



Green Mountain Transit Board of Commissioners
September 15, 2020 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401
Virtual Meeting via Zoom Meetings

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

- 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) **Pages 3-22**
- August 18 Board Meeting Minutes
 - Check Register
 - Finance Report
 - Maintenance Report
 - Planning, Marketing and Public Affairs Report
 - IT Support, Administrative Support, Training and HR Report
 - Ridership Reports
- 7:40 a.m. 5. New Burlington Alternate Commissioner Introduction – Tom Derenthal
- 7:45 a.m. 6. Rick Laferriere Retirement Recognition
- 7:50 a.m. 7. VTrans Update
- 8:00 a.m. 8. General Manager Report – Updates and Opportunity for Questions
Pages 23-24
- 8:05 a.m. 9. Board Committee Reports
- 8:20 a.m. 10. Board Retreat Discussion
- 8:35 a.m. 11. Draft Vision, Values and Strategic Goals Review **Pages 25-28**
- 8:50 a.m. 12. FY21 Operating Budget Adjustment (Action Item) **Pages 29-36**
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- 9:10 a.m. 13. Zero-Fare Continuation Discussion
- 9:20 a.m. 14. Retirement Committee Formation (Action Item) **Pages 37-38**
- 9:25 a.m. 15. Commissioner Comments
- 9:30 a.m. 16. Adjourn

Join Zoom Meeting

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

Meeting ID: 893 0596 8523

One tap mobile

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Dial by your location

+1 646 558 8656 US (New York)

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Meeting ID: 893 0596 8523

Next GMT Board of Commissioners Meeting Date: October 20, 2020

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.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.



Green Mountain Transit Board of Commissioners
August 18, 2020 - 7:30 a.m.
101 Queen City Road, Burlington VT 05401
Virtual Meeting via Zoom Meetings

Present:

Commissioner Sharrow
Commissioner Buermann
Commissioner Poeuch
Commissioner Waninger
Commissioner Bohn
Commissioner Baker
Commissioner Wallis
Commissioner Davis
Commissioner Kaynor
Commissioner Dimitruk
Commissioner Poylte

Jamie Smith, Dir. of Marketing and Planning
Milia Bell, Marketing Coordinator
Karen Plante, Payroll Administrator
Jennifer Wood
Ross MacDonald, VTrans
Jon Moore, General Manager
Kim Wall, Grant Manager
Debbie Coppola, Senior Accountant
Matt Kimball, Capital Projects Manager
Nick Foss, Dir. of Finance
Trish Redalieu, Dir. of Human Resources
Chris Damiani, GMT Transit Planner

Public:

Susan Spencer Smith
Representative Curt McCormack

• **Open Meeting**

Commissioner Waninger opened the meeting at 7:32AM.

• **Adjustment of the Agenda**

There was no adjustment to the agenda.

• **Public Comment**

Ms. Smith came on to hear about electric vehicles, microtransit, and to hear from Representative McCormack.

• **Consent Agenda**

Commissioner Buermann noted that he was not present at the last board meeting on July 21, 2020. There was a request to remove the Marketing and Planning report. Commissioner Dimitruk made a motion to approve the consent agenda with Commissioner Buermann's edit and without the Marketing and Planning report. Commissioner Baker seconded. All were in favor and the motion carried. Commissioner Kaynor asked about the combination of the Orange Line/Silver Loop schedule. Mr. Moore noted that the changes should allow us more operational efficiency. Commissioner Kaynor commented that he is pleased to see projects like Microtransit moving forward. Commissioner Kaynor made a motion to approval Marketing and



Planning report, Commissioner Baker seconded. Commissioner Wallis asked for a brief update on Seasonal Service. All were in favor and the motion carried.

VTrans Update

- Mr. MacDonald gave an update on seasonal service, noting that flexibility is going to be necessary as we navigate COVID-19.
- VTrans received a grant for fleet improvements across the state and will be exploring options for smaller, sprinter type vehicles.
- Legislative Session is back in order; Mr. MacDonald thanked administration for continued support. He said that the VTrans budget has been passed.
- Mr. MacDonald said that he was pleased by the amount of proposals received in response to the On-Demand Microtransit Software RFP.
- VTrans is working with transit providers to get enough PPE.

Commissioner Sharrow asked what makes and models are currently available for cutaway vehicles? Mr. MacDonald deferred to Mr. Moore who said Phoenix, AZ is currently using a model of EV cutaway.

• General Manager Update

Mr. Moore provided a written update in the board packet, Commissioner Waninger asked board members if there were questions provided a written update. Mr. Moore added he made updates to the invited for all Board Committees. He also mentioned that VPTA was supposed to hear back on the award of the NEMT contract, but hadn't yet.

Commissioner Kaynor thanked Mr. Moore for the report and the detail provided. He asked Mr. Moore for more information on the Street Outreach team through the Howard Center. Mr. Moore said that the Howard Center would conduct trainings with the Operations Department in September; training would include when it's appropriate to call Howard Center versus the police and de-escalation training as it related to mental health and substance abuse issues.

Commissioner Baker recommended Mental Health first Aid training through the Howard Center. Commissioner Bohne asked if we had access to case workers in other communities. Mr. Moore said that there is a parallel program called Community Outreach, which we would have access to.

Commissioner Waninger congratulated GMT on both electric buses being back in service.



- **Finance Report**

Mr. Foss provided a written report in the board packet, he asked if any board members had questions related to the Finance Report. Commissioner Kaynor noted that page 32, second paragraph, “we have spent XXX on hazard pay **since** July”. He noted that he didn’t realize the additional costs associated with adding hazard pay HP to overtime, payroll tax, etc.

Commissioner Wallis asked what the net outcome was of transferring routes to RCT. Mr. Foss said that we received a capital investment. Mr. Moore mentioned that the Planning staff has a meeting with RCT to discuss the local funding.

- **Board Committee Reports**

Leadership: Commissioner Waninger said that the committee discussed resuming in-person meetings, and the group didn’t come to a consensus so they are asking the full Board to weigh-in. After a discussion, the Board agreed that if in-person participation is the only option for someone to participate, accommodations could be made, but they don’t encourage in-person meetings at this time.

Commissioner Waninger asked the same question regarding an in-person board retreat. The Board agreed that meeting is important and wants to explore holding multiple meetings, digitally, to discuss important issues. Commissioner Poylte said that she believes that the Board needs need to hold meetings, segmented by issue using online resources to breakout into groups.

Strategy: Commissioner Buermann gave an update related to the meeting last week and mentioned that Mr. Moore’s written GM update provided details on the strategic plan discussion. The goal of the new Strategic Plan is to expand to a more in-depth document that will set GMT up for future efficiency.

Operations: Commissioner Sharrow gave an overview on the committee meeting, mentioned that there is an ongoing issue resulting in the committee not having a quorum. He said Performance Improvement Plan (PIP) will be reformatted and represented to the Board in a few months. He said the PIP is beneficial for monitoring the performance of the organization.

Finance: Commissioner Bohne started by saying that GMT was under stress going in FY21 and COVID-19 helped some. He mentioned the Finance Committee is going to work on a plan for how all the CARES funding and hazard pay pieces fit together.



Inclusion and Diversity: Commissioner Poylte gave an update on the first meeting. She said this would be slow and focused work and noted that it's challenging that the committee can't meet in person. She is conducting some research for how to lead organization in next steps. In order for the culture shift to be successful, team building and growth/learning exercises would be important, but it's hard in the current COVID-19 environment. In the next meeting, the committee will formalize the mission statement, determine who can be brought into the leadership fold, and partner suggestions. Commissioner Poylte said that the committee would benefit from additional members. Commissioner Waninger suggested that the committee include a volunteer driver for their perspective and experience with current riders.

- **FY21 Capital Budget Adjustment**

Mr. Foss provided a Capital Budget adjustment in the packet and said the Finance Committee voted to approve the adjustment as outlined in report to the board. Commissioner Kaynor asked for clarification on how some of the numbers were presented. Mr. Foss confirmed that the parenthesis meant some of the line items had increased. Commissioner Dimitruk moved to approve the FY21 Capital Budget adjustment, Commissioner Wallis seconded. All were in favor and the motion carried.

- **Capital Budget Policy Update**

Mr. Foss presented an update to the Capital Budget Policy noting that the changes would allow the staff some flexibility to make decisions. He said the policy update was presented to and approved by the Finance Committee. The biggest change in the policy would mean that staff doesn't have to wait for line items to be underspend in order to shift funds and authorizes staff to create a new line item. The policy also clarifies that funds cannot be shifted between urban and rural. Commissioner Baker asked if the change is a shift in responsibility to the GM versus the board, and how does that get reported back to the Board that changes are being made? Mr. Foss said any changes would be reported in the monthly capital projects report.

Commissioner Bohne made a motion to approve the Capital Budget Policy update, Commissioner Baker seconded. All were in favor and the motion carried.

- **Microtransit Request for Proposals (RFP) Contract Award**

Mrs. Smith gave an overview of the RFP process for On-Demand Microtransit Software and Support. In the end, the scoring committee recommended Via Mobility LLC as the vendor of choice and requested approval to award the contract accordingly. Commissioner Kaynor made a motion to award the contract for a two-year pilot project to Via Mobility LLC, Commissioner Po euch



seconded. All were in favor and the motion carried.

- **Microtransit Approval to Implement**

Mrs. Smith outlined her memo to move forward with the next step in the Planning process, as defined by the New Service Policy. Commissioner Baker made a motion to approve the implementation of the On-Demand Microtransit Pilot project. Commissioner Kaynor seconded and commented that he appreciated the detail provided and was amazed that the scoring committee was able to get through 11 proposals. All were in favor and the motion carried.

- **Legislative Transit Priorities – Representative Curt McCormack**

Mr. Moore introduced Representative McCormack to the GMT Board. Representative McCormack gave an update on the Legislature and their roles, and idea to increase ridership.

Representative McCormack mentioned the PTPP and noted that he would like to implement all the recommendations eventually. He said that he recently asked partner committees to weigh-in on thoughts for the upcoming T-Bill. He asked the GMT Board thoughts on Electric Vehicles and mentioned that he spoke with local utilities to ask thoughts on increased electric buses, possibly charging at peak times. The general thought was electric utilities feel that an increased number of electric vehicles would be welcomed. Representative McCormack asked the GMT Board thoughts on fare free service, especially as it's been in effect due to COVID-19? He also mentioned that microtransit is a supported project and mentioned that increasing service is great, but ridership needs to match the increase in order to lower CO2 emissions.

Commissioner Kaynor spoke about electrification and noted that the upfront cost is the impediment to buying additional EV vehicles. He also spoke about the electric utilities leasing the batteries upfront to help justify the cost of the bus. Representative McCormack noted that he had heard that proposal and thanked Commissioner Kaynor bringing that back to the forefront.

The board continued to discuss ideas on fare free service and the financial impacts. Commissioner Waninger made a comment that the state is not making it inconvenient for people to drive and asked if the Board had thoughts on balancing infrastructure needs and getting people on board the bus. Commissioner Davis said he believes that frequency should be a priority in order to increase ridership. Commissioner Phil mentioned that it would be helpful to start committee discussions related to fare free. There is need for a long-term strategy. Commissioner Baker mentioned that the Transportation Committee may need to weigh-in on things that may seem out of the



prevue, such as the land use bill and housing bill.

Commissioner Dimitruk spoke about the continued challenge for rural communities to provide the local match.

Commissioner Bohne noted that as long as parking is convenient and travel times are easy to manage, there is not likely a way to increase ridership. He mentioned that fare free would be nice, as long as there was enough funding to backfill foregone fares. He is not sure fare free would increase ridership as long as driving is convenient. Commissioner Sharrow mentioned that he is not in support of fare free service and believes that GMT wouldn't be able to maintain the funding sources needed to continue fare free. He said that he would support program subsidies to help folks in need of fare. He also mentioned that facility improvement and investment in first mile, last mile improvements would help.

Commissioner Waninger spoke about a study, conducted in Barre City, looking at population of single mother, head of household went from 36% to 56% in a three-year period. These households are living below the poverty level. A recommendation from the study is helping families relocate to areas with greater transportation infrastructure. These households mentioned that they spend a large portion of their day getting to and from the places they need to be (work, medical appointments, etc.). Commissioner Davis also mentioned a need to look at the interaction between transit and public schools.

Commissioner Kaynor sees the changes that need to be made as transformative and not incremental because our problems are so dug-in. Mr. Moore mentioned that this conversation really shows the need for the new Strategic Plan and suggested the Board provide Representative McCormack with a priority list.

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

There was a finding to enter executive session to discuss pending arbitration. Commissioner Dimitruk made a motion to enter executive session to discuss pending arbitration as premature public knowledge would place GMT at substantial disadvantage, Commissioner Bohne seconded. All were in favor and the motion carried.

Commissioner Sharrow made a motion to enter executive session inviting Mr. Moore, Commissioner Baker seconded. All were in favor and the GMT Board entered executive session.



- **Premium Pay Extension**

Mr. Moore gave an update on urban CARES funding and said that there would be a much more in-depth update on CARES funding at the September Board Meeting. Mr. Moore spoke about upcoming decisions that need to be made; how long to provide fare free service, how long to provide premium pay (and to what work groups), and how much CARES funding would be needed in FY22 and beyond. He also spoke about the upcoming spending projections and the impacts of fare free service, a reduction on state funding, and premium pay. Premium pay was designed to recognize staff who were at risk of exposure. The staff recommendation is to end Maintenance premium pay effective 8/16/20; end Operations premium pay effective 8/30/20; and end Driver premium pay effective 9/27/20. Commissioner Bohne commended staff on a thoughtful proposal and made a motion to accept the recommendations from staff, Commissioner Davis seconded. Commissioner Sharrow expressed concern about the Maintenance staff earlier than other work groups. Mr. Moore noted the pending arbitration is the reason for the earlier ending of premium pay. Commissioner Kaynor agrees that extending the premium pay for drivers with the start of in-person school and recommends all other work groups end with 8/30/20. Commissioner Bohne asked for clarification on why Maintenance would end earlier. Mr. Moore said that they pending arbitration would allow Maintenance staff to make up the difference in other ways. Commissioner Bohne amended his motion to end Maintenance, Operations and Admin staff premium pay effective 8/30/20 and Drivers effective 9/27/20. All were in favor and the motion carried.

- **Commissioner Comments**

Commissioner Sharrow said that Mr. Moore was doing a great job. Commissioner Kaynor thanked all staff for continuing to operate under strained circumstances.

- **Adjourn**

Commissioner Baker made a motion to adjourn, Commissioner Sharrow seconded. All were in favor and the motion carried.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V437	Maric, Branko	8/10/20	92079	672.18	Manual Paycheck
V468	Vermont Department of Motor Vehicles	8/12/20	92092	232.00	
V1025	Alter, Charles	8/14/20	92080	55.21	
V1099	Barnett, Wendy	8/14/20	92081	450.80	Volunteer
V1771	Chaikin Joshua	8/14/20	92082	65.56	
V471	Constantine, Julia	8/14/20	92083	8.05	
V1785	Davis Alan	8/14/20	92084	278.30	Volunteer
V1573	Fairbanks, Dori	8/14/20	92085	47.16	
V1687	Houghton, Gregory	8/14/20	92086	879.75	Volunteer
V1194	Joseph, Ben	8/14/20	92087	36.80	
V181	Owen, Helen	8/14/20	92088	1,219.00	Volunteer
V1843	Peterson Deborah	8/14/20	92089	300.85	Volunteer
V1052	White, Carolyn	8/14/20	92090	34.50	
V962	Williams, Kenneth	8/14/20	92091	164.22	Volunteer
V279	ABC Bus Companies-Muncie	8/14/20	92093	5,471.19	4 Part Invoices
V316	Able Paint, Glass & Flooring Co.	8/14/20	92094	530.00	
V217	Airgas USA, LLC	8/14/20	92095	139.82	
V1305	Allegiant Care	8/14/20	92096	202,571.00	Insurance
V219	Aubuchon C/O Blue Tarp Financial, Inc.	8/14/20	92097	142.78	
V1685	Barnes, Thomas	8/14/20	92098	123.78	FSA Reimbursement
V248	Bay State Elevator Company	8/14/20	92099	496.57	
V284	Brenntag Lubricants Northeast	8/14/20	92100	4,920.41	6 Part Invoices
V469	Burlington Fire Department	8/14/20	92101	650.00	
V226	Burlington Public Works-Water	8/14/20	92102	2,089.52	3 Water and Sewer Bills
V228	C.I.D.E.R., Inc.	8/14/20	92103	11,077.21	E and D and Medicaid
V229	Camerota Truck Parts	8/14/20	92104	2,818.05	Part Invoice
V964	Campbell, Arthur	8/14/20	92105	1,538.56	FSA Reimbursement
V1813	CBM US INC	8/14/20	92106	216.00	
V234	Charlebois Truck Parts, Inc.	8/14/20	92107	249.84	
V220	Class C Solutions Group	8/14/20	92108	552.98	
V928	Conway Office Solutions	8/14/20	92109	169.29	
V241	D & W Diesel, Inc.	8/14/20	92110	1,870.00	4 Part Invoices
V242	Danform Shoes	8/14/20	92111	333.00	
V321	Empire Janitorial Supply Company	8/14/20	92112	89.61	
V252	FleetPride, Inc	8/14/20	92113	143.60	
V253	FleetWave Partners, LLP	8/14/20	92114	4,800.00	Radio Repeater Invoices
V1347	Foley Distributing Corp.	8/14/20	92115	1,823.43	8 Maintenance Supply Invoices
V394	Formula Ford Inc.	8/14/20	92116	185.70	
V1814	Fred's Plumbing & Heating Inc.	8/14/20	92117	72.38	
V799	Gauthier Trucking Company, Inc.	8/14/20	92118	438.23	
V257	Gillig Corp.	8/14/20	92119	6,873.64	12 Part Invoices
V1129	Global Montello Group Corp	8/14/20	92120	8,765.66	Fuel
V259	Grainger	8/14/20	92121	546.35	
V260	Green Mountain Kenworth, Inc.	8/14/20	92122	1,842.84	12 Part Invoices
V261	Green Mountain Power	8/14/20	92123	23.27	
V212	Howard Center, Inc	8/14/20	92124	5,000.00	Annual Contribution
V426	Hulbert Supply Co., Inc.	8/14/20	92125	7.10	
V1841	Jamaica White	8/14/20	92126	500.00	
V446	Janek Corporation, The	8/14/20	92127	245.00	
V328	Kirk's Automotive Inc.	8/14/20	92128	7,289.59	6 Part Invoices
V1509	Lawson Products, Inc	8/14/20	92129	239.30	
V1842	Mahamud Adan	8/14/20	92130	1,100.00	Tool Reimbursement
V274	McMaster-Carr	8/14/20	92131	22.05	
V1684	McNally, Mike	8/14/20	92132	1,100.00	Tool Reimbursement
V1068	Midwest Bus Corporation	8/14/20	92133	12,983.99	2 Part Invoices
V278	Mohawk Mfg. & Supply Co.	8/14/20	92134	3,451.87	3 Part Invoices
V1709	Monaghan Safar Ducham PLLC	8/14/20	92135	7,159.00	Legal Invoices
V223	O'Reilly Auto Enterprises, LLC	8/14/20	92136	1,052.59	

V1484	Parsons Environment & Infrastructure Group Inc.	8/14/20 92137	61.88	
V291	Prevost Parts	8/14/20 92138	568.94	
V1368	Prime Middlebury LLC	8/14/20 92139	825.00	
V518	Queen City Steel	8/14/20 92140	120.00	
V1449	Robinson, Alec	8/14/20 92141	150.00	Boot Reimbursement
V296	Rouse Tire Sales	8/14/20 92142	5,214.25	4 Tire Invoices
V297	Safety-Kleen Systems, Inc.	8/14/20 92143	192.91	
V298	Sanel Auto Parts Co.	8/14/20 92144	64.47	
V299	SB Collins, Inc.	8/14/20 92145	8,800.49	Fuel
V302	Sports & Fitness Edge Inc.	8/14/20 92146	541.25	
V1312	Tambon, Phil	8/14/20 92147	100.00	Shoe Reimbursement
V311	Teamsters Local 597	8/14/20 92148	8,182.00	Union Dues
V1637	Tractor Supply Credit Plan	8/14/20 92149	11.48	
V273	Transit Holding, Inc.	8/14/20 92150	114.18	
V1030	UniFirst Corporation	8/14/20 92151	582.04	
V876	Vehicle Maintenance Program, Inc.	8/14/20 92152	71.48	
V410	Vermont Gas Systems, Inc.	8/14/20 92153	81.16	
V1459	Vermont Information Consortium LLC	8/14/20 92154	48.00	
V1614	Vt Transportation Brokerage & Logistics	8/14/20 92155	500.00	
V336	W.B Mason Co., Inc.	8/14/20 92156	398.87	
V338	Westaff	8/14/20 92157	1,797.56	3 Temporary Worker Invoices
V251	Wex Fleet Universal	8/14/20 92158	16,922.22	Fuel
V1722	Wolcott, Corey	8/14/20 92159	115.00	Dot Physical Reimbursement
V1593	Zebic, Branko	8/14/20 92160	69.99	
V1723	Abare, Ronald	8/14/20 EFT000000015390	514.05	Volunteer
V1775	Bertram Marjorie	8/14/20 EFT000000015391	79.36	
V55	Boudreau, James	8/14/20 EFT000000015392	951.05	Volunteer
V1007	Bova, Wendy	8/14/20 EFT000000015393	71.30	
V1150	Bruley SR, Mark	8/14/20 EFT000000015394	1,422.55	Volunteer
V1291	Callan, Linda	8/14/20 EFT000000015395	57.50	
V1707	Chase, Betty	8/14/20 EFT000000015396	220.80	Volunteer
V1676	Croteau, William	8/14/20 EFT000000015397	824.55	Volunteer
V67	Jewett, Sheryl	8/14/20 EFT000000015398	121.90	Volunteer
V1420	Lawyer, Ronald	8/14/20 EFT000000015399	434.70	Volunteer
V70	LeClair, Raymond	8/14/20 EFT000000015400	248.40	Volunteer
V75	Martin, Ronald	8/14/20 EFT000000015401	402.50	Volunteer
V83	Parah, Maurice	8/14/20 EFT000000015402	795.80	Volunteer
V86	Pike, Gail	8/14/20 EFT000000015403	1,064.55	Volunteer
V89	Sayers, Gail	8/14/20 EFT000000015404	570.40	Volunteer
V1655	Sciria, Andrew	8/14/20 EFT000000015405	290.95	Volunteer
V93	Timm, Marta	8/14/20 EFT000000015406	699.20	Volunteer
V522	Turcotte, S Jeanette	8/14/20 EFT000000015407	138.00	Volunteer
V1725	Utton, Debra	8/14/20 EFT000000015408	308.20	Volunteer
V1066	Cassell, Robert Jr.	8/14/20 EFT000000015409	100.00	Shoe Reimbursement
V1182	Charissakis, John	8/14/20 EFT000000015410	103.40	FSA Reimbursement
V25	Frechette, Normand	8/14/20 EFT000000015411	366.55	FSA Reimbursement
V1185	Gibson, Andrew	8/14/20 EFT000000015412	44.95	
V583	Griffith, Tom	8/14/20 EFT000000015413	1,012.00	FSA Reimbursement
V38	Moore, Jon	8/14/20 EFT000000015414	192.31	DCAP Reimbursement
V1626	Whiting, Jeremy	8/14/20 EFT000000015415	192.31	DCAP Reimbursement

Vendor ID	Vendor Name	Document Date	Document Numl	Document Amount
V279	ABC Bus Companies-Muncie	8/21/20	92161	615.26
V316	Able Paint, Glass & Flooring Co.	8/21/20	92162	200
V415	Amazon	8/21/20	92163	68.34
V1334	Background Investigation Bureau, LLC	8/21/20	92164	69
V284	Brenntag Lubricants Northeast	8/21/20	92165	336.05
V224	Burlington Communications	8/21/20	92166	467.2
V225	Burlington Electric Department	8/21/20	92167	935.07
V469	Burlington Fire Department	8/21/20	92168	1,150.00 Annual Inspection
V227	Burlington Telecom	8/21/20	92169	2,039.68 IT Invoice
V220	Class C Solutions Group	8/21/20	92170	1,302.77 3 Part Invoices
V236	Colonial Supplemental Insurance	8/21/20	92171	34.95
V239	Cummins Northeast LLC	8/21/20	92172	720
V240	D & M Fire and Safety Equipment	8/21/20	92173	3,945.00 Annual Inspection
V403	Firetech Sprinkler Corp.	8/21/20	92174	290
V257	Gillig Corp.	8/21/20	92175	1,678.63 5 Part Invoices
V1129	Global Montello Group Corp	8/21/20	92176	8,621.66 Fuel
V258	Gordon Stamp & Engraving	8/21/20	92177	289.95
V259	Grainger	8/21/20	92178	182.19
V715	Green Mountain Electric Supply	8/21/20	92179	136.17
V260	Green Mountain Kenworth, Inc.	8/21/20	92180	18.09
V261	Green Mountain Power	8/21/20	92181	1,672.01 3 Electric Bills
V1667	Hartford Insurance Co. of the Midwest	8/21/20	92182	18,768.00 Flood Insurance Berlin
V264	IBF Solutions, Inc.	8/21/20	92183	598.93
V446	Janek Corporation, The	8/21/20	92184	1,620.00 Part Invoice
V328	Kirk's Automotive Inc.	8/21/20	92185	806.73
V278	Mohawk Mfg. & Supply Co.	8/21/20	92186	721.13
V283	Neopart LLC	8/21/20	92187	282.04
V223	O'Reilly Auto Enterprises, LLC	8/21/20	92188	38.71
V545	Pitney Bowes - Leasing	8/21/20	92189	126.27
V864	Rick's Towing & Repair, Inc.	8/21/20	92190	400
V296	Rouse Tire Sales	8/21/20	92191	2,625.56 Tire Invoice
V1757	Royea Group	8/21/20	92192	108
V297	Safety-Kleen Systems, Inc.	8/21/20	92193	2,580.75 Part Invoice
V299	SB Collins, Inc.	8/21/20	92194	2,876.90 Fuel
V301	Sovernet	8/21/20	92195	388.87
V451	Stowe, Town of Electric Department	8/21/20	92196	73.54
V793	SYN-TECH Systems	8/21/20	92197	48
V734	Thermo King Northeast/Dattco	8/21/20	92198	763.28
V273	Transit Holding, Inc.	8/21/20	92199	585.2
V313	Travelers	8/21/20	92200	16,529.00 Legal
V1030	UniFirst Corporation	8/21/20	92201	259.59
V410	Vermont Gas Systems, Inc.	8/21/20	92202	372.25
V336	W.B Mason Co., Inc.	8/21/20	92203	319.97
V338	Westaff	8/21/20	92204	726.01
V303	SSTA	8/21/20	EFT000000154	16,360.28 E and D

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount
V1025	Alter, Charles	8/28/20	92205	42.56
V935	Bourbeau, Brittany	8/28/20	92206	97.74
V1785	Davis Alan	8/28/20	92207	240.35 Volunteer
V1573	Fairbanks, Dori	8/28/20	92208	46.58
V1687	Houghton, Gregory	8/28/20	92209	533.6 Volunteer
V203	Ladd, Joyce	8/28/20	92210	101.79 Volunteer
V181	Owen, Helen	8/28/20	92211	1,513.40 Volunteer
V1844	SanBorn Mary Ann	8/28/20	92212	33.35
V1733	Slack, Robert	8/28/20	92213	108.12 Volunteer
V1816	Vincent Sherrie	8/28/20	92214	27.6
V279	ABC Bus Companies-Muncie	8/28/20	92215	3,754.97 8 Part Invoices
V217	Airgas USA, LLC	8/28/20	92216	139.82
V1685	Barnes, Thomas	8/28/20	92217	130.9 FSA Reimbursement
V284	Brenntag Lubricants Northeast	8/28/20	92218	3,647.33 3 Part Invoices
V14	Bruce, Judith	8/28/20	92219	364.17 FSA Reimbursement
V225	Burlington Electric Department	8/28/20	92220	766.71
V226	Burlington Public Works-Water	8/28/20	92221	180.26
V964	Campbell, Arthur	8/28/20	92222	96.16
V851	Champlain Medical	8/28/20	92223	500
V220	Class C Solutions Group	8/28/20	92224	200.02
V1627	Cummings, Eva	8/28/20	92225	145
V1044	Draper, Scott	8/28/20	92226	85
V246	Duffy Waste & Recycling	8/28/20	92227	59.5
V321	Empire Janitorial Supply Company	8/28/20	92228	29.44
V1347	Foley Distributing Corp.	8/28/20	92229	1,039.37 Maintenance Supply Invoice
V394	Formula Ford Inc.	8/28/20	92230	133.76
V257	Gillig Corp.	8/28/20	92231	10,743.47 16 Part Invoices
V259	Grainger	8/28/20	92232	911.77
V260	Green Mountain Kenworth, Inc.	8/28/20	92233	452.68
V446	Janek Corporation, The	8/28/20	92234	4,080.00 2 Part Invoices
V328	Kirk's Automotive Inc.	8/28/20	92235	7,984.45 9 Part Invoices
V1509	Lawson Products, Inc	8/28/20	92236	82.87
V276	Metalworks	8/28/20	92237	55
V1419	Middlebury Fence Co., LLC	8/28/20	92238	385
V1068	Midwest Bus Corporation	8/28/20	92239	5,842.21 4 Part Invoices
V278	Mohawk Mfg. & Supply Co.	8/28/20	92240	367.34
V280	Mutual of Omaha Insurance Co.	8/28/20	92241	14.03
V792	Myers Container Service Corp.	8/28/20	92242	153.94
V1645	Norris, Inc.	8/28/20	92243	563.75
V223	O'Reilly Auto Enterprises, LLC	8/28/20	92244	47.98
V291	Prevost Parts	8/28/20	92245	16.47
V296	Rouse Tire Sales	8/28/20	92246	1,352.40 2 Tire Invoices
V297	Safety-Kleen Systems, Inc.	8/28/20	92247	141.3
V273	Transit Holding, Inc.	8/28/20	92248	6,745.16 15 Part Invoices
V1030	UniFirst Corporation	8/28/20	92249	249.73
V315	United Parcel Service	8/28/20	92250	118.02
V535	VAS Tools, LLC	8/28/20	92251	1,169.01 Small Tool Invoices
V876	Vehicle Maintenance Program, Inc.	8/28/20	92252	211.44
V1683	VHV Company	8/28/20	92253	131
V336	W.B Mason Co., Inc.	8/28/20	92254	59.97
V338	Westaff	8/28/20	92255	560.59
V1296	Young, Matthew	8/28/20	92256	250 FSA Reimbursement
V1723	Abare, Ronald	8/28/20	EFT000000015417	644 Volunteer
V1775	Bertram Marjorie	8/28/20	EFT000000015418	79.94
V55	Boudreau, James	8/28/20	EFT000000015419	1,021.20 Volunteer
V1007	Bova, Wendy	8/28/20	EFT000000015420	44.85
V1150	Bruley SR, Mark	8/28/20	EFT000000015421	1,636.45 Volunteer
V1707	Chase, Betty	8/28/20	EFT000000015422	671.6 Volunteer
V1676	Croteau, William	8/28/20	EFT000000015423	980.95 Volunteer
V1121	Fitzgerald, Terry	8/28/20	EFT000000015424	80.5
V67	Jewett, Sheryl	8/28/20	EFT000000015425	227.7 Volunteer

V1420	Lawyer, Ronald	8/28/20	EFT000000015426	594.55	Volunteer
V70	LeClair, Raymond	8/28/20	EFT000000015427	363.4	Volunteer
V75	Martin, Ronald	8/28/20	EFT000000015428	569.25	Volunteer
V83	Parah, Maurice	8/28/20	EFT000000015429	953.35	Volunteer
V86	Pike, Gail	8/28/20	EFT000000015430	1,110.90	Volunteer
V89	Sayers, Gail	8/28/20	EFT000000015431	714.15	Volunteer
V1655	Sciria, Andrew	8/28/20	EFT000000015432	450.8	Volunteer
V93	Timm, Marta	8/28/20	EFT000000015433	672.75	Volunteer
V522	Turcotte, S Jeanette	8/28/20	EFT000000015434	225.4	Volunteer
V1725	Utton, Debra	8/28/20	EFT000000015435	442.75	Volunteer
V1182	Charissakis, John	8/28/20	EFT000000015436	48.7	
V29	Hirsch, Alain	8/28/20	EFT000000015437	103.96	FSA Reimbursement
V35	McDonald, Pam	8/28/20	EFT000000015438	200	FSA Reimbursement
V38	Moore, Jon	8/28/20	EFT000000015439	192.31	DCAP Reimbursement
V1626	Whiting, Jeremy	8/28/20	EFT000000015440	192.31	DCAP Reimbursement



To: Finance Committee

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

Date: September 4, 2020

RE: Finance/Grants/Capital Projects

The Finance and Grants Department remains focused on closing out the fiscal year, with all expenses in and accounted for, the department is now working on trueing-up and confirming all grant balances and revenues. Once revenues have been confirmed and the net asset reconciled, I plan to have preliminary results, which will be presented to both the Finance Committee and Board in October.

The audit has been scheduled for the week of October 12th, with the deadline to have all financial materials provided to RHR Smith by September 28th. The auditor is planning to be on site at GMT for at least 2 days in September, however there is still a possibility that the process could end up being strictly virtual this year. Despite this possible headwind, I look forward to a successful audit, as well as a thorough review of our financial processes and policies.

I continue to make adjustments to GMT's updated Fund Balance Policy, which will be submitted for feedback during GMT's audit. This updated policy will include new minimum thresholds that are more appropriate to GMT's financial condition, as well as a new liquidity policy that focuses on GMT's cash levels. The goal would be for the updated policy to serve as a guide during future Board discussions relating to the need for an annual line of credit authorization.

The department continues to move through what is our largest procurement – ADA/paratransit services. Proposals have been evaluated and we are now in discussions with selected vendors. In other procurement news, the department continues to make progress on both an Architecture & Engineering RFP, as well as a Sites Analysis RFP for the new Washington County location. Proposals have been received for both and staff is convening a scoring committee to begin the evaluation process.

The FY21 Operating Budget Adjustment has been completed and will be presented at this month's Finance Committee. I must say that this budget adjustment, and FY21 in general, is filled with a level of uncertainty above what we are used to. As a result, staff has constructed the budget with assumptions that aim to hedge and protect



the organization from these uncertainties. One example of this is the elimination of any fare revenues during the fiscal year. I've learned that part of building a responsible budget is never including revenues in your top-line that have either a low or uncertain probability of actually being recognized. Despite these revenue headwinds and uncertainties, staff will be presenting a balanced budget for FY21 for approval.

On a finale note, staff will also present its recommended CARES Funds plan during the budget adjustment presentation. The plan aims to fully utilize the CARES Funds in FY21, and by doing so positioning GMT to tackle the difficult financial challenges that await in FY22.

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

☆ **Passenger Shelters:**

- Replacing a damaged shelter on Kennedy Drive with a new unit from storage. Preparing permit application for a shelter on Route 7 in Milton. Working with development group for a new Healthy Living location in Shelburne to incorporate a new shelter pad into their project. Working with Enseicom to plan for shelter installations to occur next summer.

☆ **Montpelier Transit Center:**

- GMT staff and the City of Montpelier are nearing completion of the Operating Agreement for GMT's operation of the Transit Center.
- Scheduling staff training with Norris for operation and troubleshooting of the security system. Integration of the front entrance ADA door opener with the system is still on hold until the City's contractor can complete the installation of ADA opener paddles. Have not received an update on when this will be completed.

☆ **15 Industrial Pkwy Roof Replacement:**

- Continuing to work with Monahan to complete all contract documentation and outstanding punch-list items so that final payment can be issued. Monitoring solar project to ensure that roof warranty requirements are being followed.

☆ **Electric Small Bus Procurement**

- Coordinating with VTrans, VEIC, and other VT Transit Agencies on the development of the electric small bus RFP. Currently working with other agencies to capture smaller electric transit vans in the specification.
- Working with VTrans and VEIC to identify potential locations in the Montpelier area for the installation of charging stations.

☆ **DTC Air Conditioning Improvements**

- Exhaust fan and temperature control have been installed in the mechanical room and data room and are in good working order. There seems to be some balancing issues with the added airflow into the existing HVAC system, so staff is working with the Engineer to



address this. There are adjustments that can be made to the existing system to handle the added air volume from the fan.

- Designs have been finalized to add an air conditioning head unit to the ticket booth. Preparing a bid package so that this can be released to Contractors to obtain quotes.

☆ **Washington County Facility Site Selection Study**

- Proposals have been received from consultants to lead a site selection study to identify and evaluate alternative sites for GMT to potentially relocate their operations in the Montpelier area. Staff is currently reviewing proposals to make an award to a consultant.

☆ **GMTA Facility Renovation:**

- Keeping tabs on status of sewer discussions with neighboring properties and local municipalities. No recent updates.
- Issued a Request for Proposals to hire a consultant to lead a site alternatives analysis to evaluate other locations in Washington County. The goal is to have an award made in September.



Month: <i>August 2020</i>		
Urban Data	Data	Notes
Miles Operated:	126,667	Revenue Vehicles
Major Road Calls:	6	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	4.76	
Minor Road Calls:	4	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	7.93	
"C" PM's Completed:	28	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	8.49 years	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	56,971	Revenue Vehicles
Major Road Calls:	0	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	0	
Minor Road Calls:	0	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	0	
"C" PM's Completed:	10	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	3.20 years	Cut-away buses have a 5 year life expectancy



To: GMT Board of Commissioners
From: Jamie Smith, Director of Marketing and Planning
Date: September 10, 2020
Re: Marketing and Planning Update

- Staff have implemented the new Transit App departure board at the DTC. This feature utilizes our current partnerships with Transit App and Swiftly to provide real time information to passengers especially those without smartphones. It also helps alleviate common questions asked of operations supervisors and customer service reps about when the next bus leaves the DTC.
- Staff presented and met with the Old Spokes Home Transportation Equity Coalition about how service changes occur as well as how GMT is funded. The group also discussed how to better serve underrepresented populations in our transit service and communications.
- Staff worked to reformat how information related to Neighborhood Special Transportation by including new online based maps, and updated formatting to help better display the areas of the city that are served by the Neighborhood Specials and relevant fixed route service.
- Staff continue to meet with Swiftly on the Operator App Pilot project. Some highlights of the pilot so far are the following:
 - **On-Time Performance** is over **9.4% higher** in vehicles logged into the app vs. vehicles logged out
 - **Early Timepoint Departures** have **decreased** by over **41%** in vehicles logged into the app vs. vehicles logged out
- Staff has begun initial conversations about safety guidelines at Sugarbush and Stowe resorts. We will be reaching out to the larger service groups, including commissioners, to set scheduling meetings.
- In an effort to improve some passenger confusion, we have created a large window decal with schedule for the Downtown Transit Center to help while the building is closed.



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: September 15, 2020

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

GMT welcomes Hakeem Nuru, HR Coordinator, Sha Gurung, Wash Rack Crew member, and Bal Gurung, Custodian, to the GMT team.

The FTA has published the final rule Public Transportation Agency Safety Plan as authorized by the MAP-21. This final rule requires GMT and other of public transportation systems operators that receive federal financial assistance under 49 U.S.C. Chapter 53, to develop and implement a Public Transportation Agency Safety Plan (PTASP).

The PTASP is based on the Safety Management System approach; an approach that focuses on providing supporting activities to make safety risk mitigation and safety assessments possible and sustainable. Components of the plan include safety promotion, risk management, safety assurance, and a safety management policy.

GMT's PTASP will require Board approval and will be presented to the Operations Committee in the coming months. Once vetted by the Operations Committee, it will be presented to the Board for approval. Jon Moore has done much of the heavy lifting on the plan and has handed it off to Hunter Eddy, Training Supervisor, for completion.

HR has begun receiving applications and resumes through the ApplicantStack add-on to Paydata. While there is still some fine-tuning required, thus far it has been a success in creating efficiency in the applicant workflow here at GMT.

FY20 GMT Urban Ridership by Month

Number of Service Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY21 YTD
Saturday	3	5	4	5	4	4	5	4	4	4	5	4	8
Sunday	4	5	4	4	5	4	5	4	4	3	5	4	9
Weekday	23	21	21	22	20	22	20	20	23	22	20	22	44
School Days	0												0

FY20 YTD
8
9
44
3

FY19 YTD
8
9
44
3

#	Route Name	Difference (FY20-FY19)												Difference (FY20-FY18)					
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY20 YTD	%	FY19 YTD	%		
1 & 7	RED LINE	30,669	32,839											63,508	-46,139	109,647	-42,08%	109,568	-42,04%
2 & 6	BLUE LINE	32,848	34,668											67,516	-47,230	114,746	-41.16%	111,958	-39.70%
10	ORANGE LINE	1,410	1,452											2,862	-1,567	4,429	-35.38%	3,218	-11.06%
5 & 9	GREEN LINE	12,920	13,434											26,354	-11,448	37,802	-30.28%	37,614	-29.94%
4	SILVER LOOP												0	-2,059	2,059	-100.00%	3,345	-100.00%	
8	GOLD LOOP	1,965	2,129										4,094	-3,084	7,178	-42.96%	8,601	-52.40%	
11 & 12	PURPLE LINE	4,226	4,787										9,013	-20,148	29,161	-69.09%	44,050	-79.54%	
3	Lakeside Commuter	6	4										10	-116	126	-92.06%	500	-98.00%	
16	Hannaford's	62	132										194	-166	360	-46.11%	367	-47.14%	
19	Price Chopper #1	314	230										544	-14	558	-2.51%	405	34.32%	
20	Price Chopper #2	144	190										334	-194	528	-36.74%	313	6.71%	
21	School Trippers												0	-2,036	2,036	-100.00%	2,472	-100.00%	
18	Sunday Service												0	0	0	#DIV/0!	1,178	-100.00%	
26	Other												0	-2,700	2,700	-100.00%	4,286	-100.00%	
56	Milton Commuter	769	866										1,635	-1,295	2,930	-44.20%	3,237	-49.49%	
76	Middlebury Link	159	145										304	-1,691	1,995	-84.76%	2,663	-88.58%	
86	Montpelier Link	1,277	1,239										2,516	-15,714	18,230	-86.20%	20,177	-87.53%	
96	St. Albans Link	285	362										647	-2,226	2,873	-77.48%	2,801	-76.90%	
46	116 Commuter												0	-720	720	-100.00%	749	-100.00%	
36	Jeffersonville Commuter	282	336										618	-1,257	1,875	-67.04%	1,310	-52.81%	
97	Barre LINK												0	-983	983	-100.00%	0	NA	
TOTAL		87,336	92,813	0	0	0	0	0	0	0	0	0	180,149	-168,412	348,561	-48.32%	358,812	-49.79%	

Legend	
No Service	Discontinued where noted.
Suspended	



To: Board of Commissioners
From: Jon Moore, General Manager
Date: September 15, 2020
RE: General Manager Report

COVID-19 Response: Based on the safety protocols that we have implemented that have helped our service area maintain low levels of COVID transmission to date and based on conversations with the Vermont Department of Health and the Union I am in the process of determining if it is reasonable to incrementally “open the spigot” and increase our on-board passenger capacities at this time.

In addition to providing PPE to staff and passengers, operating zero fare service to allow for rear door boarding, only allowing the use of the front side facing seats behind the driver compartment for passengers using mobility devices, regular disinfecting of buses, GMT will also be installing hand sanitizer stations on buses for passenger use the week of September 7.

Staff continues to monitor passenger boarding levels which have been steadily increasing especially in Chittenden County. The urban system provided more than 4,000 rides on 8/28 for the first time since 3/17. While we are happy that ridership is increasing we have experienced recent capacity constraints with the boarding limits that we have in place. Even with the backup buses that we have scheduled and available we have recently had to make passengers wait for the next trip before receiving service. I will share any modifications to the existing boarding limits with the Board prior to implementation based on the factors listed above.

Diversity & Inclusion Committee: The August meeting is in the process of being rescheduled for September due a scheduling conflict. There will be two new GMT staff members added to the committee and we are trying to schedule the next meeting so that the City of Burlington’s Director of Racial Equity, Belonging and Inclusion can participate.

Performance Dashboard: Staff will be presenting a draft Performance Dashboard to the Operations Committee that will track organizational progress, help organize performance metrics and provide objective data for Board and Management decision making.

Time-off Policy: Staff will be presenting a proposed modification to the GMT Time-off Policy to the Operations Committee with a proposed July 1 implementation to slow the growth of the existing cash liability of unused CTO time and to promote usage of paid time-off benefits.

Proposed updates include moving to two categories of paid time-off; vacation and sick time, and reducing the amount of hours that employees can cash out on an annual



basis and when leaving GMT employment. The current proposal would maintain any existing CTO balances as of the effective date of the policy update.

Proterra Buses: Operations Management continues to maximize the usage of the two Proterra e-buses and have started creating weekly mileage reports for the two buses. During the week of 8/17 one e-bus operated 632 miles and the other 722 miles. The buses need to average 577 weekly miles to achieve the full incentive financing provided by the Burlington Electric Department. We are going to start operating the e-buses on the weekend based on passenger requests and to help maximize miles operated. There are also no charging restrictions during the upcoming fall months so that we can charge the buses between shifts to extend the mileage range during these periods..

UVM Community Relations: I had a phone call with Joe Speidel who is the Director of Local Government Community Relations at UVM and is a CATMA Board Member. We had a productive call discussing how GMT, UVM and CATMA can work together in the future to create mutual benefits.

Rick Laferriere Retirement: Bus Operator Rick Laferriere will be officially retiring from GMT at the end of this month. Rick started at CCTA in 1980 and was an excellent employee over his 40 years at CCTA/GMT. Rick will be awarded a CCTA/GMT Hall of Fame plaque at a future Board Meeting for achieving over thirty years of service. Congratulations and thank you for your service Rick!

Human Resources Coordinator: GMT is excited to have hired Hakeem Nuru as the new HR Coordinator. Hakeem started on 8/24 and has a Master's degree in Industrial and Organizational Psychology. His recent career experience includes working as an Employee Services Specialist for the Vermont State College System, and a Human Resources Analyst for Louis Metro Government, in Louisville, Kentucky. Please welcome Hakeem to GMT when you get a chance to meet him.

Goal	Strategy	KPI	Tactic	Supporting Documents	Department Responsible
1. Service Excellence	1.a: Provide safe and reliable service	Less than x preventable accidents/100k miles, 90% on-time performance for all bus routes, less than x miles between bus failures, 100% PM completion	Monthly OTP reporting, schedule adjustments as needed, retraining after preventable accidents, provide two annual maintenance trainings	TSP 2.3.1, Monthly Performance Report	Operations
	1.b: Provide outstanding customer service	90% satisfaction rate from on-board surveys and less than x founded complaints/month	Provide annual customer service training to all employees, develop a customer service plan and SOP	TSP A.10, Monthly Performance Report	All
	1.c: Improve service to underserved areas and populations		Conduct an evaluation of underserved areas and populations	TSP 2.2.1	Planning
	1.d: Increase ridership	3% annual ridership increase	Create service design and performance standards	TSP 1.2.3 and 1.2.4.	Planning & Marketing
	1.e: Operations Committee				
2. Financial Stewardship and Cost-Effective Operations	2.a: Regional funding study	Regional funding committee meetings held	Creation of regional funding committee		GM & Board
	2.b: Provide appropriate service levels by route	Annual analysis of routes	Creation of service standards		Planning
	2.c: Increase fare revenue	3% annual ridership increase	Prioritize high demand service		Planning

	2.d: Lower fleet operating costs	Average fleet age of half the useful life of rolling stock	Create a five year capital plan		Grants (Finance)
	2.e: Maximize local investment into transit	Minimum 20% operating local match and 10% capital local match	Analyze current local match amounts by service region and develop a three year local match plan		Planning & Finance
	2.f: Identify a new Washington County location	A new site identified	Complete a sites analysis study		
	2.g: Ensure sustainable ADA operations	Increase in local match % and average annual cost increase does not exceed x%	Increased local match and continuous program oversight		GM, Board, Broker Services
	2.h: Finance Committee				
3. Public Engagement and Improved Regional Quality of Life	3.a: Solicit public feedback in regards to service design	x public meetings held per year	Develop a public outreach plan and creation of TSP		Planning
	3.b: Strategy Committee				
4. Fairness and Inclusion	4.a: Make GMT services welcoming to all	x% of passengers feel welcome per passenger survey	Employee training & expansion of Fairness and Inclusion Committee		Planning & Board
	4.b: Fairness & Inclusion Committee				
5. Environmental Sustainability	5.a: Electrify fleet	x% of fleet will be electric vehicles by 202x	Identify funding opportunities		Grants (Finance)

	5.b: Lower GMT's energy footprint		Work with stakeholders to help meet state and local energy goals		Planning, Grants (Finance)
	5.c: Strategy Committee				
6. High Performing Workforce	6.a: Skilled maintenance department	Provide two annual vendor trainings	Develop a three year maintenance training plan		Maintenance
	6.b: High job satisfaction	x% job satisfaction	Annual employee survey related action items		Human Resources
	6.c: Operations Committee				

GMT DRAFT VISION/VALUES STATEMENT

Our Mission:

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

Our Vision:

To provide value to GMT passengers, stakeholders, and staff by:

- Designing service for all segments of the population; allowing passengers to move easily from place to place according to their own needs.
- Connecting all modes of transportation helping to provide a better quality of life for Vermonters.
- Engaging with the public ensuring passengers are part of the decision-making process.
- Communicating so passengers find their experience positive and they understand how to use GMT services.
- Providing dynamic leadership that creates change consistent with the growth of the organization.

Our Core Values:

The following values guide GMT in its commitment to excellence.

- **Respect.** Whether its respect for our passengers, stakeholders, partners, or staff; GMT is committed to treating others with dignity and trust, placing a high value of diversity and inclusion, and acknowledging expertise.
- **Integrity.** As an organization, GMT honors our commitment to our passengers to provide a high level of customer service, to offer and welcome feedback, and to remain transparent in our communication.
- **Teamwork.** GMT staff is committed to working together to achieve common goals.
- **Innovation.** GMT encourages and embraces creative ideas in a supportive environment with the goal of thinking toward the future.



TO: GMT Finance Committee
 FR: Nick Foss, Director of Finance
 Kim Wall, Grants Manager
 Debbie Coppola, Senior Accountant
 DT: September 4, 2020
 RE: Adjusted FY21 Operating Budget

This memo accompanies the Adjusted Operating Budget for GMT for the fiscal year ending June 30, 2021.

GMT and VTRANS completed the grant award process in early July, with the fully executed grants being provided to GMT. As a result of the final awards a budget revision was necessary. The following summarizes by major section the changes made to the FY21 approved budget for consideration and adoption.

Federal, State, & Local Revenues				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Municipal Member Assessments	(\$19,190)	\$0	Adjustment resulted from the following: Colchester becoming a non-voting member and the cancelling of the 4% fixed route assessment increase.	N/A
Municipal Paratransit Assessments	(\$20,256)	\$0	Adjustment resulted from Colchester becoming a non-voting member and receiving their 50% membership reduction in ADA assessments.	N/A
Local Operating Assistance	(\$44,101)	\$15,641	Adjustment resulted from Colchester becoming a non-voting member and their contributions now being included in the Municipal Member Assessments line item.	Adjustment largely resulted from inclusion of the local match from the City of Montpelier for operating costs at the MTC, and to a lesser extent increases in contributions from local cities and towns.
Federal Urban Formula Grant	\$4,283,780	\$0	Adjustment resulted from the need for additional funding from decreases in both operating revenues, state and local funding, as well as increased expenses. This reflects the usage of CARES Funds over and above what the Agency originally budgeted.	N/A
Federal Rural Operating Grant	\$0	\$593,100	N/A	Adjustment resulted from additional grant funding being provided by VTRANS through the state grant application process.
State Regular Subsidy Operating Grant	(\$583,048)	(\$257,500)	Adjustment resulted from decreases in state funding provided by VTRANS.	Adjustment resulted from decreases in state funding provided by VTRANS, but was supported by additional CARES Funds provided by VTRANS.
E&D Grants and Cash Match	\$0	\$33,143	N/A	Adjustment resulted from increased funding being provided by VTRANS through the state grant application process.
CMAQ Grants	(\$10,973)	(\$168,840)	Adjustment resulted from the discontinuation of the Barre Link, offset by increases in awarded funding for existing service.	Adjustment resulted from the shifting of the RT 2 service to RCT, as well as a rightsizing of the grant funding for the MTC location.
Preventative Maintenance Grants	(\$113,684)	\$0	Adjustment resulted from decreases in grant funding provided by VTRANS.	N/A
Other Federal/State Grants	(\$29,354)	\$10,610	Adjustment resulted from the elimination of the Barre Link (state match) and small changes in budgeted capital funds for project management assumptions.	Adjustment resulted from a reduction in RTAP funds, offset by changes in the budgeted capital funds for project management assumptions.
Total:	\$3,463,174	\$226,154		



Operating Revenue				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Passenger Revenue	(\$2,332,641)	(\$126,700)	Adjustments required to reflect the Agency being fare free for the duration of FY21.	
Paratransit Fare	(\$102,102)	\$0	Adjustment required to reflect the Agency being fare free for the duration of FY21.	N/A
Advertising Revenue	\$0	\$5,000	N/A	Adjustment required to reflect an increase in revenue forecast.
Miscellaneous Revenue	\$50,350	\$0	Adjustment required to reflect Encore Renewables roof top solar lease revenue, offset by decreases in postage revenue and Essex vehicle maintenance revenue.	N/A
Sales of Equipment	(\$1,000)	\$0	Adjustment required to bring forecast in-line with historical actuals.	N/A
Medicaid Purchase of Service Revenue	\$0	(\$465,985)	N/A	Adjustment required to reflect change in NEMT program reimbursement model, as well as a change in forecasted demand for FY21.
Misc. Purchase of Service	\$947	(\$8,620)	Adjustment required to reflect price increases to current services provided, as well as revenue from additional service provided to Essex/Westford; offset by a reduction in Tilley Drive demand.	Adjustment required to reflect the reduction in demand for "Special Trips" provided for third-party organizations.
Total:	(\$2,384,446)	(\$596,305)		

Total Revenue Adjustment: +\$708,577 (+\$1,078,728 Urban/ -\$370,151 Rural)

Expenses - Salaries & Wages				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Other Wages	(\$120,981)	(\$21,008)	Adjustment required to reflect projected staffing needs, updated salaries, overtime assumptions, vacancy savings figures, and CTO costs.	
Driver Wages	(\$450,761)	(\$94,379)		
Mechanic Wages	\$38,184	\$200		
Total:	(\$533,558)	(\$115,187)		



Expenses - Taxes & Benefits				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Payroll Taxes FICA/MC (7.65% of Wages)	(\$40,817)	(\$8,812)	This line item is formula based .	
Unemployment Tax Expense	\$5,000	\$5,000	Updated to reflect prior year actuals/trends.	
Medical Insurance	(\$163,638)	(\$100,456)	Updated to reflect current pricing, plan selection, updated growth rate for 2nd half of calendar year, and headcount.	
Retirement ER Contributions	(\$9,005)	\$3,790	Formula based on 4.4% of wages.	Formula based on 2.5% of wages.
Employee Development	(\$9,000)	(\$6,000)	Adjustment required to reflect recent spending level and working environment.	
Employee Benefits	(\$6,723)	\$5,528	Adjustment required to update ST/LT Disability rates, Vision Reimbursement, and Life Insurance data.	
Total:	(\$224,183)	(\$100,949)		

Expenses - General & Admin.				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Admin Supplies and Expenses	\$2,285	\$1,193	Adjustment required to reduce office supplies, cash counting, bank charges and postage spending to actual experience, as well as to include payroll expenses.	
Dues and Subscriptions	\$5,205	\$205	Adjustment required to add Howard Center Street Outreach Team payment and to account for increase in VPTA's membership cost.	Adjustment required to reflect increased membership dues to VPTA.
Travel and meetings	\$0	(\$244)	N/A	Reduced to reflect forecasted travel needs in FY21.
Communications	(\$5,228)	(\$2,282)	Updated to reflect current demand and pricing.	
Computer Services	\$2,885	\$5,305	Updated to reflect current need.	
Legal Fees	\$72,300	\$48,800	Adjustment needed to reflect upcoming CBA negotiations and actual spending realized during FY20.	
Insurance	(\$26,812)	(\$8,693)	Updated to reflect new insurance rates.	
Total:	\$50,635	\$44,283		

Expenses - Operations				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Safety Expense	(\$400)	\$0	Adjustment required to reflect actual historical spending.	N/A
Total:	(\$400)	\$0		



Expenses - Vehicle/Building & Maintenance				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Parts Expense - Non-Revenue Vehicle	(\$2,000)	(\$1,000)	Adjustment required to update figure to forecasted/historical spending.	
Parts Expense - Revenue Vehicles	\$276,408	(\$432)	Adjustment required to update figure to forecasted/historical spending.	
Tires	\$5,000	(\$7,000)	Updated to reflect best estimates/actuals.	
Facility Maintenance	(\$18,000)	(\$13,942)	Updated to reflect best estimates/actuals.	
Passenger Facility Expense	(\$479)	\$0	Adjustment required to reflect current lease and maintenance costs.	N/A
Cleaning Expense	(\$16,200)	(\$2,000)	Adjustment required to reflect current spending needs/actuals.	
Repeater Fees	\$216	(\$864)	Adjustment required to reflect current unit/cost figures.	
Light, Heat and Water	\$24	\$8,445	Adjustment required to reflect current estimates/trend.	
Fuel -Vehicles	(\$82,000)	(\$111,780)	Adjustment required to reflect current estimates/pricing.	
Maintenance Tools/Supplies/Uniforms	(\$11,635)	(\$1,560)	Adjustment required to reflect current spending needs/actuals.	
Misc. Maintenance Expenses and fees	(\$3,568)	(\$872)	Adjustment required to reflect current unit/cost figures.	
Total:	\$147,766	(\$131,005)		

Expenses - Contracted				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Partner Local Share	\$0	\$45,872	N/A	Adjustment required to include local contribution amounts being transferred to RCT transferred service routes.
Functional Assessment Expenses	(\$7,500)	\$0	Adjustment required to account for the current suspension of functional assessments being conducted.	N/A
Volunteer Drivers	\$0	(\$3,958)	N/A	Adjustment required to account for prior year and recent demand data.
Other Transportation Services	(\$3,938)	(\$128,880)	Adjustment required to account for Tilley Drive pricing/demand figures	Adjustment required to include current level of grant funding, forecasted demand for services from CIDER, SSTA, and local taxicab partners.
Total:	(\$11,438)	(\$86,966)		



Expenses - Marketing				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Marketing Expense	\$0	(\$18,140)	N/A	Adjustment required to match previous year's spending level.
Total:	\$0	(\$18,140)		

Expenses - Other				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Debt Service/Capital Reserve	(\$46,443)	\$0	Adjustment required as a result of the recognition of a capital lease.	N/A
Bond Interest	\$8,214	\$0	Adjustment required as a result of the recognition of a capital lease.	N/A
Capital Match Fund	\$758,000	\$0	Adjustment required to increase the local capital match fund for FY22 budget challenges or future capital purchases.	N/A
Total:	\$719,771	\$0		

Cost Allocations				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Cost Allocations	\$335,500	(\$335,500)	Adjustment required to recognize the change in GMT's indirect rate; the current and forecasted level of urban maintenance labor allocated to rural vehicles; and to update the forecasted cost of the rural operated link.	
Total:	\$335,500	(\$335,500)		

Total Expense Adjustment: -\$259,372 (+\$484,092 Urban/ -\$743,465 Rural)

Staff is requesting the Finance Committee recommend approval of the FY21 Adjusted Operating budget totaling \$22,695,594 to the Board of Commissioner's for adoption.

	PROPOSED FY21 Operating Budget			FY21 Budget			\$ Changes between FY21 Approved & Proposed Adjusted FY21		
	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total
Revenues									
FEDERAL, STATE AND LOCAL REVENUES									
Municipal Member Assessments	\$2,476,163	\$0	\$2,476,163	\$2,495,353	\$0	\$2,495,353	(\$19,190)	\$0	(\$19,190)
Municipal Paratransit Assessments	\$688,516	\$0	\$688,516	\$688,772	\$0	\$688,772	(\$20,256)	\$0	(\$20,256)
Local Operating Assistance	\$53,791	\$443,623	\$497,414	\$97,892	\$427,982	\$525,874	(\$44,101)	\$15,641	(\$28,460)
Federal Urban Formula Grant	\$6,919,178	\$0	\$6,919,178	\$2,635,398	\$0	\$2,635,398	\$4,283,780	\$0	\$4,283,780
Federal Rural Operating Grant	\$0	\$1,893,100	\$1,893,100	\$0	\$1,300,000	\$1,300,000	\$0	\$593,100	\$593,100
State Regular Subsidy Operating Grant	\$1,734,144	\$787,500	\$2,521,644	\$2,317,192	\$1,045,000	\$3,362,192	(\$583,048)	(\$257,500)	(\$840,548)
E&D Grants and Cash Match	\$0	\$1,351,950	\$1,351,950	\$0	\$1,318,807	\$1,318,807	\$0	\$33,143	\$33,143
CMAQ Grants	\$1,146,566	\$74,040	\$1,220,606	\$1,157,539	\$242,880	\$1,400,419	(\$10,973)	(\$168,840)	(\$179,813)
Preventative Maintenance Grants	\$1,500,000	\$750,000	\$2,250,000	\$1,613,684	\$750,000	\$2,363,684	(\$113,684)	\$0	(\$113,684)
Other Federal/State Grants	\$738,723	\$103,610	\$842,333	\$768,077	\$93,000	\$861,077	(\$29,354)	\$10,610	(\$18,744)
Fund Balance Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Federal, State and Local Revenues	\$15,237,081	\$5,403,823	\$20,640,904	\$11,773,907	\$5,177,669	\$16,951,576	\$3,463,174	\$226,154	\$3,689,329
OPERATING REVENUE									
Passenger Revenue	\$0	\$0	\$0	\$2,332,641	\$126,700	\$2,459,341	(\$2,332,641)	(\$126,700)	(\$2,459,341)
Paratransit Fare	\$0	\$0	\$0	\$102,102	\$0	\$102,102	(\$102,102)	\$0	(\$102,102)
Advertising Revenue	\$150,000	\$30,000	\$180,000	\$150,000	\$25,000	\$175,000	\$0	\$5,000	\$5,000
Planning Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$700	\$9,000	\$9,700	\$700	\$9,000	\$9,700	\$0	\$0	\$0
Miscellaneous Revenue	\$56,750	\$0	\$56,750	\$6,400	\$0	\$6,400	\$50,350	\$0	\$50,350
Sales of Equipment	\$1,000	\$2,000	\$3,000	\$2,000	\$2,000	\$4,000	(\$1,000)	\$0	(\$1,000)
Medicaid Purchase of Service Revenue	\$0	\$1,690,975	\$1,690,975	\$0	\$2,156,960	\$2,156,960	\$0	(\$465,985)	(\$465,985)
Misc. Purchase of Service	\$43,012	\$71,253	\$114,265	\$42,065	\$79,873	\$121,938	\$947	(\$8,620)	(\$7,674)
Warranty Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Revenues	\$251,462	\$1,803,228	\$2,054,689	\$2,635,908	\$2,399,533	\$5,035,441	(\$2,384,446)	(\$596,305)	(\$2,980,752)
TOTAL REVENUES	\$15,488,543	\$7,207,051	\$22,695,594	\$14,409,815	\$7,577,202	\$21,987,017	\$1,078,728	(\$370,151)	\$708,577
Expenses									
SALARIES AND WAGES									
Other Wages	\$1,431,868	\$955,955	\$2,387,823	\$1,552,850	\$976,962	\$2,529,812	(\$120,981)	(\$21,008)	(\$141,989)
Driver Wages	\$4,253,033	\$2,088,548	\$6,341,580	\$4,703,794	\$2,182,927	\$6,886,721	(\$450,761)	(\$94,379)	(\$545,140)
Mechanic Wages	\$1,017,556	\$175,059	\$1,192,615	\$979,372	\$174,859	\$1,154,231	\$38,184	\$200	\$38,384
SALARIES AND WAGES	\$6,702,457	\$3,219,562	\$9,922,019	\$7,236,016	\$3,334,749	\$10,570,764	(\$533,558)	(\$115,187)	(\$648,745)
PERSONNEL TAXES AND BENEFITS									
Payroll Taxes FICA/MC (7.65% of Wages)	\$512,738	\$246,296	\$759,034	\$553,555	\$255,108	\$808,663	(\$40,817)	(\$8,812)	(\$49,629)
Unemployment Tax Exp	\$25,000	\$22,000	\$47,000	\$20,000	\$17,000	\$37,000	\$5,000	\$5,000	\$10,000
Medical Insurance	\$1,889,099	\$542,891	\$2,431,990	\$2,052,737	\$643,347	\$2,696,084	(\$163,638)	(\$100,456)	(\$264,094)
Retirement ER Contributions	\$294,908	\$80,489	\$375,397	\$303,913	\$76,699	\$380,612	(\$9,005)	\$3,790	(\$5,215)
Employee Development	\$13,000	\$12,000	\$25,000	\$22,000	\$18,000	\$40,000	(\$9,000)	(\$6,000)	(\$15,000)
GM Development/training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Employee Benefits	\$116,372	\$49,725	\$166,097	\$123,095	\$44,196	\$167,291	(\$6,723)	\$5,528	(\$1,194)
PERSONNEL TAXES AND BENEFITS	\$2,851,116	\$953,401	\$3,804,518	\$3,075,300	\$1,054,351	\$4,129,650	(\$224,183)	(\$100,949)	(\$325,133)
GENERAL AND ADMIN EXPENSES									
Admin Supplies and Expenses	\$44,703	\$21,899	\$66,602	\$42,419	\$20,707	\$63,125	\$2,285	\$1,193	\$3,477

\$ Changes between FY21 Approved & Proposed

	PROPOSED FY21 Operating Budget			FY21 Budget			\$ Changes between FY21 Approved & Proposed		
	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total
Recruiting Expenses	\$12,400	\$7,000	\$19,400	\$12,400	\$7,000	\$19,400	\$0	\$0	\$0
Dues and Subscriptions	\$10,305	\$4,992	\$15,297	\$5,100	\$4,787	\$9,887	\$5,205	\$205	\$5,410
Travel and meetings	\$2,500	\$1,256	\$3,756	\$2,500	\$1,500	\$4,000	\$0	(\$244)	(\$244)
Communications	\$38,464	\$36,463	\$74,927	\$43,692	\$38,745	\$82,437	(\$5,228)	(\$2,282)	(\$7,510)
Computer Services	\$80,262	\$49,067	\$129,329	\$77,377	\$43,761	\$121,138	\$2,885	\$5,305	\$8,191
Board Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal Fees	\$102,300	\$58,800	\$161,100	\$30,000	\$10,000	\$40,000	\$72,300	\$48,800	\$121,100
Insurance	\$995,018	\$445,204	\$1,440,222	\$1,021,830	\$453,897	\$1,475,727	(\$26,812)	(\$8,693)	(\$35,505)
Audit Fees	\$16,450	\$7,050	\$23,500	\$16,450	\$7,050	\$23,500	\$0	\$0	\$0
Consulting Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL AND ADMIN EXPENSES	\$1,302,403	\$631,730	\$1,934,133	\$1,251,768	\$587,447	\$1,839,215	\$50,635	\$44,283	\$94,918
OPERATIONS EXPENSES									
Employee New Hire/Background Checks	\$2,400	\$11,500	\$13,900	\$2,400	\$11,500	\$13,900	\$0	\$0	\$0
Drug & Alcohol Testing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DOT Testing	\$6,500	\$6,270	\$12,770	\$6,500	\$6,270	\$12,770	\$0	\$0	\$0
Employment Recruitment Referral Program	\$800	\$400	\$1,200	\$800	\$400	\$1,200	\$0	\$0	\$0
Drivers' Uniforms	\$20,000	\$10,000	\$30,000	\$20,000	\$10,000	\$30,000	\$0	\$0	\$0
Safety Expense	\$400	\$500	\$900	\$800	\$500	\$1,300	(\$400)	\$0	(\$400)
Misc. Operating Expenses	\$6,125	\$1,100	\$7,225	\$6,125	\$1,100	\$7,225	\$0	\$0	\$0
OPERATIONS EXPENSES	\$36,225	\$29,770	\$65,995	\$36,625	\$29,770	\$66,395	(\$400)	\$0	(\$400)
PLANNING EXPENSES									
Other Planning Expense	\$0	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$0	\$0	\$0
CCRPC Planning Exp	\$100,000	\$0	\$100,000	\$100,000	\$0	\$100,000	\$0	\$0	\$0
PLANNING EXPENSES	\$100,000	\$25,000	\$125,000	\$100,000	\$25,000	\$125,000	\$0	\$0	\$0
VEHICLE/BUILDING MAINTENANCE EXP									
Parts Expense - Non-Revenue Vehicle	\$5,000	\$2,000	\$7,000	\$7,000	\$3,000	\$10,000	(\$2,000)	(\$1,000)	(\$3,000)
Parts Expense - Revenue Vehicles	\$720,500	\$126,000	\$846,500	\$444,092	\$126,432	\$570,524	\$276,408	(\$432)	\$275,976
Tires	\$85,000	\$23,000	\$108,000	\$80,000	\$30,000	\$110,000	\$5,000	(\$7,000)	(\$2,000)
Facility Maintenance	\$54,000	\$54,900	\$108,900	\$72,000	\$68,842	\$140,842	(\$18,000)	(\$13,942)	(\$31,942)
Passenger Facility Expense	\$29,187	\$0	\$29,187	\$29,666	\$0	\$29,666	(\$479)	\$0	(\$479)
Cleaning Expense	\$7,800	\$10,000	\$17,800	\$24,000	\$12,000	\$36,000	(\$16,200)	(\$2,000)	(\$18,200)
Repeater Fees	\$20,304	\$15,552	\$35,856	\$20,088	\$16,416	\$36,504	\$216	(\$864)	(\$648)
Light, Heat and Water	\$177,500	\$69,400	\$246,900	\$177,476	\$60,955	\$238,431	\$24	\$8,445	\$8,469
Fuel - Vehicles	\$861,000	\$425,000	\$1,286,000	\$943,000	\$536,780	\$1,479,780	(\$82,000)	(\$111,780)	(\$193,780)
Maintenance Tools/Supplies/Uniforms	\$75,115	\$19,020	\$94,135	\$86,750	\$20,580	\$107,330	(\$11,635)	(\$1,560)	(\$13,195)
Misc. Maintenance Expenses and fees	\$2,112	\$1,948	\$4,060	\$5,680	\$2,820	\$8,500	(\$3,568)	(\$872)	(\$4,440)
VEHICLE/BUILDING MAINTENANCE EXP	\$2,037,518	\$746,820	\$2,784,338	\$1,889,752	\$877,825	\$2,767,577	\$147,766	(\$131,005)	\$16,761
CONTRACTED EXPENSES									
ADA/SSTA PARATRANSIT	\$1,343,544	\$0	\$1,343,544	\$1,343,544	\$0	\$1,343,544	\$0	\$0	\$0
Partner Local Share	\$19,833	\$45,872	\$65,705	\$19,833	\$0	\$19,833	\$0	\$45,872	\$45,872
Functional Assessment Expenses	\$2,500	\$0	\$2,500	\$10,000	\$0	\$10,000	(\$7,500)	\$0	(\$7,500)
Volunteer Drivers	\$0	\$583,867	\$583,867	\$0	\$587,826	\$587,826	\$0	(\$3,958)	(\$3,958)
Other Transportation Svcs	\$7,033	\$823,518	\$830,551	\$10,971	\$952,398	\$963,369	(\$3,938)	(\$128,880)	(\$132,818)
CONTRACTOR EXPENSES	\$1,372,910	\$1,453,258	\$2,826,167	\$1,384,348	\$1,540,224	\$2,924,572	(\$11,438)	(\$86,966)	(\$98,405)
MARKETING EXPENSE									
Bus Tickets/Fare Media	\$20,000	\$2,400	\$22,400	\$20,000	\$2,400	\$22,400	\$0	\$0	\$0

	PROPOSED FY21 Operating Budget			FY21 Budget			\$ Changes between FY21 Approved & Proposed Adjusted FY21		
	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total
Marketing Exp	\$26,320	\$12,000	\$38,320	\$26,320	\$30,140	\$56,460	\$0	(\$18,140)	(\$18,140)
Public Information	\$22,000	\$11,000	\$33,000	\$22,000	\$11,000	\$33,000	\$0	\$0	\$0
MARKETING EXPENSE	\$68,320	\$25,400	\$93,720	\$68,320	\$43,540	\$111,860	\$0	(\$18,140)	(\$18,140)
OTHER EXPENSES									
Debt Service/Capital Reserve		\$0	\$0	\$46,443	\$0	\$46,443	(\$46,443)	\$0	(\$46,443)
Bond Interest	\$8,214		\$8,214				\$8,214	\$0	\$8,214
Capital Match Fund	\$1,000,000	\$131,490	\$1,131,490	\$242,000	\$131,490	\$373,490	\$758,000	\$0	\$758,000
OTHER EXPENSES	\$1,008,214	\$131,490	\$1,139,704	\$288,443	\$131,490	\$419,933	\$719,771	\$0	\$719,771
Total Expenses	\$15,479,163	\$7,216,430	\$22,695,594	\$15,330,571	\$7,624,395	\$22,954,966	\$148,592	(\$407,965)	(\$259,372)
Cost Allocations	(\$9,380)	\$9,380	\$0	\$326,120	(\$326,120)	\$0	\$335,500	(\$335,500)	\$0
Balance	(\$0)	(\$0)	(\$0)	(\$594,636)	(\$373,314)	(\$967,949)	(\$594,636)	(\$373,314)	(\$967,949)
<i>Cost Allocations Details (negative is increased expense)</i>									
Admin Allocations based on FY19 Actuals	\$196,077	(\$196,077)	\$0	\$438,390	(\$438,390)	\$0	\$242,313	(\$242,313)	\$0
Maintenance Labor/fringe/overhead	\$84,913	(\$84,913)	\$0	\$163,627	(\$163,627)	\$0	\$78,714	(\$78,714)	\$0
GMITA Operated Link	(\$290,370)	\$290,370	\$0	(\$275,896)	\$275,896	\$0	\$14,474	(\$14,474)	\$0
Total Cost Allocations	(\$9,380)	\$9,380	\$0	\$326,120	(\$326,120)	\$0	\$335,500	(\$335,500)	\$0



To: GMT Board of Commissioners

From: Nick Foss, Director of Finance

Date: September 10, 2020

RE: Retirement Committee

GMT sponsors both a 457 deferred compensation and 401(a) retirement plan, which is available to all full-time employees. The Director of Finance serves as the Retirement Plan Administrator and is responsible for the day-to-day management, which includes oversight of several 3rd party vendors (third party administrator (TPA), investment advisor, and custodian) obtained to assist in the management of the plan. To ensure proper governance of GMT's retirement system, best practice requires the creation of a governing body formed with fair and effective representation to assist in the governing of the plan.

Committee Membership:

The following positions will comprise of GMT's Retirement Committee:

1. General Manager
2. Director of Finance
3. Director of Human Resources
4. Urban Steward
5. Rural Steward
6. Finance Committee Member (appointed by Chair)

Committee Charge: To serve as fiduciaries to the GMT retirement plan and govern the plan according to the governing plan documents.

A fiduciary is anyone who:

- Makes decisions about managing the plan or its investments, such as selecting the investment choices for the plan or hiring persons who provide services to the plan
- Makes decisions about administering the plan, such as determining who is eligible to participate, distributing benefits statements, and ruling on benefits claims
- Is paid to provide investment advice to a plan (independent Registered Investment Advisor)

You are a fiduciary if you are the plan sponsor, a trustee of the plan, or the plan administrator. Someone you hire to provide services to the plan is also a fiduciary if he or she provides investment advice to you or plan participants or has discretion over your plan's investments. You are considered a fiduciary based upon your actions and not what title you may have, so it does not matter if you are not named a fiduciary in the plan document. You are also considered a co-fiduciary of the other fiduciaries to the plan and may share responsibility for their actions.



Committee Responsibilities:

- Operate the plan only in the interest of participants and beneficiaries
- Monitor and evaluate a diversified menu of plan investment options
- Monitor plan compliance
- Evaluate plan provider performance and fees
- Ensure governance that adheres to fiduciary best practices
- Periodically review and update plan documents and follow the terms of the plan documents to govern the plan

Reporting Requirements:

- Minutes from each meeting will be taken and posted to the GMT website in accordance with Vermont Open Meeting Law, 1 V.S.A. §§ 310-314
- The Director of Finance will include a summary within his Finance Report highlighting the business conducted and recommendations made from each Retirement Committee meeting
- Recommended material changes to the GMT retirement plan will be brought to the GMT Board of Commissioner's for approval

Meeting Frequency:

- The Retirement Committee shall meet quarterly