



15 Industrial Parkway
Burlington, VT 05401

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CCTA Board Meeting Minutes

DATE: March 24, 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
Sandy Miller, Commissioner, Milton
Bill Wessel, Commissioner, South Burlington
Marti Powers-Keys, Commissioner, Essex

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
Jon Moore, Transit Planner, CCTA
Michelle Daley, Director of Finance, CCTA
Karen Duguay, Marketing Manager, CCTA
Sarah Krause, Administrative Assistant, CCTA

NOT PRESENT:

Fred Schmidt, Commissioner, Shelburne
James McCullough, Commissioner, Williston

Correction from 1/27/10 Minutes:

Sandy Miller, Commissioner, Milton: Not Present.

1. Opening meeting

The meeting was opened at 5:05 p.m.

2. Public Comment

There was no public comment.

3. Adjustment of Agenda

Mr. Cole requested the Finance Committee Report be moved up on the agenda as Commissioner Magowan would be leaving early. Mr. Cole also requested an additional topic be added to his General Managers Report regarding an operational change.

4. Review Minutes- 1/27/10 & 2/02/10 (Action)

Commissioner Miller requested the January 27, 2010 minutes reflect his absence. Commissioner Buckley moved to approve. Commissioner Whitaker seconded. Commissioner Wessel abstained.

5. Financial Report and Balance Sheet

There were no questions.

6. Investment Policy

Commissioner Magowan explained the Investment Policy. There was a brief discussion regarding insurance and the difference between collateralization and FDIC. The board decided to amend the policy to include the sentence "whenever possible collateral shall be U.S. government issued treasury bonds".

Commissioner Magowan moved to approve the policy with the amendment as stated. Commissioner Palm seconded. All approved.

7. Capital Budget Policy

Commissioner Magowan explained the reasoning behind the Capital Budget Policy, reading particular portions aloud.

Commissioner Miller made a motion to approve the policy as presented.

Commissioner Buckley seconded the motion.

The General Manager asked a clarifying question as to the intent of the language, was it to limit adjustment to 10% for each time a line item needed to be adjusted or for all adjustments cumulatively. Al Turgeon expressed that it was the intent of the Finance Committee to limit staff's flexibility to adjust the capital budget without Board approval to a cumulative amount of 10% of the total amount budgeted. The Finance Chair, Commissioner Magowan agreed with Commissioner Turgeon that was the intent of the Finance Committee to limit cumulative changes to 10% without Board approval. The Board discussed language changes in the second bullet to clarify the intent of the Finance Committee and the following language was offered as a friendly amendment.

Policy to read "Staff may reduce line items in the Capitol Budget as long as the cumulative total of the adjustments for the fiscal year doesn't exceed 10% of the

board approved Capitol Budget for that fiscal year, AND as long as the line items being reduced are of equal or lower priority on the board approved budget.”

Chairman Maxon asked whether the amendment was friendly, Commissioner Miller and Buckley indicated it was and all approved.

8. Resolution in Support of Complete Streets Bill (Action)

There was a brief discussion regarding the bill. Commissioner Miller spoke against the bill. The Board agreed the strategy committee will keep the complete streets bill on the list of things to look into. No action was taken.

9. Route 2 Corridor Project-Public Hearing Update (Presentation)

Jon Moore, Transit Planner presented information from the Route 2 public hearings. He shared customers concerns with the changes and trips added since the past presentation, to accommodate commuters and country park residents. Commissioner Turgeon thanked staff, Planning in particular, for the noteworthy job they did listening to customers' needs.

10. Bus Idling Policy (Action)

Mr. Cole explained the Bus Idling memo to be given to drivers. There was a brief discussion regarding bus idling ordinances. Commissioner Barton moved to approve the Policy. Commissioner Whitaker seconded. All approved.

11. VTrans Route Performance Review 2009 (Presentation)

Ms. Birkett, Planning Manager presented. She explained the graphs in the Performance Review and shared her ideas on why certain routes performed better than others. Planning is working on a memo to send to VTrans regarding the metrics they use for the Review and possible changes that may reflect more accurate data.

12. Staff Reports

Vouchers- There were no questions.

General Manager- Mr. Cole had a quick update on the Charter Change. Mr. Cole shared an operational policy change that will be coming into effect at CCTA regarding boarding busses at Cherry Street.

Marketing- There were no questions.

Planning- There was a brief discussion regarding a need for CCTA to connect Winooski with a grocery store. The planning staff agreed to follow-up on this need during the Riverside/City Loop/North Avenue service evaluation. There were no questions.

Project Development- There were no questions.

Grants- There were no questions.

Operations- There were no questions.

Ridership- There were no questions.

Maintenance- There were no questions.

13. Committee reports

Strategy Committee:

Commissioner Whitaker requested the Board review TDP Documents, available online. A draft version of the TDP will be brought to the board in May and a final version will be brought for approval in June.
Next Meeting: Tuesday, April 6, 8:00am, CCTA.

Finance Committee:

Commissioner Magowan summed up the topics from the last Finance Committee meeting including the extensive Grants process. Finance Committee members recognized the importance of understanding CCTA's financial picture to better make decisions for the future.
Next Meeting: TBD

Leadership Committee:

The Leadership Committee is looking for Board members interested in volunteering to be mentors to incoming board members. Chairman Maxon will send an email to the board with more information. Commissioner Mack is developing a board/self evaluation sheet. Mr. Cole is developing a comprehensive board development document. Commissioner Maxon shared some changes that will occur once the Charter goes into effect.
Next Meeting Tuesday April 13, 4:00pm at the Essex Town Office.

12. Executive Session

There was not an Executive session.

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