

Finance Committee Meeting Minutes

Date: March 17, 2017  • Place: CCTA Board Room

Commissioner Powers, Chair

Commissioner Dimitruk (by phone)

Alt Commissioner Millar

Alt Commissioner Jensen (Absent)

Alt Commissioner Bohne (Absent)

Mark Sousa, General Manager

Michelle Daley, Director of Finance

Kim Wall, Grants Manager

Jordan Nelle, Controller

8:33AM meeting called to order

1. Adjustments to Agenda – None
2. No Public Present
3. Approved minutes from January 10, 2017 and February 14, 2017 as written – Rob moved, Marti seconded and motion carried.
4. Review of the adjustments for the FY17 Operating and Capital Budgets – Ms. Daley explained that the budget adjustments are driven by the recent grant amendment adjustments. The changes to the grant were all capital related changes. The rural funding did not change at all. For the capital changes we received funding to replace two of the in ground lifts and the purchase of one mobile lift. We also, received the funding for the un-awarded projects with the initial grant agreement including the state local match contributions. Ms. Daley shared with the committee that the agency would not be able to financially sustain capital budgets of this size on an on-going basis and that we will need to work on a process to prioritize the projects in the future. Ms. Daley then went onto the operating budget adjustments. Ms. Daley informed the committee that the capital budget adjustments has given us the opportunity to get our current budget in better alignment with what is actually happening. To that end, the agency has been seeing over the past couple of years some significant decreases in fare revenues. From 2015-2016 YTD the urban actual revenues for passenger fares has dropped 5% in the urban system and 11% in the rural system. From 2016 2nd quarter ytd compared to FY2017 2nd quarter YTD, we are still seeing significant decreases. We have adjusted down the Fare revenues by a total of \$400,000. In order to balance the remaining operating budget a series of line item adjustments were made based on the trends of the actual spending through June 30,2017. To complete the balancing of the budget we are expecting to over spend 5307 by close of the fiscal year 2017.

Mr. Sousa explained that the ridership nationwide is down 6-10 percent. Some agencies have seen positive outcomes when they have implemented changes from a service analysis. Mr. Sousa also believes that our fareboxes are not recording the passenger counts accurately and that could be impacting the ridership data.

Ms. Daley asked for a recommendation from the committee to put forth the capital and operating budgets for a vote at the board meeting on 3/21/17. The committee unanimously agreed to do so, with a memo fully explaining each increase and decrease.

Mr. Sousa informed the committee that the maintenance union has agreed to a meeting regarding the upcoming contract for next week.

Meeting Adjourned at 9:10AM

Next meeting is April 11, 2017 at 8:30AM here at 15 Industrial Parkway, Burlington VT 05401