



15 Industrial Parkway
Burlington, VT 05401

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CCTA Board Meeting Minutes

DATE: August 26, 2009

TIME: 5:00 P.M.

PLACE: CCTA Administrative Offices, 15 Industrial Parkway, Burlington, VT

PRESENT:

Dan Maxon, Chairman, Essex
Chapin Spencer, Vice Chairman, Burlington
Bill Wessel, Commissioner, South Burlington
Sanford Miller, Commissioner, Milton
Denis Barton, Commissioner, Shelburne
Albert Turgeon, Commissioner, Williston
Tom Buckley, Secretary, Winooski
Diana Palm, Commissioner, Milton
Bethany Whitaker, Commissioner, Burlington
Steve Magowan, Treasurer, South Burlington
Paul Bohne, Commissioner, Burlington

Chris Cole, General Manager, CCTA
Michelle Daley, Director of Finance, CCTA
Aaron Frank, Director of Planning and Project Development, CCTA
Meredith Birkett, Sr. Transit Planner, CCTA
Karen Duguay, Marketing and Public Affairs Manager, CCTA
Jon Moore, Transit Planner, CCTA
David Armstrong, Transit Planner, CCTA

NOT PRESENT:

Fred Schmidt, Commissioner, Shelburne
James McCullough, Commissioner, Williston
Marti Powers-Keyes, Commissioner, Essex

1. Opening meeting

The meeting was opened at 5:03 p.m.

2. Public Comment

BURLINGTON ● ESSEX ● MILTON ● SHELburne ● SOUTH BURLINGTON ● WILLISTON ● WINOOSKI

There were no comments from the public.

3. Adjustment of Agenda

There will be other business discussed.

4. Recognition

The board recognized CCTA driver Red King for his 25 years of service.

5. Minutes

Commissioner Milton made a motion to approve the July minutes. Commissioner Whitaker seconded the motion; all were in favor and the motion passed. Commissioner Bohne abstained from the vote.

6. Financial Report and Balance Sheet

There was nothing to add.

7. Staff Reports

(a) Vouchers- Treasurer Magowan was not available.

(b) General Manager's report- Mr. Cole reviewed the second GM report that had been sent to the board. Vice Chairman Wessel asked if moving payroll in-house would prove more expensive and Ms. Daily said that it would not.

(c) Marketing report- There was nothing to add

(d) Operations Report- There was nothing to add

(e) Ridership Report - Mr. Cole noted that the -2% overall number included ADA ridership which skewed the results. Without inclusion of ADA and CATMA service, there is a 2.3% in ridership overall. Future ridership reports will isolate CATMA so the Board can better compare the ridership to last years.

(f) Planning Report- There was nothing to add

(g) Maintenance Report- Mr. Cole said that the board received a series of reports including FY08 year end results of road calls and fuel consumption. He corrected to a miles per gallon typo from 3.96 to 4.05.

8. Customer Survey Results (presentation):

Ms. Birkett presented the results of the customer service survey. Commissioner Barton asked if it could be circulated among the board.

9. Purchasing Policy (Action):

Commissioner Miller asked for a clarification of the purchasing policy in regards to the definition of micro or small purchases. Mr. Frank said that as driven by the FTA, micro consisted of any purchase less than \$2,500 and small consisted of any purchase between \$2,501 to \$99,999. Commissioner Turgeon asked how many \$100,000 plus purchases are made per year. Mr. Cole answered that those follow the RFP or Advertised Bid processes in our purchasing policy. He explained that the entire purchasing policy is much more detailed than what the board saw in front of them; this was simply a summary to provide them info

needed to approve the change in policy. Commissioner Buckley asked if RFP's came to the board and Mr. Cole said that RFP's came to him for approval. Commissioner Miller asked what the internal checks are for purchases under \$99,999. Mr. Frank answered that the Federal government asks for two written quotes from valid vendors, the manager of the department signs the invoice indicating that they complied with the purchasing policy and have documentation thereof on record and that CCTA had received the good or service, that accounting prepares check payments after checking the manager's signature is present, and Mr. Cole, Mr. Thompson, Mr. Frank or Ms. Decatur review the checks, invoices, and manager signoffs prior to signing checks, the Board Treasurer reviewed each weekly check run prior to it being sent out, and there is a second signatory required for checks over \$5,000. . Commissioner Barton asked the board if they wanted to give Mr. Cole the authority to delegate an employee to be responsible for signing off on purchases of the micro and small designation. He made a motion to approve the action item. Commissioner Spencer asked what impact not approving the motion may have on staff efficiency and Mr. Cole said that it would have a negative impact. Commissioner Miller said that he was concerned that the previous purchasing policy did not match current staff reporting. He said he was concerned that the staff was not following the board approved policy and asked if there were other policies not being followed. Commissioner Barton suggested that the finance committee review the purchasing policy in its entirety. Commissioner Turgeon seconded the motion and the board voted. Commissioner Miller voted no; all other present board members voted to approve the action items.

10. PARC Shuttle Service Modification (Action):

Mr. Cole reminded the board that some PARC service had been cut last year and with the CATMA discontinuation of service, he would like to ask the board to add some PARC service back based on a request by the Chittenden Bank. It will cost approximately \$14,000 per year that will be coming from the 5307 account. Commissioner Miller asked that information like cost be included in the original memo. Commissioner Miller voted to approve the action, Commissioner Magowan seconded. All were in favor and the motion passed.

11. Triennial Review Update (Presentation):

Mr. Cole explained that it was the third consecutive triennial review with zero findings and credited the staff for their work.

12. Committee Reports:

Chairman Maxon said that Commissioner Spencer would be moving to the leadership committee, Commissioner Powers-Keys would move to the finance committee and Commissioner Whitaker would be chairing the strategy committee.

Strategy: Commissioner Spencer said that there was a focus on benchmarking and the effectiveness of the strategic plan. He said that the committee will be focused on the transit development plan and what role the board should play. The next meeting will be on September 17th.

Finance: The next finance committee meeting will be held on September 14th. They will look at the procurement policy and review numbers.

Leadership: Chairman Maxon said that the committee was working to complete the General Manager evaluation. After committee puts it together, the board will have an opportunity to review it in its entirety in executive session.

13. Other Business:

Commissioner Barton asked that the minutes reflect the changes in officers of the board. Chairman Maxon remains the chair, Commissioner Spencer will become Vice Chairman, Commissioner Magowan will continue as Treasurer and Commissioner Buckley will become Secretary. Commissioner Magowan asked for an update to the Tilley Drive discussions. Mr. Cole said that he had been invited to a meeting at the end of September to discuss and will be presenting a proposal to the group at that time. Chairman Maxon presented Vice Chairman Wessel with a plaque to acknowledge his 30 year anniversary as a board member.

14. Adjourn:

Commissioner Magowan made a motion to adjourn at 6:36 p.m. Commissioner Spencer seconded; all were in favor and the meeting was adjourned.

Respectfully Submitted,

Tom Buckley
Secretary

Accepted on behalf of the
Board of Commissioners

Dan Maxon
Chairman