



15 Industrial Parkway
Burlington, VT 05401

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CCTA Board Meeting Minutes

DATE: January 27, 2010

TIME: 5:00 p.m.

PLACE: CCTA Administrative Office

15 Industrial Parkway

Burlington, VT 05401

PRESENT:

Dan Maxon, Chairman, Essex
Diana Palm, Commissioner, Milton
Bethany Whitaker, Commissioner, Burlington
Chapin Spencer, Vice Chairman, Burlington
Corey Mack, Commissioner, Winooski
Denis Barton, Commissioner, Shelburne
Tom Buckley, Secretary, Winooski
Steve Magowan, Treasurer, South Burlington
Albert Turgeon, Commissioner, Williston
Jeff Turner, Alternate for Sandy Miller, Milton

Chris Cole, General Manager, CCTA
Gary Thompson, Assistant General Manager, CCTA
Donna Rae Decatur, Operations Manager, CCTA
Aaron Frank, Director of Planning and Project Development, CCTA
Meredith Birkett, Planning Manager, CCTA
David Machen, Grants Manager, CCTA
Jon Moore, Transit Planner, CCTA
David Armstrong, Transit Planner, CCTA
Michelle Daley, Director of Finance, CCTA
Karen Plante, Staff Accountant, CCTA
Jamie Cram, Marketing Coordinator, CCTA
Sarah Krause, Administrative Assistant, CCTA

Marcy Ryan
Crystal Brockington, Peer Advocacy & Outreach Specialist, Vermont
Center for Independent Living

NOT PRESENT:

Fred Schmidt, Commissioner, Shelburne
James McCullough, Commissioner, Williston
Bill Wessel, Commissioner South Burlington
Marti Powers-Keyes, Commissioner, Essex

1. Opening meeting

The meeting was opened at 5:05 p.m. There were not enough board members to make a Quorum

2. Public Comment

Marcy Ryan presented information to board regarding wheelchair safety and proper tie downs. This information included the results of crash testing; chairs can break in crashes that are only 15 miles per hour even when properly tied down. Chris will review the information. Marcy Ryan requested electronic copies of all CCTA's policies, not just the paratransit system.

There were enough Board members present to make a quorum.

3. Adjustment of Agenda

Commissioner Palm introduced Jeff Turner as an alternate Milton Commissioner.

4. Recognition

Chairman Maxon recognized an article about CCTA in the November 2009 issue of Mass Transit Magazine.

5. Review Minutes- 12/09/09 (Action)

Commissioner Buckley moved to approve. Commissioner Magowan seconded. All approved.

6. Financial Report and Balance Sheet

Ms. Daley had nothing to add. There were no questions.

7. Route 2 Service Presentation

Mr. Cole introduced Jon Moore, CCTA Transit Planner, assigned to Route 2 Service. Jon presented the proposed changes to the Route 2 corridor. His presentation included schedule changes, route improvements and opposition. Proposed changes will be brought to the board in April for approval to implement. The Board will be updated on Route 2 progress at the next Board meeting. There was a discussion regarding the changes. Topics included: route segments with loss of service due to changes, changes in wait time for specific routes, effect of changes on ADA coverage area and communication with the disabled

community. Ms. Brockington expressed concerns regarding communication to public; the disabled community in particular and using alternative ways to reach them. Mr. Cole agreed with Ms. Ryan that it would be beneficial to get route 2 information to SSTA for distribution. Flyers with public meeting information have been sent to town clerks offices and are currently posted on busses. Notices will be published in Seven Days and member community's local papers.

Commissioner Barton indicated that CCTA make available sufficient opportunity for the public to comment on the project without going to a public hearing.

8. FY10 Operating Budget

Mr. Cole explained the budget adjustments, including Capital Match Fund. Chris briefly explained the fund balance. Mr. Turgeon explained to the Board that the fund balance was discussed in detail at the Finance Committee Meeting. He would like the board to consider the options of having portions of the fund balance restricted versus unrestricted. Mr. Barton requested a description of the fund balance be included in the minutes.

Mr. Cole explained to the Board that a portion of the unrestricted fund balance has been previously designated for local capital match by previous Board action through the budgeting process. Mr. Cole explained that he and the Director of Finance will provide the Finance Committee an exact accounting of the designated portion of the unrestricted fund balance. Mr. Cole explained that the unrestricted designated fund balance is to be used for future capital projects as local match. Mr. Cole further explained to the Board that funds designated by the Board for local capital match from FY10 would be deposited in a separate account in a separate bank to maximize safety and liquidity and would not be part of the designated unrestricted fund balance. Mr. Cole agreed with Commissioner Turgeon that the Board should have a discussion on the merits of restricting the future fund balances.

Commissioner Magowan thanked Mr. Cole for listening to the comments made at the Finance Committee meeting and developing a course of action with those comments in mind.

Commissioner Magowan moved to approve. Commissioner Whitaker seconded. All approved.

9. FY09 Audit

Commissioner Magowan presented points from the finance committee meeting with Auditor. Commissioner Magowan commented that the auditor approved of the recent changes within the Finance Department. There was nothing to report from the finance committee's private meeting with Ron. Commissioner Magowan shared the Auditor's comments that CCTA was very prepared for the Audit. Commissioner Spencer recognized the effectiveness of the committee process and thanked management for their work throughout the Audit process. Mr. Cole thanked staff for their efforts in having a successful audit and indicated that the positive results were the result of their collective effort. Commissioner Magowan echoed Mr. Cole's comments and thanked staff for their efforts in a good audit.

Commissioner Palm moved to approve. Commissioner Magowan seconded. All approved.

10. Livability Bus Program Grant

Mr. Machen asked the Board to authorize the General Manager to develop and submit two grants proposals, one for Clean Bio-Diesel and the other for Hybrid Bio-Diesel buses.

Commissioner Palm moved to approve. Commissioner Barton seconded. All approved.

11. Cherry Street Project

There was a brief presentation by Mr. Frank describing changes to Cherry Street that will occur over the next five years. Ms. Ryan questioned the use of glass shelters similar to the Winooski shelter and expressed concern about the difficulty accessing them by wheelchair. There was a discussion regarding amenities in the Cherry Street location. Ms. Whitaker discussed the need to show Cherry Street as an asset to the downtown area. Mr. Cole responded that they had limited funding that they could expend to achieve that result and were limited by the FTA from making significant improvements while planning to move the terminal to a separate location. Ideas for improvement included murals done by local artists. Mr. Buckley suggested meeting with the Church Street Marketplace Commission. Mr. Cole agreed to contact Ron Redmond of the marketplace.

12. Line of Credit

There was a brief discussion regarding the line of credit. The line of credit being requested, as a Grant Anticipation Note, in the amount of \$950,000, along with CCTA's general line of credit will bring CCTA's line of credit near the \$1.5 million recommended by the Auditor to maintain adequate cash flow.

Chairman Maxon pointed out the bank loan note states that the term for the line of credit is until December 2010. Commissioner Buckley moved to approve. Commissioner Spencer seconded. All approved.

Commissioner McGowan departed.

13. Outdated CCTA Policies

Mr. Cole briefly explained reasons for the outdated policies.

Commissioner Barton moved to approve. Commissioner Buckley seconded. All approved.

Commissioners Palm and Turner departed.

10. Staff Reports

Vouchers- there were no questions.

General Manager— Mr. Cole updated the board. He will testify this Friday in legislative committee on the CCTA Charter Change. He has succeeded in clarifying area of operation to the satisfaction of all the public transportation providers adjacent to CCTA and GMTA. CCTA's area of operation will be limited to commuter service in Caledonia county and published (fixed route, deviated

fixed route) service in Lamoille County. He will meet with Senator Shumlin and Labor representatives regarding the Charter Change.

Commissioner Buckley requested a discussion on the ex-officio Board members at the next Strategy Committee meeting.

Marketing— there were no questions.

Planning—there was a discussion regarding MPO Blue Ribbon Committee

Recommendations.

Grants—there were no questions.

Operations—there were no questions.

Ridership—there were no questions.

Maintenance—there were no questions.

15. Committee reports

Strategy Committee:

Ms. Whitaker informed the Board that TDP Documents, including a Vision Statement, are available for review online. The documents are located in the same area as the board packet. If you have comments or suggestions, please contact members of the Strategy Committee.

Next Meeting: Tuesday, February 2nd, 8:30am, Waterbury Town Hall.

Finance Committee:

Items discussed at the last committee meeting will be brought to board in February. The topic to be discussed at the next meeting is Underling Federal Grants and Bonded indebtedness of CCTA's Peers.

Next Meeting: Monday, March 8th, 8:00am, CCTA.

Leadership Committee:

The Leadership Committee did not have a meeting to report on.

Next Meeting Tuesday February 9th.

12. Executive Session

Commissioner Buckley moved to move into executive session. The Chairman noted that there was no quorum and the board could not go into executive session or adjourn.

13. Other Business

There was no other business.

14. Adjourn

Respectfully Submitted,

Tom Buckley
Secretary

Accepted on behalf of the
Board of Commissioners

Dan Maxon
Chairman

