



# Transit Advisory Council (TAC) Meeting Minutes

## Mission Statement

*The Mission of the Transit Advisory Council (TAC) is to implement the Carroll County Transportation Development Plan (TDP)*

**Meeting Date:** 11/9/2015

**Start Time:** 2:00 pm

**Location:** Bureau of Aging and Disabilities Library

**Chairperson:**

**Vice-Chair:**

Topic	Discussion
<b>Attendance:</b>	<b>Barb Rodgers, Tammy Black, Larry Burbank, Gerald Fuss, Doug Howard, Gary Legates, Ninette Legates, Brian Henline for Sanders, Joyce Tierney, Lou Yeager, Anita Farinetti, Jodi Glock, Bruce Hojnacki, Mary Lane, Ed Singer, Rita Zimmerman, Dana Lunceford, Danielle Yates, Erin Inman, Jenny Graybill,</b>
<b>Welcome and Introductions –</b>	
	Individual introductions completed. Danielle Yates was introduced as the new Acting Director of Citizen Services
<b>Approval of Minutes –</b>	
	<p>It was noted that the “next meeting date” in the minutes is confusing. The date in the minutes is the next meeting date, not the date announced in the meeting. This will be changed to reflect the date announced at the meeting the minutes pertain to.</p> <ul style="list-style-type: none"> <li>• The January date in the minutes should have a 2016 date.</li> <li>• Question posed: Why did Tammy get 9 votes instead of 10, like Barb? Jodi Glock confirmed via the notes, 9 is accurate.</li> </ul> <p>Motion to approve – Lou Yeager Second – not audible</p>
<b>Discussion and possible vote on a revised mission statement</b>	
	<p>Current Mission Statement is:</p> <p style="text-align: center;"><i>“The Mission of the Transit Advisory Council (TAC) is to implement the Carroll County Transportation Development Plan (TDP)”</i></p> <p>The word “implement” in the current statement implies this to mean ordering signs, buying buses and the labor-intensive aspects. Anita Farinetti suggested, “ensure the implementation”. Chair, Barb Rogers felt that this group being responsible for implementing is not the correct verb in this situation. It seems beyond this group’s role.</p> <p style="text-align: center;"><i>Proposed: The Mission of the Transit Advisory Council is to advocate for and advise in the implementation of the Carroll County Transportation Development Plan.</i></p> <p>Jenny Graybill recommended oversee, guide, steer and advocate. The group may not agree with the plan, so are there other verbs that could be used. Ninette Legates suggested recommend. Jerry Fuss added that it could be “inform, involve, monitor,</p>



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	<p>advise and concerning. Barb Rogers updated Commissioner Howard on the discussion. When asked he liked “advise” he asked us to reread the recommended mission statement. The question was posed “What is being advocated?” Transit improvements?</p> <p>Bruce shared Frederick County’s Mission Statement. It is lengthy but covers identifying trends, increasing public awareness, and influencing public policy. Commissioner Howard stated that the TDP is the compilation of everything just discussed. The plan is still the same as it has been for years. No further discussion was held. The mission can still change as the process continues.</p> <p style="padding-left: 40px;">Vote: Motion – Gary said to use “The Mission of the Transit Advisory Council is to advocate for and advise in the implementation of the Carroll County Transportation Development Plan.” Second: Lou Yeager</p> <p>Jodi Glock asked if this change requires we return to the Board. Commissioner Howard said no, we just needed to send notification and the Board will validate it in some way.</p>
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## **Analyze Data from the Transit Summit**

	<p>Barb Rogers reminded the group that the action item from the October 9, 2015 meeting was to analyze the data collected from the Transit Summit. The group was asked if there is anything they would like to include in the list. Gary Legates did not receive the transit summit notes electronically. Jerry Fuss needed an extra copy. Jodi Glock stepped out to make copies of Barb Rogers copies. Patty, Barb and Jodi prepared a starting document to work from.</p> <p>Gary Legates brought up transit is possibly moving from Citizen Services to Public Works. The group found out about the possibility in the media. Commissioner Howard responded that due to the vacant Director position, it presented the best time to evaluate a move. He provided historically it was located in Planning when he was with CATS. He felt when he first became a Board member; it needed to be moved into Citizen Services to have a natural advocate. Right now, it is not as effective as it could be and it is getting lost in Citizen Services. Gary Legates explained it has so much to do with people; it should be with some group or organization that serves the people.</p> <p>Commissioner Howard explained the possibility of putting it in Public Works and how it fits well with the Enterprise Funds. We have to get back to a natural separation between administering the grant and overseeing transportation and being the transit operator. We were not intended to be a transit provider. The thinking was to spend more of our time on more analytical, planning and raising funds, but not really what bus you use for what. Intent is to move it before they hire a Director for Citizen Services. Gary asked how it would affect the Council. Jerry asked what department it would be? Commissioner Howard said it would be the department where Jeff Topper is.</p>
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	<p>Lou Yeager brought up that law enforcement (Sheriff's Department) should be included in these meetings or have more control over transit. Commissioner Howard thought it would be appropriate to include them. It may be good to add 10-15 minutes at meetings to gain input from other groups. We can invite people with special expertise for meetings.</p> <p>Jerry explained the TAC origins were to work in concert with the consultant to assist with developing the TDP. Commissioner Howard shared that he, Anita Farinetti and Patty Whitson held a meeting with the community college regarding hours of service and the alignment with classes. Some ideas were an express run, extended hours, lining up shuttle routes to get the students to the campus a little earlier. In the January meeting, he suggested we bring major destinations to the meetings to talk with us. Main Street destinations may not be aware there is a stop in front of their business. The Hospital was discussing extended hours for late discharges and outpatient.</p> <p>CATS tried once unsuccessfully because it did not align with hours. Anita Farinetti said to be careful depending on shuttles vs demand response they cannot provide same day service. Commissioner Howard said we could make a much more significant investment or we could do a pilot.</p>
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**Develop goals to present to the Commissioners**

	<p>Copies were provided of the breakout sessions and summit notes. The group was asked again to review these documents. Many comments were concerns we already are aware of. The draft timeline was presented to group. Jodi Glock presented this document and explained it is fluid. Jodi explained the Trip Planner that is to be added to the website. Commissioner Howard asked if we have a specific TrailBlazer Website? If TrailBlazer is going to be distinct, people will look up TrailBlazer. Jerry Fuss was wondering about people without internet or those unfamiliar about the system, timing and connecting. Jodi Glock said she spoke with Denise Beaver who has a call into CMRT for travel training.</p> <p>Commissioner Howard asked if that is a County function, a Butler function or whose function? Who is responsible for coordinating it? Jerry Fuss said there should be a way a person trying to use the system can get direct information. Anita Farinetti explained that CTS does travel training and familiarization with the vehicles.</p> <p>Gary Legates suggested we could use WTTR to get information out to the public. Commissioner Howard shared with County staff the scroll on the County cable channel is not read aloud. Chris Swam is going to create a video of how to ride the system. This group needs to take these tasks in little chunks. This group begs for a couple of subcommittees.</p> <p>Ninette Legates said that if they were not present at the meetings they would not know what this group was doing. If brochures are put somewhere, people with limitations may not know they are there. People have to be trained to say do you need information on services. Commissioner Howard suggested a Transit Awareness Week. There are funds available to advertise. Have doctors tell their patients.</p>
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Commissioner Howard said Comcast and Clear Channel would provide us with advertising space. Barb said we need a subcommittee. Denise already has some of the information to get this done. *Subcommittee includes Lou Yeager, Doug Howard, Anita Farinetti, Barb Rogers, Jodi Glock.*

Jenny Graybill asked how anyone would know about the Google Transit. Commissioner Howard said when it gets loaded onto the websites to bring a presentation to the Board and they will send out a press release. Ninette Legates expressed concern it may not be auditory, Gary Legates said you might be able to add auditory tags.

Jerry Fuss said at one of the meetings there was an idea for the group to have experience with the system; what worked for them and what does not. Our input would help the group. Jodi Glock said she, Denise Beaver and Deborah Lundahl road the Westminster TrailBlazer. During this ride, locations of the signs, access to buses, and resources were noted.

Commissioner Howard said the goals should be set at 3 months, 6 months and a year. Keep things general. We need to look at other programs we should be providing information about. The Cab company did not attend the Transit Summit. He recommended a subcommittee for a group to look at the TDP more thoroughly to identify concerns within the plan.

Jerry Fuss agreed we all should read it and pull out salient points. Commissioner Howard said 3-4 people to read the plan, 3-4 go ride the bus. Have 3-4 go to people to provide current feedback. Anita Farinetti asked how long a pilot program is. Jodi Glock explained that we determine the length of the pilot and set performance measures.

Jenny Graybill asked about the timing of the brochures. Jodi Glock explained that the new brochures would go out when the equipment arrives. That will be determined when the vehicles are procured. Anita Farinetti wanted to make sure we are hitting the Spring college semester and summer hours. She wants us to make sure we cover a large cross section.

Commissioner Howard confirmed with Anita Farinetti that there would be more than one pilot program; one for a college pilot and an evening service pilot. Jodi Glock mentioned for reporting we can code the clients differently in Trapeze for reporting. The college was supposed to report back to Anita. Commissioner Howard said there could be seniors at the senior center who assist other seniors to help riders learn the system.

Jenny felt looking at destinations in 60 days, but keep implement pilot into 90 days. Change 3-month brochures update to explain the brochures are for the new service. Jenny said to create subcommittees in the first 3 months. Commissioner Howard asked what the starting date is. Since he said he'd set the 17<sup>th</sup> of December to present, January would be ideal.

Tammy said May 11 through 17 is national transportation week. Jenny Graybill said the Point In Time Homeless count is completed in the last week of January. That would be a good time to get information out. 4-5 month goals become 6-month



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	<p>goals. May be able to be a good time to have the CMRT Travel Trainers come out and support the event. Scavenger Hunt could be done that week as well with Commissioners leading teams in their districts.</p> <p>Next grant application add a Mobility Manager. Commissioner Howard asked if that position would be a Butler employee. Jodi Glock explained it could be whatever would be we decided it to be. Could be a Butler employee, or the funding passed to an agency or other configurations. This person could also be going into the community and foster new relationships. They would have to know what all the qualifications are. Commissioner Howard feels it would be better that it be assigned to Butler, so if the staff is out it is still covered.</p> <p>The TAC should be providing the information to Jodi Glock to put into the grant application. Commissioner Howard said that in the future, by summer of next year, this group should be driving the processes that determine what goes into the grant. Currently those are the decisions we are making at hoc.</p> <p>Dana Lunceford reminded the group that the bi-directional routes as prepared might not be the best way to deliver that service. There are many things to consider including the time on the bus. Keep in mind the time riders need to board, alight, and the packages they carry and how long it takes them to use the system with the drivers supporting them.</p>
<p><b>Announcements</b></p>	<p>Jodi Glock asked if anyone is interested in being on the subcommittee please let us know.</p> <p>Gary Legates asked that the group be informed instead of reading it in the Times. We agreed to send an email.</p> <p>Tammy asked when we are presenting the goals. Commissioner Howard said after the December meeting.</p> <p>Jerry Fuss suggests and encourages us to get the materials out the Friday before and the group to take the time to review.</p>
<p><b>Action Items</b></p>	<p>Commissioner Howard was going to reserve time to present goals on the 17<sup>th</sup>.</p>
<p><b>Next Meeting Date (Announced at meeting)</b></p>	<p><b>Next meeting date is December 14, 2015 at 2:00 pm in the Bureau of Aging &amp; Disabilities Library.</b></p>