

GMT Board Minutes

Date: November 15, 2016

Time: 7:30 AM

Place: GMT

15 Industrial Parkway
Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston

Rob Moore, Vice Chair, Lamoille County

Denis Barton, Secretary, Shelburne

Marti Powers, Treasurer, Essex

Catherine Dimitruk, Commissioner, Franklin County

Chapin Spencer, Commissioner, Burlington

Tom Chittenden, Commissioner, South Burlington

Bob Buermann, Commissioner, Grand Isle County

Harold Garabedian, Commissioner, Washington County

Katherine Miles, Commissioner, Burlington

Karen Walton, General Manager

Mark Sousa, Assistant General Manager

Jon Moore, Director of Urban Operations

Michelle Daley, Director of Finance

Trish Redalieu, Director of Administrative & Support Services

Bill McCarty, Director of Maintenance

David Armstrong, Planning Manager

John Robinson, Human Resources Coordinator

Members of the Public:

Ross McDonald, VTrans

Infinite Culcleasure

Not Present:

John Sharrow, Commissioner, Milton

Raghu Acharya, Commissioner, Winooski

1. Open Meeting

Chair Kaynor opened the meeting at 7:33 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

Chair Kaynor informed the Board that item number five will be an action item. He also informed the Board that item number seven will be a two-part action item.

3. Public Comment

Infinite Culceasure, Organizer with Parents in Need of a Change, explained that over the past two years they have been reviewing student transportation in Winooski school district due to parents' concerns. There currently is no direct route to school for young students or school buses for students within the city of Winooski. In their study they have seen absenteeism and tardiness rise from school year 2014-2015 to 2015-2016. This information has been brought to the attention of Winooski City and Winooski's school district. Mr. Culceasure wanted to bring it to GMT's attention as well. Karen Walton, General Manager, informed Mr. Culceasure and the Board that she was working with the previous City Manager of Winooski and will gladly begin those conversations once the new City Manager has been selected.

Commissioner Dimitruk also informed Mr. Culceasure that GMT will be undergoing a system-wide analysis and all routes and schedules will be reviewed.

4. Consent Agenda

A motion to approve the Consent Agenda was made by Secretary Barton and seconded by Commissioner Chittenden. All were in favor and the Consent Agenda was approved.

5. FGI Shopping Shuttle Route Change (Strategic Goal 3)

David Armstrong, Planning Manager, presented a change to two stops currently on the FGI Shopping Shuttle, Lake Street Housing and Willard Mills Apartments. The current stops have minimal ridership. With removal of those two stops it would allow for the route to stop in another housing complex, Brookside Apartments. This is a cost neutral change and the two stops being removed would still have service through the Downtown Shuttle. The new route would serve a new area. GMT held a public hearing with the proposed route change and no member of the public attended, however, Chris Loyer, Rural Planner, has spoken with the property managers and they support the change. Chair Kaynor asked that Mr. Armstrong email the Board the details of the route change for their review.

A motion to approve the change of the route was made by Commissioner Dimitruk and seconded by Commissioner Buermann. Commissioner Spencer brought up a concern on voting for an item not listed as an action item on the agenda due to Vermont open meeting law. Secretary Barton amended the motion to approve the concept on changing the route for the upcoming bus map and guide with final approval for the change to the route at next month's Board meeting. Commissioner Dimitruk accepted the amendment and was seconded by Commissioner Buermann. All were in favor of the amendment, and support the change to the bus map and guide, with the final approval for the route change coming at December's Board meeting.

6. Assistance Dog Policy Change (Strategic Goal 2)

Karen Walton, General Manager, spoke on the updated proposed policy change to the Assistance Animal policy. She stated that Operations just recently received an email from UVM regarding the current policy. She is requesting that the Board approve a change to the current policy to ask just the one question "Is that a service animal". This removes the drivers from a position where they feel they may need to evaluate the situation further. It also allows for easier conversation for both the passenger and driver.

A motion to accept the new policy was made by Commissioner Chittenden and was seconded by Commissioner Dimitruk. All were in favor and the new Assistance Animal Policy was approved.

7. System Analysis Vendor Approval (Strategic Goal 3)

Mark Sousa, Assistant General Manager, reviewed the need for a system analysis and the current proposed contract. The system has not been reviewed since the start of the business in the 1970's and only new routes and counties have been added to the system since. At this time CCRPC is willing to help fund the much needed system analysis along with help from VTrans. GMT's staff felt that a fare analysis would be the most practical analysis to run at the same time. It can be reviewed with the current system operations and allows for more information to be gathered on the system's operating procedures. The process started with the RFP and the bids that came in were reviewed in detail. Once GMT staff had narrowed it down to two vendors, Nelson Nygaard and AECOM, they met with members of the Board and conducted interviews with both vendors. Both vendors came in higher than expected but after further review GMT staff chose Nelson Nygaard based on reference checks and their known track record among state agencies. GMT will use staff to help reduce hours Nelson Nygaard proposed in areas such as marketing and public outreach. These are both areas that GMT staff currently oversees and feels confident in their abilities. The contract will span over two fiscal years. If accepted by the Board the system analysis could start January 1st, 2017 and would wrap up approximately December 2017.

Michelle Daley, Director of Finance, spoke on the securement of funds for the system analysis. The current funds needed for the system analysis contract is \$240,000. This would be spread out over fiscal year 2017 and 2018. Ms. Daley explained, after reviewing the chart shown on page 29 of the Board packet, the miles driven in Urban and Rural areas were very similar and that led to the 50/50 break down of the funding. On the urban side, the funding has been secured

through CCRPC grants in the amount of \$54,000 for both fiscal year 2017 and 2018. The difference of the \$12,000 will be broken down to a local contribution match of \$6,000 over the course of the two years. The rural side will not receive the CCRPC funds, however, the rural side will receive a SOVT planning grant in the amount of \$15,000 for fiscal year 2017. This leaves a gap of \$45,000 for fiscal year 2017 and a \$60,000 gap for fiscal year 2018. Currently, there are enough funds in the unrestricted funds balance that could be used to cover the difference. Ms. Daley explained what the unrestricted fund balance is used for things such as unforeseen catastrophic events. Best practice is to keep 17% in the unrestricted funds balance to ensure at least two months of operational funding is available. Even with the use of \$105,000 in unrestricted funds there will still be roughly 30% available in the funds. This surplus of unrestricted funds is a result of increased efficiency through Medicaid transportation. Mr. Sousa explained that this is a two-part action item and the securing of these funds are needed before any approval for the contract can be voted on.

A motion to approve the usage of the unrestricted rural fund balance in the amount of \$105,000 over fiscal year 2017 and fiscal year 2018 was made by Commissioner Chittenden and seconded by Secretary Barton. All were in favor and the motion was approved.

Following the approval of the funds Mr. Sousa answered more questions regarding the contract. Commissioner Spencer asked that the Board have a chance to review in writing, through a memo, the findings of the contract before voting going forward. Secretary Barton attended the interviews and felt confident leaving the decision up to management to negotiate. Commissioner Dimitruk wanted to confirm the RFP process was followed and Ms Walton assured the Board that Matt Kimball, Purchasing Officer, has all the correct documentation for the RFP process.

A motion to accept the contract with Nelson Nygaard up to \$240,000 over twelve months was made by Commissioner Chittenden and was seconded by Secretary Barton. All were in favor and the motion was approved.

8. Medicaid update (Strategic Goal 1)

Mr. Sousa reviewed the status of the current Medicaid contract. VPTA was selected as the provider and will hold a meeting later this week. At this time Mr. Sousa does not believe it will have an impact on the operations of GMT. Both Ms. Walton and Mr. Sousa have been in constant communication with VPTA but currently do not have any other information to provide at this time.

9. Board Survey Results (Strategic Goal 1)

Chair Kaynor thanked the Board for completing the survey. The questions were consistent with the survey from last year. It has allowed for better comparison from year to year. The majority of the Board was similar in their answer, however, there was one outlier. Chair Kaynor wishes to address those concerns. Leadership Committee was able to review the survey result and adjust the Strategic goals to better reflect the findings of the surveys. After the suggestion by Secretary Barton, Leadership committee will discuss the option of senior staff completing a survey of management's perspective on the Board's effectiveness.

10. 2017 Strategic Goals Final Draft

The Strategic goals were presented to the Board for review. They were based on the brainstorming activities performed at the Annual Board retreat and the committee's input over the last two months. Chair Kaynor explained to the Board that he proposes this document be a living document and that document is updated throughout the year.

A motion to accept the Strategic goals for fiscal year 2017 as a living document was made by Commissioner Buermann and was seconded by Commissioner Chittenden. All were in favor and the Strategic goals for fiscal year 2017 was accepted.

Commissioner Chittenden and Commissioner Spencer exited the meeting at 8:45 AM.

11. GM & Committee Reports

Ms. Walton gave the GM update by starting with the recent success of RouteShout. It has been a smooth execution of the software and the staff is looking forward to the rollout in the rural operations.

The bids for M-Ticketing are in and now they have begun to review the different options. They will continue to narrow it down and will ask that the Board create an Ad Hoc Committee to help with the process.

ADA fixes have begun for the DTC. Mr Carlson will give a final report of the progress will come at next month's Board meeting.

Leadership Committee gave an update on the Board Members and their current standings. Commissioner Parker resigned earlier in the month. Hinesburg officials believe it will be filled by December's Board meeting. Vice Chair Moore addressed the Board and informed them he will need to step down as Vice Chair at next month's meeting. Due to a restriction within his current position he will only be able to stay on as a Commissioner. Those interested in the seat of Vice Chair should contact either Chair Kaynor or any other member of the Leadership Committee by December 15th. This will allow for a January vote.

Strategy Committee has not met since last Board meeting but has a scheduled meeting on December 12th.


Operations Committee has not met since last Board meeting but has a scheduled meeting on November 28th.

Finance Committee will meet again this month for a special meeting to review the budget that was balanced by GMT staff earlier this month.

12. Adjourn

Commissioner Buermann made a motion to adjourn and was seconded by Commissioner Dimitruk. All were in favor and the meeting adjourned at 9 AM.

Respectfully Submitted,

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

Denis Barton, Secretary