

Triangle Transit Authority Board of Trustees
Meeting Minutes
October 25, 2006

Board Room, 68 T.W. Alexander Drive
Research Triangle Park, NC

Board Members Present:

Bill Bell (arr. 1:17 p.m.)
Anne S. Franklin
Alice Gordon
Bob Hinshaw
Ellen Reckhow (arr. 1:20 p.m.)

William G. Smith (left 3:12 p.m.)
Bill Strom (left 3:20 p.m.)
Nina Szlosberg
M. Carter Worthy

Board Members Absent:

Sig Hutchinson
Jeff Merritt

Kenneth Spaulding

Staff Present:

Laurie Barrett
Michelle Dawson
Brian Fahey
Saundra Freeman
Damien Graham
Sylvester Goodwin
Wib Gulley
David King

Brenda Lee
Greg Northcutt
Brad Schulz
Juanita Shearer-Swink
Garold Smith
John Tallmadge
Deidre Walker

Guests Present:

Tamra Shaw, *NCDOT PDT*

Bruce Siceloff, *News & Observer*

Chair M. Carter Worthy called the meeting to order at 1:12 p.m.

I. Adoption of Agenda

Action: On motion by Strom and second by Franklin the agenda was adopted. The motion was carried unanimously.

II. Recognition

A. Introduction of New Hires

Chair Worthy welcomed David King as interim General Manager. She announced that he was the former deputy secretary of NCDOT and recently retired with 33 years of service to NCDOT. She added that his achievements included helping initiate TTA's regional vanpool, carpool and bus services. She said he has served as chair of the States for Passenger Rail Coalition and worked with the Transportation Research Board.

Worthy also recognized Brenda Lee who has been brought in to support the General Manager. King replied that Lee also worked for NCDOT and knows not only NCDOT staff but also legislators and will be a great asset.

B. Announcement of Promotions

None.

III. Public Hearings

None.

IV. Public Comment

None.

V. Consent Agenda

Action: On motion by Smith and second by Strom the consent agenda was adopted. The motion was carried unanimously.

The following consent agenda items were approved:

- August 23, 2006 – Closed Session A Minutes;
- August 23, 2006 – Closed Session B Minutes;
- September 11, 2006 – Special Session Minutes;
- September 11, 2006 – Closed Session A Minutes;
- September 11, 2006 Closed Session B Minutes;
- September 27, 2006 – Closed Session Minutes;
- Resolution Committing Local Matching Funds to Federal and State Grant Awards for Bus Operations and Maintenance Facility (2006 0022);
- Regional Bus Capital Project Ordinance Amendment (2006 0005); and
- Resolution Granting Signature Authority to David King (2006 0023).

VI. Presentations

None.

VII. Reports & Recommendations

A. Communications Committee Report

None.

B. Nominating Committee Report

Bell arrived.

Action: On motion by Hinshaw and second by Strom the minutes of the Nominating Committee meeting of August 23 were approved. The motion was carried unanimously.

1. By-Laws Amendment

Chair Worthy said that due to turnover on the Board this year the practice of staggering leadership between the east and west sides of the Triangle was difficult this year. She said that the Nominating Committee recommends two amendments to the by-laws, one to add strategic communications as an area of responsibility of the Planning & Legislative Committee and the second, a one year change to allow a non-voting member to serve as secretary. The affected sections of the by-laws are included below with the changes.

ARTICLE IV Committees

Section 1. Standing Committees.

C. Duties. Each standing committee shall conduct official meetings to approve its reports and recommend action to the Board. Each such committee shall have the responsibility to become informed of, and report from time to time to the Board with regard to, the activities of that division of the Authority set opposite the name of the committee below:

| Committee | Areas of Responsibility |
|------------------------|---|
| Planning & Legislative | Long range and strategic planning Intergovernmental relations (federal, state and local) Land use issues Authority goals Transit corridor planning Regional transit plan Strategic Communications |

ARTICLE III Officers, Agents, and Employees

Section 1. Number.

A. Officers of the Board. The Board shall annually elect a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Chair and Vice-Chair shall be elected from among the voting members of the Board, and shall have been appointed to the Board by appointing authorities within different counties of the Authority's jurisdictional counties pursuant to NC GS 160A-605(a). The Secretary and Treasurer also shall be elected from among the voting members of the Board. Effective from November 1, 2006, until December 31, 2007 only, the requirement that the Secretary be elected from among the voting members of the Board is suspended. A Board member may hold only one office on the Board at any one time. Each newly elected Chair shall have been appointed by an appointing authority pursuant to NC GS 160A-605(a) within a county different from his/her predecessor except, if the outgoing Vice-Chair of the Board at the time of said election is unwilling or unable for any reason to serve as said newly elected Chair, then said newly elected Chair may be elected from among the voting members of the Board and may have been appointed by an appointing authority within the same county as the appointing authority that appointed the predecessor Chair.

Action: On motion by Bell and second by Strom the Board approved the amendment to the by-laws as recommended by the Nominating Committee. The motion was carried unanimously.

Reckhow arrived.

2. Election of Officers

Worthy then presented the Nominating Committee's recommended slate of officers:

| Office | Board Member |
|---------------|------------------------------|
| Chair | Alice Gordon (Orange County) |
| Vice Chair | M. Carter Worthy (Raleigh) |
| Secretary | Nina Szlosberg (NCDOT) |
| Treasurer | Bill Strom (Chapel Hill) |

Worthy added that Sig Hutchinson has indicated a willingness and interest in becoming vice chair but would like more time on the Board before assuming that responsibility. She said that the Nominating Committee had asked her to continue as vice chair until a time when Hutchinson was comfortable in taking over that position. Gordon commented that there is a great leadership team in place and keeping Worthy on the team to maintain continuity was a good idea. She added that keeping Strom as treasurer for another year would not affect his movement in the leadership queue. Worthy then noted that Strom was remaining in the position of treasurer, again for the sake of continuity.

Action: On motion by Reckhow and second by Bell the Board unanimously approved the slate of officers for 2006-2007, effective November 1, 2006.

Gordon stated that she would distribute committee assignments as soon as possible.

C. Personnel Committee Report

Committee Chair Alice Gordon stated that the re-scheduled Personnel Committee meeting for November 9 will be confirmed.

D. Planning & Legislative Committee Report

1. Regional TDP – TTA's Role in Coordination/Consolidation of County Community Transportation Programs

Nina Szlosberg recognized John Tallmadge who explained this effort and TTA's possible role. He shared three criteria staff feels are important related to this project: expenses incurred by TTA should be offset by revenues, TTA should receive full information about the quality of service and quality of assets of each agency, and contractual agreements should be in place regarding service quality for service provided by contractors

Reckhow noted that this study was initiated by the State and offers some potential for improving service and minor cost savings. She said more importantly as a regional service, there is the potential for up to \$1 million in new federal funding to the region.

Franklin said she had a number of questions and would like the Committee to take a closer look.

Szlosberg then reported that the Committee discussed the use and feasibility of buses at planned rail station sites. She said a map of existing routes and station sites would be prepared by staff. She said the Committee discussed the master developer agreement, focusing on the affordable housing component, and received a report on a meeting with the Turnpike Authority (NCTA).

Szlosberg then invited Board members to the Environmental and Planning Subcommittee of the NC Board of Transportation on Wednesday, November 1. She said two national experts would be discussing toll roads and the use of pricing mechanisms to manage congestion.

Reckhow then mentioned a recent article she read about tolling feasibility in the state of Virginia, which she said seemed to parallel North Carolina's situation.

E. Operations & Finance Committee Report

Bill Strom reported that his Committee also discussed the master developer agreement, in particular affordable housing. He said the Committee received a follow up on grant and financial information, received a performance report and received an update on the strategic plan for bus, vanpool and paratransit. He announced that the November meeting is canceled.

1. Regional Call Center Interlocal Agreement

Strom then said that the Committee recommends authorizing the manager to enter into an interlocal agreement with Raleigh and Durham for the regional call center. He said it is not a significant budget item for TTA, but does add up to 13 employees. He added that his is positive news for public transit in the region and TTA can do a good job of managing it.

Szlosberg asked about the length of the commitment considering that employees would be hired. Gulley replied that participating agencies are committed for an initial period through June 30, 2008, and can withdraw with a year's notice after that time.

Action: On motion by Franklin and second by Smith the authorized the execution of the interlocal agreement for the regional call center. The motion was carried unanimously.

2. Attendance Policy

Strom stated that after discussion, the Committee recommends a low impact attendance policy that would hold members accountable to the attendance standards of their appointing jurisdictions and provide attendance reports to the Board and the appointing body semi-annually. In addition he said the Board chair would be asked to correspond in writing with members not meeting the stated attendance policy.

Reckhow recommended adding language that would encourage members to obtain an excused absence when they cannot attend. Szlosberg suggested requiring members to notify the Clerk if they are unable to attend at least 24 hours in advance of the meeting.

Action: On motion by Franklin and second by Strom the Board unanimously adopted the following attendance policy:

- Members are expected to meet the attendance standards of their appointing jurisdictions.
- Members shall be considered excused from a meeting if notice is given to the Clerk to the Board at least 24 hours in advance of a scheduled meeting.
- Attendance reports will be provided semi-annually to Board members and the appointing jurisdictions.
- The Board Chair shall correspond in writing with members not meeting the adopted attendance policy.

F. General Manager's Report

David King gave the following report:

- He has attended a number of meetings in his first two weeks, including the Raleigh Chamber of Commerce Board of Directors, Women's Transportation Seminar forum, regional mayors' meeting, and Regional Transportation Alliance.
- Visited Senators Dole and Burr's offices with Cherokee to discuss the Master Developer Agreement.
- The Notice to Proceed for the Bus Maintenance and Operations Facility was given and work should begin this week.
- There is a meeting scheduled with the NCRR's board chair and president on November 1 with TTA's Board chair me and general manager.
- He asked Patrick McDonough to talk about the events planned around the strategic plan for bus, vanpool and paratransit. McDonough said that on November 1 at least two manufacturer's buses would be displayed around the region to get the public's feedback in advance of bus procurement next spring. He said that in mid-November there would be a Town Hall Road Show throughout the region to help define the TTA experience. He said that staff would be available to discuss all aspects of TTA.
- King said he had met many of the employees at TTA and there is a lot of bright, motivated talent.
- Results from a recent *News & Observer* poll were provide and are attached and hereby made a part of these minutes. He said the results confirm that in all three counties growth management and congestion are the top two issues of concern for people. Szlosberg agreed that the results of the poll are great for TTA. She asked that staff prepare talking points. Worthy noted that 51% of the people polled have lived in the region less than ten years. Hinshaw suggested a meeting of local elected officials, which has not been done recently. Gordon said that first presentations should be made to the appointing jurisdictions. Worthy asked that the Planning & Legislative Committee start thinking about this. King agreed

that presentations to the appointment jurisdictions be made first and then beyond that to the smaller jurisdictions if possible. He noted that the first meeting was scheduled in Raleigh on November 21. Worthy asked that rather than a posture of reporting to them, this should be considered an opportunity to engage the officials and that the presentation should be fun and interesting and given with passion and an interactive part. She also asked that representative(s) from each jurisdiction be included in the presentation.

- King then invited Board members to the NC Go! Annual Banquet on November 1 in Raleigh.

G. General Counsel's Report

General Counsel Wib Gulley pointed out that the NCRR agreement calls for by January 1, 2007, not just a payment but also a federal full funding grant agreement. Bell suggested that Board members talk to individual members of the NCRR Board with which they are acquainted. King said that this meeting of the managers and two board chairs should occur first. Worthy said her position is that if they are unwilling to extend the agreement, then they should allow TTA to pay the license fee. She added that TTA has new leadership and this is an opportunity to collaborate and move forward in a better way. Szlosberg asked the Clerk to the Board to provide a list of NCRR Board members and the meeting schedule.

H. Chair's Report

Chair Worthy extended thanks on behalf of the Board to Wib Gulley and Sandra Freeman for their leadership between general managers. She also congratulated Anne Franklin on the successful WTS forum and thanked her for her participation and leadership in making it happen

I. Board Member Reports

1. CAMPO TAC Representative

No report.

2. DCHC TAC Representative

No report.

3. Regional Transportation Alliance (RTA) Representative

No report.

4. COMTO Annual Conference

William Smith shared a written report, which is attached and hereby made a part of these minutes. He highlighted a workshop, "Exploring the Barriers of Community Involvement in Community Transportation."

Smith left.

5. WTS Forum

Anne Franklin thanked TTA staff for the outstanding job they did on this conference. She said that collaboration, not competition, with other transit systems is critical to communicate what is needed.

VIII. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. 2007 Benefits Package

Janet Carter said the benefits package being recommended is a 6.4% premium increase over the current year, below the average increase of 7% for other organizations. She noted that there will be a single open enrollment for all benefits starting this year. King pointed out that employees are being asked to participate voluntarily in a health risk assessment. Janet Carter further explained that the recommendation includes a \$25 incentive for employees who participate in the health risk assessment and employees not choosing to participate would pay \$25 per month towards their health insurance coverage.

Strom left.

Reckhow shared that Durham County offers an incentive to its employees to get a regular physical by reimbursing the co-pay amount for an annual exam.

Action: Hinshaw made a motion, which was seconded by Reckhow, to approve the benefits package as recommended by staff.

Franklin stated that she did not support penalizing employees that choose not to participate in the health risk assessment. Szlosberg agreed.

Sandra Freeman said that the recommendation is a way to try and keep costs down. She added that additional increases could put TTA in a position where it could not afford to continue to cover 100% of insurance costs for employees.

Gordon asked if it would be better to re-phrase the language as an incentive rather than a penalty: employees would contribute \$25 per month to the cost of their insurance coverage, but TTA would pay the \$25 per month on behalf of the employees participating in the assessment.

Szlosberg commented that the suggestion to pay the annual co-pay for a physical is a good one and would cost TTA less than \$4,000 per year. She added that the incentive phrasing would imply a huge policy change from 100% coverage.

Action: A substitute motion was made by Gordon, and seconded by Franklin, to approve the benefits package as recommended by staff removing the penalty for not participating in the health risk assessment and adding a reimbursement program for the \$25 co-pay for an employee's annual physical.

Action: Upon vote, the substitute motion was carried five to three with Bell, Franklin and Gordon voting in the affirmative and Hinshaw, Reckhow and Worthy voting in the negative. (Strom and Smith were absent for the vote but were not excused from the meeting; therefore, their votes were recorded as affirmative votes.) The following items were approved:

- once per year open enrollment
- medical renewal with United Health Care
- dental renewal with Delta Dental
- vision renewal with VSP
- flexible spending plan administered by United Health Care
- COBRA administered by United Health Care
- short and long term disability coverage with SunLife
- life and accidental death and dismemberment coverage with SunLife
- one time \$25 payment to employees completing a Health Risk Assessment
- no penalty to employees not completing a Health Risk Assessment
- reimbursement of \$25 co-pay for employees for an annual physical

C. Master Developer Agreement Update

Wib Gulley distributed a handout on affordable housing, which is attached and hereby made a part of these minutes.

Anne Franklin requested to be excused due to owning property within a quarter mile of a proposed rail station. She added that she did not expect to gain or lose directly.

Action: On motion by Reckhow and second by Gordon the Board voted to excuse Board member Franklin from the discussion on the Master Developer agreement. The motion was carried unanimously.

Bell suggested adding “or exceed” to the language about meeting all local government requirements.

Reckhow asked about LEED and making units “green.” Gulley said that Cherokee announced earlier this year that all its commercial developments would meet environmental and energy use standards. He said Cherokee is working with the group that is developing the residential standards.

King suggested holding off on a vote until TTA’s funding partners have had an opportunity to review and understand the agreement.

Gulley noted that Strom has said that in addition to being LEED certified, there should be a process for an audit in later years to confirm.

D. New Business

None.

IX. Closed Session(s)

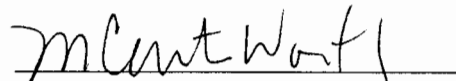
A. General Manager Work Plan

Pursuant to NCGS §143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Action: On motion by Bell and second by Gordon the Board adjourned into closed session at 4:10 p.m. The motion was carried unanimously.

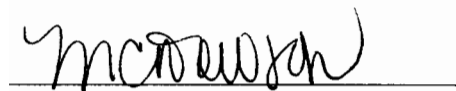
X. Adjournment

Action: On motion by Franklin and second by Reckhow the meeting was adjourned at 5:04 p.m. The motion was carried unanimously.



M. Carter Worthy, Chair

Attest:



Michelle C. Dawson, CMC
Clerk to the TTA Board