

CCTA BOARD MEETING MINUTES

DATE: January 26, 2011

TIME: 5:00pm

PLACE: CCTA Administrative Office
15 Industrial Parkway
Burlington, VT 05401

PRESENT:

Chapin Spencer, Chair, Burlington
Steve Magowan, Vice Chair, South Burlington
Jonathan Trefry, Commissioner, Hinesburg
Brian Palaia, Commissioner, Milton
Bethany Whitaker, Commissioner, Burlington
Diana Palm, Commissioner, Milton
Dan Maxon, Immediate Past Chair, Essex
Tom Buckley, Secretary, Winooski
Bill Wessel, Commissioner, South Burlington
Karla Munson Commissioner, Hinesburg
Denis Barton, Commissioner, Shelburne
Corey Mack, Commissioner, Winooski
Albert Turgeon, Treasurer, Williston

Chris Cole, General Manager, CCTA
Meredith Birkett, Planning Manager, CCTA
Aaron Frank, Director of Planning and Project Development, CCTA
Sarah Krause, Administrative Assistant, CCTA
Michelle Daley, Director of Finance, CCTA
Jon Moore, Transit Planner, CCTA
Rose Getch, Public Affairs Manager, CCTA
Liz Curry, Grants Manager CCTA

Members of the Public:

Ron Smith, RHR Smith & Co.

NOT PRESENT:

Marti Powers, Commissioner, Essex
Fred Schmidt, Commissioner, Shelburne

5:00p.m. 1. Open meeting

Chair Spencer called the meeting to order at: 5:05pm.

5:05p.m. 2. Public Comment:

There was no public comment.



5:06p.m. 3. Adjustment of Agenda

Mr. Cole noted there would be an executive session.

5:07p.m. 4. Minutes

- 12.15.10

Commissioner Palaia moved to approve, Commissioner Palm seconded. Commissioner Palm noted that in section 8. Additional Improvements for Cherry Street the sentence should say "the City of Burlington." The minutes read "City if Burlington." Commissioner Trefry abstained, all other Board members approved.

5:15p.m. 5. Financial Report

Commissioner Turgeon said he reviewed the December Financial statements. He said he asked for more detail from staff on a couple of items, including a Costco payment. He said he was ok with the explanation he received and that he had nothing further to add.

5:20p.m. 6. Resolution to Metropolitan Planning Organization (Action)

Commissioner Palm moved to approve, Commissioner Palaia seconded. There was a discussion regarding having a vote on the MPO board. Topics included having a CCTA Board member attend MPO meetings, whether having a vote was a conflict of interest (in terms of funding and voting) and if it made sense for Mr. Cole to continue to represent CCTA at the meeting. Commissioner Trefry noted that CCTA would bring a Regional perspective. All Commissioners were in favor and the resolution passed. Chair Spencer said Mr. Cole will continue to attend the meetings and the Board can discuss this topic further at a later date. Commissioner Palm noted that Metropolitan was spelled wrong in the title of the resolution.

5:25p.m. 7. Flex Benefits and Section 125 Plan Amendments (Action)

Commissioner Palaia moved to approve, Commissioner Magowan seconded. Ms. Daley explained the reasons for amendments to the plan including laws that have been passed and the merge with GMTA. All Commissioners were in favor.

5:30p.m. 8. Line of Credit (Action)

Mr. Cole explained the Line of Credit was being drawn in anticipation of the preventative maintenance grant. Mr. Cole explained it takes months until you actually receive the money. He said staff anticipated using of the money before CCTA receives the grant. Commissioner Palm moved to approve, Commissioner Palaia seconded. Commissioner Palaia asked if the line of credit was at a preferred rate. Mr. Cole replied that it was. Commissioner Wessel noted that the date on the document was January 21, 2011. Ms. Daley said she would have the bank change the date and initial the changes. Chair Spencer asked if it was friendly to add the date change to the motion. Commissioner Palm said that it was. All approved.

5:35p.m. 9. Audit FY10 Presentation with Ron Smith (Information)

Commissioner Turgeon said the Finance Committee met on the 11th of January with Ron Smith. He said Mr. Smith gave a report on the results of the audit and that he had nothing but great things to say. Commissioner Palaia moved to approve the FY10 Audit, Commissioner Maxon seconded. Chair Spencer asked if the Board had questions for Mr. Smith. Commissioner Turgeon asked Mr. Smith to share some of the comments he shared at the

Finance Committee meeting. Mr. Smith said this was his fourth year doing the audit for CCTA. He said there were struggles in the first two years he worked with CCTA and he commended staff for their progress since then. He said CCTA received great reviews from the Auditors this year and he had nothing but good news to share. He said CCTA is as fiscally solvent as it's ever been and he is impressed with staffs ability to processes paper very effectively. He noted the couple of items he expressed concern about in the management letter and encouraged the Board to take his advice. Commissioner Turgeon asked Mr. Smith to explain administrative indirect cost rate and to share CCTA's rate. Mr. Smith explained indirect cost rate. He said CCTA had a rate of ten percent. He said CCTA's rate is half the average of similar organizations and compared to some companies it's a third of the rate. Mr. Smith said when applying for grants CCTA will score well. All Commissioners approved the FY10 Audit. Mr. Smith said kudos to Ms. Daley and all staff. He said previously the audit was a much more complicated presentation. Mr. Cole noted the great work done by Ms. Daley, Mr. Frank and Mr. Frank's staff in the Grants Department. Mr. Cole said the finances have come an incredibly long way since he came to CCTA.

6:00p.m. 10. FY11 Operating Budget Adjustments (Action)

Ms. Daley said the memo lays out every adjustment CCTA is making. There was a brief discussion about the changes. Commissioner Turgeon said the detailed summaries were very helpful. Commissioner Palaia moved to approve the adjustments to the FY11 Operating Budget, Commissioner Palm seconded. Mr. Cole highlighted the increased expense of ADA/SSTA. All were in favor.

6:05p.m. 11. FY11 Capital Budget Amendment (Action)

Commissioner Turgeon explained the amendment in the Capitol Budget and the changes in funding. Mr. Frank explained that CCTA has agreed to head a procurement for paratransit scheduling software for all public transit providers in the state. This project to develop a statewide specification will be funded by the state 100 percent. Commissioner Barton moved to approve, Commissioner Palaia seconded. All were in favor.

6:10p.m. 12. Failure to Board Policy (Action)

Ms. Curry, Grants Manager at CCTA said goal of the Failure to Board Policy is to consolidate two policies with same outcome. She said the new policy brings CCTA into compliance with ADA law. Ms. Curry said it is a behavior changing policy and that there are a small percentage of riders this policy will effect. Commissioner Palaia moved to approve, Commissioner Magowan seconded. Commissioner Turgeon asked if the policy had undergone a legal review. Mr. Cole replied that it had been reviewed by an ADA consultant. All were in favor.

6:20p.m. 13. Approval of CCTA to contract with Vanasse Hangen Brustlin as Project Consultants for Downtown Transit Center (Action)

Commissioner Wessel moved to approve, Commissioner Munson seconded. Mr. Frank said the first step in this process is establishing a relationship with firm hired by city of Burlington. Mr. Cole said the motion is to approve of CCTA signing a contract with VHB, approval to hire them. He said the next step in the process would be Board approval of a site. Mr. Cole explained the process moving forward. Commissioner Buckley asked for a sense of the dollars associated

with such a contract. Mr. Frank said site selection would be around \$100,000. Commissioner Mack recused himself from the motion because he is a transportation designer, all other Commissioners approved.

6:30p.m. 14. Staff Reports and Communications:

- (a) Vouchers- Nothing to add.
- (b) General Manager's Report- Commissioner Palm commented that she liked how staff was asking drivers for input.
- (c) Marketing Report-Commissioner Palm said it was great that Marketing had been working with Church Street Market Place. Mr. Cole updated staff on a couple of projects Ms. Getch is working on, geared towards Church Street and noted the great job Ms. Getch has been doing at CCTA.
- (d) Planning Report-There was a discussion about GMTA's TDP.
- (e) Project Development Report-There was a discussion about signal priority. Commissioner Whitaker said the test today seemed to be working well. There was a discussion about the Fort Ethan Allen signal: when it will be put into use and which bus map and guide it will be included in.
- (f) Grants Report-Commissioner Palm noted Pizzagalli was building an office on Tilley Drive.
- (g) Operations Report- Chair Spencer thanked Ms. Birkett for filling in as interim Operations Manager. Commissioner Maxon said he wanted to personally express his gratitude.
- (h) Maintenance Report- Nothing to add.
- (i) Ridership Data- Commissioner Magowan said he was concerned about ridership, which seemed to be trending downward. Mr. Cole said this trend was not too dissimilar to other transit agencies in Vermont. Ms. Birkett said the economy is depressing ridership for many agencies. Mr. Cole added that CCTA did hold on to the growth from 2009 and 2008 gas prices. Commissioner Mack said ADA ridership shown in percentages would be helpful. Mr. Frank said they could do that.

6:40p.m. 15. Committee Reports:

Strategy Committee – Standing Committee (Next Meeting 2/04/11
8:00am at CCTA)

Commissioner Whitaker said the Committee did not meet since the last Board meeting. She noted that the next meeting will be on February 4th and ADA will be on the Committee's work plan.

Finance Committee – Standing Committee (Next Meeting 2/08/11 8:00am
at CCTA)

- 01/11/11 Meeting Notes

Commissioner Turgeon noted that the last attachment in the packet was the Finance Committee notes. He pointed out that the Finance Committee approved funding in the amount of \$500 for the CarShare event. He said the money was to come out of marketing dollars.

Leadership Committee – Standing Committee (Next Meeting TBD 4:00
PM at Essex Town Office)

Commissioner Spencer said the next Leadership Committee meeting will be in March. The topics will include Board officers and the General Managers review. Chair Spencer requested CCTA staff send the incoming GMTA Board members the CCTA Board meeting packets.

6:45p.m. 16. Executive Session

At 6:35 Commissioner Palaia moved to enter into Executive Session, Commissioner Palm seconded, All were in favor. The Executive Session was to discuss Contract Issues. At 7:05 Commissioner Palaia moved to exit Executive Session, Commissioner Palm seconded, and all approved.

6:55p.m. 17. Other Business

Chair Spencer noted the Colchester Avenue meeting will be February 3rd in the McClure conference room. There was a discussion about the exit 14 South Burlington parking garage project. Chair Spencer asked if the Strategy Committee would review this issue at their next meeting. Commissioner Whitaker said they would. Commissioner Wessel agreed to check in with the South Burlington City Manager on the issue.

7:00p.m. 18. Adjourn

Meeting Adjourned at 7:07pm.