



Transit Advisory Committee (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: 12/14/15

Start Time: 2:00 pm

Location: Bureau of Aging and Disabilities Library

Chairperson: Barb Rogers

Vice-Chair: Tammy Black

Topic	Discussion
Attendance:	Tammy Black, Larry Burbank, Gerald Fuss, Gary Legates, Ken Phebus, Barb Rogers, Sharon Sanders, Lou Yeager, Denise Beaver, Anita Farinetti, Jodi Glock, Mary Lane, Ed Singer, Jeff Topper, Dana Lunceford, Deborah Lundhal, Stephanie Utz, Nanette Legates, Caren Jagoda, Cathy Orzolek-Kronner, Brian Keseling, Jenny Graybill
Introductions –	Members and guests introduced themselves around the room including Jeff Topper and Cathy Orzolek-Kronner. Jeff joins the committee from the Department of Public Works and Cathy as a member of the National Federation for the Blind.
Approval of Minutes –	Barb ensured that everyone received last month’s minutes. As all members had received the minutes for November, a vote was taken for the approval of minutes. After receiving a motion and a second, the minutes were unanimously approved.
Restructure	<p>Jeff Topper, deputy-director of Public Works, introduced himself. After being moved from Citizen Services to Public Works, transportation now falls under Jeff. In addition to Transportation, Jeff also oversees the Carroll County Airport, the Bureau of Solid Waste, and the Bureau of Utilities. Jeff explained that he, Jodi, and Anita presented to the Commissioners and explained to the Board that the county was supposed to get buses in 2014, 2015, and 2016, but, due to a lack of State funding, will only be getting ten buses from 2014 and 2015. The county will be getting no funding for new buses from the State in 2016. After meeting with the state, it was discovered that ARRA funding is no longer in place and many vehicles throughout the nation that received funding in years past need to be replaced, making a very competitive environment on a state and federal level. Though the county only got 10 buses, it did better than many jurisdictions that got none and staff members came away with tips for acquiring more funding next year. Through the meeting with the Commissioners, Jodi, Anita, and Jeff were able to get Board approval for a grant in the sum of \$180,000 for maintenance in FY16. It was also discovered that there are \$91,000 in unspent funds set aside for Transportation for maintenance from prior years that are also available. With the grant and this unspent money, a great deal of needed maintenance can be completed to improve the working condition of the fleet.</p> <p>After giving the good news of additional funds, Jeff told the group about himself and his background. He also gave an overview of the workings of the Department of Public Works and the Carroll County Government. Barb and Jeff informed the group that the proposed presentation to the Board for Thursday, December 17 has been postponed. The group will have to get on the Commissioners’ schedule in the new year to review goals and recommendations.</p>
Discussion of Subcommittee	Based on discussions at previous meetings, Barb and Tammy decided on three subcommittees to help the group move forward with achieving its goals. These subcommittees are: Marketing and Advertising, Transportation Development Plan



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<p>Assignments</p>	<p>Document Review, and Patron Experience. The Chair for the Marketing committee will be Denise with Lou, Doug Howard, Anita, and Larry serving as members. Volunteers for the Transportation Development Plan Document Review Committee include: Mary, Gerry, and Cathy with Tammy chairing. It was mentioned that the current plan will be in effect for two more years so work needs to begin on the next five year plan. Tammy asked for a member to become an expert on the current TDP for ease of reference though no one was selected currently. In order to help members become more familiar with the document, Jodi offered to bring extra copies to the next meeting. Greg, Nanette, Brian, Ken, and Barb will comprise the Patron Experience Subcommittee with Jeff participating. Members of this subcommittee will be given bus passes to experience the system first-hand. Gary brought up the point of fixed-route services providing limited assistant to certain patrons, such as those who are visually impaired. This is a topic that the subcommittee should explore along with getting the perspective from other groups of patrons such as seniors. Subcommittee chairs are asked to inform the entire Committee of their meetings so that all members may attend and bring members of the public to contribute as needed and are also asked to provide updates between regular meetings.</p> <p>Members who have not volunteered for a committee are asked to choose a subcommittee to participate on by the next meeting so that each group can begin working on their goals.</p> <p>In order to provide members with adequate time to meet with their subcommittees, it was decided to hold regular meetings every other month. The meeting scheduled for January will remain the same, with the next regular TAC meeting occurring in March. Committee members are encouraged to get together between these meetings to work on their respective areas.</p>
<p>Old Business</p>	<p>Members expressed frustration that so few of the committee's goals have been accomplished, specifically adding additional fixed routes such as an additional route in the Hampstead area. Jodi explained that without more buses, adding more fixed routes is not possible. Currently, the County is waiting on the approval of a State bid in order to purchase more buses. Joining this State bid to get buses is an option we are looking into to expedite purchasing and reducing costs. There is funding for an additional route, but more buses are needed before it can be implemented.</p> <p>It was agreed that there is no need to review the Goals, Processes, and Strategies document at this time; it can wait for a future meeting after people have had time to meet with their subcommittee groups.</p>
<p>New Business</p>	<p>Frustration at finding transportation options during off-peak hours, to get out of the county, and for last minute appointments was brought up. Members discussed how people who use transit systems are limited in job opportunities because of the limited hours of operations provided, as well as the significant expense for services that provide for people needing to travel beyond Carroll County or those who require same-day service.</p> <p>It was asked if a comprehensive list of transportation entities, with services provided, hours of operations, price range, etc., could be created as a resource for the citizens of Carroll County. Jodi stated that she has tried to create such a list as recently</p>



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	<p>as six months ago, but companies were not interested in providing their information. Barb offered to take a look at the list and update it and Jenny offered to have interns make phone calls to the companies to gather information.</p> <p>Questions were raised about the services currently provided by Carroll Area Transit System. Many are unsure as to the transportation options that CATS now provides, but would like information since CATS has the option to provide same-day service, unlike transportation entities that operate through the government. After receiving a motion, a second, and unanimous approval, it was decided to have a speaker from CATS attend the next meeting to answer questions and discuss services provided. Jenny offered to set this up.</p>
Announcements	<p>Moving from Citizen Services to Public Works will bring some changes to the committee. One such change is that the group is required to follow the Open Meetings Act for Maryland. This means that, as a meeting that the public can attend, meetings must be approved and posted in a timely manner, agendas must be posted and made available to the public, etc., in order to make the meetings more public-friendly. Anyone who would like more information on this act is encouraged to complete the tutorial on the State of Maryland's website. The act does not apply to subcommittee meetings as they are considered workgroups under the TAC.</p> <p>Another change that will occur under Public Works is that Jeff wants committee members to be part of relevant presentations to the Board of Commissioners. Many other advisory councils present their findings and recommendations to the Board in conjunction with County staff members. This will be a great way for the committee to bring issues to the Board.</p> <p>The next TAC meeting will be held in the County Office Building, room 105. Not only is the County Office Building the location for many Public Works staff members, but it will also provide a larger meeting room.</p>
Next Meeting Date	Next meeting date is January 11, 2016 at 2:00 pm in Room 105 of the Carroll County Office Building.