



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: 05/11/2016

Start Time: 2:00 pm

Location: Carroll County Office Building

Chairperson: Vacant

Vice-Chair: Tammy Black

County Staff: Jodi Glock and Jeff Topper, jtopper@ccg.carr.org

Topic	Discussion
Attendance:	Tammy Black, Larry Burbank, Gerald Fuss, Jenny Graybill, Gary Legates, Ken Phebus, Denise Beaver, Anita Farinetti, Jodi Glock, Mary Lane, Nanette Legates, Ed Singer, Jeff Topper, Glenna Kinney, Dana Lunceford, Catherine Alles, Stephanie Krome
Introductions –	Tammy called the meeting to order and established a quorum with six voting members present. She informed attendees that Barb Rogers retired from the health department and will no longer be a part of the TAC. Members and two citizens introduced themselves.
Public Comment –	Katy, a citizen attending her first TAC meeting, informed the committee that there are citizens in Carroll County who need public transportation, but are unaware that it is available through CTS and other groups. She is interested in seeing the committee advertise services to more sectors of the community. Gary asked the group if anyone had heard about a bill the governor passed about setting priority funding and prioritizing projects. Gerry has heard of the bill and believes it is meant for urban areas and highway improvements, although it may cut into funding for the transportation CTS provides. The bill set more requirements to get approval from the state for transit projects.
Approval of Minutes –	Minutes for the March meeting were emailed to members prior to the May meeting. A motion for approval of the March meeting minutes was made by Ken and seconded by Gerry. This motion received unanimous approval.
County Staff Update –	Jeff reviewed the Department of Public Works’ budget presentation which was made to the Board of Commissioners about a month ago. Transportation’s budget is up about \$100,000. The grant was submitted to MTA and there is an upcoming quarterly meeting with MTA where Jeff and Jodi will explain the County’s needs. There is still concern about the ten vehicles from FY14 and FY15 that still have not been received. With very few spares in the fleet, these vehicles are critical to the success of the program. The state is still in the process of establishing their purchasing agreement and staff remain hopeful we can get these vehicles. In October, the FAST Act (Fixing America Surface Transportation), which funds the County’s transportation, will require additional record keeping for compliance. As a result, Jeff and Jodi must attend Facilities Asset Management training over



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	<p>the course of two days. The additional record keeping will put more burden on Jodi as she will have to keep extensive records on all facilities serving the transit program. She will also have to create a maintenance plan to meet federal regulations and provide additional quarterly reports.</p> <p>While the ten buses from FY14 and FY15 were approved, the six buses requested by the County in FY16 were not awarded. Staff remains hopeful that the additional six buses requested for FY17 will be approved. These buses would allow for expansion as well as additional pool vehicles for the fleet.</p>
<p>Executive Board Update –</p>	<p>Before retiring, Barb met with Tammy, Jodi, and Jeff to review the TAC bylaws. Tammy drafted changes which were sent to all TAC members. In order to apply any changes, the Board of Commissioners must approve them.</p> <p>There was a great deal of discussion on the changes to be made to the bylaws. One major area of debate was about the number of voting members and what to do when a voting member’s term ends. It was determined that there will be no more than 19 and no less than 11 voting members. The topic of ex-officio members was brought up and it was determined that ex-officio members are members that are non-voting and should include County staff including the grant manager, the deputy-director of Public Works, the representative of Planning, and the representative of economic development, transit system vendors, and the Health Department representative (currently Ed Singer).</p> <p>Other notable changes include changing Citizen Services to Public Works throughout and changing meetings to bi-monthly. In addition, the changes declare that subcommittees do not need to keep minutes when they meet. Due to the fact that all current members of the committee started at the same time and are serving 3 year terms, there will be membership issues at the end of the 3 year term. Tammy asked members to volunteer to change their term durations to alleviate this issue.</p>
<p>Subcommittees –</p>	<p>Marketing Committee- The marketing subcommittee got a new stand-up display that was available for all attendees of the May meeting to see. They used the display at the Seniors on the Go Expo and now it will be rotated among the allied agencies. With an estimate of \$33,000 for videos, social media, and advertising costs, the committee was hopeful it could get MTA funding; unfortunately their request was denied. However the committee will be doing in-house promotions using social media and gov.delivery.</p> <p>TDP- With Tammy busy reviewing the bylaws, this group has not met yet.</p> <p>Patron Experience- The Legates are unable to participate in this subcommittee as TrailBlazer does not service the area they live.</p>
<p>Old Business –</p>	<p>Gary asked when Rich Keyes with CATS would present to the committee to determine what CATS does and what services CATS offers. Hopefully he will be available for a meeting soon.</p>
<p>New Business –</p>	<p>Gerry presented to a social work class at McDaniel college, which Tammy also attended. As a result of this presentation, four students decided to participate in and ride on CTS buses to offer comments and to create a presentation to their class. These students will be sharing the presentation with Tammy so that the rest of the committee can see it at the July meeting.</p>



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Announcements –	Anyone interested in chairing the TAC should contact Tammy. Gary informed everyone that Uber is now available in Carroll County; while there are only a couple of drivers and you have to book in advance, it provides another option for transportation outside of Carroll County.
Adjournment –	A motion to adjourn was made by Gary and seconded by Jenny.
Next Meeting Date –	Next meeting date is July 11 at 2:00 pm in the County Office Building.