

CCTA BOARD MEETING MINUTES

DATE: March 23, 2011

TIME: 5:00pm

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

PRESENT:

Chapin Spencer, Chair, Burlington
Tom Buckley, Secretary, Winooski
Albert Turgeon, Treasurer, Williston
Karla Munson, Commissioner, Hinesburg
Denis Barton, Commissioner, Shelburne
Dan Maxon, Immediate Past Chair, Essex
Brian Palaia, Commissioner, Milton
Corey Mack, Commissioner, Winooski
Marti Powers, Commissioner, Essex
Steve Magowan, Vice Chair, South Burlington

Meredith Birkett, Acting General Manager
Aaron Frank, Assistant General Manager
Michelle Daley, Director of Finance
Jon Moore, Transit Planner
Rose Getch, Public Affairs and Marketing Manager

Members of the Public:

Marci Ryan

NOT PRESENT:

Diana Palm, Commissioner, Milton
Fred Schmidt, Commissioner, Shelburne
Bethany Whitaker, Commissioner, Burlington
Bill Wessel, Commissioner, South Burlington
Jonathan Trefry, Commissioner, Hinesburg

1. Open meeting

Since there was no quorum available when meeting started by Chair Spencer at 5:05 PM, the Chair's suggestion was to go over informational items that did not need a quorum.

7. CCTA/GMTA Transition (Information)

Meredith Birkett, Acting General Manager (AGM) discussed 3 points re: "transition". She mentioned there is lot of internal work needed to complete the transition process including Organizational, Human Resources, and Administrative tasks. It was noted by Acting GM Birkett that Aaron Frank and Michelle Daley are leading the financial work that needs to be done. HR work being done by Patsy Redalieu, who will be going into different office locations and creating a comfort level with GMTA employees. Acting GM Birkett mentioned that there is one issue that has been raised, the GMTA driver pay for the GMTA portion of the Montpelier Link.

Commissioner Maxon asked if there any other HR issues re: GMTA. Acting GM Birkett said "No." There was agreement between Commissioner Maxon and Acting GM Birkett that CCTA needs to be proactive with a positive transition for the GMTA employees.

7a. Cherry Street Driver Room (Information)

Chair Spencer brought up the Remote 1 and suggested that Acting GM Birkett elaborate on the issue of the Remote 1 on Cherry Street.

Acting GM Birkett explained that Remote 1 is currently inadequate for CCTA drivers. Two months ago a driver approached Chris Cole and CCTA did a search for locations for a more adequate additional driver room adjacent to Cherry Street. Locations looked into were the Borders Building, 101 Cherry Street, and State Bldg. The Borders Building location, which offers 600 sq. ft. of room and public bathrooms located just across the hall, was deemed the most adequate and the one available to CCTA. CCTA signed an "intent to lease" at cost of \$1000/month for 2 year term. CCTA would like to sign the actual lease by end of this week.

Commissioner Palaia asked what additions might be needed to make it a workable space for the drivers and where the additional money would come from to make this doable in an already tight budget.

Asst. GM Aaron Frank said they would add folding tables and chairs. Acting GM Birkett said that, while the two projects are substantively unrelated, almost dollar for dollar the money would come from cuts in the South Burlington connector so no additional money needs to be budgeted. Chair Spencer commented that this is a smart move for the Authority to undertake.

9. Committee Reports

Strategy Committee-Commissioner Barton reported on behalf of Commissioner Whitaker/Strategy Committee who was not present. He distributed a memo dated March 17th, 2001 from Bethany Whitaker to Dennis Barton.

Discussion of the memo ensued and Chair Spencer summarized after discussion that the Strategy Committee had OK'd the work being done by Staff.

Note that Commissioner Mack joined the meeting while Commissioner Barton was speaking.

Chair Spencer summarized that the "Committee" OK'd the work that is being done by Staff with regard to the ADA program. Commissioner Buckley asked if there is to be any public outreach. Asst. GM Frank commented that there will be one or two engagements with the ADA Committee. Acting GM Birkett noted that the memo went out to member communities that have ADA service, with the exception of Burlington which did not express concerns about the ADA program expenses. Milton and Hinesburg were excluded since they do not have ADA service.

Commissioner Powers arrived at 5:22 PM, so now with 10 Commissioners, Chair Spencer acknowledged that there was now a quorum and convened the Board Meeting. He requested any comments from the public.

2. Public Comment

Marci Ryan questioned, regarding the stakeholders for the Downtown Transit Center, are there any disabled involved since disabled riders are significantly different than an "average" rider. Asst GM Frank said that the Strategy Committee has been asked to find a "rider" from the public for the Stakeholder Committee, but that the committee would likely be open to a second rider that could be a rider with a disability.

3. Adjustment of Agenda

Chair Spencer asked for Adjustments to the Agenda and mentioned that the Driver Break Room had already been discussed before quorum available.

4. Review Minutes: 2/23/2011 (Action)

Commissioner Palaia made a motion to approve the minutes and Commissioner Buckley seconded the motion. Chair Spencer noted that Kim Wall noticed in Item 10 that the text should read that "CCTA needs State, not Federal Funds". Chair Spencer asked for all in favor. Aye vote with one abstention by Commissioner Mack.

5. Financial Report

Chair Spencer asked if there is a Financial Report and Commissioner Turgeon and Michelle Daley discussed that the Financial Report was at the end of the Board Report. Commissioner Turgeon noted that he has nothing to add. Michelle Daley noted that she had nothing to add. Chair Spencer asked for comments and there were none.

6. Downtown Transit Center (Action)

Asst. GM Frank noted that the Strategy Committee is taking the lead on this project and that CCTA is very close to a contract with our engineer, Vanasse Hangen Brustlin. The public involvement plan has been reviewed by the Strategy Committee as has the

Phase I workplan for site selection. Asst GM Frank requested a motion authorizing the Authority to begin the phase I work plan, implement the Public Involvement Plan and authorizing the Strategy Committee to select a rider representative for the Downtown Transit Center Advisory Committee, as outlined in the memo to the Strategy Committee in the board packet. Asst. GM Frank noted that the Board's tradition has been for the CCTA Board Chair to appoint members of committees and but for the rider representative, that would be the expectation with the Advisory Committee

Commissioner Buckley made the motion and Commissioner Maxon seconded.

Chair Spencer reminded the Board of Marci Ryan's previous request to consider adding a disabled rider to the public involvement as a potential second public rider. Commissioner Buckley repeated that the Strategy Committee will take the lead on this project, including picking the rider representatives. Commissioner Maxon agreed. Chair Spencer asked if there was any discussion. There was none. Chair Spencer called for an All in Favor to which was responded "Aye" with no opposed. Motion was passed unanimously.

Chair Spencer commented that Items 7 & 9 were already done.

8. Staff Reports and Communications

Chair Spencer commented that all looked good.

a) Vouchers- No Questions

b) General Managers Report

Acting GM Birkett commented that she went with Commissioner Munson and Asst GM Frank to Vermont House Transportation Committee to present the need for funding for the Hinesburg Commuter. She mentioned the legislative committees were very interested that it is a public/private partnership. The Senate Transportation Committee delved more into financial aspects and was interested in creating a CMAQ application process for all transit agencies, not just Hinesburg. Following the testimony, Acting GM Birkett wrote a letter to Rep. Lippert and for Commissioner Munson's signature requesting assistance with inserting funding in the Appropriations bill. Chair Spencer suggested that additional representatives who would be supportive if they received notice as well. It was discussed that a similar letter should be sent to other Chittenden County Representatives that may be supportive.

Acting GM Birkett then discussed her trip to Washington for the American Public Transit Association's annual legislative conference. The consensus regarding transit funding is there are incredibly divergent views including a large gap between the proposed transit budgets by the House and the President. USDOT Secretary, Ray LaHood spoke at the event and noted that the administration will not propose raising the gas tax. There was no agreement regarding the timeline

for re-authorization of the current transportation authorization bill SAFETEA-LU, which has been temporarily extended until the end of September.

Acting GM Birkett visited the staff of our Congressional Delegation and emphasized three key points.

1. Congestion Mitigation Air Quality continuation. Without federal legislation allowing this funding to continue after the three year demonstration period, there is an FY14 \$900,000 deficit for CCTA. Birkett commented that several states have flexibility to use CMAQ for more than 3 years. Birkett consulted with and got advice from Sen. Sanders' team who will be taking the lead on assisting with this item.
2. Small Transit Intensive Cities. CCTA receives \$350,000 for being a small urban system meeting three of six high performance criteria. It is important for us to make sure that continues.
3. Downtown Transit Center – Acting GM Birkett explained the current status of the DTC and Sen. Sanders staff was particularly interested. Birkett also gave a Union Negotiations update.

Chair Spencer asked, "Any Questions?" There were none.

c) Marketing Report

Commissioner Barton commented that he appreciates getting press releases in the report but asked if it would be possible for them to be sent to the Board of Commissioners when they are disseminated to the press. Chair Spencer commented that this is agreed upon as a new practice. Commissioner Barton asked about social media outreach in addition to newspapers, radio, and television outreach regarding DTC. Mr. Frank noted that we use our web site to collect rider input on routes and that we could do the same for public comments on the DTC. Mrs. Getch mentioned that we are active on "Facebook" and could post notices there as well as Front Porch Forum. Chair Spencer noted that this would be a good time to ask all the Commissioners to "friend" the CCTA Facebook page.

d) Planning Report

There were no questions for Jon Moore. Asst. GM Frank mentioned that as part of the Lowes' project and some hearings he and Commission Maxon attended, CCTA obtained \$40,000 from The Town of Essex to be placed in CCTA's local capital match account since the Town contributed towards CCTA's Fort Ethan Allen Traffic Signal Project. Chair Spencer thanked Commissioner Maxon for his time and the funding he helped generate.

e) Project Development Report

No questions.

f) Grants Report

No questions.

g) Maintenance Report

Acting GM Birkett mentioned auxiliary lights on nine buses that allow for bikes to be transported again on the LINK buses had been installed. Chair Spencer commented on the fact that there was no information in the Board packet about the return of the bikes to the LINKs. Commissioner Buckley thought there was but Chair Spencer pointed out that the particular release included was in regard to the safety issue and that the bikes were not allowed. Acting GM Birkett mentioned the flyers that went out in March after the safety issue had been corrected (but they were not included since only February 2011 outreach was included in this February Board packet).

h) Ridership Data

There was a discussion of the dwindling ridership on the PARC Shuttle. There was also a question regarding ridership on the City Loop. Acting GM Birkett said that driver reports do not seem to match the ridership downtrend. Chair Spencer noted that since most downward trending routes are in Burlington, the core of CCTA business, this is a concern.

9. Committee Reports (cont.)

Finance Committee – No meeting to report.

Leadership Committee – Commissioner Magowan explained that the Leadership Committee is continuing to work on the GM job description and the hiring process. The Committee met on Tuesday, March 22, 2011 and item would be discussed in Executive Session.

11. Other Business

Chair Spencer reminded the Commissioners about an email that was sent to them asking them to work with their communities to determine the Board members for FY 12 and that we would like to have that information come back to Acting GM Birkett by early April. Additionally Chair Spencer requested that any of the Commissioners let him know of interest in serving in a Board leadership position.

Commissioner Buckley asked if the staff had met with the City of Winooski regarding ADA. Asst. GM commented there had been one meeting with the Winooski City Manager in the last month. Chair Spencer thanked Commissioner Buckley and asked if there was any other business. None requested.

12. Executive Session

Chair Spencer noted that there were three personnel items to be discussed in Executive Session. Chair Spencer asked for a motion to enter Executive Session at 6:35PM. Commissioner Munson made the motion and Commissioner Palaia seconded.

Chair Spencer asked if Acting GM Birkett would stay for the Executive Session Item 1. Birkett agreed.

Chair Spencer asked for a motion to exit the Executive Session. Commissioner Buckley made the motion to Exit Executive Session. Commissioner Palaia seconded the motion. Aye vote. None opposed.

12. Adjourn

The meeting adjourned at 7:25PM

Respectfully Submitted,

Tom Buckley
Secretary

Accepted on behalf of the
Board of Commissioners

Chapin Spencer
Chairman