



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: 09/12/2016

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, Angela Gustus, Gary Legates, Lou Yeager, Jeffrey Castonguay, Jeff Topper, Anita Farinetti, Jodi Glock, Denise Beaver, Bruce Hojnacki, Mary Lane, Ed Singer, Glenna Kinney, Dana Lunceford, Deborah Standiford, Heidi Pepin, Ninette Legates, Jenny Graybill, Cathy Orzolek-Kronner, Brian Kessler
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 –	CTS: Closed as of July 27, 2016, and have filed for bankruptcy. Even though a need existed, without government funding, they were unable to financially sustain. CHANGE clients (44) are now with CTS. UBER: Discussion regarding fees (compared to CTS); availability of obtaining a ride; not permitted to schedule in advance; issues with service animals. You must book with their app. CTS does not have an app due to scheduling; there may not be a seat available or require further discussion.
Establish a Quorum	A quorum was not established, as only four of eight voting members present. Due to the lack of a quorum, an email will be forwarded to the group for approval of minutes.
Approval of Minutes –	Email to be sent to the group requesting a vote by email.
Reports –	CTS: Establishing a six month pilot program in Westminster (five mile radius from library which encompasses Carroll Community College) during hours of 5:00 p.m. – 8:00 p.m; Monday - Friday. Currently waiting on Commissioner’s approval as 30-day notice required. Of note, beginning pilot earlier than anticipated negates student data. Ideally, would like to capture greatest client need in stats. The goal is to keep this a permanent program; busier the pilot, more chance of success. Would be beneficial to begin pilot at optimum time for accurate data compilation. Questioned as to whether CTS can measure performance or guarantee goals in some form. CTS forwards stats to Jodi, who then compiles on a quarterly basis, and provides to MTA for their review. MTA does not advise us how to operate but merely assists us in looking for areas in need of improvement.



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	<p>85% routes are Demand Response which is not as cost effective as the fixed routes. FY17 budget is 2.2 million. Breakout: ¼ fares, ¼ grants and ½ County.</p> <p>Extra clients added to existing routes provides more revenue using the same vehicles and staff. In addition, 100 trips per day have been added.</p> <p><u>Preventative Maintenance:</u> The County failed compliance with MTA last three consecutive quarters. To rectify, the County will:</p> <ul style="list-style-type: none"> • Work closely with Ride With Us and Fleet • Oil changes will be performed at 6,000 miles (vs the mandated 6,600) • Fleet will stock parts for vehicles and if necessary, work overtime to provide service. Often, other problems are detected when completing preventative maintenance. <p><u>New Freedom Vans:</u> Vans were assigned to County after CATS closed and are wheelchair accessible. They were purchased with New Freedom grant dollars and can't be used for Paratransit. Jeff Topper had requested an exception from MTA to use for public transit. But, grant law mandates it can't be used for something other.</p> <p><u>Trapeze Software:</u> Improvements are needed to correct issues. An update, on Columbus Day, will address two of the problems.</p> <p><u>MTA Small Bus Procurement (Spring 2017):</u> MTA placed bid but currently being protested. Their legal department is reviewing. This affects the County's spare ratio as having additional buses are beneficial to our operation. Bruce stated they are many orders pending and does not know who receives first. Expecting a May-December delivery of 10 buses. But, again, dependent on protest not being valid per MTA guidelines and number of available chassis.</p> <p><u>TAM Conference:</u> Being held last week of September; Jeff and Jodi will be attending. Networking, training and opportunity for MTA to explore greatest need of group.</p> <p><u>Miscellaneous Comment:</u> New Freedom's primary focus is for <i>disabled</i> individuals to be transported to medical appointments; not for general transit. Whereas, Demand Response is <i>not limited to the disabled</i> and open to all. Therefore, you cannot limit vehicle use. Cathy mentioned the need for an application to be qualified prior to using New Freedom. Discussed grant aspects and need to get a copy of same. CATS applied for grant and we are not privy to know how buses were intended to be used.</p>
Executive Board Update	None
Subcommittee Updates	<p><u>TAC:</u> We are a young council needing to determine how we can offer assistance to the County, our vendors and patrons. Original</p>



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	<p>bylaws are antiquated. We need to define and make significant changes; such as the addition of an Executive Committee. Jeff has been working with County attorney regarding all modifications. Jerry Fuss agreed to be co-chair of TAC; two people are interested in becoming voting members. All information can be forwarded to Jeff or Jodi and it's required to go before BCC for appointment.</p> <p><u>TDP Committee:</u> Met August 8th with good turnout. Reviewed current plan as next TDP upcoming. The TDP plan should coincide with ATP. This is beneficial when applying for grant money from MTA. <i>Miscellaneous Comment:</i> Questioned if someone could get on the MTA Board; this may help facilitate solutions to MTA processes. Process was not clear if feasible.</p> <p><u>Legislative Agenda:</u> Transit works with Planning (and other departments) to put narratives together. Initiatives in prior letter were: Transit Hub Study, Feasibility Study and Preventative Maintenance. Bruce advised, once priorities are stated in letter, MTA must address contents of same. Process begins in January compiling information for letter; goes through various channels and is approved in April. <i>Miscellaneous Comment:</i> Priority letter needs to be added to January's agenda.</p>
Old Business	<p><u>Advisory Goals:</u> Concrete goals need to be set and presented to BCC. Need to consider:</p> <ul style="list-style-type: none"> • Purpose, intentions, Bylaws • What are goals • Patron experiences <p><u>Marketing Strategies:</u> Email alerts are now available on CTS and all are encouraged to sign up for the service. Viewed new Trailblazer video produced by Chris Swam. Available on the Carroll County Governments' YouTube channel: https://www.youtube.com/user/CarrollCountyGov Discussion of possibly streaming videos at social services locations. Denise reached out to WTTR to request rate, as a non-profit, for marketing purposes. Thirty-second spots run \$500/month; Traffic reports sponsor is \$1,625/month. Would have to identify funding to support.</p>
New Business	None
Announcements	Final thought on TDP: We want the TDP plan to be as beneficial as possible. We can add 'dream' projects that are specific to our TDP goals and we have plenty time to compile our ideas.
Next Meeting Date	Next meeting date is November 14, 2016 at 2:00 pm in the County Office Building, Room 105.