

**Triangle Transit Authority Board of Trustees
Operations & Finance Committee Meeting Minutes
January 3, 2008**
Bus Operations & Maintenance Facility Conference Room
Morrisville, NC

Committee Members Present:

Robert Hinshaw

Jeff Merritt, Committee Chair

William Smith (arr. 2:25 p.m.)

Committee Members Absent:

Jean Davis (excused)

Kenneth Spaulding

Bill Strom (excused)

Staff Present:

Amy Armbruster

Laurie Barrett

Michelle Dawson

Saundra Freeman

Damien Graham

Wib Gulley

David King

Richard Major

Greg Northcutt

Brad Schulz

John Tallmadge

Deirdre Walker

Merritt asked that staff present non action items in the absence of a quorum at 1:45 p.m.

IV. Board Policy on Service Expansion Through Partnerships

John Tallmadge reviewed the memorandum included in the agenda package to guide the Committee's discussion about expansion policies.

Merritt asked about requests from outside the three counties. King replied Pittsboro and Creedmoor, and the STAC is considering Clayton. Merritt said that thinking about these policies is good as gas prices and congestion continue to rise and service demands also will grow. He then asked if TTA works with NCDOT to plan for future service and highway improvements that would help our service. King responded that the short range transit plan staff is working on gives TTA something to take to NCDOT.

Merritt then asked about next steps. Tallmadge responded the item will be discussed by the Planning & Legislative Committee and all comments would be incorporated and brought back for action in February.

V. FY 2007 Audit Report

Saundra Freeman provided a handout, which is attached and hereby made a part of these minutes, reviewing the Comprehensive Annual Financial Report (CAFR). She focused on the findings by the auditors and staff's response. She attributed a majority of the issues to turnover in the finance department during the year and stated that staffing issues are being resolved.

Hinshaw asked if the financial software used is adequate. Freeman responded that staff is working on some updates and needs fixed assets and human resources modules.

Freeman noted that the auditors would present the CAFR at the Board of Trustees meeting.

Smith arrived.

Committee Chair Jeff Merritt officially called the meeting to order at 2:25 p.m.

I. Adoption of Agenda

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

II. Approval of Minutes

Action: On motion by Smith and second by Hinshaw the minutes of the December 6, 2007, regular session meeting were approved. The motion was carried unanimously.

III. Potential Service Changes with Bus Transfer Center Move

John Tallmadge introduced Emily Yasukochi and Eric Landfried. Landfried explained that although only two miles away from the current bus transfer center (BTC), the new facility's location impacts routes by eight minutes in one direction. He said most of TTA's routes will require changes. Details staff recommendations were presented, which are attached and hereby made a part of these minutes, along with maps and public comment received. He said preliminary estimates of increased costs due to these changes are \$46,000-\$71,000, but staff is exploring strategies to minimize these costs.

Hinshaw suggested that the full Board receive this information prior to the Board meeting.

Smith asked if there were consistent comments received. Yasukochi said that some adjustments have been made since the initial recommendations, the biggest involving route 311 serving Apex and the EPA. She said based on comments, the route would continue as is and service would be added to connect to the new BTC. She said that routes originating in Apex, Chapel Hill and Durham are longer with the move. She said a combination of solutions have been recommended, keeping the current routes in tact and adding service to the new BTC and expressing some routes along I-40 between Fayetteville Road in Durham and the BTC to maintain current route times.

Hinshaw asked for ridership numbers by county. Tallmadge said staff does not have current data by county, but rather looks more at ridership by route. He said staff would gather that information. Yasukochi noted that there is a reduction of service frequency on NC54 between Fayetteville Road and the current BTC, from 15 minutes 30 minutes frequencies. She added that this involves three census tracks

that have a combined minority population percentage higher than the region as a whole. She said staff struggled with the changes and had to make difficult decisions.

Yasukochi then said that the re-location of the BTC significantly affects shuttle service. She said staff recommends eliminating by-request shuttle service and service to Brier Creek. Smith asked about ridership on the Brier Creek route. Landfried responded that staff does not have good data, but will take samples. He added that it seems quite low, at one passenger per trip or none. He said the only service there is mid-day and Saturday and both DATA and CAT offer service to Brier Creek. Landfried noted that service is being added to a new Citizens & Immigration Service Center off Miami Boulevard scheduled to open in the next couple of months.

Action: On motion by Smith and second by Hinshaw the Committee voted to recommend Board adoption of the service changes as presented. The motion was carried unanimously.


VI. Revised Investment Policy and Procedure

Saundra Freeman explained that the current investment policy prohibits TTA from investing in long term instruments, limiting portfolio diversification and reducing interest earnings in the current economic climate. She said the revised policy allows for long term investments. She presented a current bank and investment schedule and pointed out that the rail account has a substantial balance which is not accruing interest, but said those funds would be invested in an interest bearing account this month.

Action: On motion by Smith and second by Hinshaw the Committee voted to recommend Board adoption of the revised Investment Policy. The motion was carried unanimously.

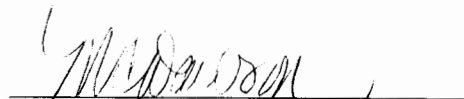
VII. Adjournment

Action: On motion by Smith the meeting was adjourned at 3:17 p.m.



Jeff Merritt, Chair

Attest:



Michelle C. Dawson, CMC
Clerk to the TTA Board of Trustees