to discuss the service updates, which they were supportive of.

Outreach to passengers, partner organizations, the Legislature, VTrans, and community groups has been relatively well received.

Amtrak Service in Burlington: Staff have been working with representatives from VTrans, Vermont Translines, City of Burlington, and Main Street Landing to develop outreach materials for the new Ethan Allen extended service to Burlington. The new service starts on July 29th! GMT looks forward to providing connections to the Amtrak station!

AmeriCorps VISTA Recruitment: GMT AmeriCorps VISTA- GMT is still actively recruiting for the AmeriCorps VISTA position. With the tight labor market, the AmeriCorps program has seen a decline in applicants to the program. Staff is hopeful to fill the position but further outreach help is needed. GMT recently posted about the position on our social media channels and we encourage other supporters of the VISTA program to help boost that message as well.

NACTO: Planning staff in coordination with staff from the City of Burlington met with representatives from the National Association of City Transportation Officials (NACTO) to discuss ways that the city of Burlington's transportation division and GMT could be more engaged with NACTO events, policies, and workshops.

South End Multi-Modal Center: GMT staff continue to meet and work with the South End Multi-Modal Center Working group on developing the conceptual design for a transit center and parking garage.

Transit Strategic Plan: Planning staff will re-engage on the Transit Strategic Plan. This plan will serve as GMT's 10-year service plan. Staff will be bringing draft chapters to the Board in the coming months.



Staff met with the CCRPC to discuss their Areas of Planned Growth and other planning process documents. GMT will look to other partners as well to make sure our TSP aligns well in terms of regional planning and timelines.

Car Free Day: Planning and Marketing staff participated in an initial planning session for developing a program in coordination with the City of Burlington Walk/ Bike Council to celebrate World Car Free Day in Burlington on September 22nd. Stay tuned for more details!

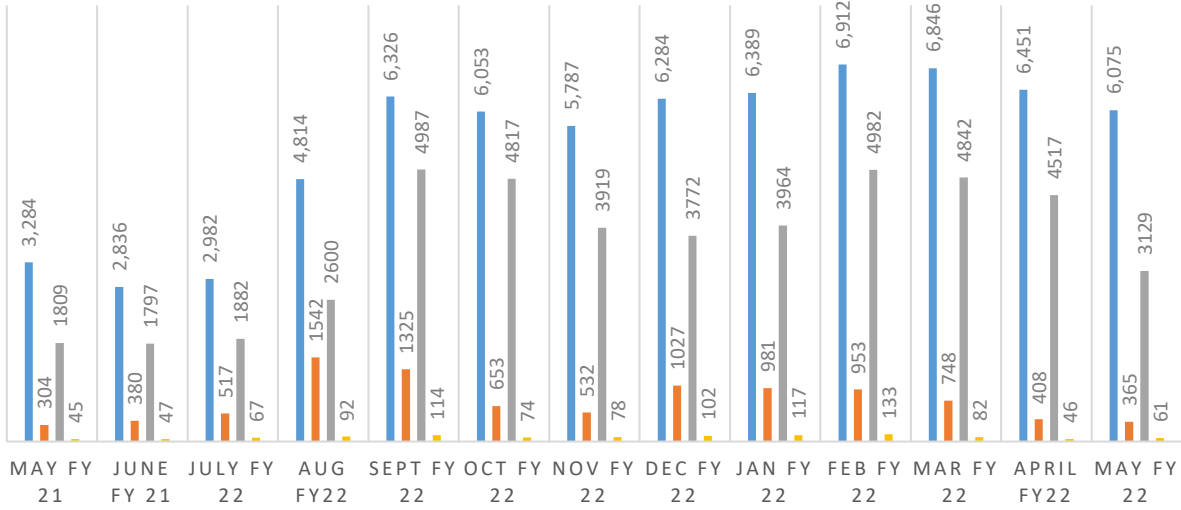
Student Marketing: Staff is working with representatives from UVM, Champlain, and CATMA to develop a student outreach plan for the upcoming academic year. In FY22, staff was present on-campus more regularly talking about transit options for students, and we hope to continue that in-person outreach this FY.

Volunteer Driver Recruitment: Marketing staff is working on an FY23 outreach plan for volunteer driver recruitment. We will deploy some of the same strategies as FY22 (Front Porch Forum, etc.), but will look to increase in-person events and outreach in FY23. Identifying key stakeholders to assist with boosting this message will be key to recruitment success.

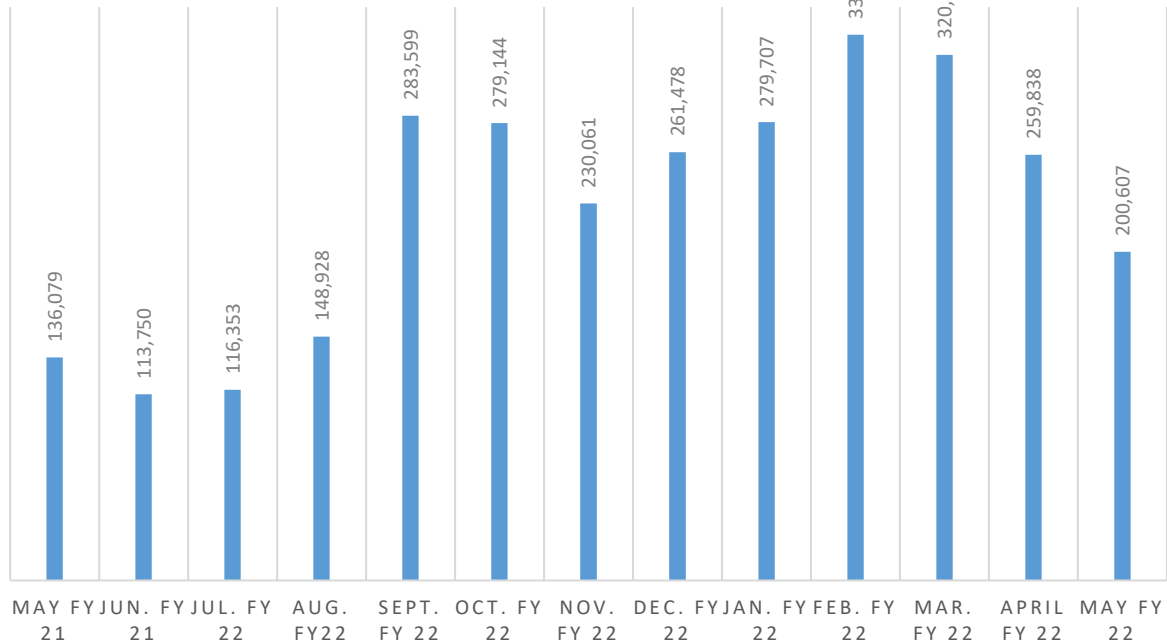
Microtransit Feasibility Study: GMT has the opportunity to identify another area in our system for a microtransit feasibility study. Given the recent Board conversations about service priorities, staff will bring a list of communities that have requested this type of service to the August Strategy Committee meeting. The goal would be to finalized a recommendation that would be presented to the full GMT Board at the September meeting. Interested communities should submit a letter of interest to Jamie Smith, jamie@ridegmt.com.

GMT TRANSIT APP STATISTICS

■ Monthly Active Users
 ■ Downloads
 ■ GO trips
 ■ New Alert Subscribers



SESSIONS



GMT Operations Report

July 2022

People & Co-worker Staffing

- Overall Operations staffing remained unchanged in June at nearly 87% of its 152 planned positions. While recruitment and hiring appears promising for drivers, Operations continues to struggle with over 20 persistent vacancies. This is especially pronounced in our Maintenance technical positions, a situation common in regional and national fleets.

Fleet Performance

- Overall June 2022 fleet performance indicators made substantial progress and positive trend performance. June 2022 Mean Distance Between Failure (MDBF) achieved its best month of the year, hitting a landmark 28,025 miles compared to FYTD MDBF of 14,650. The heavy urban diesel fleet MDBF continued to outperform FYTD, at 18,096 for June and shattering our prior February apex of over 13,000 miles between failures. We are extraordinarily proud and grateful for all of our Mechanics, Fleet Service and Custodial staff working so hard to support such a tired fleet under difficult circumstances. Help is on the way!
- Preventative maintenance (PM) inspections in June improved slightly to 94.0% of goal. While respectable in its own light, the number of PM inspections conducted rose over 25% due to seven 75,000 mile transmission interval checks, thus adding a substantial amount of workload to staff. Our gasoline fleet PM program remains challenged by our remote support of the Franklin/St. Albans rural fleet serviced from the Burlington shop, which remains a recurrent support issue for GMT.
- Operations will offer a full year-end wrap up report next month (August 2022) and providing a full spectrum recap of our first year of enhanced performance data. We will also make recommendations for additional areas to track and report upon for the coming year, including setting new FY23 performance goals.

GMT Fleet Snapshot Report

June 2022	Trend	June 2022				FY22 Monthly Average			
		Diesel	Electric	Gasoline	All	Diesel	Electric	Gasoline	All
Fleet Total Miles Operated	↑	144,770	833	78,597	224,200	137,219	2,155	77,935	217,309
Fleet Mean Distance Operated	↑	2,193	417	1,828	2,020	2,079	1,078	1,812	1,958
Chargeable Road Calls	↓	8	0	0	8	14.0	0.2	0.7	14.8
Chargeable Roadcalls per 100K miles	↓	5.5	0.0	0.0	3.6	10.2	7.7	0.9	6.8
Fleet Mean Distance Between Failure	↑	18,096	12,930	78,597	28,025	9,801	12,930	116,902	14,650
PM Inspections completed (#)	↑	34	1	16	51	25.2	0.3	14.9	40.3
PM Inspections completed in limits (%)	↑	94.0%	100.0%	88.0%	94.0%	94.0%	99.7%	88.5%	93.8%

	Diesel	Electric	Gasoline
Active Fleet Age	9.9	2.5	3.5
Asset Useful Life Life Used	82.6%	20.8%	69%

Operations Staffing

June 2022

Division	Unit	Title	Plan	Staffed	Need	Coverage
Burlington	Operations	Bus Operator FT	68	63	5	92.6%
		Bus Operator PT	8	7	1	87.5%
		Supervisor	4	4	0	100.0%
	Subtotal	Transit Operations	80	74	6	92.5%
	Stations	Stations DTC	3.7	3.7	0.0	100.0%
	Maintenance	Master	8	5	3	62.5%
		Journeyman	3	3	0	100.0%
		Apprentice	1	0	1	100.0%
		Body/Exterior Repair	1	1	0	100.0%
		Fleet Service	3	2	1	66.7%
		Custodial CDL	1	0	1	0.0%
		Custodial	3	3	0	100.0%
		Parts/Materiel	1	1	0	100.0%
	Subtotal	Maintenance	21	15	6	71.4%
	Subtotal	All	104.7	92.7	12	88.5%
St. Albans	Operations	Bus Operator FT	7	7	0	100.0%
		Bus Operator PT	5	1.4	3.6	28.0%
		Operator PT Van	3	2.2	0.8	73.3%
		Supervisor	1	1	0	100.0%
	Maintenance	Fleet Service	0.2	0.2	0	100.0%
Subtotal	St. Albans	16.2	11.8	4.4	72.8%	
Berlin	Operations	Bus Operator FT	21	18	3	85.7%
		Operator PT Van	2	2	0	100.0%
		Supervisor	2	2	0	100.0%
		Dispatcher	2	2	0	100.0%
	Stations	Stations MTC	1.2	1.2	0	100.0%
	Maintenance	Master	2	1	1	50.0%
		Fleet Service	1	1	0	100.0%
Subtotal	Berlin	31.2	27.2	4	87.2%	
Total	All	June	152.1	131.7	20.4	86.6%
		May	152.1	131.7	20.4	86.6%
		Trend		0.0	0.0	Ø

<p>Electric Fleet Update</p>	<ul style="list-style-type: none"> • After a best-ever performance in May, the Proterra electric bus fleet operated only 40% of average monthly miles, or just over 400 miles each during June. Unit 990 has been out of service since June 21st with a bad gear shift selector while Unit 991 has been and continues to be out of service due to a bad locking solenoid in the CCS electric charging cord receptacle in the bus. Both units are awaiting scheduled technical support from Proterra. The consistency of the Proterra fleet remains elusive and frustrating despite notable progress made over the last year to resolve significant issues. Additional staffing and specific Proterra training are needed to improve our ability to keep this fleet achieving its needed performance targets. • Major progress in the specification and configuration for the future New Flyer XE40 electric bus fleet continues to be made. With many major structural, chassis, multiplex and cabin systems common between the diesel XD40 and electric XE40 fleets, GMT continues to prepare for a major transformation in its heavy urban fleets with a strong focus on proper technical training and tooling for our technical operations staff. GMT hopes to be successful in its application for FTA Low & No Emission fleet when awards are made in late August.
<p>Updates</p>	<ul style="list-style-type: none"> • Factory fresh, our six new Gillig G27-class heavy urban buses arrived in Burlington on time! Technical staff continues to work and launch them into Burlington service and retire older obsolete units that continue to disproportionately burden fleet availability, especially during peak air conditioning months. Bringing our new buses into service, especially six at the same time, requires dozens of steps, inspections, tasks and coordination across all of Operations, including the training of our bus operators in the vastly enhanced ADA wheelchair securement systems. Availability in DMV appointments has also been one of several steps that has taken extra time.



It's a Bus! Gillig G27 units completing in-service inspections, equipment upfits and training requires dozens of people and hours to bring them into passenger service.

- Critical and long overdue technical training has been a major focus to backfill technical skillsets lost during 2021 staff exits. Air conditioning has been among the first focus areas given the substantial impact to fleet dispatch and operations. However, along with well-deserved and long scheduled vacation times during critical staffing shortages, fleet availability to dispatch continues to be impacted on many weekdays in June.
- New Flyer XD40 diesel and electric fleet configuration and negotiations continue to advance our fleet planning for our next six buses that will be used for both urban and rural services. This work will represent the first major technical revision for GMT and our stakeholder communities with a diversified fleet transition better suited for our all-electric future. The six XD40 diesels will likely be the last diesel fleet purchased by GMT, and serves as the gateway to a service proven electric fleet platform that shares many interchangeable components and mechanical systems between the diesel and electric models.

FY 22 Urban Ridership by Month															FY21 YTD			FY20 YTD						
Number of Service Days		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY22 YTD	FY21 YTD	Difference (FY22-FY21)		FY20 YTD	Difference (FY22-FY20)					
Saturday		5	4	4	5	4	3	4	4	4	5	4	4	50	51			52						
Sunday		3	5	4	5	4	4	5	4	4	4	5	4	51	51			52						
Weekday		22	22	21	21	21	23	21	20	23	21	21	22	258	256			256						
School Days		0	5	21	19	17	16	21	14	21	16	21	6	177	175			177						
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY22 YTD	FY21 YTD	riders	%	FY20 YTD	riders	%				
1	Williston	23,804	26,925	40,150	45,121	37,069	31,865	34,232	33,779	30,088	37,360	29,805	30,313	400,511	290,187	110,324	38.02%	374,403	26,108	6.97%				
2	Essex Junction	23,480	26,684	38,056	37,401	34,653	29,790	32,001	31,581	29,567	30,245	27,027	29,421	369,906	240,599	129,307	53.74%	370,934	-1,028	-0.28%				
3	Lakeside Commuter	24	10	10	49	25	22	23	23	4	1	2	37	230	345	-115	-33.33%	241	-11	-4.65%				
4	Essex Center	Merged with #10 Williston/Essex in June 2020																						
5	Pine Street	4,972	5,297	6,456	7,749	6,803	5,848	6,282	6,200	6,539	7,331	7,426	8,511	79,414	52,159	27,255	52.25%	74,165	5,249	7.08%				
6	Shelburne Rd.	19,729	20,332	22,014	24,757	24,579	21,129	22,697	22,400	16,855	16,680	16,105	21,182	248,459	195,001	53,458	27.41%	224,972	23,487	10.44%				
7	North Avenue	14,625	15,969	22,329	22,508	20,868	17,939	19,270	19,018	17,954	17,360	20,559	20,348	228,747	158,555	70,192	44.27%	238,249	-9,502	-3.99%				
8	City Loop	2,303	2,770	4,738	4,586	3,892	3,346	3,594	3,547	4,014	5,526	4,383	4,766	47,465	26,921	20,544	76.31%	41,368	6,097	14.74%				
9	Riverside/Winooski	10,326	9,365	11,468	13,253	12,496	10,743	11,540	11,389	13,524	12,579	13,931	16,608	147,222	109,441	37,781	34.52%	126,944	20,278	15.97%				
10	Williston/Essex	1,823	2,147	2,654	2,445	2,542	2,185	2,347	2,316	2,251	2,238	2,258	1,962	27,168	20,075	7,093	35.33%	33,434	-6,266	-18.74%				
11	Airport	4,491	4,676	7,351	7,639	6,612	5,684	6,106	6,026	3,932	5,333	4,481	7,170	69,501	55,238	14,263	25.82%	123,970	-54,469	-43.94%				
16	Hannaford's	58	150	138	160	139	119	128	127	260	158	106	106	1,649	1,864	-215	-11.53%	2,037	-388	-19.05%				
19	Price Chopper #1	88	168	152	245	178	153	164	162	74	118	138	162	1,802	2,358	-556	-23.58%	3,196	-1,394	-43.62%				
20	Price Chopper #2	136	142	150	203	177	152	163	161	218	154	126	120	1,902	1,996	-94	-4.71%	1,829	73	3.99%				
21	Neighborhood Special	0	1,235	6,008	6,173	3,208	2,758	2,963	2,924	5,378	3,747	5,309	1,703	41,406	24,269	17,137	70.61%	106,605	-65,199	-61.16%				
26	Other	1,076													1,076									
36	Jeffersonville Commuter	227	466	644	600	522	449	482	476	542	379	475	467	5,729	4,000	1,729	43.23%	8,995	-3,266	-36.31%				
46	116 Commuter		53	136	147	82	71	76	75	336	297	248	261	1,782	0	1,782	#DIV/0!	2,565	-783	-30.53%				
56	Milton Commuter	718	894	967	1,017	1,010	869	933	921	1,046	1,007	959	1,049	11,390	9,670	1,720	17.79%	13,559	-2,169	-16.00%				
76	Middlebury Link	Transferred to Tri Valley Transit in July 2021																						
86	Montpelier Link	2,334	2,667	3,309	4,423	3,237	2,783	2,989	2,950	3,897	3,540	3,338	4,136	39,603	17,581	22,022	125.26%	86,640	-47,037	-54.29%				
96	St. Albans Link	534	420	452	738	603	519	557	550	737	577	641	844	7,172	6,030	1,142	18.94%	12,888	-5,716	-44.35%				
97	Barre LINK	Suspended March 2020																						
SUBTOTAL		110,748	120,317	167,182	179,214	158,695	136,424	146,547	144,625	137,216	144,630	137,317	149,166	1,732,134	1,216,289	515,845	42.41%	1,846,993	-114,859	-6.22%				
ADA Paratransit		3,107	3,192	3,266	3,472	3,290	3,319	3,098	3,117	3,726	3,380			32,967	23,752	9,215	38.80%	32,936	31	0.09%				
Urban E&D		1,095	1,190	1,240	1,177	1,104	1,190	1,109	1,131	1,366	1,089			11,691	7,826	3,865	49.39%	13,987	-2,296	-16.42%				
TOTAL		114,950	124,699	171,688	183,863	163,089	139,743	149,645	147,742	140,942	148,010	137,317	149,166	1,776,792	1,247,867	528,925	42.39%	1,893,916	-117,124	-6.18%				

FY22 GMT Rural Ridership by Month

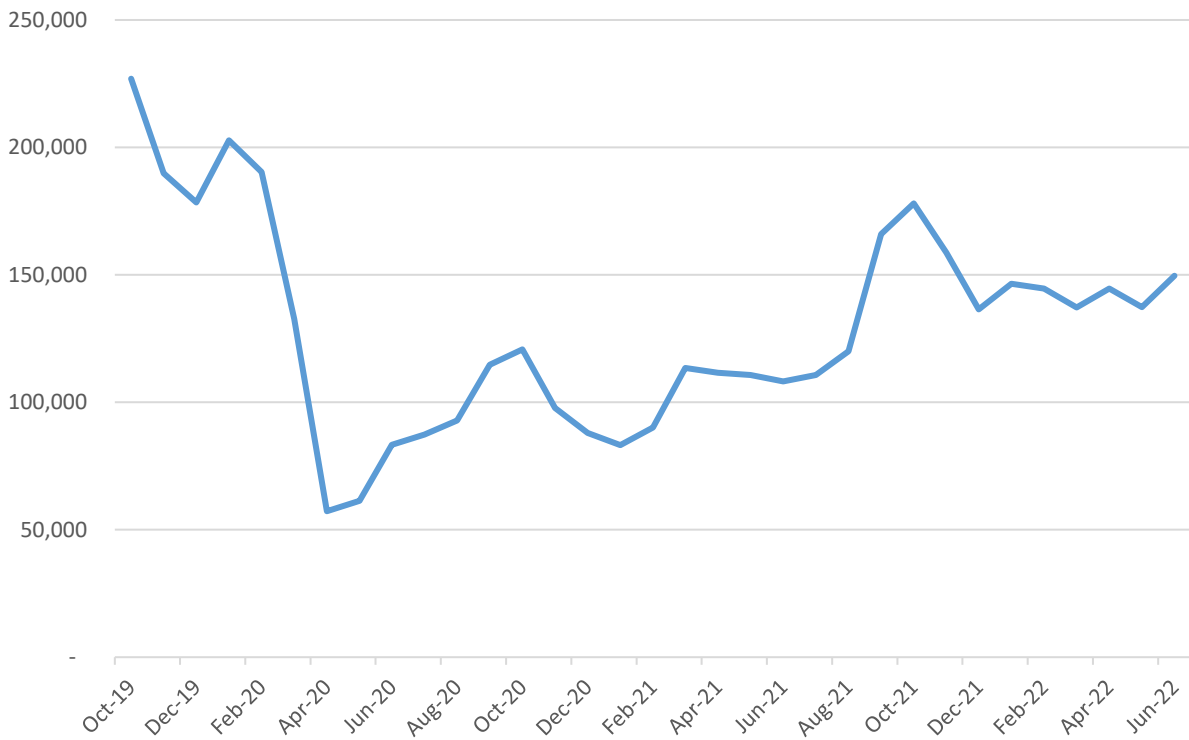
Number of Service Days

														FY22 YTD	FY21 YTD		FY20 YTD
Saturday	5	4	4	5	4	3	4	4	4	5	4	4		50	47		48
Sunday	3	5	4	5	4	4	5	4	4	4	5	4		51	47		48
Weekday	22	22	21	21	21	23	21	20	23	21	21	22		258	234		235

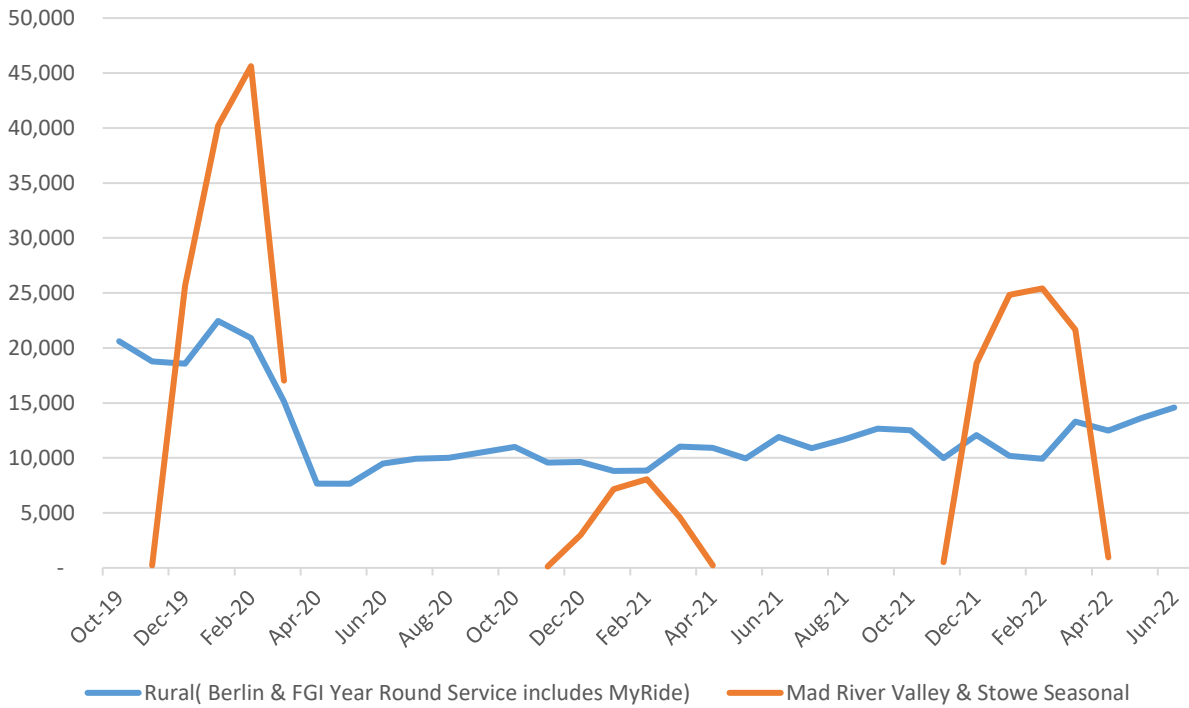
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY22 YTD	Difference (FY22 - FY21)			Difference (FY22 - FY20)		
														FY21 YTD	Riders	%	FY20 YTD	Riders	%	
80	City Route Mid-Day	1,434	1,589	1,550	1,739	1,111	1,504	1,171	1,159	1,604	1,618	2,025	2,114	18,618	14,610	4,008	27.4%	22,801	(4,183)	-18.3%
81	Barre Hospital Hill	2,053	2,218	2,079	2,469	2,069	2,289	1,827	1,908	2,241	2,042	2,377	2,618	26,190	22,061	4,129	18.7%	29,088	(2,898)	-10.0%
82	Montpelier Hospital Hill	Microtransit.																		
83	Waterbury Commuter	203	295	390	287	236	340	227	185	320	371	358	437	3,649	1,585	2,064	130.2%	7,070	(3,421)	-48.4%
84	US 2 Commuter	68	37	30	27	42	40	26	43	51	59	45	56	524	702	(178)	-25.4%	6,634	(6,110)	-92.1%
85	Hannaford Shopping Special	196	187	178	116	165	156	141	108	202	160	168	128	1,905	1,683	222	13.2%	1,269	636	50.1%
87	Northfield Shuttle	34	40	44	45	39	44	33	33	31	18	20	44	425	395	30	7.6%	632	(207)	-32.8%
88	Capital Shuttle	Microtransit																		
89	City Commuter	1,693	1,937	2,950	2,528	1,758	2,096	1,722	1,825	2,211	2,104	2,376	2,553	25,753	19,370	6,383	33.0%	32,977	(7,224)	-21.9%
90	Plainfield Shuttle	23	18	17	21	21	8	29	32	34	28	22		253	431	(178)	-41.3%	513	(260)	-50.7%
92	Montpelier Circulator	Microtransit																		
93	Northfield Commuter	309	383	562	441	467	463	474	458	649	608	482	508	5,804	2,851	2,953	103.6%	4,758	1,046	22.0%
100	Route 100 Commuter	Transferred to Rural Community Transportation on Monday, July 6, 2020.																		
108	Mountain Road Shuttle					517	14,734	16,720	15,305	15,265	961			63,502	9,443	54,059	572.5%	80,618	(17,116)	-21.2%
102	Morrisville Loop	Transferred to Rural Community Transportation on Monday, July 6, 2020.																		
103	Morrisville Shopping Shuttle	Transferred to Rural Community Transportation on Monday, July 6, 2020.																		
109	Tuesday Shopping Shuttle (FGI)	56	56	40	62	42	56	54	30	76	56	66	58	652	560	92	16.4%	778	(126)	-16.2%
110	St.Albans DT Shuttle	1,676	1,587	1,647	1,707	1,015	1,657	1,315	1,206	1,930	1,832	1,596	1,824	18,992	16,544	2,448	14.8%	23,094	(4,102)	-17.8%
115	Alburg-Georgia Commuter	263	266	282	279	175	243	252	235	338	330	446	532	3,641	3,715	(74)	-2.0%	5,689	(2,048)	-36.0%
116	Richford-St.Albans Commuter	185	185	249	288	119	341	268	220	302	274	364	342	3,137	2,358	779	33.0%	6,216	(3,079)	-49.5%
120	Valley Floor						946	2,123	1,942	1,345				6,356	791	5,565	703.5%	6,935	(579)	-8.3%
121	Valley Evening Service	Discontinued for FY22																		
122	Mount Ellen						1,185	3,685	4,534	2,771				12,175	6,613	5,562	84.1%	19,856	(7,681)	-38.7%
124	Mountain Condos						713	848	1,557	910				4,028	3,172	856	27.0%	9,329	(5,301)	-56.8%
125	Access Road						1,035	1,460	2,065	1,379				5,939	3,136	2,803	89.4%	10,756	(4,817)	-44.8%
99	Special Services																			
	Microtransit - MyRide	2,678	2,910	2,652	2,499	2,722	2,861	2,640	2,508	3,341	2,999	3,285	3,372	34,467	N/A			N/A		
	SUBTOTAL	10,871	11,708	12,670	12,508	10,498	30,711	35,015	35,353	35,000	13,460	13,630	14,586	236,010	110,020	125,990	114.5%	269,013	(33,003)	-12.3%
	Rural E&D	1,173	1,292	1,194	1,246	1,283	1,335	1,154	963	1,144	1,152			11,936	7,756	4,180	53.9%	15,487	(3,551)	-22.9%
	NEMT	2,744	2,895	2,828	2,843	2,614	2,026	2,450	1,893	2,656	2,554			25,503	23,908	1,595	6.7%	59,103	(33,600)	-56.8%
	TOTAL	14,788	15,895	16,692	16,597	14,395	34,072	38,619	38,209	38,800	17,166	13,630	14,586	273,449	141,684	131,765	93.0%	343,603	(70,154)	-20.4%
	Minus MyRide	12,110	12,985	14,040	14,098	11,673	31,211	35,979	35,701	35,459	14,167	10,345		238,982						

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY22 YTD	Difference (FY22 - FY21)			Difference (FY22 - FY20)		
Capital District	8,691	9,614	10,452	10,172	8,630	9,801	8,290	8,259	10,684	10,007	11,158	11,830	117,588	63,688	53,900	84.6%	105,742	11,846	11.2%
Franklin/Grand Isle	2,180	2,094	2,218	2,336	1,351	2,297	1,889	1,691	2,646	2,492	2,472	2,756	26,422	23,177	3,245	14.0%	35,777	(9,355)	-26.1%
Seasonal Service					517	18,613	24,836	25,403	21,670	961			92,000	23,155	68,845	297.3%	127,494	(35,494)	-27.8%

Urban Ridership September 2019 - June 2022



Rural Ridership September 2019 - June 2022





To: GMT Board of Commissioners
From: Stephanie Reid, Director of Human Resources
Date: July 2022
RE: HR Report

Employee News

GMT has welcomed its newest member to the Customer Service Representative – Call Center team, Stephanie Bailey. Stephanie joined us on July 11, 2022.

Recruitment

Recruitment needs remain critical in all 3 locations. Actions taken to advertise our needs have been ongoing and include the recent update to the Vermont Department JobLink board, the use of radio advertising, recent advertising in The Bridge, and increasing the Employee Referral Bonus. Discussions are taking place to revamp our very own GMT Careers page.

We will also begin the seasonal recruitment process and will be looking to increase the starting wage for these hires to combat a highly competitive market.

Departures known for July

- **Burlington**
Elizabeth (Bitsy) Eddy, Customer Service Representative, departed GMT as of July 11, 2022
- **Berlin**
Andrew Gibson, Operator, departed GMT as of July 8, 2022
Deb Gordon, Operator, departed GMT as of July 15, 2022
Rick McDougal, Operator, will be departing GMT as of July 22, 2022
- **St. Albans**
None is known for July



Resolution on Complying with Vermont Open Meeting Law (1 V.S.A. § 312)

Whereas the Green Mountain Transit Authority (GMT) is a public body created in 1973 providing public transportation services in Chittenden, Washington, Franklin, Grand Isle, Lamoille and Orange Counties and is, therefore, subject to Vermont Open Meeting Law; and

Whereas that Law requires that the time and place of all regular meetings subject to Vermont Open Meeting Law shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution, or other determining authority of the public body; now, therefore, be it

Resolved, that the Green Mountain Transit Authority:

1. Adopts the time and location of the GMT Board of Commissioner regular meeting as the third Tuesday of the month, 7:30 a.m., at the GMT Conference Room, 101 Queen City Park Road, Burlington, Vermont. At its discretion the Commission may hold its regular meeting at a different location. Said location will be noticed on the meeting agenda at least 48 hours in advance of the regular meeting and the agenda shall be posted on the GMT website and public offices as required by law;
2. Adopts the following times and locations for regular meeting of its committees:
 - a. Leadership Committee: The Monday one week prior to the Board of Commissioners meeting, 11:00 a.m.;
 - b. Operations Committee: as needed, the Monday one week prior to the Board of Commissioners meeting, 10:00 a.m.;
 - c. Strategy Committee: as needed, the Monday one week prior to the Board of Commissioners meeting, 8:30 a.m.;
 - d. Finance Committee: as needed, the Thursday one week prior to the Board of Commissioners meeting, 7:30 a.m.
 - e. JEDI Committee: as needed, the first Thursday of the month, 12:00 p.m.



These Committees will meet at the Burlington GMT office, 101 Queen City Park Road, Burlington, Vermont unless otherwise noticed on GMT's website: www.ridegmt.com.

3. Names the following locations for posting of meeting notices and agendas:
 - a. GMT website: www.ridegmt.com.
 - b. GMT Burlington Office, 101 Queen City Park Road, Burlington Vermont.
 - c. GMT St. Albans Office, 375 Lake Street, St. Albans, Vermont
 - d. Downtown Transit Center, 100 Cherry Street, Burlington, Vermont
 - e. Montpelier Transit Center 61 Taylor Street, Montpelier, Vermont.

Adopted by the Board of Commissioners: 07/19/2022

Amy Brewer, Secretary
GMT Board of Commissioners

FY23 Scheduled Board of Commissioners Meetings:
Third Tuesday of the Month at 7:30 a.m.

- July 19, 2022 (Annual Meeting)
- August 16, 2022 IF NEEDED
- September 20, 2022
- October 18, 2022
- November 15, 2022
- December 20, 2022
- January 17, 2023
- February 21, 2023
- March 21, 2023
- April 18, 2023
- May 16, 2023
- June 20, 2023

Staff Summary

FY2022 & FY2023 New Flyer XD40 Diesel Bus Purchase
Six (6) Units at \$610,000 each
Total: \$3,660,000

July 14, 2022

Prepared by: Connie Englert,
 GMT Transit & Technical
 Operations

Summary

- GMT Operations is requesting approval for the purchase of six (6) heavy duty diesel transit buses for \$3,660,000 total. As provided to the June Board, GMT will utilize an interagency procurement piggyback option with the Pioneer Valley Transit Authority (PVTA) of Springfield MA under Merrimack Valley Regional Transit Authority (MVRTA) Contract 2020-25 for these transit buses at a not-to-exceed cost of \$610,000 each.

Background

- The FY23 and FY24 Board-approved capital program funds for four heavy diesel buses. GMT will seek to make an amended capital program request for two additional heavy diesel buses to support our rural Mountain Division operation in the coming months. These six buses would be \$610,000 or less per unit, for a total capital matched acquisition of \$3,660,000.
- GMT Operations recommends the diversification of its fleet with the addition of New Flyer Industries (NFI). NFI is the largest and most service proven heavy diesel and now electric transit bus manufacturer in North America. NFI is headquartered in Winnipeg Manitoba, with Buy America facilities in Minnesota and Alabama. The NFI Xcelsior model bus is among the most successful designs in the history of transit bus manufacturing and leverages years of innovations and collaborations with North America's premier transit agencies, including MBTA Boston, MTA New York City Bus, and Los Angeles Metro, as well as successful regional programs at CDTA Albany, Connecticut DOT (ConnDOT), NFTA Buffalo, PVTA and many other peer sized properties.



	<ul style="list-style-type: none"> ▪ After the Board concurred with staff to begin this piggyback discussion, GMT and New Flyer Industries engaged on technical option and pricing within the overall framework of the host agency contract with New Flyer. The original GMT price estimate for new diesel bus was \$570,000 each based on FY22 acquisitions with Gillig. ▪ During June, New Flyer Industries made a request for force majeure relief to remove the PPI cap to our host contract, citing hyperinflation in producer markets, global supply chain disruptions, the war in Ukraine, and the COVID-19 pandemic. US Bureau of Labor Producer Price Index has experienced actual cost inflation greater than 17%, more than triple the contractual PPI cap. GMT has reviewed this request and find it reasonable and within the expected norm across all transit bus producers. ▪ GMT had leveraged an exceptionally advantageous base contract option with PVTA at \$471,000 each. New Flyer requested an escalation of \$94,049 to this original base cost, which includes two 5% PPI periods and then force majeure relief for a total base cost escalation of 19.9%. GMT reduced customer option package requests from \$144,555 to \$138,719 to achieve a \$610,000 per bus cost. GMT staff strongly believes that this will be the lowest cost option available on the current market given the widespread industry disruption that is underway. ▪ While final production slot assignments will be made upon issuance of an executed Purchase Order, New Flyer has indicated that our small order may be able to sequence within other major builds with possible delivery of four units Q4 FY23 and two in Q1 FY24, a remarkable achievement in an industry with order backlogs of 18-24 months. This will allow GMT to begin training, operation and fleet assimilation of the New Flyer product in advance of any new electric fleets. ▪ These New Flyer buses exclude GFI fare collection equipment costs of \$23,000 each. GMT will either install obsolete fare boxes from retiring equipment as it does with most other GMT-specific equipment or acquire these fareboxes through other actions once long-term fare collection policy and strategy are better defined. GMT staff strongly encourages the agency to consider less costly alternatives than continuing with GFI Genfare equipment. This bus purchase also excludes training and tooling costs because most of these costs could be covered under obligatory LoNo workforce development budget as some core systems of the New Flyer bus are identical between the diesel and electric versions.
<p>Recommendation</p>	<ul style="list-style-type: none"> ▪ GMT Operations recommends the Purchase Order for the capital acquisition of six (6) heavy duty diesel transit buses for \$3,660,000 total.



June 17, 2022

Noah S. Berger – Administrator & CEO
Merrimack Valley Regional Transit Authority
nberger@mvrta.com

Peter Butler – Regional Administrator
FTA Region 1
peter.butler@dot.gov

Subject: Request to remove PPI cap on contract resulting from MVRTA RFP 2020-25

Dear Mr. Berger and Mr. Butler,

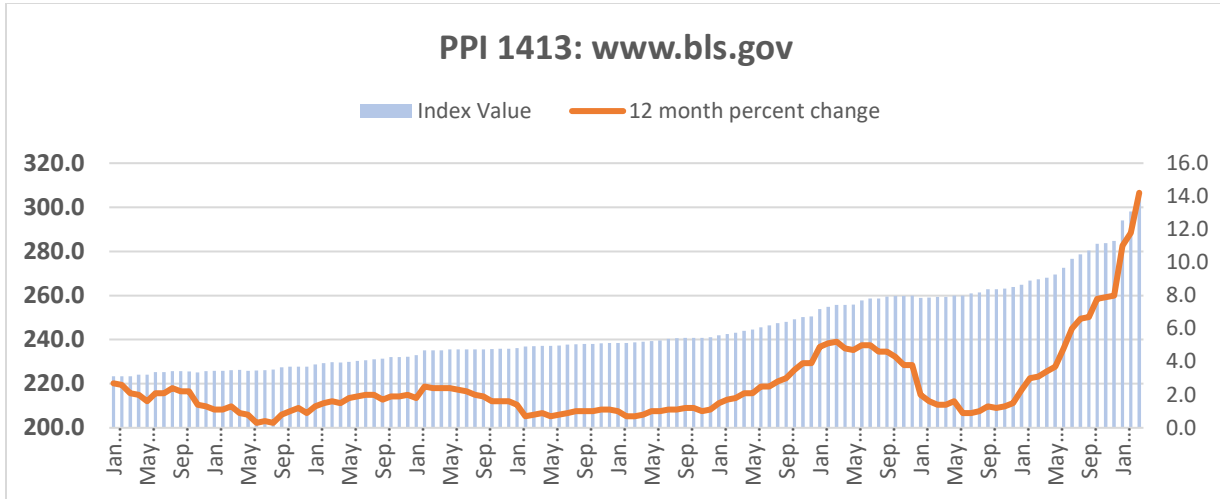
New Flyer of America Inc is requesting force majeure relief on the subject contract. Per section 5.20 FORCE MAJEURE, "Upon review of the detailed information concerning the delay, MVRTA shall assess the impact the delay may have on price and schedule of the work and modify the Contract as needed." While New Flyer is not submitting a request to the schedule or delivery time frames, we are requesting price relief due to unforeseen events that are not within New Flyer's control.

Formally, New Flyer's request is to waive the 5% PPI cap noted in sections 2.5.1 PPI Index Escalator/De-escalator and Appendix A Cost Proposal

This request is based on numerous events beyond the control of New Flyer occurring between Notice of Award in February 2020 and today. These events include impacts to the price of components and subcomponents because of:

- Unprecedented hyperinflation in the markets
- Supply chain disruptions and shortages
- The war in the Ukraine
- The US government imposing sanctions on Russia
- The COVID-19 Pandemic

Widespread cost increases related to bus and coach manufacturing have started to translate to the US Bureau of Labor Producer Price Index WPU1413 Bus and Truck Bodies, our industry's typical mechanism for price adjustments. The index, which lags actual cost inflation, has experienced an 14.21% increase over the last twelve months, as of March 2022. For context, PPI from February 2020 when the contract was awarded, to today, based on preliminary indexes, would be equal to 17.31%.



During the last twelve months, the transit bus and coach supply chain has experienced unprecedented rapid cost inflation - falling well inside our normal contracting timeframes and well beyond the traditional 2.5% inflation we had planned for your contract. Raw material shortages and price inflation between 17% and 182%, compared to historical 5-year averages.

Should you require support information for New Flyer's request or wish to discuss further, please let me know and I can schedule a call. I can be reached at 204-391-1788 or by email at Stephanie_Laubenstein@newflyer.com. Thank you for your consideration on this item, we look forward to your positive response to our request.

Sincerely,
NEW FLYER OF AMERICA INC.

Stephanie Laubenstein
Director, Sales and Business Development
New Flyer | MCI

Cc: Kathleen Lambert - klambert@mvrta.com (MVRTA)
Sandra Sheehan - ssheehan@pvta.com (PVTA)
Connie Englert - cenglert@ridegmt.com (Green Mountain Transit)



To: GMT Board of Commissioners (BOC)

From: Nick Foss, Director of Finance

Date: July 14, 2022

RE: Retirement Plan Amendment (ROTH)

BACKGROUND:

On May 11th, the Retirement Committee (RC) unanimously voted to recommend the GMT BOC approve an amendment to the GMT 457 salary deferral plan to allow for ROTH contributions.

As a reminder, ROTH contributions differ from those made to a traditional tax advantaged retirement account, which GMT currently provides through its 457-salary deferral offering, by allowing contributions with after-tax funds, with future earnings and withdrawals being tax free.

REQUEST:

The GMT BOC have sole authority for approving material changes to the GMT retirement plans.

Therefore, the RC recommends the following motion:

The GMT Board of Commissioners approves the amendment to the GMT 457 salary deferral plan to allow for the inclusion of ROTH contributions.

RATIONALE:

ROTH retirement plans have grown in popularity since their inception in 1998, with nearly 70% of 401(k) plans now including them in their offering according to a study conducted by the Plan Sponsor Council of America¹, a nonprofit trade association supporting employers who provide employment-based retirement plans.

Access to the benefits of a ROTH plan is especially attractive for those employees early on in their careers, as it gives the participant access to what could be decades of tax-free growth and eventually tax-free income during retirement. And for those participants projecting a higher tax bracket during retirement, a ROTH retirement vehicle is an especially attractive option.

What could be the greatest rationale in favor of this amendment is the ability to provide the utmost choice for all GMT employees seeking to save for retirement. Greater choice typically promotes higher participation, and this will only increase the chances of a stable and secure retirement for a greater share of GMT's employee base.



GMT's investment advisor John Servin also supports this recommended change². Mr. Servin currently serves as the Head of Retirement Plans & Asset Management at NFP's retirement division and has over a decade of experience advising companies and plan sponsors on their retirement plans. Mr. Servin outlined his recommendation in his July 12th memorandum to the BOC, which is attached to this communication.

References:

- ¹ As stated in the Plan Sponsor Council of America's *62nd Annual Survey of Profit Sharing and 401(k) Plans*
- ² John Servin (NFP) memorandum "RE: Recommendation to add a ROTH feature to the Green Mountain Transit Retirement Plan" dated July 12, 2022



Memorandum

July 12, 2022

To: Green Mountain Transit Board of Directors
From: John Servin, NFP, Inc.

Re: Recommendation to add a Roth feature to the Green Mountain Transit Retirement Plan

At our May 11, 2022, Retirement Committee meeting, NFP, Inc. (your retirement plan advisor) and Future Planning, Inc. (your retirement plan administrator) led a discussion around adding a Roth option to the retirement plan. NFP recommends adding this feature. No existing plan provisions would be altered by the addition of the Roth option; participants would be still able to make contributions on a pretax basis. They could also split their contribution into pre-tax and Roth (after-tax) “buckets”. For ease of administration, all employer contributions and matches would continue to be made on a pre-tax basis.

Adding the Roth option will allow participants to make plan contributions on an after-tax basis if they so choose. This might be especially appealing to younger employees, who would pay income tax up front, but never pay any taxes on withdrawals. A young employee, who in many cases would be earning less than they might later in his/her career, and therefore be subject to relatively lower taxes, would pay those taxes up front and never again. Additionally, the Roth would provide additional flexibility generally to those who have built a balance in both pre-tax and after-tax “buckets” and allow more choices around tax management in retirement.

NFP recommends that the Roth feature be added to the plan. I am happy to field any questions that board members may have.

Sincerely,

John Servin
John.servin@nfp.com
(802) 657 4722

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