

CCTA BOARD MEETING MINUTES

DATE: February 23, 2011

TIME: 5:00pm

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

PRESENT:

Chapin Spencer, Chair, Burlington
Diana Palm, Commissioner, Milton
Albert Turgeon, Treasurer, Williston
Denis Barton, Commissioner, Shelburne
Dan Maxon, Immediate Past Chair, Essex
Tom Buckley, Secretary, Winooski
Karla Munson Commissioner, Hinesburg
Brian Palaia, Commissioner, Milton
Sandy Miller, Alternate Commissioner, South Burlington
Marti Powers, Commissioner, Essex
Jonathan Trefry, Commissioner, Hinesburg

Chris Cole, General Manager, CCTA
Meredith Birkett, Acting Operations Manager, CCTA
Sarah Krause, Administrative Assistant, CCTA
Aaron Frank, Assistant General Manager, CCTA
Michelle Daley, Director of Finance, CCTA
Liz Curry, Grants Manager, CCTA
Jon Moore, Transit Planner, CCTA
Peter Aube, Maintenance Manager, CCTA

Members of the Public:

Wallace Nolen, member of the public
Amy Rast, Public Transit Coordinator, VTrans
Members of the CCMPO Board of Directors

Andy Montroll, Burlington
Andrea Morgante, Hinesburg
Erik Filkorn, Richmond
Jim Dudley, Shelburne
Philip Gingrow, St. George
Sandra Dooley, South Burlington
Suzanne Blanchard, Westford
George Gerecke, Williston

Members of the CCMPO Staff

Michelle Boomhower, Executive Director



Christine Forde, Senior Transportation Planner
David Roberts, Senior Transportation Planning Engineer
Bryan Davis, Transportation Planner

NOT PRESENT:

Fred Schmidt, Commissioner, Shelburne
Steve Magowan, Vice Chair, South Burlington
Bethany Whitaker, Commissioner, Burlington
Bill Wessel, Commissioner, South Burlington
Corey Mack, Commissioner, Winooski

1. CCTA Facility Tour

2. Opening meeting

Chairman Spencer called the meeting to order at 5:34pm.

3. Public Comment

Chair Spencer reminded all that a three minute time slot is allotted for public comment per individual and that personnel issues and pending litigation were not allowable topics of comment.

Wallace Nolen, member of the public, stated that he requested certain records, under the Vermont Open Records law. He said he left countless messages and emails for Mr. Cole and members of the CCTA board. Commissioner Spencer informed Mr. Nolen that he would receive a full response to his inquiry tomorrow.

4. Adjustment of Agenda

Chair Spencer proposed to add item 12.5 "Recognition of decade worth of service". Ms. Daley proposed to add "approval of check signers" item 12.1.

5. Review Minutes:

1/26/2011 (Action)

Commissioner Palaia moved to approve, Commissioner Palm seconded. All approved.

2/14/2011 (Action)

Commissioner Palaia moved to approve, Commissioner Maxon seconded.

Commissioners Trefry and Powers abstained, all other Commissioners approved.

6. Financial Report

Commissioner Turgeon said there was a good explanation of the net assets account. He said there was nothing out of the ordinary. Ms. Daley had nothing to add.

7. CCTA: Who we are and what we do (Presentation)

Ms. Boomhower asked if meeting attendees could go around the room and introduce themselves. Chair Spencer said that was a great idea. Everyone in the room said their name, title and where they were from.

Mr. Cole presented "CCTA: Who we are and what we do". He reviewed the history of CCTA and special facts that make CCTA unique. He discussed CCTA funding sources, system performance data (including ridership trends and increases), efficiency improvements (including transit signal priority, wireless free internet and time point analysis), other improvements planned for FY12 (including new shelters with solar powered lighting), and improvements for the ADA program. He discussed the Transit Development Plan and the hope for the MPO to add it to their MTP. There were no questions.

8. Transit Development Plan (Presentation)

Ms. Birkett reviewed the contents of the Transit Development Plan (TDP) including chapter titles and a quick synopsis of each chapter. She reviewed elements in the vision statement and some of the main ideas in the TDP. She talked about improved services, geographic expansions, and capital and technological investments. She said a Transit facility is the number one priority. Ms. Birkett said the TDP action agenda included changes local zoning, development of regional funding and for the MPO to have greater autonomy in programming transportation funds. There was a short discussion about the "TDP Roadshow" and transit oriented development. There were no questions. Ms. Boomhower congratulated CCTA on the development of the TDP; she said it was a comprehensive and thoughtful document. Ms. Boomhower said CCTA is part of partnership with MPO, Chair Spencer said a joint meeting between the MPO and CCTA seems the logical next step. He said it will take collaboration of the two companies to move towards common goals.

9. CCMPO Status Update: Reorganization and Metropolitan Transportation Plan (MTP)

Ms. Boomhower presented, she said the Legislature directed the MPO and CCRPC to create a timeline and plan for the merger. She said an integrated merger is not uncommon and they examined lots of models when developing a plan. She said a draft of bylaws was released a week ago for review. Approval of the final draft will be on the March MPO board agenda. After approval it will be taken on the road again to municipalities. The new governance structure will be effective July 1, 2011. After one year they will revisit bylaws, this is when voting membership for CCTA, Buells Gore and Milton will be reviewed. Mr. Montroll added the legislature was motivated by saving money but that is not one of MPO's top issues. He said they are already working with

the CCRPC to save money by sharing space, health benefits etc. He said merging will benefit the entire county. He said he is very optimistic about the merge; it has been a nice steady progression, not a lot of tension or friction, and hopefully it will be very productive for the region. There was a discussion about Federal Highway Administration redesignation and changes that may come as a result of the census.

Ms. Boomhower updated the Board on the Metropolitan Transportation Plan (MTP): she said the Board readopted the prior plan with updates required due to the HUD grant awarded to CCRPC. Mr. Frank asked if it was possible to incorporate the TDP into MTP. Ms. Boomhower said she would find out if it's possible to do re-adoption of the MTP and would get back to Mr. Frank.

10. CCTA Funding Issues (Presentation and Discussion)

Ms. Curry, CCTA Grants Manager, presented the availability of capital funds after FY12. Mr. Cole said the CCTA staff presented this issue several times to the CCTA Finance committee. He said earmarks are no longer available and earmarks are how CCTA has purchased buses in recent years. He said CCTA is coming to the MPO asking for federal highway funds to purchase buses. He said VTrans purchases link buses for CCTA as those buses fill larger state roles. Ms. Curry said CCTA is running a deficit for FY12 of \$250,000. Mr. Cole noted item 11 on the agenda "Continuing use of Biodiesel", he said discontinuing use would save about \$74,000 annually. He said fuel is budgeted at \$3.25 per gallon and CCTA is currently paying \$3.25 per gallon. He added that CCTA is receiving enough money but not the right kind of money; CCTA needs state not federal funds. Ms. Curry said municipalities took a 3% increase on fixed route assessments and 7-8 vehicles will be ready for replacement in FY13. The two Boards discussed the funding issues, Transit Oriented "Design" and working together in the future. Chair Spencer called a five minute recess.

11. Continuing Use of Biodiesel (Action)

Mr. Cole explained the reasons for possible discontinued use of Biodiesel. He said the Finance committee had been briefed on the situation. Commissioner Miller asked how long it would take to remove the signs from the buses. Mr. Cole replied that it would take two days and that staff had prepared a press release. There was a brief discussion about biodiesel and the perception of its benefits. Commissioner Turgeon noted the many other positive environmental facets of CCTA beyond biodiesel, including the state of good repair grant awarded to CCTA to purchase nine additional low emission vehicles. Mr. Cole also noted the UVM study on the negative effects of biodiesel on food crop production. Commissioner Palaia moved to approve, Commissioner Palm seconded. There was a discussion about making discontinued use of biodiesel temporary. Commissioner Buckley suggested using the word suspend rather than eliminate. Chair Spencer asked if the change was friendly. Commissioner Palaia said it was not friendly. There was a brief discussion. Commissioner Palm

moved to suspend the use of biodiesel, Commissioner Miller seconded. Commissioner Maxon commented that he liked the change to the amendment; he said it was important CCTA remain committed to everything we can do. All Commissioners approved.

12. GMTA Dissolution Plan (Action)

Mr. Cole explained the GMTA Board of directors signed a dissolution agreement. He shared details of the dissolution. There was a discussion about the dissolution agreement. Commissioner Barton made a motion to approve the dissolution plan, Commissioner Maxon seconded. Chair Spencer asked if there were any other issues that people wanted to discuss. Commissioner Turgeon noted that the plan could never be modified. Mr. Cole explained the wind down agreement. All were in favor of approving the dissolution as presented. Chair Spencer thanked the GMTA Board and staff for their hard work on the project.

12.1 Resolution to Change signature cards (Action)

Ms. Daley requested to add Meredith Birkett, Kim Wall and herself (in emergency situations only) as check signers.

Commissioner Miller moved to change the signature cards as proposed by Ms. Daley, Commissioner Palm seconded, and all were in favor.

12.5 Recognition of decade of service

Chair Spencer said when Mr. Cole began buses were white and blue and the routes had not changed since 1973, besides the addition of the College Street Shuttle. He said fast forward 10 years and look where we are today. Chair Spencer read the resolution documenting the accomplishments of Mr. Cole; he noted that the original resolution was three pages long. Commissioner Palm moved to approve, Commissioner Maxon seconded, all approved. Mr. Cole said he would not have achieved so much without the support of the board and CCTA staff. He said he was the leader but they were the workers. He said staff works extremely hard and all achievements were a group effort. Mr. Cole said he valued his time at CCTA, he learned much and appreciated the learning opportunities presented to him. He said it was a pleasure serving the community and the Board. He said there were great things in the future, and that CCTA has a very capable and loyal staff.

Chair Spencer presented Mr. Cole with the platinum wheel award. Commissioner Maxon said, as former chairman, he is very thankful for the opportunity to work closely with Mr. Cole for three challenging years; he learned a great deal from Mr. Cole. Commissioner Barton said he has heard the most positive comments from Chris as a Manager and that he is one of the best managers he has seen. Commissioner Trefry said although he does not have longevity with the Board, he said CCTA has a very talented staff, which reflects very much on Mr. Cole. Mr. Cole said he is most proud of the people that he works with. He said he is sad to leave them behind but feels good about it. He said CCTA is a good, solid organization. Commissioner Turgeon said he displayed the leadership part well: putting the organization and the people before ones-

self. Commissioner Turgeon added that he would put Mr. Cole in charge of soldiers tomorrow.

13. Committee Reports

Strategy Committee – Standing Committee (Next Meeting 3/4/11 8:00am at CCTA)

- 2/04/11 meeting notes

The Strategy Committee met to discuss ADA Policy and will continue the discussion at the next meeting, as well as discussing the DTC.

Finance Committee – Standing Committee (Next Meeting 4/12/11 8:00am at CCTA)

- 2/08/11 meeting notes and packet

Commissioner Turgeon noted that all topics from the Finance Committee had been addressed earlier in the Board meeting.

Leadership Committee – Standing Committee (Next Meeting TBA 4:00pm)

The next Leadership Committee will be March 8, 2011; topics for the meeting include board officers, and TDP Implementation Committee.

14. Other Business

There was no other business.

15. Executive Session

There was an Executive Session to discuss union negotiations and personnel hiring matters. Commissioner Miller moved to enter into Executive Session at 7:53pm, Commissioner Palm seconded, all approved. At 9:10pm Commissioner Palaia moved to exit executive session, Commissioner Turgeon seconded. All approved.

16. Adjourn

The meeting adjourned at 9:11pm.

Respectfully Submitted,

Tom Buckley
Secretary

Accepted on behalf of the
Board of Commissioners

Chapin Spencer
Chairman