



Transit Advisory Committee (TAC) Meeting Notes

Mission Statement

The Mission of the Transit Advisory Council (TAC) is to advocate for and assist with the implementation of the Carroll County Transportation Development Plan (TDP)

Meeting Date: 07/11/2016

Start Time: 2:00 pm

Location: County Office Building

Acting - Chairperson: Tammy Black

Vice-Chair:

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

Topic	Discussion
Attendance:	Tammy Black, Jerry Fuss, Ken Phebus, Denise Beaver, Jeffrey Topper, Anita Farinetti, Jodi Glock, Jenny Graybill, Brian Henline, Dana Lunceford, Bruce Hojnacki, Glenna Kinney, Chris Nusbaum
Introductions –	The meeting was called to order by Tammy who began by having members and attendees introduce themselves and share their interest in transit.
Public Comments –	There were no public comments.
Establish a Quorum	A quorum was not established, as only 5 of ten voting members present. Due to the lack of a quorum, Jeff suggested sending an email to the group to approve the minutes via email. This was found acceptable by the group.
Approval of Minutes –	Jerry made note again, that Gerald Fuss spells Jerry with a “j.” Email to be sent to the group requesting a vote by email.
County Staff Update –	<p>Jeff reported on the Federally required Transit Asset Management training he and Jodi received in May. Upon returning they met with Doug Lindsay and Blaine Flickenger from Facilities to train them and start the process of cataloging facility components which are due to MTA in November.</p> <p>Jeff explained the requirements for Preventive Maintenance cycles and possible consequences for not meeting the established thresholds. Carroll County has had difficulty scheduling Preventive Maintenance (oil changes) due to lack of spare vehicles. Jeff noted the different ways the County is proceeding to improve the efficiency and that MTA is aware of the progress being made. Bruce Hojnacki from MTA explained further the process by which MTA monitors all Maryland jurisdictions. The jurisdictions maintenance of vehicles is considered when awarding future year grants. Other ideas provided by the group were to have a dedicated a mechanic, repair buses overnight (create a second shift), stocking more parts, or contract outside vendors.</p> <p>Bruce updated the group on the Bus Buy procurement process, noting letters of intent to award have been sent out, there is a protest period open now and the contracts are to be presented to the Maryland State Board of Public Works in August for approval. The order in which the jurisdictions vehicles will be built has not been determined yet. Tammy shared that Commissioner Howard affirmed Carroll County would be high up on the list. FY17 Operating awards could be out by August and Capital by October-November. Bruce was not able to confirm the current pending bus buy quantities include</p>



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	<p>FY17 awards.</p> <p>Anita shared with the group that two buses were taken out of service this year without replacements for them. Tammy asked how many more buses have to fail before a loss of service.</p>
Executive Board Update	<p>Tammy has prepared a Letter of Inquiry to Comptroller Peter Franchot, addressing the delay in State procurement process. This group is empowered to advocate for transit services</p>
Subcommittee Updates	<p>Marketing and Advertising: Chair, Denise Beaver shared the control of the website has been turned over to the County and content has been updated for compliance and includes a link to sign up for govdelivery. June's Dump the Pump marketing was not promoted due to insufficient equipment.</p> <p>TDP: Chair, Tammy announced a meeting on August 8 at 2:00 at Access Carroll. It is expected to last 2-3 hours. This will help prepare the group to be better advocates for the next TDP. Bruce shared this is a grant process to fund the new TDP, a contractor would be assigned and a scope meeting would be held before the process begins.</p> <p>Patron Experience: McDaniel Department of Social Work seniors completed a rider assessment and report of the TrailBlazer service. A copy of this report was available at this meeting. The students had difficulty catching the bus which was due to the website needing updated brochures which is being addressed. Chris from the National Federation for the Blind offered to provide accessibility testing on the transit website upon request.</p> <p>Commissioner Howard met with Tammy, Jeff, and Anita recently and discussed a possible new subcommittee to recommend/review <i>Policies and Procedures</i>. An Executive Committee was also recommended during that meeting to meet with the vendor regularly and address concerns. Jerry expressed concern that with a voting membership of 10, it is not reasonable to ask them to staff these committees as well as their other responsibilities. We need to look outside the group for members to be significantly involved. New meeting we will include a vendor update.</p> <p>Anita updated the group that Ride With Us is developing an extended hours pilot program for County approval. Next grant application is due in November, so recommendations for projects to fund in FY18 will need to be provided by the September meeting to be considered. Anita suggested sending a group email as so many were not present.</p>
Old Business	
New Business	<p>Chris asked the TAC if they would be open to recording a transit experience from a visually impaired person's perspective. The goal is to use the video to demonstrate the challenges of traveling with existing services. The NFB has equipment to record this media tool pending County approval.</p>
Announcements	<p>Ken Phebus' last meeting was today, he will be moving out of the County.</p> <p>Chris shared the National Federation for the Blind meet the 1st Saturday of each month from 10:00-12:00 at Carroll Lutheran Village. All are welcome.</p> <p>There is no meeting next month.</p>
Next Meeting Date	<p>Next meeting date is September 12, 2016 at 2:00 pm in the County Office Building, Room 105.</p>