



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: 03/14/2016

Start Time: 2:00 pm

Location: County Office Building

Chairperson: Barb Rodgers

Vice-Chair: Tammy Black

County Deputy Director: Jeff Topper, jtopper@ccg.carr.org

Topic	Discussion
Attendance:	Tammy Black, Larry Burbank, Gerald Fuss, Angela Gustus, Gary Legates, Ken Phebus, Barb Rodgers, Denise Beaver, Anita Farinetti, Jodi Glock, Jenny Graybill, Mary Lane, Ed Singer, Brian Henline, Glenna Kinney, Dana Lunceford, ,Deborah Lundahl, Rich Keyes, Leslie McLeod, Debby Standiford, Stephanie Krome
Introductions –	The meeting was called to order by Barb who began by having members and attendees introduce themselves. A quorum was established, with seven of eleven voting members present.
Public Comments –	There were no public comments.
Approval of Minutes –	Barb made note that Gerald Fuss spells Jerry with a “j.” With that change the minutes were unanimously approved with a motion by Jenny and a second by Gary.
County Staff Update –	<p>In Jeff’s absence, Jodi gave the staff update. The grant application was completed and submitted on time. This application was submitted to get money for operating expenses and capital expenses such as replacement buses, funding for a transit hub feasibility study, and vehicle replacement. Transit’s budget will be presented in early April. As more information is available it will be shared with the group.</p> <p>With the grant application submission, Jodi has caught up with the required quarterly reporting and has the 2nd quarter ready to submit.</p> <p>Members are reminded to include Jeff Topper in Transit related emails at jtopper@ccg.carr.org. In order to facilitate open communication within the group, every effort will be made to notify members of meetings, presentations, etc. before they occur. One way members can ensure they receive prior notifications is to sign up for GovDelivery by subscribing on the County’s homepage.</p>
Transit Presentation	<p>Over the past few weeks, group members Barb and Tammy, along with staff liaisons Jeff and Jodi, have been creating a presentation for the Board of County Commissioners which will be presented on March 24 around 2:30 during open session. Barb and Tammy shared the presentation with the group in order to get feedback and ensure approval of what was being communicated with the Commissioners.</p> <p>At eight slides long, the presentation portrays the role the Transit Advisory Committee plays in the County, reviews and</p>



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	<p>analyzes the data gathered at the Summit, and summarizes the group’s mission and goals. The presentation was created under Commissioner Howard’s request.</p> <p>While reviewing the slideshow presentation, group members entered into many beneficial discussions. Clarification was given that bus drivers, dispatchers, etc., located in the Transit Building on Old Meadow Branch Road, are employees of Butler Mobility and do not fall under Carroll County Government’s responsibility. It was also reiterated that there is a need to increase ridership on TrailBlazer routes as opposed to Demand Response. Demand Response, while necessary for some, is not cost effective; it is necessary to get more patrons on TrailBlazer buses to make the system more sustainable.</p> <p>Budget was a topic that garnered a particular amount of interest. Transit in Carroll County has an annual cash budget of \$2.1 million. The County receives about \$604,000 in grant monies and earns about \$500,000 in revenue. The remaining \$1.4-1.5 million is from the County. As this is a topic that many members of the Committee are unfamiliar with, it was requested that Jeff Topper give a presentation about budget and funding for Transit.</p> <p>After reviewing the presentation and making notes of suggested alterations, Tammy reminded everyone that the presentation goes before the Board Thursday, March 24 around 2:30 and encouraged members to attend.</p>
<p>Subcommittee Updates</p>	<p>Marketing and Advertising: The group has held a few internal meetings in order to establish a marketing plan with costs. Creating a video on how to use CTS busses is a top priority and Lou has reached out to the Community Media Center. Quotes have also been solicited for website improvements, search engine optimization, displays for the public, maps, radio ads, etc. In addition to these bids, the group drafted a letter to MTA in an attempt to get money for a 4th route in Hampstead/Manchester. This letter was sent to MTA last week and included costs and vendors.</p> <p>TDP: This group has not met yet, but plans to meet after the presentation to the Board of Commissioners. Since the current TDP was approved for five years in 2013, work will need to begin soon on updates and modifications.</p> <p>Patron Experience- Anita has cards ready for group members to ride the buses. Members of this subcommittee are encouraged to ride more than one route as it improves the odds of experiencing the many variables that occur from stop to stop. Cards will be mailed out to members along with schedules and maps.</p>
<p>Old Business</p>	<p>Jerry asked about the status of route expansion. Jodi explained that the County is still waiting on MTA to finish the procurement process so buses can be ordered. With very few spare vehicles, additional buses are needed in order to facilitate route expansion. MTA currently has bids open and is waiting to award. Once the award is granted, the County can order additional buses, but at least 150 days is needed to build a bus. Jodi has everything ready to order additional buses as soon as the contract is signed by MTA.</p>
<p>New Business</p>	<p>Jerry introduced the topic of the possibility of public transportation in Finksburg. There is no connector in Finksburg and no</p>



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	<p>fixed route. There is also limited door-to-door service in the area. Anyone with ideas and suggestions about possible stops and needs in the area or other areas should contact Jodi. She is currently working with MTA's Remix software to optimize the fixed routes.</p> <p>It was requested to have a member of the Baltimore Metropolitan Council present to the Committee to share their goals and ideas. This brought up the discussion of CATS presenting at a future meeting, which still needs to be rescheduled.</p>
Announcements	<p>There is no meeting next month.</p> <p>The presentation to the Board is March 24.</p>
Next Meeting Date	<p>Next meeting date is May 9, 2016 at 2:00 pm in the County Office Building, Room 105.</p>